

**POPE JOHN PAUL II CATHOLIC HIGH SCHOOL  
ALUMNI ASSOCIATION**  
~ Guidelines for Operation ~

The name of the organization is:

***Pope John Paul II Catholic High School Alumni Association***

The principle place of business of the Association is:

***Pope John Paul II Catholic High School  
1901 Jaguar Drive  
Slidell, Louisiana 70461  
(St. Tammany Parish)***

***Mission***

The mission of the Alumni Association is to establish and maintain communication between Pope John Paul II Catholic High School and its graduates and to foster the relationships started at PJP through communication, activities and a dedication to the goals, objectives and mission of the School. The Association will further serve to enhance the efforts of Catholic education in Slidell and St. Tammany Parish through assistance and financial support of Pope John Paul II Catholic High School.

***Membership***

Membership in the Alumni Association is granted to all graduates of Pope John Paul II Catholic High School. In addition, Associate Membership is allowed to students who attended Pope John Paul II Catholic High School, current and former faculty/staff of Pope John Paul II High School, and parents of alumni. Associate Members may not vote in elections, but may have voting rights on motions if they are serving on the board. Associate Members may not serve as President of the Association.

***Organization and Management***

The Alumni Association will be managed by an **Alumni Board** in accordance with the mission of the Association. ***The Association and the Alumni Board is accountable to the Archdiocese of New Orleans Office of Catholic Schools through the President of Pope John Paul II Catholic High School.***

The Alumni Board will consist of not less than nine members and one ex-officio member as follows:

- The **Executive Committee:** Four officers elected by a majority vote of the members of the Alumni Board as follows:
  - President
  - Vice President
  - Secretary
  - Treasurer
- One member of the most recent graduating class, recommended by faculty.
- Not less than four members-at-large elected by a majority vote of the general membership

- The president of Pope John Paul II Catholic High School as an ex-officio member
- The Immediate Past President of the association will automatically be granted one of the board positions.

### ***Nominations, Elections and Terms of Office***

The Nominating Committee will consist of:

- The President who serves as the committee chair
- Two of the members currently serving on the Alumni Board

Once annually, the Nominating Committee will present a slate of nominees to the general membership for election to the Alumni Board by June 15<sup>th</sup> of each year. The general membership will vote for the slate on-line or via email by June 30<sup>th</sup> of each year. Board members will be elected by a simple majority of the votes cast and will serve a term of one year beginning on July 1<sup>st</sup>. Alumni Board members may not serve for more than five consecutive terms.

The Alumni Board will elect the officers of the Association from a slate of nominees presented by the Nominating Committee at the first Alumni Board meeting of each school year. The officers of the Association are elected by a written majority vote of the Alumni Board members present at the meeting. Elected officers serve a term of one year beginning in July and thereafter until the election of successors. Members may not hold more than one office at a time and may not serve more than two consecutive terms in the same office.

### ***Duties of the Alumni Board and Association Officers***

***Alumni Board Members*** serve to represent the members of the Alumni Association at all meetings of the Alumni Board. Board members vote and conduct Association business in accordance with the mission of the Association and as specified by these guidelines.

The ***President of the Alumni Association*** will:

- Preside over all general meetings of the Alumni Association, Alumni Board meetings and Executive Committee meetings
- Represent the Alumni Association at special functions
- Appoint all Association committee chairs and is an ex-officio member of all Alumni Association committees
- Supervise the activities of the Alumni Association and see that all decisions and business conducted by the Association is carried out in accordance with the mission of the Association and as specified by these guidelines.

The ***Vice President of the Alumni Association*** will:

- Assist the President in the leadership of the Association
- Preside over meetings in the absence of the President

The ***Secretary of the Alumni Association*** will:

- Record, distribute and maintain minutes of all general membership meetings, Alumni Board meetings and Executive Committee meetings
- Be responsible for providing a copy of all minutes to the president of Pope John Paul II Catholic High School to be maintained in the school president's office for review by the school community upon request

- Be responsible for all Association mailings and coordinate these efforts with the school office in accordance with Archdiocesan policies
- Prepare all necessary correspondence for the Association

The ***Treasurer of the Alumni Association*** will:

- Keep an account of the receipts and disbursements of the Association
- Deposit all Association funds in an account maintained by Pope John Paul II Catholic High School
- Request disbursements of funds as required by the business of the Association
- Report on the financial status of the Association to the Alumni Board and the general membership

Members of the Alumni Board shall not be compensated for their services.

### ***Meetings***

The Alumni Board shall meet not less than four (4) times per year. The Executive Board shall meet not less than four (4) times per year. Members will be notified of meeting dates and times at least seven (7) days prior to the meeting.

All members of the Alumni Board, with the exception of the school President, are voting members. Actions requiring a vote require a simple majority of the Board members present or via proxy to pass.

### ***Deposit and Disbursement of Funds***

**All Association funds are to be deposited in an account maintained by Pope John Paul II Catholic High School.**

Requests for disbursements of:

- \$250 or less may be made by the President *without* approval of the Executive Committee.
- \$250 to \$500 must be approved by a ***majority vote of the Executive Committee***
- more than \$500 must be approved by a ***majority vote of the Alumni Board***

Requests for disbursements of any amount require the signature of the Association Treasurer ***and*** the signature of one other member of the Executive Committee. **All disbursements must be processed and approved by the President of Pope John Paul II Catholic High School**