

BISHOP GARCIA DIEGO HIGH SCHOOL  
CARDINAL ALUMNI ASSOCIATION  
BYLAWS

ARTICLE I – NAME

Cardinal Alumni Association

ARTICLE II – FUNCTIONS

The functions of this association shall be to:

1. Promote relations between alumni of the Catholic Girls High School, Santa Barbara Catholic High School (SBCHS) and Bishop Garcia Diego High Schools (BGDHS) and the students of BGDHS.
2. Create a means of communication and outreach to alumni.
3. Support BGDHS and the Alumni Endowment Fund

ARTICLE III – MEMBERSHIP

Any alumnus of the above named schools is eligible for membership. Associate membership is open to non-graduates however they cannot vote at meetings.

ARTICLE IV – OFFICERS

SECTION 1. NAMES

The officers of this Association shall be: President, Vice-President, and a Secretary/ Treasurer.

SECTION 2. TENURE

Officers shall be elected annually by a majority vote of the members present. The terms of office shall be one (1) year. No officer may hold the same office more than two (2) consecutive terms, except with the approval of a quorum of two-thirds of the Executive Committee members, which are named in Article IV, Section 1, and with the approval of the school Principal and Director of Alumni Relations in Article VII Section 1 of the Bylaws.

SECTION 3. DUTIES

A. President

The President shall preside at all meetings of this Association, appoint the Chairperson of any Standing Committees, prepare agenda's for meetings with the Director of Alumni Relations, perform such duties as are incumbent upon this office. The President is ex-officio a member of all committees except the nominating committee (although he/she can be on the committee).

B. Vice President

The Vice-President, in the absence of the President, shall perform all duties of the President and act as "Alumni of the Year" committee chair.

C. Secretary/Treasurer

The secretary/treasurer shall:

- i) keep the minutes of all Association meetings as well as the meetings of the Executive Board and discharge such duties as are incumbent upon this office. Secretary shall correspond on behalf of the Association and Executive Board.
- ii) receive all of the Association and deposit them with the school's bookkeeper; shall maintain an accurate account of same and report to the Association at each meeting the status of the account; shall assist in preparing a budget with the Director of Alumni Relations. The Treasurer shall approve all bills for payment prior to the school's bookkeeper preparing checks for payment.

ARTICLE V – AMENDMENTS

The bylaws may be amended at any regular meeting by a two-thirds vote of the members present and entitled to vote (i.e. actual graduates of the above named schools. Any such amendments shall have been presented in writing to the Association at the previous regular meeting and with the approval of the Principal.

## ARTICLE VI – FINANCES

The fiscal year will be July 1 through June 30. All funds are held in the school's accounts and the school's bookkeeper shall provide the Secretary/Treasurer with periodic reports. The Secretary/Treasurer will keep the Association aware of the financial status of the Alumni Association.

## ARTICLE VII – EXECUTIVE COMMITTEE

### SECTION 1. COMPOSITION

The Executive Committee shall consist of the above named officers. The School Principal and Director of Alumni Relations shall be ex-officio members.

### SECTION 2. DUTIES

These persons shall have full responsibility for the Association's business affairs, including a review of their reports, consideration of suggestions concerning association policies, budget, recommendation for the position of the Director of Alumni Relations' and review of his/her performance in consultation with the Principal, and other administrative details

### SECTION 3. MEETINGS AND QUORUM

- A. The Executive Committee shall meet as necessary. The President shall make know the date and time of the meetings of this committee and all regular meetings. The President will chair all meetings unless it is necessary for the Principal to chair a meeting.
- B. A quorum, consisting of a majority of the members of the Executive Committee, must be present to transact business.

### SECTION 4. REMOVAL FROM OFFICE

A quorum of the Executive Committee may request the resignation of an elected officer, or committee chairperson, who is not fulfilling the responsibilities of the position held. Similarly, a quorum of the Executive Committee may request the Principal to remove the Director of Alumni Relations should that person not be fulfilling the responsibilities of the position. The principal has final authority in this decision since the individual is an employee of the school.

## ARTICLE VIII.- STANDING MEETINGS AND REGULAR MEETINGS

The Standing Committees shall be Nominating, Homecoming/Hall of Fame, Special Events. The Association will conduct five (5) general meetings per year and shall arrange the meetings in coordination with the school calendar. Meetings are normally held during the school's academic year between August and June.

Special committees as may be found necessary in the proper development of the Association may be appointed by the President as the need arises.

## ARTICLE IX - NOMINATIONS AND ELECTIONS

### SECTION 1. NOMINATING COMMITTEE

The Chairman of the Nominating Committee shall be a past President. This committee shall consist of one (1) current officer and include the Principal and Director of Alumni Relations.

### SECTION 2. NOMINATIONS

The nominating committee gives its report at the meeting held prior to the election meeting presenting the name of one candidate for each office. Nominations may be offered from the floor.

SECTION 3. ELECTIONS

Officers shall be elected at the final meeting of the academic year by a majority of the qualified members voting.

ARTICLE X – RULES OF ORDER

All meetings of this association shall be conducted according to Robert's Rules of Order, newly revised, when not inconsistent with these bylaws.

ARTICLE XI - QUORUM

A quorum for a general meeting shall consist of a minimum of five (5) alumni to conduct business.

ARTICLE XII – PRINCIPAL'S RIGHTS

The principal of Bishop Garcia Diego H.S. retains the right to amend these bylaws as necessary.

Approved: October 10, 1991  
Amended: June 8, 1999  
Amended: March 15, 2001  
Amended: May 19, 2005  
Amended: September 14, 2009