

CONSTITUTION
And
BYLAWS
Of
LOYOLA GUILD OF JESUIT HIGH SCHOOL

Revised 2016

Previous Revisions 1978, 1982, 1989, 1993, 1996, 1999, 2000, 2005, 2008

CONSTITUTION

ARTICLE I NAME

The name of the organization existing under this Constitution shall be the Loyola Guild of Jesuit High School, herein referred to as the Loyola Guild.

ARTICLE II PURPOSES

The purpose and objectives of the Loyola Guild shall be:

- A. To foster and encourage close cooperation, community spirit among parents and friends of Jesuit High School, Sacramento, California.
- B. To raise funds for the support of the school and to advance projects for the immediate and long-range academic, religious, cultural, scholarship, and physical needs and goals of Jesuit High School.
- A. C. To encourage support and enthusiasm for the educational and social activities of Jesuit High School, utilizing the advice of the administration of the high school.

ARTICLE III MEMBERSHIP

Section 1. Classes

There shall be three classes of membership: Active, Life, and Honorary.

A. Active

The Active Membership shall be composed of all persons who have signified their intention to participate in the purposes of Loyola Guild and who have paid the required dues and so remain in good standing. This membership class may be renewable annually or any other time frame based upon the dues structure approved by the Board of Directors.

B. Life

Life Membership shall be composed of those persons who have paid a one-time amount or have converted a 4-year or annual membership with dues credit as specified in the Bylaws for such membership.

C. Honorary

1. Honorary Life or Annual Memberships may be conferred upon a person in recognition of unusual, outstanding or exceptional service to Loyola Guild or Jesuit High School.
2. Honorary Membership shall be recommended by the administration of Jesuit High School or Loyola Guild membership and conferred by a simple majority vote of the Board of Directors of Loyola Guild.

Section 2. Rights and Privileges

All members have the right and privilege to participate in Loyola Guild functions.

ARTICLE IV OFFICERS AND GOVERNMENT

Section 1. Government

The government of the Loyola Guild shall be vested in a Board of Directors, consisting of the Elected (Executive) Officers, the Advisory Board, and the Special Committee Chairs as provided in Article IV of this Constitution.

- A. Each board member shall have one vote at Board of Directors meetings.

B. A quorum of the Board of Directors shall be a simple majority of all Elected (Executive) Officers.

Section 2. Officers

The officers of the Loyola Guild shall be the Elected (Executive) Officers, the Advisory Board, and the Special Committee Chairs. All officers shall be current members of the Loyola Guild and have paid all membership dues prior to their installation.

A. Elected Officers (Executive Officers)

The Elected (Executive) Officers of Loyola Guild shall be the: President, President Elect, Past President/Parliamentarian, Vice President for Marketing & Communication, Vice President for Membership, Recording Secretary, Corresponding Secretary, Treasurer, Treasurer Elect, Christmas Tree Lane General Chair, Christmas Tree Lane General Chair-Elect, Christmas Tree Lane Treasurer, LOGO Chair, LOGO Treasurer, and Parent Representatives of the Sophomore, Junior, Senior, and Alumni students. These officers shall comprise the Executive Committee of the Board of Directors. They shall also comprise the Bylaws Committee.

B. Advisory Board

The Advisory Board of the Loyola Guild shall be the: Freshman Class Parent Representative, Newsletter Editor, Hospitality Chair, Properties/Supply Chair, Website Editor, Database Manager, Publicity Chair, Historian, and Special Projects Chair. The Spiritual Advisor shall be the President of Jesuit High School or his designee. He/she shall be a non-voting member of the Board of Directors.

C. Special Committee Chairs

The Special Committee Chairs shall be appointed, as needed, at the discretion of the President.

ARTICLE V ELECTIONS

Section 1. Designated Time

The annual election of officers shall be conducted in February, March or April of each year.

Section 2. Voting

- A. Active, Life, and Honorary Members shall each have one vote.
- B. Voting may be by surface mail or electronically. Proxy voting is not permitted.
- C. All ballots must be signed by a Loyola Guild member, in print or electronically.

ARTICLE VI MEETINGS

Section 1. Board of Directors Meetings

The Board of Directors of Loyola Guild shall meet monthly August through May, and optionally during the months of June and July.

Section 2. The General Membership Meetings

The general membership shall meet as determined by the President and the Board of Directors with respect to ARTICLE VIII of these Bylaws.

ARTICLE VII DUES

The membership dues shall be determined by the Board of Directors of the Loyola Guild upon annual review and published as changed in the appropriate newsletter.

ARTICLE VIII

FISCAL AND ADMINISTRATIVE YEAR

The fiscal and administrative year of the Loyola Guild shall be from July 1 to June 30.

ARTICLE IX NON-PROFIT STATUS

The Loyola Guild shall operate as a non-profit organization. All funds beyond normal operational expenses shall be used for charitable or educational purposes, except for a reserve fund not to exceed that allowed by law and relinquished to the administration of JHS at year-end. Any exception to this procedure requires the approval of the President of JHS.

ARTICLE X ENDORSEMENTS

Section 1. Commercial interest, Public Office Candidates, and Conflict of Interest

- A. No commercial interest or candidate for public office may be endorsed in the name of the Loyola Guild or in the name of any officer who is functioning in an official capacity.
- B. The Loyola Guild may endorse or oppose pending legislation or assume a stand on matters of public policy if approved by two-thirds vote of the Board of Directors.
- C. No Board member shall seek to influence Board decisions regarding purchases, contracts, or vendor agreements that would financially benefit any Board member.

Section 2. Roster

- A. The Roster is for the personal, private use of members of the Loyola Guild.
- B. No use of the Roster of Loyola Guild shall be made by commercial or political groups or by individuals or by organizations not directly associated with Jesuit High School.
- C. All other uses must be approved by the Board of Directors.

ARTICLE XI AMENDMENTS

This Constitution or the Bylaws may be amended by a vote of the membership as follows:

Proposed amendments shall be presented at a regular Loyola Guild meeting for discussion. Proposed amendments shall move forward by motion and second by the Elected (Executive) Board. Proposed amendments are then provided electronically to the membership for voting. Voting will remain open for two weeks. The amendment(s) will pass by an affirmative vote of a majority of the votes cast.

ARTICLE XII RULES OF ORDER

All questions not covered by the Constitution or the Bylaws of the Loyola Guild shall be governed by Roberts' Rules of Order, revised.

ARTICLE XIII PATRONS

The Loyola Guild shall be under the patronage of the Blessed Mother and St. Ignatius of Loyola.

BYLAWS

ARTICLE 1 DUTIES OF EXECUTIVE OFFICERS

Section 1. The President shall:

- A. Preside at all meetings of the Loyola Guild.
- B. Designate all Advisory Board and Special Committee Chairs.
- C. Appoint all special committees except the Nominating Committee.
- D. Serve as an ex-officio member of all committees except the Nominating Committee.
- E. Keep informed of the activities and policies of Jesuit High School and act as liaison to Jesuit and other organizations directly connected with the school.
- F. Plan the yearly calendar of events with the Executive Officers.
- G. Appoint the Freshman Class Parent Representative after the selection of the incoming Freshman class.

Section 2. The President Elect shall:

- A. Preside in the absence of the President.
- B. Acquire knowledge regarding the business and membership of the Loyola Guild to effectively fill the office of President the following year. Assist the President as requested.
- C. Serve as ex-officio member of all committees except the Nominating Committee.
- D. Keep informed of the activities and policies of Jesuit High School and other organizations directly connected with the school.
- E. Designate Advisory Board and Special Committee Chairs prior to the Board of Directors' Installation.
- F. Preside over the Special Projects Committee as indicated in Article III, Section VI.

Section 3. Past President/Parliamentarian shall:

- A. Act in an advisory capacity in manners relating to parliamentary procedure at all Board of Directors and general meetings.
- B. Be chair of the Nominating Committee and the Bylaws Committee and follow all procedures set forth in these Constitution/ByLaws in regard to the makeup of committees and timeliness of procedures.
- C. Appoint a committee to review bylaws and recommend action annually.

Section 4. The Vice President for Marketing & Communication shall:

- A. Be responsible for marketing and communication activities to advance the work of Loyola Guild, working with the Website Editor, Newsletter Editor, and Advertising Coordinator.
- B. Preside in the absence of the President and President Elect
- C. Notify the Loyola Guild board members of board meetings.
- D. Purchase a gift on behalf of the Loyola Guild for the outgoing President.

Section 5. The Vice President for Membership shall:

- A. Maintain a current list of names, addresses, and telephone numbers of the membership.
- B. Be responsible for membership solicitation and the preparation and printing of the roster.
- C. Coordinate volunteer participation in Loyola Guild activities.

Section 6. The Recording Secretary shall:

- A. Keep minutes of all Loyola Guild Executive, General and Board of Directors meetings.
- B. Distribute the minutes to the Loyola Guild Board of Directors, the JHS President and Principal, the JHS Board of Trustees President, and the JHS Vice President for Advancement.

Section 7. The Corresponding Secretary shall:

- A. Be responsible for all Loyola Guild correspondence
- B. Arrange for special occasion remembrances as approved by the Board of Directors.
- C. Arrange for thank you notes and other correspondence related to CTL sponsorships.

Section 8. The Treasurer shall:

- A. Be responsible for all monies paid to the Loyola Guild and shall disburse the same under the direction of the Loyola Guild Board of Directors.
 - 1. Keep an accurate account of all receipts and disbursements and report the same to the Board of Directors.

2. Be responsible for all monies deposited in the name of Loyola Guild in such bank accounts as approved by the Board of Directors.
 3. Withdraw monies from said bank accounts as authorized by the Loyola Guild Board of Directors and signed by the President, Treasurer, or other authorized designees. Any expenditure over \$750 requires two authorized signatures.
- B. Arrange for an annual review of the books.
- C. Serve as the chair of the Finance Committee which shall prepare an annual budget. Members of the Finance Committee shall be the President, President Elect, Vice-President for Membership, Vice-President for Marketing & Communication, Recording Secretary, Christmas Tree Lane General Chair, Christmas Tree Lane General Chair-Elect, CTL Treasurer and Treasurer-Elect, LOGO Chair, LOGO Treasurer, and Loyola Guild Bookkeeper.

Section 9. The Treasurer Elect shall assist the Treasurer with all duties to effectively fill this office the following year.

Section 10. Christmas Tree Lane General Chair (CTL) shall:

- A. Be the General Chair of Christmas Tree Lane and appoint a CTL committee from the Loyola Guild membership. All committee chairs shall be current members of the Loyola Guild with all membership dues having been paid prior to installation.
- B. Present the budgetary requirements to the Loyola Guild Board of Directors for approval prior to the occurrence of any expenditures.

Section 11. Christmas Tree Lane General Chair-Elect shall:

- A. Assist the CTL General Chair as requested.
- B. Acquire knowledge regarding the activities of CTL and the Loyola Guild Board of Directors to effectively fill the office of CTL General Chair the following year.

Section 12. Christmas Tree Lane Past Chair shall:

Act in an advisory capacity to the current Christmas Tree Lane Chair in order to provide a smooth transition from the previous year's event.

Section 13. Christmas Tree Lane Treasurer shall:

- A. Be responsible for all monies paid to CTL and shall disburse the same under the direction of the Loyola Guild Board of Directors.
 1. Keep an accurate account of all receipts and disbursements and report the same to the LG Board of Directors.
 2. Be responsible for all monies deposited in the name of CTL in such bank accounts as approved by the LG Board of Directors.
 3. Withdraw monies from said bank accounts as authorized by the LG Board of Directors and signed by the CTL Chair, CTL Treasurer, or authorized designees. Any expenditures over \$750.00 require two authorized signatures.
 4. Provide a monthly written report to the LG Board of Directors.
- B. Arrange for an annual review of the books.
- C. Provide an annual budget plan to the LG Finance Committee in accordance with LG budgeting meetings.

Section 14. LOGO Chair shall:

- A. Be the General Chair of LOGO and appoint a LOGO committee from the Loyola Guild Membership. All committee chairs shall be current members of the Loyola Guild with all membership dues having been paid prior to installation.
- B. Present the budgetary requirements to the Loyola Guild Board of Directors for approval.
- C. Assure all purchases are in keeping with the JHS approved dress code.

Section 15. LOGO Treasurer shall:

- A. Be responsible for all monies paid to LOGO/JHS and shall disburse the same under the direction of the Loyola Guild Board of Directors.
 1. Keep an accurate account of all receipts and disbursements and report the same to the LG Board of Directors.
 2. Be responsible for all monies deposited in the name of LOGO in such bank accounts as approved by the LG Board of Directors.

3. Withdraw monies from said bank accounts as authorized by the LG Board of Directors and signed by the LOGO Chair, LOGO Treasurer, or authorized designees. Any expenditures over \$750.00 requires two authorized signatures.
 4. Provide a monthly written report at the LG Board of Directors meetings.
- B. Arrange for an annual review of the books.
 - C. Provide an annual budget plan to the LG Finance Committee in accordance with LG budgeting meetings.

Section 16. The Alumni, Senior, Junior, and Sophomore Parent Representative shall:

- A. Be the liaison between Loyola Guild and their respective class parents.
- B. Promote and encourage participation in Loyola Guild activities.

ARTICLE II SPIRITUAL ADVISOR

The Spiritual Advisor (or his designated appointee) shall:

- A. Provide spiritual guidance and leadership.
- B. Keep the Loyola Guild Board of Directors informed of the policies of Jesuit High School.

ARTICLE III ADVISORY BOARD DUTIES

Section 1. The Freshman Parent Representative shall:

- A. Be the liaison between Loyola Guild and the freshman class parents.
- B. Promote and encourage freshman parent participation in Loyola Guild activities.

Section 2. The Hospitality Chair shall:

- A. Encourage Loyola Guild members to become acquainted at the meetings.
- B. Provide refreshments at regular Board of Director meetings
- C. Assist with retreat planning and preparation.

Section 3. The Newsletter Editor shall be responsible for editing and distributing the Loyola Guild newsletter.

Section 4. The Website Editor shall be responsible for maintaining the Loyola Guild website.

Section 5. The Properties/Supplies Chair shall:

- A. Be responsible for the storage of Loyola Guild possessions.
- B. Obtain additional supplies as needed.
- C. Maintain an inventory of Loyola Guild properties.

Section 6. The Historian shall:

- A. Keep an accurate record of Loyola Guild events, publications, printed materials and media articles and preserve these in an ongoing format.
- B. Ensure photographs of events are taken and stored.
- C. Create annual Loyola Guild and Christmas Tree Lane keepsake photo books
- D. Create annual video for the Installation Lunch.
- E. Maintain the past records.

Section 6. The Publicity Chair shall:

Be responsible for all items submitted to the local press and media regarding Loyola Guild events and projects.

Section 7. The Special Projects Chair shall:

Under the direction of the President, coordinate Loyola Guild support for specified events.

ARTICLE IV
SPECIAL COMMITTEE CHAIRS

The Special Committee Chairs shall be the chair of a project (s) as delineated by the President.

ARTICLE V
NOMINATION AND ELECTION OF OFFICERS

Section 1. The Nominating Committee.

- A. The Past President shall appoint a nominating committee consisting of five to seven members, which will include the President Elect.
- B. The President may not serve on the Nominating Committee.
- C. No one seeking a nomination should serve on the Nominating Committee.

Section 2. Nominations

The Nominating Committee shall report its slate of Executive Officers at a Board of Directors meeting. The names of the candidates must be published at least one month prior to the election.

Section 3. Term of Executive Officers.

Executive Officers shall be elected annually for a term of one year until the successors have been elected and installed.

Section 4. Requirement for President Elect

A candidate for President Elect shall have served on the Board of Directors, as described in the Constitution, Article IV, at least one year prior to nomination.

Section 5. Limit on Successive Terms, Board of Directors

- A. Except as provided in Article V Section 7, no Executive Officer shall serve more than three consecutive years on the Board of Directors, except for the President and Treasurer.
- B. Under special circumstances an appointed member of the Board of Directors may serve more than three years if approval is given by the Board of Directors.

Section 6. Date of Installation

Officers shall be installed at the annual general meeting of the membership in May.

Section 7. Vacancy

If a vacancy occurs in the Elected (Executive) Board, the Nominating Committee will convene to present a new candidate to the Board of Directors for a special election. All other vacancies on the Board of Directors will be filled by the appointment of the President. Failure to fulfill minimum duties outlined in Articles I and III may be accepted by the Board as a de facto or implicit resignation.

ARTICLE VI
BOARD OF DIRECTORS

Section 1. Commencement of Duties

- A. The Executive Officers of the Board of Directors shall take office on July 1.
- B. The Appointive Officers and Special Chairs, appointed by the President, shall assume their duties on July 1.

Section 2. Duties

The business and affairs of the Loyola Guild shall be managed by the Board of Directors.

Section 3. Meetings

- A. Regular Meetings shall be held as determined by the Board of Directors.
- B. Special meetings of the Board of Directors may be called by or at the request of the President. Notice of any special meeting shall be given a reasonable time prior thereto by email, written notice or telephone call.

Section 4. Quorum

A quorum shall be a simple majority number of the Executive Board of Directors. Any action by the majority of the quorum shall constitute an action of the Board.

Section 5. Vacancies

All vacancies of the Board of Directors shall be filled by appointment of the President. See Article V. Section 7.

ARTICLE VII DUES

Section 1. Amount

- A. The annual dues of active members shall be determined by the Board of Directors.
- B. The dues of Life Members shall be at least but not limited to ten times the annual dues.(See Article III, Section 1B for membership dues conversion)
- C. Honorary members shall not be required to pay dues.
- D. All dues levels shall be reviewed and determined by the Board of Directors on an annual basis.
- E. Membership dues conversions and other incentives are subject to approval of the Board of Directors.

ARTICLE VIII GENERAL MEMBERSHIP MEETINGS

Section 1. Transaction of Business

A simple majority of the Elected (Executive) Board shall constitute a quorum for the transaction of business at any regular meeting

Section 2. Meetings

The membership of Loyola Guild shall meet in accordance with Article IV, Section 1 of the Constitution.

ARTICLE IX ALLOCATION OF FUNDS

The Board of Directors may vote to allocate funds from the treasury for particular use by Jesuit High School, following guidelines outlined in the Constitution, Article II. No funds shall be allocated until approved for use by the President of Jesuit High School.

ARTICLE X SUSPENSION OF THE BYLAWS

Any part of these Bylaws may be temporarily suspended by the membership by a two-thirds vote of all the members present.