

THE CATHEDRAL SCHOOL ALUMNI ASSOCIATION**C O N S T I T U T I O N****ARTICLE I****1.1 Name**

The name of the Association shall be **The Cathedral School Alumni Association** ("the Association"), and shall be duly incorporated as a non-profit organization in one of the states of the United States.

1.2 Statement of Purpose

The purpose of the Association shall be:

- (a) To renew and foster better relationships among all former students, missionaries, teachers, and other workers and well-wishers of Cathedral School in Monrovia, Liberia and the United States of America.
- (b) To form a partnership comprised of the Alumni Association, the administration, faculty, students, and parents of Cathedral School, as well as any other interested parties, to strive for the academic upliftment of Cathedral School.
- (c) To establish and promote good relations with the Catholic Church and its foreign missionary services.
- (d) To promote Cathedral School's image as an educational leader for the betterment of education throughout the Republic of Liberia.

1.3 Seat of Business

The principal office of the Association shall be in the State of Maryland, USA, and the principal place of business shall be where the president resides.

1.4 Fiscal Year

The fiscal year of the Association shall, unless otherwise decided by the members, end on August 31 of each year.

ARTICLE II

MEMBERSHIP AND MEETINGS

2.1 Members

Membership of the Association shall be open to all former students, missionaries, teachers, and other workers, and well-wishers of Cathedral School.

2.2 Honorary Members

Honorary members may be elected by a vote of two-thirds of the members. Any person who has contributed significantly to the Association may become an honorary member of the Association, provided such person has been recommended by a member. Except otherwise designated by the members, such honorary members shall have no rights to notice of or to vote at any meetings, shall not be considered for purposes of establishing a quorum, shall not have the right to hold any office of the Association, and shall have no other rights or responsibilities.

2.3 Powers and Rights

In addition to the rights to elect officers and honorary members, and such other rights as are vested in them by this constitution, the members may have such other powers and rights as may be designated by a two-thirds majority vote.

2.4 Chapters

Chapters of the Association may be formed in any region of the Americas where there are members. Each chapter shall have the right to function independently with its elected officers, so long as the guidelines of this constitution are followed accordingly. Each chapter will be responsible for fundraising activities over the course of the fiscal year, in order to raise a targeted amount determined at the previous annual meeting. The goal thus set should be considered the minimal annual contribution of each chapter. These monies will be used for support of the Association and promotion of the activities of the Educational Foundation.

2.5 Annual Meeting

A general meeting of all members shall be held once a year at such time and place to be decided by the General Body or the Executive Committee at the Annual Convention.

2.6 Regular Meetings

Regular meetings of the members shall be held by each chapter at such times and places as may be determined by the respective members.

2.7 Special Meetings

The President, in consultation with members of the Executive Committee, may from time to time call emergency or special meetings of the Association as deemed necessary.

2.8 Quorum

Except as otherwise provided by this constitution, at any meeting of the members, one fourth of the members in good standing in the Association or chapter shall constitute a quorum.

2.9 Action by Vote

Each member in good standing shall have one vote. When a quorum is present at any meeting, a majority of the votes properly cast by members present shall decide any question including election of any office, unless otherwise provided by this constitution.

ARTICLE III

3.1 Executive Committee and Officers

The Executive Committee of the Association shall consist of the following officers:

1. President
2. Executive Vice President
3. Vice President for Membership
4. Treasurer
5. Secretary
6. Chaplain T
7. The Chairs of the Duly Constituted Chapters of the Association
8. Chair of the Education Foundation

3.2 Functions of the Officers

(a) The PRESIDENT shall be the chief executive officer of the Association, shall have general charge and supervision of the affairs of the Association and shall see that resolutions of the members are carried into effect. The President shall reside over all meetings of the Executive Committee and members, except as the members shall otherwise determine. The National President shall also ensure that all information is communicated with Chapter Presidents, who shall be responsible to disseminate such information to local members.

(b) The EXECUTIVE VICE PRESIDENT shall assist the President. He/she shall have an may exercise all the powers and duties of the President during his/her absence.

- (c) The VICE PRESIDENT FOR MEMBERSHIP shall be responsible for publicizing the activities of the Association and promoting activities to increase membership in the Association.
- (d) The TREASURER shall be the chief financial and accounting officer of the Association. He/she shall properly maintain and disburse funds of the Association in a timely manner. He/she shall provide a status report in person or a detailed written report to the President for presentation at each executive meeting.
- (e) The SECRETARY shall be responsible for keeping all non-financial records of the Association. He/she shall cite members to all meetings and take minutes at all meetings of the Executive Committee and the members.
- (f) The CHAPLAIN shall be responsible for conducting the devotional activities at all meetings and programs of the Association, except as the members may otherwise determine.
- (g) The CHAPTER CHAIRS are the chief executive officers of the various regional chapters of the Association. Their duties parallel those of the President of the Association at the regional level.
- (h) The functions of the CHAIR OF THE EDUCATIONAL FOUNDATION are delineated in ARTICLE VII.

3.3 Other Officers

The Association may elect other officers, in addition to those named herein above, including, without limitation, assistant secretary(s) or assistant treasurer(s). Unless otherwise determined by the members or the Executive Committee, assistant secretaries and treasurers shall have the duties and powers herein above set forth and granted to the Treasurer and the Secretary respectively.

3.4 Other Functions of the Officers

The officers of the Association shall, in addition to the functions stated in Article 3.2, perform any other functions as may be determined by the members. They shall be in attendance at regular quarterly meetings or file a report with the President to be presented at the meeting.

ARTICLE IV

QUALIFICATION FOR AND ELECTION OF OFFICERS

4.1 Qualification

Any member of the General Body in good financial standing with the Association and who is regular in attendance may run for any office.

4.2 Election and Tenure

The Executive Committee and other officers shall be elected every 2 years by the members. Elections shall be held at the annual meetings of the second year of every administration. Voting shall be by secret ballot, and officers may stand for re-election for a maximum of two consecutive terms. In the event that there are no candidates for any given office, a quorum of the members in good standing present at the annual convention may decide to extend the tenure of the holder of that office, if that person so agrees.

4.3 Removal

An officer may be removed with cause by vote of a majority of the Executive Officers of the Association, or with or without cause by vote of a majority of the members of the Association. An officer may be removed with cause only after reasonable notice and opportunity to be heard.

4.4 Resignation

An officer may resign by delivering his/her written resignation to the President or to a meeting of the members or Executive Committee. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states. A resignation, death, or forfeiture of any cause or without cause, shall operate as an assignment and release to the Association of all right, title and interest of such officer and to property and estate of the Association, except obligation of the Association to such officer.

4.5 Vacancies

If the office of any officer becomes vacant, the members may elect a successor. Each successor shall hold office for the unexpired term and, in the case of the Executive Committee, until his/her successor is elected and qualified, or in each case, until he/she sooner dies, resigns, is removed or becomes disqualified.

ARTICLE V

5.1 Personal Liability

It is intended that the members and officers of the Association shall not be personally liable for any debt, liability, or obligation of the Association, and that all persons, corporations or other entities extending credit to, contracting with, or having any claim against the Association may look only to the funds and property of the Association for the payment of any such contract or claim, or for payment of any debt, damages, judgment decree, or any money that may otherwise become due or payable to them from the Association.

ARTICLE VI

6.1 Dues and Fees

Each member shall be required to pay the Association an annual due of \$35.00. Dues received by the Treasurer by December 31 of each fiscal year will be reduced by \$10.00, for a total payment of \$25.00. Members may also be assessed other fees at levels and for causes determined by them.

Chapter dues will be determined by each Chapter. However, all Chapter members, as members of the national Association, must be in good standing at the national level.

6.2 Savings

Monies collected by the Association shall be deposited into a bank account established by and for the Association. The signatories to the withdrawal of funds from the bank account shall be any two (2) of the following three officers: The President, Treasurer, and Secretary. Prior to withdrawal from the account, a requisition shall be signed and approved by any two of the above mentioned officers.

The bank account of the Association shall be established in the area most accessible to the Treasurer.

ARTICLE VII

CATHEDRAL SCHOOL EDUCATIONAL FOUNDATION

7.1 The Educational Foundation is the arm of the Association established to carry out the goals as stated in the Statement of Purpose, Article 1, Section 1.2, b and d.

7.2 The functions of the Educational Foundation are as follows:

- (a) to purchase or solicit donations of educational materials for the use of the students, faculty, and administration of Cathedral School
- (b) to coordinate shipment of said materials to Cathedral School
- (c) to mount funding campaigns independent of the activities of the chapters. The monies thus raised will be maintained by the Foundation's treasurer in an account established for that purpose [or submitted to the national treasurer by the Foundation's treasurer and earmarked for use by the Foundation].
- (d) to provide scholarships to deserving Cathedral School students as funds allow.

- (e) to establish relationships with educational leaders in the United States and Liberia to promote the upliftment of educational standards in Cathedral School, the Catholic Education System in Liberia, and the education system of the Republic of Liberia.
 - (f) to promote the professional development of the staff and administration of Cathedral School.
 - (g) to establish sister school or penpal relationships for Cathedral School, teacher exchanges, visiting scholar and other programs to benefit Cathedral School and the educational system of the Republic of Liberia.
- 7.3 The Chair of the Educational Foundation shall be appointed by the President of the Association. He/she may be removed by a majority vote of the Executive Committee of the Association.
- 7.4 The Foundation will be headquartered in the city of residence of the Chair.
- 7.5 The officers and members of the Board of the Foundation shall be appointed by the Chair, with the advice and consent of the Executive Committee. Board members may be Association members and/or experts in the field of education or related areas.

ARTICLE VIII

8.1 Amendment of Constitution

Amendment of the Constitution shall be passed by the affirmative vote of two-thirds (2/3) of the members in good standing present at an annual meeting.

ARTICLE IX

9.1 Dissolution

If the Association is dissolved, after payment of all liabilities of the Association, all its physical assets shall be sold and the proceeds and balance of funds in its account shall be donated to the Cathedral School in Monrovia, Liberia.

Adopted: September 21, 1996

Signed: _____

Cecelia Davies Cooper
Chairperson
Constitutional Convention

Amended: August 1, 1998

Signed: _____

J. Fonati Koffa
Chairperson
Third Annual Convention

Attested to: _____

Frances Givens Fahnbulleh
Secretary
Third Annual Convention