

CONSTITUTION  
And  
BY-LAWS  
Of  
LOYOLA GUILD OF JESUIT HIGH SCHOOL

Revised 2008

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

## 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 in the County of Sacramento, State of California.
- B. To stimulate and obtain enthusiasm for the educational and social activities of Jesuit High School, utilizing the advice of the administration of the high school.
- C. To advance projects for the immediate and long-range academic, religious, cultural, scholarship, and physical needs and goals of Jesuit 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 By Laws 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. Officers

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

##### A. Elective Officers (Executive Officers)

The Executive Officers of Loyola Guild shall be the: President, President Elect, Past President/Parliamentarian, First Vice President, Second Vice President, Second Vice President Elect, Recording Secretary, Corresponding Secretary, Treasurer, Treasurer Elect, Christmas Tree Lane General Chair, Christmas Tree Lane General Chair-Elect, Christmas Tree Lane Past-Chair, 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 By Laws 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, Publicity/Historian Chair, and Special Projects Chair.

#### C. Special Committee Chairs

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

#### D. Spiritual Advisor

The Spiritual Advisor shall be the President of Jesuit High School or his designee. He shall be a non-voting member of the Board of Directors and attend all Nominating Committee meetings.

### Section 2. Government

The government of the Loyola Guild shall be vested in a Board of Directors, consisting of the Elective/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 said Board of Directors meetings.

B. A quorum of the Board of Directors shall be a simple majority of all Elective/Executive Officers.

## 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 mail. Proxy voting is not permitted.

C. All ballots must be signed by a Loyola Guild member.

## ARTICLE VI MEETINGS

### Section 1. The Board of Directors Meetings.

The Board of Directors of Loyola Guild shall meet monthly, except for the month of 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 By Laws.

## 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 require the approval of the President of JHS .

## ARTICLE X ENDORSEMENTS

Section 1. Commercial interest or Public Office Candidate.

- 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.

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

Section 1. Amendment by Two-Thirds Vote

This Constitution or the By Laws may be amended at any regular meeting of the Loyola Guild by an affirmative vote of two-thirds of the Elected/Executive Officers of the Loyola Guild Board of Directors.

Section 2. Proposed Amendments: Presentation to Membership

No proposed amendment may be submitted to a vote at any regular meeting of the Loyola Guild unless such proposed amendment shall have been read to the members of the Loyola Guild at least one (1) month before it is submitted for vote of the membership or written notice of the proposed amendment has been mailed, by regular mail or electronically, to all members of the Loyola Guild at least fourteen (14) days in advance of said meeting.

## ARTICLE XII RULES OF ORDER

All questions not covered by the Constitution or the By Laws 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.

BY-LAWS  
ARTICLE 1  
DUTIES OF ELECTIVE/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 Elective/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.
- C. Assist the President as requested.
- D. Serve as ex-officio member of all committees except the Nominating Committee.
- E. Keep informed of the activities and policies of Jesuit High School and other organizations directly connected with the school.
- F. At the invitations of the .1115 Board of Trustees, serve as a non-voting member of that body, representing Loyola Guild.
- G. Designate Advisory Board and Special Committee Chairs prior to the Board of Directors' Installation.
- H. Provide the staffing necessary to set the tables for the PACE Auction.
- I. 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 By Laws Committee and follow all procedures set forth in these Constitution/ByLaws in regard to the makeup of committees and timeliness of procedures.

Section 4. The First Vice President shall:

- A. Preside in the absence of the President and President Elect
- B. Upon the request of the Board of Directors, arrange guest speakers for the general meetings.
- C. Introduce guest speakers at general meetings and act as host
- D. Arrange the locale of general (Holiday and Installation) meetings.
- E. Purchase a gift on behalf of the Loyola Guild for the outgoing President.

Section 5. The Second Vice President shall:

- A. Be responsible for membership solicitation and the preparation and printing of the roster.
- B. Maintain a current list of names, addresses, and telephone numbers of the membership.
- C. Provide volunteer information from the members to the Board of Directors.

Section 6. The Second Vice President Elect shall assist the Second Vice President with all duties to effectively fill this office the following year.

Section 7. 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, the Presidents of the JHS Boosters and Alumni Association, and the JHS Development Director.
- C. Notify the Loyola Guild board members of board meetings.

Section 8. 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.

Section 9. 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 at least every three years.
- 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, Second Vice-President, Second Vice President Elect, Recording Secretary, Christmas Tree Lane General Chair, Christmas Tree Lane General Chair-Elect and the Treasurer-Elect, CTL Treasurer, LOGO Chair, LOGO Treasurer, and Loyola Guild Bookkeeper.

Section 10. The Treasurer Elect shall assist the Treasurer with all duties to effectively fill this office the following year.

Section 11. 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 12. 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 13 Christmas Tree Lane Past Chair

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 14 Christmas Tree Lane Treasurer

- 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 15. LOGO Chair

- 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 16 LOGO Treasurer

- 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 17. 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.
- C. Meet with the LG President to plan the yearly calendar of events and activities.
- D. Meet with the LG President to determine the activities during the year for which they will each be responsible.
- E. Be responsible for securing volunteers from their class to assist with the preparations for particular activities.
- F. Plan and coordinate the Principal's Forum for their specific class in conjunction with the school administration. The Alumni Representative shall be exempt from this duty.

## ARTICLE II SPIRITUAL ADVISOR

The Spiritual Advisor (or his designated appointee) shall:

- A. Offer prayer or Mass at all meetings of the Loyola Guild membership and render such assistance as he deems necessary.
- B. Keep the Loyola Guild Board of Directors informed of the policies of Jesuit High School.
- C. Attend all meetings of the Nominating Committee.

## 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.
- C. Meet with the LG President to plan the yearly calendar of events.
- D. Meet with the LG President to determine which activities the freshman representative is responsible to plan and execute.
- F. Be responsible for securing volunteers from the freshman class to assist with the preparations for particular activities.
- F. Plan and coordinate the Freshman Principal's Forum in conjunction with the school administration.

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

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

Section 4. The Properties/Supplies Chair shall:

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

Section 5. The Publicity/Historian Chair shall;

- A. Be responsible for all items submitted to the local press and media regarding the Loyola Guild goals and projects.
- B. Keep an accurate record of Loyola Guild events, publications, printed materials and media articles and preserve these in an on-going format.
- C. Act in the absence of the Recording Secretary.
- D. Maintain the past records.

Section 6. The Special Projects Chair shall:

- A. Coordinate Book Sale volunteers and refreshments (August).
- B. Coordinate with the JHS President's office for volunteers needed for the President's Club Dinner (Fall).
- C. Coordinate the JHS School-wide Open House (October) volunteers and decorations with Admissions Office.
- D. Be available to the President-Elect for unforeseen school administration requests.

## 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. Seven members will serve on the Nominating Committee. Two shall be selected by the President from the Board of Directors; five nominated from the general membership at a fall general meeting.
  - 1. No one shall serve on the Nominating Committee for two consecutive years.
  - 2. Neither the President nor President Elect may serve on the Nominating Committee.
  - 3. No one seeking a nomination should serve on the Nominating Committee.
- B. The Spiritual Advisor shall be present at all meetings of the Nominating Committee.

### Section 2. Nominations

- A. The Nominating Committee shall report its slate of elective/executive officers at a Board of Directors meeting. The names of the candidates must be published at least one month prior to the election.
- B. Additional nominations from the general membership must be seconded by two other members.

### Section 3. Term of Elective/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. No elective/executive officer shall serve more than three consecutive years on the Board of Directors, except for the President, President Elect, the Christmas Tree Lane General Chair and the Parliamentarian.
- 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 office of the President Elect or Christmas Tree Lane General Chair-Elect, 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.

## ARTICLE VI BOARD OF DIRECTORS

### Section 1. Commencement of Duties

- A. The elective/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 written notice or telephone call.

### Section 4. Quorum

A quorum shall be a simple majority number of the elective/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, except the office of President Elect and Christmas Tree Lane General Chair-Elect, 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. Thirty Active/Life Members shall constitute a quorum for the transaction of business at any regular meeting with a simple majority needed to govern activities.

### Section 2. Meetings

- A. The membership of Loyola Guild shall meet in accordance with Article IV, Section 1 of the Constitution..
- B. There shall be no less than two meetings during any administrative year to select the Nominating Committee(Fall) and to install Elected/Executive Officers(Spring).

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 BY-LAWS

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