

***Passionist Formation Alumni
Membership & Succession Planning Policy
11/03/2020***

I. Alumni Membership

Any lay, professed and/or ordained person who attended minor seminary, novitiate, college, major seminary, and/or theological studies in formation for membership in Holy Cross Province.

While all alumni, regardless of time spent in formation, are considered members, official registration is encouraged to assure accurate communications.

II. Alumni Council

A. Eligibility

Alumni who wish to be eligible for Council membership must be officially registered through the Alumni Council website.

B. Composition

The Council membership shall not exceed 13 positions:

1. 10 at-large members selected from registered Alumni membership
2. 2 representatives of the Provincial Office appointed by the Provincial
3. 1 professed and/or ordained liaison appointed by the Provincial

C. Terms

1. Appointed at-large members will serve a term of 4 years
2. At-large members will be selected to terms beginning on the following rotation.
 - Group 1: 2 members (2022, 2026, 2030)
 - Group 2: 2 members (2023, 2027, 2031)
 - Group 3: 3 members (2024, 2028, 2032)
 - Group 4: 3 members (2025, 2029, 2033)
3. Terms begin on January 1st and end on December 31st.
4. *At-large members can be reappointed to the Council after a 2-year break in service.*
5. Mid-term vacancies may be filled by the Coordinator to complete the term
6. If a Council member is absent from 3 consecutive meetings, the Council shall discuss replacing that member on the Council.

D. Meetings

1. The Council shall meet bi-monthly through conference calls and shall meet more frequently as necessary.
 - Bi-monthly meetings: January, March, May, July, September, November
2. While there is no minimum attendance required to convene the bi-monthly meeting, a quorum of 6 at-large members is required to conduct business and/or set policy.
3. At the Council's discretion, an annual on-site, in-person meeting may be held in an agreed-upon location.

E. Leadership

1. The leadership positions are Coordinator and Treasurer
2. The Coordinator and Treasurer will serve a minimum of 2 years but no more than 4 successive years.

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3. The Council will select the leadership beginning in January 2022 and every two years thereafter.
4. Should a leadership position become vacant mid-term, the Council will select a replacement to complete the term.

F. Leadership Roles & Responsibilities

1. Coordinator: convenes all regular and special meetings, chairs the nominating committee, provides direction and assistance as requested to the standing committees,
2. Treasurer: monitors and reports on operating income and expenses of the Council and Association, coordinates all reunion income and expenses with the Provincial office, recommends annual budget for the Council and Association, convenes meetings when the Coordinator is unavailable.

G. Standing Committees

These committees are necessary for the operation of the Alumni Council.

1. Administration / Province Liaison
2. Alumni Profile and Recruitment
3. Communications, Website and Newsletter
4. Family Events
5. Lay Association
6. Spiritual Formation

H. Updates to the Succession Plan

1. This succession plan will be periodically reviewed by the Council to assure that it reflects the current environment and to make changes as necessary.
2. Changes to the succession plan can be proposed and must be approved by a simple majority of the at-large members.

III. Appointment Process For At-Large Members

A. Nominating Committee

1. The Coordinator plus 2 additional volunteers from the Council will form the nominating committee
2. The committee will meet between July and September each year to identify nominees as follows:
 - A minimum of 2 and a maximum of 4 nominees for groups 1 & 2
 - A minimum of 3 and a maximum of 5 nominees for groups 3 & 4
3. The nominating committee should, if possible, select nominees who
 - enable the Council to maintain a diverse mix of formation experience (Prep, Novitiate, College, Theology).
 - provide complementary skill sets, especially to the outgoing members.

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B. Selection Process

1. The Council membership will review the nominations and select the new members during the regularly scheduled September meeting.
2. The newly appointed members will be invited to attend the regularly scheduled November meeting for introductions and transition. Their terms will officially begin on January 1st.

C. Guidelines for Membership

1. Demonstrates a spirit and willingness to serve the Passionist Alumni Council and the Passionist Province.
2. Recognizes and embraces the Passionist charism, mission and values.
3. Demonstrates an active spirituality that strives to give meaning and purpose to their own life, situation and circumstance.
4. Demonstrates current involvement or willingness to participate in Passionist-sponsored activities.
5. Has organizational experience and is committed to teamwork and collaboration with others.

D. Transition, 2021-2024

A transition to the new succession plan is necessary since the current Alumni Council was appointed as a group in October 2017 without a specified term.

1. The terms of current at-large members will end as follows:
 - 2 on December 31, 2021
 - 2 on December 31, 2022
 - 3 on December 31, 2023
 - 3 on December 31, 2024
2. At-large members will have the opportunity to request one of the termination dates.
3. If more members request the same date than positions available, then the required number of names will be drawn from that group if it cannot be resolved by discussion.
4. At the next offsite meeting, or at the special Council meeting tentatively planned to follow the 2021 reunion, whichever comes first, we will select names at that time. In any event, we will make the selections no later than October 31, 2021.