

By-Laws of  
**Rehoboth Christian School Alumni Association**

**ARTICLE 1: General Provisions**

**Section 1.01 Name.** The name of the association is “Rehoboth Christian School Alumni Association” (RCSAA)

**Section 1.02 Purpose.** The purpose of the RCSAA is to foster communication between Rehoboth and its alumni worldwide; to perpetuate a spirit of fellowship, promote camaraderie and build lasting connections among members; to support and develop Rehoboth Christian School (RCS) by supporting all school (Pre-k through 12<sup>th</sup> grade) activities that pertain to academic and athletic advancement or achievement; to help and support in the preparation and/or organization of class reunions.

**ARTICLE II: Membership**

**Section 2.01 Members.** Membership shall be open to all who have graduated from Rehoboth Christian School from the 12<sup>th</sup> grade and all honorary members. Honorary members may include former RCS students who attended through the 8<sup>th</sup> grade prior to the development of Rehoboth Christian High School. Honorary members may also include an individual designated as an Honorary Alumni through election by the RCSAA Executive Council.

**Section 2.02 Term of Membership.** The term of membership of any member shall be life unless otherwise requested to be removed from association membership.

**ARTICLE III: Meetings**

**Section 3.01 Annual Meetings.** There shall be an annual meeting required before June 30<sup>th</sup> for the confirmation of the election of members to the executive council.

**Section 3.02 Special Meetings.** Special meetings of the members may be called at any time by the President of the RCSAA, the Executive Council or by written request by 20 other members. Such notice will state the reasons as to which the meeting was called and by whom.

**Section 3.03 Notice of Annual and Special Meetings.** The secretary shall arrange to notify every member by sending a notice at least 10 days in advance. Member's contact information will be maintained by the Alumni Relations office and/or the RCS Advancement office. The RCS Parent News and website will also post meeting notices.

**Section 3.04 Meeting location.** All meetings should be held at Rehoboth, NM or in Gallup, NM.

**Section 3.05 Quorum.** The members present shall constitute a quorum to conduct the business.

**Section 3.06 Presiding Officer and Secretary.** At any meeting of the members, the President or Vice President of RCSAA, or any other member designated by the Executive Council, shall be present and be the presiding officer for the meeting. If the Secretary of the RCSAA is not present, the appointee of the person presiding at the meeting shall act as secretary of the meeting.

#### **ARTICLE IV: Voting**

**Section 4.01 Vote.** Each member shall be entitled to one vote on all matters submitted to them. At all meetings, except for the election of Executive Council, all votes can be by voice or show of hands. For election of Executive Council anonymous ballots shall be provided.

#### **ARTICLE V: Executive Council (EC)**

**Section 5.01 General Provisions.** An Executive Council is a group of at least seven [7] elected members who manage, control and direct the Association.

**Section 5.02 Power of Executive Council.** The property, business and affairs of the Association shall be managed and controlled by and under the direction of the Council, except as otherwise provided in these bylaws.

**Section 5.03 Number of Executives.** The number of Executives constituting the entire Council shall be at least seven [7] elected members.

**Section 5.04 Director of Alumni Relations.** The Director of Alumni Relations shall be a member of the EC and shall act as the liaison between RCS, the EC and the RCSAA. The position is a paid employee of RCS through the Advancement Office with the primary goal in guiding the council as well as be a non-voting member of the EC unless required to break a tie. Therefore, the Director of Alumni Relations shall keep and maintain all association records to correlate with the Advancement database.

**Section 5.05 Election of Executives.** Executives shall be nominated by the EC at the annual RCSAA meeting. They will be confirmed by the RCSAA members by a majority affirmative vote of the members present. Immediately after confirmation by the RCSAA members, the Executive so elected shall assume their respective duties.

**Section 5.06 Term of the Executives.** Each Executive shall be elected to a term of two (2) years. A Executive may be elected for no more than two (2) consecutive two (2) year terms.

**Section 5.07 Vacancies.** Any vacancies occurring in the EC shall be filled by the action of the Executives and such person shall serve until the next annual meeting of the RCSAA members, at which time he or she may be elected to a full term.

**Section 5.08 Resignation of an Executive.** Any Executive may resign at any time by written notice to the President or Secretary. The successor shall not take office until the effective date indicated on the written notice.

**Section 5.09 Removal of an Executive.** Any Executive, whether serving as such by reason of an office held in the Association, or otherwise, may be removed from office by vote of the majority of the Executive Council.

**Section 5.10 Quorum of Executives and Action of the Council.** Unless otherwise provided by these Bylaws, the presence in person of at least a majority of the directors then in office shall constitute a quorum.

**Section 5.11 Meeting of the Executive Council.** Regular meeting of the EC shall be held at least twice during every school year by the President or Director of Alumni Relations. Special meetings may be held whenever called by the president, any 2 Executives or the Director of Alumni Relations. Notices will be sent at least 10 days in advance to all Executives.

**Section 5.12 Participation by Telephone or any other Electronic Communication Method.** Executives may participate in and act at any meeting of the EC or any committee through the use of a conference telephone, Skype or other similar method of communication. Participation in such meetings shall constitute attendance.

**Section 5.13 Executive Council Duties.** An Executive member should represent and promote Rehoboth Christian School in a positive and enthusiastic manner, both at the Executive Council meetings, in participation at RCS events and within his or her home community.

## **ARTICLE VI: Officers**

**Section 6.01 Officers.** The Executives shall nominate other Executives to serve as the following officers of the Association: President, Vice President, Secretary and Treasurer.

**Section 6.02 Offices.**

- a. The President shall preside at all meetings of the RCSAA and the EC. The President shall have general supervision of the affairs of the RCSAA and shall appoint all committee chairs. The President shall be the chair person of the EC.
- b. The Vice President shall serve for the President when requested and shall assume duties of the President in his or her absence
- c. The Secretary shall keep the meeting minutes and maintain the roster of all members of the association (with the help of the Advancement office). The Secretary shall also handle all necessary correspondence of the council.
- d. The Treasurer shall oversee all monies belonging to the RCSAA. The Treasurer shall receive and disburse all funds of the association. Monies will be held in an audited fund account in the RCS business office. The Treasurer shall report to the EC and to the RCSAA on the status of accounts when requested by the EC. The Treasurer shall also keep permanent and accurate records of receipts and disbursements alongside the RCS business office.

## **ARTICLE VII: Committees**

**Section 7.01 General Provisions.** The Executive Council may create one or more committees (standing and special committees) and appoint chairpersons and committee members. The term of appointment shall be a period of one year and any committee member may be reappointed.

## **ARTICLE VIII: Miscellaneous**

**Section 8.01 Amendments to Bylaws.** These Bylaws may be altered, amended, repealed or added to by an affirmative vote of the members at an annual meeting, conducted as outlined in Article III Meetings.