



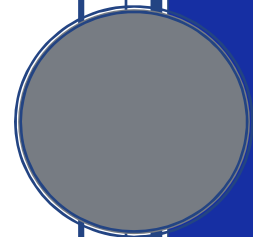
RUST COLLEGE INTERNATIONAL ALUMNI ASSOCIATION BYLAWS

ADOPTED MONTH

January 09, 2021

REVISED

November 7, 2020



Rust College International Alumni Association Constitution and Bylaws

ARTICLE I Name

The name of this organization shall be the Rust College International Alumni Association, herein after referred to as RCIAA.

ARTICLE II Purpose

Section A. The RCIAA is an independent self-governing body.

Section B. The purpose of the RCIAA shall be to:

1. Promote the cause of Rust College and its environment, and provide a channel for friendship and stewardship among Rustites and Rust College.
2. Provide communication between the College and the Alumni through programs, meetings, and activities.
3. Assist with student recruitment at the local, state, national and international levels for the College.
4. Assist the College by providing networking opportunities, student scholarships, internships, mentorships, and other initiatives.
5. Assist new alumni to find jobs, graduate schools, and other professional schools
6. Assist in providing financial resources to meet future demands so that Rust can remain in the forefront of the educational enterprise.
7. Provide hospitality to Alumni relocating into a new area.
8. Assist the College in its legislative goals and objectives.

**ARTICLE III
Membership**

- Section A. Regular Members shall include persons who have **a)** graduated from Rust College, **b)** attended Rust College as students, and **c)** received a degree (honorary or other) from Rust College.
- Section B. Associate Members shall include persons who are **a)** parents of Rustites, **b)** accepted as members of a local club, and **c)** have been issued citations for interest in Rust College. Former students and graduates of MI College are considered associate members.
- Section C. Active Members are those who are current with their annual dues **or** are a lifetime member at the end of the prior fiscal year (June 30th).

**ARTICLE IV
Privileges of Members**

Sections A and B were changed positions.

- Section A. Regular members, who are active, may hold major offices (President, Vice President, Recording Secretary, Treasurer, Parliamentarian, and Chaplain) in the Association as well as serve on standing committees.
- Section B. Associate members may not hold major offices (President, Vice President, Recording Secretary, Treasurer, Parliamentarian, and Chaplain) in the Association, but may serve on standing committees and enjoy other rights and responsibilities as a regular member.
- Section C. Active members of the association have the privilege to request college policies, procedures, materials, and other data from the college through the International Alumni Association.
- Section D. Members have the right to organize local Rust Clubs and/or local Rust/MI Clubs in communities where there are at least four (4) alumni in the area.
- Section E. Members who are not in an area where a Rust Club and/or a Rust/MI Club exist may select to affiliate with any Club of their choice. However, it is recommended the alumni affiliate with a Rust Club in close proximity to the alumni's residence.

**ARTICLE V
International Alumni Officers**

The Officers of the RCIAA shall be as follows:

President

Parliamentarian

Vice President
Treasurer
Chaplain

Recording Secretary
Immediate Past President, ex-officio

ARTICLE VI

Qualifications of International Alumni Officers

- Section A. The President, Vice-President, Parliamentarian, Treasurer, and Chaplain must: (a) be graduates of Rust College (b) have been active in both the RCIAA and a local club for at least two years, and (c) have participated and/or contributed to the on-going programs at Rust College.
- Section B. The Recording Secretary must: (a) be a graduate of Rust College, (b) have been active in both the RCIAA and a local club for at least two years, (c) have participated and/or contributed to the on-going programs at Rust College, and (d) be highly skilled with operating a computer and various software programs. The Recording Secretary must: (e) be able to communicate with leadership team via email, text, or other computer modes, and (f) be able to set-up conference calls and or meetings for the executive team members and be experienced in taking detailed meeting notes.
- Section C. To be qualified to run for office, candidates must be (a) current with the payment of their International Alumni Dues (Regular or Lifetime) at the end of the prior fiscal year, (b) a personal financial contributor for at least three of the five consecutive past years with an average amount of \$100.00 per year and (c) must be a contributing member (one who has paid their dues for at least three of the five immediately past years and active) with their local Rust College alumni club.

ARTICLE VII

Powers and Duties of International Alumni Officers

The powers and duties of the officers shall be such as the Executive Board prescribes, in addition to the following specified powers and duties:

Section A. **The President shall:**

1. Preside over all Association and Executive Board meetings.
2. Administer the Oath to graduating seniors at both spring and summer commencements (if summer commencement is applicable).
3. Call special meetings when deemed necessary.

4. Appoint standing committee chairs and members and establish other committees not otherwise provided for in the Constitution.
5. Represent the views and positions of the International Alumni Association on the Rust College Board of Trustees.
6. Work cooperatively with the administration of the College in an effort to weave together the functions of the two parties.
7. Keep the members of the Association abreast of the College's functions.
8. Take action, with the advice and approval of the Executive Board on matters, which cannot be deferred until the next meeting.
9. Sign letters and documents necessary to carry out the will of the Association and approve publications in the name of the Association.
10. Represent and speak for the Association to organizations and to the public.

Section B. **The Vice President shall:**

1. Serve in the absence of the President.
2. Assume the office of President if it becomes vacant and shall serve the said office for the unexpired term.
3. Perform such other duties as the President or the Executive Board shall assign.

Section C. **The Recording Secretary shall:**

1. Record and keep files on the minutes of all Association meetings as well as the Executive Board meetings.
2. Bring to each meeting the minute book, a copy of the Constitution and By-Laws, a list of the members, a list of the standing committee and special committees, and a copy of the parliamentary authority adopted by the Association.
3. Read all papers, documents, or communications as directed by the presiding officer.
4. Assist the President in the preparation of the order of business to be considered at each meeting.

5. Preserve all records, reports, and official documents of the Association except those specifically assigned to the custody of other officers.
6. Provide the chairperson of each special committee with a list of his/her committee members, a copy of the motion referring the subject to committee, and instructions, or material that may be useful.
7. Set up alumni meetings for the Executive Board, club presidents, and the annual meetings.

Section D. **The Treasurer shall:**

1. Be elected by the RCIAA.
2. Handle the financial portfolio responsibilities for the RCIAA and must be a person with strong ethics, accountability and operate with integrity.
3. Be responsible for regular attendance of meetings between executives and alumni in an effort to develop the necessary foundation for a mutually trusting professional relationship.
4. Be responsible for receipt (does not replace letter of donations provided by Rust College), disbursement, banking, protection and custody of funds, securities, and financial instruments.
5. Delegate authority for these duties by way of written request made to the RCIAA president and Executive Board.
6. Design and implement a financial management tracking system and analyze financial records to forecast future financial positions and budget requirements.
7. Evaluate needs for procurement of funds and investment of surplus and make recommendations to the Executive Board.
8. Advise and report on all financial aspect associated with RCIAA, which includes but is not limited to expenses, investments, scholarships, donations and loans for short- and long-range financial plans, etc.
9. Prepare cash flow and other financial reports for the International Alumni Association and Executive Board.
10. Work closely with the Executive Board to address financial budgeting matters that surface, bringing such matters to the Executive Board as necessary.

11. Have access to all reasonable means of obtaining information on which to base their advice and opinions, so they can fulfill their responsibilities to protect and preserve the financial interests of the RCIAA.
12. Have his or her accounts audited annually by an audit committee of two or more RCIAA active members.

Section E. **The Chaplain shall:**

1. Offer opening and closing prayers at all meetings.
2. Assist the Executive Board in meetings and RCIAA functions as outlined by the Executive Board.

Section F. **The Parliamentarian shall:**

1. Chair the Constitution and Bylaws committee.
2. Advise the president and other officers, committees, and members on matters of parliamentary procedure.
3. Maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote.

Section G. **Special Officers Appointed by the International Alumni President shall:**

Be appointed by the President of the International Alumni Association, and the duties shall be identified at the time of appointment.

**ARTICLE VIII
Nominations, Elections, Voting, and Tenure**

Section A. **Nominations**

1. A Nominating Committee shall be appointed by the RCIAA President. The Nominating Committee shall announce the nomination period to the alumni 90 days before the November annual meeting. The Nominating Committee shall develop a slate of officers within the 90 days before the annual meeting and generate a report. The report shall be submitted at the business session of the Annual Meeting (November Meeting) of the Association.

2. The slate must include at least one candidate for each position. The International Alumni Association, when in session, has the right to add additional names of candidates before the final ballot is created.
3. The election shall take place during the Spring Meeting of the International Alumni Association in every ODD calendar year.
4. Officers shall be elected by secret ballot, and the officers who receive the largest number of votes cast for the position shall be declared elected.

Section B. **Elections**

Elections are conducted by ballot or electronically, as described in the voting policies and procedures. If only one candidate has been nominated for an office, the Elections Committee chair simply declares the nominee elected, which is referred to as an election by "acclamation".

On any ballot, "write-in vote" may be cast for any eligible person even though the member has not been nominated during the nomination process. The "write-in" candidate must meet the position requirements as outlined in Article VI, sections A, B, and C.

If no candidate receives a majority, balloting continues, retaining as candidates all who do not voluntarily withdraw from the nominating process.

An election becomes final when the Elections Committee chair announces the result of the election and the candidate accepts to serve in the position. Otherwise, it becomes final when an absent candidate is notified and does not immediately decline. If the candidate elected declines the position, balloting continues until someone willing to accept the position receives a majority vote.

As soon as his or her election becomes final, newly elected officers shall assume position at the close of the meeting at which the election took place. Installation of officers shall be conducted in the month of June, prior to the beginning of the fiscal year (July 1st).

Newly elected officers shall enter a transition period with the outgoing administration for the transfer of knowledge and information regarding ongoing processes, records, documents, passwords, access to social media, etc.

Section C. **Voting for Officers of the RCIAA**

1. To facilitate greater participation in the electoral process, each Rustite who is financially active as of **June 30th of the previous year** will be issued a ballot by first class mail containing all nominees who were qualified as of the close of the Annual Meeting in November of the EVEN year. Members have the option to do a write in of their candidate on the ballot.
2. All ballots should be mailed to the membership via first class mail 60 days prior to the Spring Meeting. The mail ballots should be returned via first class mail and post-marked no later than 10 days prior to the Spring Meeting.
3. All ballots will be opened and counted by the Election Committee. The chair of the Election Committee shall present the election results immediately to the RCIAA body and the Director of Alumni Affairs.
4. Electronic ballots: The RCIAA, together with the Office of Alumni Affairs shall review the option of issuing ballots electronically when deemed necessary. Electronic ballots (via email or electronic software) shall be submitted to the membership during the spring meeting. The Election Committee chair shall immediately submit the results of the electronic election to the RCIAA body and the Office of Alumni Affairs.

Section D. **Tenure**

The President and Vice President may not serve more than two (2) Consecutive terms in the same position.

Section E. **Special Elections**

1. A special election shall be held whenever executive positions become vacant outside of the normal election cycle. The nomination and election processes shall follow the outlined process in Article VIII, sections A and D.
2. The elected officer(s) shall complete the remainder of the current term for the position vacated and shall remain in the position until a regular election is held according to the nomination and election processes described in Article VIII, sections A and B.

ARTICLE IX

Office of the Director of Alumni Affairs – Duties and Functions

The Director of Alumni Affairs shall:

1. Have the dual responsibility of reporting to the Executive Board and the College.

2. Represent the position(s) of the International Alumni Association in any and all meetings at the College.
3. Report back to the International Alumni Association any decisions that may impact the Association.
4. Serve as Executive Director of the Alumni Association.
5. Be that individual appointed by the College, with input from the International Alumni Association, to administer alumni programs. Preference for this position shall be given to a graduate of Rust College.
6. Have custody of all International Alumni Association records and shall have the responsibilities for maintaining these records.
7. Serve as administrative officer in carrying out the policies of the Executive Board and International Alumni Association.
8. Act as the resource person for all International Alumni Association committees.
9. Be responsible for executing various projects of the International Alumni Association assigned by the Executive Board such projects will include but not be necessarily limited to:
 - a) The regular publication of an Alumni periodical currently identified as the Rust College Sentinel;
 - b) Effective management of an Alumni Office;
 - c) Serving as an Ex-officio member of all standing committees;
 - d) Maintaining updated contact information from all alumni;
 - e) Providing updated alumni contact information monthly to the Board and the local clubs; and
 - f) Maintaining accurate reporting of paid international alumni dues.
 - g) Providing reports of fundraising activities regarding payments received from the alumni via cash, PayPal, checks, and credit card payment systems.

ARTICLE X Meetings

- Section A. The International Alumni Association shall meet twice per year. The Fall Meeting will occur in November during Founder's Weekend. The Spring Meeting will occur during Commencement weekend.
- Section B. Special Meetings: Special Meetings may be called by the President of the International Alumni Association upon a 30-day notification to the active membership.
- Section C. Executive Board: The Executive Board meeting shall be held periodically with dates and places stipulated by the Executive Board.
- Section D. Quorum: A quorum consists of the number of active members who are in attendance at the Fall and Spring Meetings or at a special meeting provided that a notice of thirty (30) days shall have been given to the membership in advance of the called or special meeting.
- Section E. Electronic Meetings: The Association may choose to hold electronic and/or virtual meetings.
- Section F. Voting in Meetings: Members who have paid their dues prior to any meeting can vote on motions in that meeting.

ARTICLE XI Dues and Expenses

- Section A. **Dues**
1. The annual International Alumni Association dues are \$25.00 per member.
 2. The annual dues shall be paid by the end of the prior fiscal year (June 30th) in order to have voting privileges in elections for the upcoming year.
 3. Once the member pays his/her lifetime membership fee of \$1,000.00, he/she can vote in all future elections. Lifetime members does not pay annual regular membership dues of \$25.
 4. Members have a choice to pay through the local club or to the Alumni Development Office.
- Section B. **Expenses**
- All expenses incurred by the RCIAA president, vice-president, and/or executive board through travel, communication, publications, etc. shall be approved by the executive board.

All expenses incurred by the RCIAA committees through travel, communication, publications, etc. shall be initiated by an active committee chair, authorized by the Executive Board and approved by the RCIAA President for budgeted items. Receipt, invoices and records supporting the expenses must be submitted with requests for reimbursement.

Receipts, invoices, and records supporting the expenses must be submitted with the requests for reimbursement to the Office of Alumni Affairs.

ARTICLE XII

Executive Board/Standing Committees

Section A. The Executive Board shall:

1. Consist of all elected officers and immediate past President of the Association.
2. Be the policy-forming body of the International Association. It serves as an overall planning and steering committee. It submits its reports and recommendations to the International Alumni Association for approval or rejection. It functions as the interim body of the International Alumni Association during the period between the Annual Meetings of the Association, acting upon the authority delegated to it by the Association.
3. Be presided over by the President of the International Alumni Association at its regular or special called meetings.
4. Act as a clearinghouse for alumni sentiment and the interchange of ideas among members.
5. Approve or disapprove ideas or projects put forth in the name of the International Alumni Association that do or do not reflect the body's position, and it shall be the seat of authority in all such matters. initiate and carry out such activities and undertakings that reflect the body's position and provide for the execution of the same.
6. Act as the official spokesman of alumni positions to the College's administration and as the avenue of approach by which the administration of the College should have access to the alumni collectively.
7. Keep minutes of all its meetings and the minutes shall be sent to each member thereof within 30-days of the meeting's adjournment. Meeting

minutes are due prior to the next scheduled meeting to allow proper preparation and review.

Section B. **The Budget/Finance Committee shall:**

1. Consist of five (5) members. The RCIAA treasurer shall serve as committee chair. The RCIAA president and vice president and the Director of Alumni Development shall serve as ex-officio members
2. Maintain records of all financial donations, including donor name, donation amount, and contact information
3. Reconcile all financial matters with the Fundraising Committee and the Executive Board.
4. Submit a written financial report to the RCIAA Executive Board within 30 days after the event concludes.
5. Submit a written financial report at the Fall and Spring Meetings of the RCIAA.

Section C. **Constitution and Bylaws Committee shall:**

1. Consist of at least seven (7) members. The parliamentarian will serve as the chair of the committee. Past RCIAA presidents may serve as ex-officio members of the committee.
2. Review the current Constitution and Bylaws on an ongoing basis.
3. Solicit proposed amendments from the RCIAA body.
4. Draft proposed revision/amendments that are recommended at any regular meeting.
5. Present the proposed draft to the Executive Board and the International Alumni Association body.

Section D. **The Fundraising Committee shall:**

1. Consist of nine members (the chair, co-chair, RCIAA treasurer, recorder, and 5 additional members. The RCIAA president and vice president and the Director of Alumni Development shall serve as ex-officio members be appointed by the President of the RCIAA.
2. Propose an annual fundraising goal.

3. Plan, organize, and coordinate fundraising events that are approved by the Executive Board to support students, special projects, ongoing projects, and selected College programs.
4. Solicit fundraising ideas from committee members, alumni, the RCIAA Executive Board, and the College.
5. Request that donors remit payments via cash, checks, money orders, credit cards, PayPal, CashApp, and other approved reliable payment systems report the preliminary and final fundraising report to the Executive Board.

Section E. **Nomination Committee shall:**

1. Consist of at least nine (9) members (chair, co-chair, recorder, and additional members) appointed by the RCIAA President. The RCIAA President and Vice President shall not serve as ex-officio members.
2. The committee shall announce the nominations period 90 days prior to Fall meeting (November) and conduct the call for nomination from the floor during the Fall meeting.
3. The committee shall seek to obtain at least one candidate for each office, and should secure each nominee's consent to serve before adding the nominee to the slate of officers.
4. The Nominating Committee shall verify and ensure that each candidate meet the provisions outlined for the position in Article VI, Sections A, B and C. The committee shall report at the Fall meeting the qualified candidates for each position.
5. Once the slate of officers has been presented during the annual alumni meeting from the open nomination period, the Nominating Chair shall conduct the call for further nominations from the floor starting in reverse order with the position of the Chaplain; the position of President shall be called last. Any financially active member may nominate an alumnus for the stated position. No motion or seconds are necessary. The Nominating Chair acknowledges the nomination. When there are no further nominations, the Chair closes nominations. A motion too Close Nominations is not necessary.
6. The committee shall verify all candidates nominated from the floor credentials to qualify for the position prior to presenting a final slate.

Section F. **Elections Committee shall:**

1. Consist of at least seven (7) members (chair, co-chair, recorder, and additional members) appointed by the RCIAA President. The RCIAA President and Vice President shall NOT serve as ex-officio members.
2. The committee shall receive the slate of qualified candidates from the Nominating committee.
3. The Committee Chair shall remove the paper ballots from the lockbox and unseal the ballots.
4. The committee shall tabulate the votes and certify the election process.
5. In the event of an electronic voting process, the committee shall obtain the computerized tabulated vote from the voting system used.
6. The Committee Chair shall notify the RCIAA President and the Director of the Office of Alumni Affairs of the results from the election.

Section G: **Other Committees:** Other necessary committees may be appointed by the President of the International Alumni Association, and the duties will be defined at that time.

ARTICLE XIII

Bylaws/Parliamentarian Authority

The RCIAA has the right to review and revise the Constitution and Bylaws as often as deemed necessary. The revised Constitution and Bylaws shall be presented to the Executive Board and the alumni during the November annual alumni meeting for vote to adopt the revisions.

The rules contained in the current edition of *Roberts's Rules of Order Newly Revised* shall govern the RCIAA in all cases to which they are applicable and in which they are not inconsistent with these Constitution and Bylaws and any special rules of order the RCIAA may adopt.

ARTICLE XIV

Amendments and Adoption

With a thirty (30) day notification to all active members, any one of the Sections or Articles of this Constitution and Bylaws may be amended by a two-third (2/3) vote of those members present at the Fall and Spring Meetings or at a special meeting for that purpose. Proposed amendments must be submitted in writing at the previous meeting.

ARTICLE XV

Functional Relationship Between the Director of Alumni Development and the Rust College

International Alumni Association

The Director of Alumni Development shall execute projects that have been initiated by an active committee chair and authorized by the executive board.

ARTICLE XVI

Functional Relationship Between Rust College and the Rust College International Alumni Association

The RCIAA president will meet with the president of the College to discuss matters that are mutually beneficial to the RCIAA and the College. In addition, it is expected that the College president will provide updates about matters impacting the College. The RCIAA President shall update the President College and the Board of Trustees on initiatives and activities sponsored by the International Alumni Association on a monthly/quarterly basis.

NOTE

This Constitution and Bylaws was adopted by the Rust College International Alumni Association on January 09, 2021 and became effective immediately. It supersedes all previous versions of the Constitution and Bylaws.