



Bylaws of the Richmond High School Alumni Association

I. PREAMBLE

This document contains the rules of governance by which the Richmond High School Alumni Association shall be administered through its Board of Directors.

II. NAME AND STATUS OF ORGANIZATION

The name of the organization hereby created is the RICHMOND HIGH SCHOOL ALUMNI ASSOCIATION (hereinafter the "Association"). It shall exist as an unincorporated association for the purposes and possessed of the powers hereinafter stated.

III. PRINCIPAL OFFICES

Principal Offices for the Association shall be located at Richmond High School, 380 Hub Etchison Parkway, Richmond, Wayne County, Indiana.

IV. PURPOSE

In recognition of the benefits accruing to a community from an educated citizenry and work force, the Association is formed to encourage and facilitate the acquisition of a post-secondary education by eligible graduates of Richmond High School. Its purpose shall include, but not be limited to, the following:

- A. To establish an alumni development office and to provide funds for the employments of a Director for said office and ancillary staff in order to promote the concept of alumni giving by graduates of Richmond High School in the near and long term.
- B. Development of an endowment fund to assist graduates of Richmond High School in pursuit of post-secondary education at any of the institutions of higher learning located in Richmond, Wayne County, Indiana. Those institutions include Indiana University East, Purdue Polytechnic Institute of Richmond, Ivy Tech Community College and Earlham College.
- C. To develop criteria based upon eligibility standards and demonstrated financial need in order to administer the endowment fund to be created to wholly or partially assist in the financing of post-secondary education costs for plan participants.

The above purposes shall be deemed demonstrative and shall not be interpreted as limiting or exclusive. They shall be considered powers as well as purposes.

V. MISSION STATEMENT

The success of Richmond's economic competitiveness and quality of life depends, to a large extent, on the quality and number of years of higher education our young people receive. Employers in our community require employees that can not only read, write, and solve problems, but also communicate and demonstrate leadership skills.

Without skilled employees, Richmond's economic future is uncertain.

To be an economic leader in our community, state, and nation, we must first be a leader in education of our children.

VI. EXECUTIVE DIRECTOR

The Board of Directors shall hire an executive director to manage the office and the affairs of the organization. The executive director's duties shall be as follows:

- a. Identify community needs that match the mission of the RHS Alumni Association and pursue them through definable and measurable goals.
- b. Promote and stimulate the Association membership and encourage membership to participate in programs of the Alumni Association.
- c. Seek opportunities to magnify Association impact through partnerships with other community groups
- d. Represent the Association as a liaison with the Wayne County Foundation, the Richmond Community Schools, Indiana University East, Ivy Tech Community State College, Purdue Polytechnic Institute of Richmond, Earlham College and the City of Richmond.
- e. Write and publish the Alumni Register newsletter.
- f. Provide support for the class reunions.
- g. Guide Board of Directors in fund raising efforts and for major gifts.
- h. Identify and apply for grant opportunities.
- i. Any other assignments deemed necessary by the Board of Directors.
- j. Display the characteristics of a self-motivated professional, able to function independently, objectively and fairly.

The Executive Director will be required to work at least thirty hours weekly and be compensated by salary for such from the donations to the office fund from membership and fund raising efforts. Annually the Executive Director's performance will be reviewed by the Personnel committee of the Board of Directors

VII. POWERS

The Association, by its Board of Directors, shall be deemed a body politic organized under the provisions of Indiana Code 23-10-2, et seq. (as amended) for the educational and benevolent purposes hereinbefore stated. Neither the Association nor its Directors may hold title to real estate in the name of the said association unless and until there shall have been appointed trustees for such purposes in accordance with the provisions of IC 23-10-3, et seq.

VIII. BOARD OF DIRECTORS

The affairs of the Association shall be managed by its Board of Directors. The Board shall be constituted as follows:

- B. Charter Members (Non-Voting Members). The following people shall be permanent members of the Board of Directors;
Art Vivian Ray Imperial Ron Cross Paul Lingle
Dana Weigle James Kinnett Barry MacDowell Marshall Moore Eugene Spicer
Roger Cornett Andrew Cecere

- D. Active Directors. The number of active Directors shall be no fewer than nine and no more than fifteen. The active directors are the only voting members of the Board of Directors. One needs to be an alum to be an active director. There are no term limits for active board members. However, board members are subject to a vote at the end of their 3-year term.

- C. Nominating Process for Board Members The Executive committee comprised of the President, Vice President, Secretary and Treasurer will serve as the nominating committee for new board members as necessary. The nominating committee will then present a slate of names to be voted upon to the Board members in writing an organizational meeting to be voted upon. Nominated board members must receive a majority vote. A welcome letter will be mailed by the Executive Director to the new board members and they will attend the ~~March~~ next board meeting.
- D. Vacancies. Vacancies occurring during the term of an Active Member shall be filled by a majority vote among the remaining Active Members of the Board of Directors.
- E. Meetings. Regular meetings of the Board of Directors shall be held in accordance with a schedule to be designated at an organizational meeting. The President may schedule the time and place for the holding of additional regular meetings to properly administer the affairs of the Association. Special meetings of the Board may be called by the President or at least the request of five (5) Directors. Notice of any special meeting shall be given at least five (5) days prior thereto by mailing a copy of the notice, confirmation through email, text message, social media or phone call.
- F. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business. If less than a majority be present at such a meeting, a majority of the Directors then present may adjourn the meeting without further notice. The act of a majority of directors present at a properly convened meeting shall constitute the act of the Board of Directors.
- G. Compensation. Members shall serve on the Board of Directors without compensation. The President may, by resolution, authorize the reimbursement of directly incurred expenses by the Executive Director or to any Director upon submission of an itemized claim. Such reimbursement shall be made from unrestricted or otherwise lawfully available funds. The Executive Director is authorized to spend up to \$600 for operational expenses without board approval.
- H. Expectations for the Board of Director
The active Board of Director must be a paying member of the RHS Alumni Association to be paid bi-annually or quarterly to the office. The Active Board of Director will be asked to serve on at least one committee annually. The Active Board of Director is required to attend four scheduled annual meetings. If three meetings in a row are missed without good cause (including prior notification), the President will contact the board member and he or she may be asked to step down.

VII. OFFICERS

As determined by the Board of Directors, the officers of the Association shall consist of a President, Vice President, Secretary, Treasurer, and such other officers as may, from time to time, to be appointed by the Board of Directors. To be eligible for service as an officer, a person must be a member of the Board of Directors of the Association. Officers shall be elected for a two-year term. Officers may serve two or more successive terms in the same office during their tenure if voted by Board of Directors. Any officer may be removed by the majority vote of Board of Directors whenever, in its judgment, the best interests of the Association will be served by such removal.

VIII. COMMITTEES

The President of the Board of Directors shall appoint such committees as from time to time, the President deems appropriate to further the governance of the Association and to achieve the purposes herein stated. Standing committees will be the following:

- o Nominating Committee (made up of the Executive officers)
- o Investment and Finance committee

- Bylaws
- Scholarship committee
- Distinguished Alumni Committee
- Fund Raising or Events Committee
- Personnel Committee (President, VP and 2 designated board members)

The committee chairperson will be elected from members of the committee. Other committees may be formed as designated. Each committee is required to meet at least once a year. The Scholarship committee will meet to approve spring and fall scholarships and present these to the board. A board vote is not required for these awards. The Distinguished Alumni Committee will meet annually to recommend three candidates to the full Board of Directors to vote upon a selection(s). The Executive Director will then contact the candidate to arrange the award as determined by the committee. The Executive Director may attend all committee meetings, except the personnel committee. The President may attend any committee meetings.

IX. FISCAL YEAR

The fiscal year of the Association shall be the twelve-month period ending December 31 each year. An annual tax return will be prepared by the Executive Director and a professional tax preparer for the organization. It will be readily available for review ~~to~~ by any alumni members.

X. AMENDMENTS

These Bylaws may be amended by vote of the Directors at any board meeting called for the purpose of acting upon a proposed amendment. These bylaws may be amended by a two-thirds vote of the Board of Directors after being submitted to them in writing prior to the next meeting.

XI. NONDISCRIMINATORY POLICY

The Association admits members of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to members. The Association also does not discriminate on the basis of race, color, gender, national and ethnic origin or gender identification in its scholarship program.

Duly adopted *this 21ST day of February, 2017*

Duane Hodgins, President
 Board of Directors
 Richmond High School Alumni Association

Bridget Hazelbaker, Executive Director
 Richmond High School Alumni Association