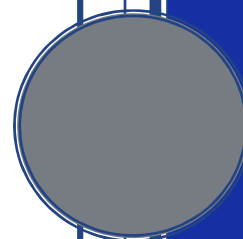




# RUST COLLEGE INTERNATIONAL ALUMNI ASSOCIATION CONSTITUTION AND BYLAWS

REVISED

October 6, 2023



# **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 received a degree from Rust College.
- Section B. Associate Members shall include persons who **a)** have attended Rust College, **b)** have received an honorary degree or have been issued citations for interest in Rust College, **c)** accepted as members of a local club, or **d)** are parents of Rustites.
- Section C. Legacy Members shall include persons who have graduated from Mississippi Industrial (M.I.) College.
- Section D. 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 30<sup>th</sup>).

### **ARTICLE IV**

#### **Privileges of Members**

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

**ARTICLE V**  
**Officers of the RCIAA**

The Officers of the RCIAA shall be as follows:

President	Parliamentarian
Vice President	Recording Secretary
Financial Secretary	Immediate Past President, ex-officio
Chaplain	

**ARTICLE VI**  
**Qualifications of RCIAA Officers**

Section A. The President, Vice-President, Parliamentarian, Financial Secretary, 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, (c) have participated and/or contributed to the on-going programs at Rust College, (d) be current with the payment of their RCIAA Dues (Regular or Lifetime) at the end of the prior fiscal year, (e) a personal financial contributor for at least three of the five consecutive past years with an average amount of \$100.00 per year, and (f) 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, or (g) if applying for the position of recording secretary, chaplain or parliamentarian, as a recent graduate, providing proof, via letter from a recent advisor, of your financial contribution to the college within the past year, having served in one of these capacities in a club/organization, with verifiable software and leadership skills, for at least two years you are eligible to apply. If elected for the position, a recent graduate must join an alumni club within thirty days of office.

Section B. In addition to the requirements listed in Section A, 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.

**ARTICLE VII**  
**Powers and Duties of RCIAA 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 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.

Section D. **The Financial Secretary shall:**

1. Handle the financial portfolio responsibilities for the RCIAA and must be a person with strong ethics, accountability and operate with integrity.
2. Keep an accurate record of all receipts and payment authorizations for the RCIAA's financial records.
3. Prepare all payment authorizations as approved by the RCIAA Executive Board.
4. Prepare and present a Financial Secretary's Report at Association meetings and about post quarterly. The report must include an accurate record of all receipts, deposits and authorizations for payment.
5. Perform such other duties as may be delegated to the Financial Secretary by the president.
6. Delegate authority for these duties by way of written request made to the RCIAA President and Executive Board.
7. Prepare cash flow and other financial reports for the RCIAA and Executive Board.
8. Work closely with the Executive Board to address financial budgeting matters that surface, bringing such matters to the Executive Board as necessary.
9. 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.

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 RCIAA President shall:**

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

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

**Section A. Nominations**

1. A Nominating Committee shall be elected 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 Fall Meeting (November) of the Association.
2. The slate must include at least one candidate for each position. The RCIAA when in session, has the right to add additional names of candidates by virtue of the "call for nominations from the floor" before the final ballot is created.
3. The election shall take place during the Spring meeting (April) of the RCIAA in every ODD calendar year.
4. Officers shall be elected by secret ballot, and the officers who receive the majority number of votes cast for the position shall be declared elected.

**Section B. Elections**

Elections shall be conducted by paper ballot or electronically, as described in the Elections section of the policies and procedures. If only one candidate has been nominated for 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 the Article VI: Sections A, and B.

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

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

As soon as the election becomes final, new 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 regarding ongoing processes, records, documents, passwords, access to social media, etc.

## Section C. **Voting**

1. To facilitate greater participation in the electoral process each member 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 during the annual meeting in November of the EVEN year. Members have the option to “write-in” a candidate on the ballot.
2. Paper Ballots: All ballots shall 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 paper ballots shall be opened and counted by the Election Committee. The Election Committee chair shall present the election results to the RCIAA President.
4. Electronic Ballots: The RCIAA, together with the Office of Alumni Development, 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 submit the results of the election to the RCIAA President.

*Note: In the event ballots are received from an individual in the form of paper and electronic the paper ballot will count as the official vote.*

## Section D. **Tenure**

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

1. A Special Election shall be held whenever executive positions become vacant outside of the normal election cycle. The nomination and election process shall follow the outlined process in Article VIII, Sections A and B.
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.

## **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 RCIAA in any and all meetings at the College.
3. Report back to the RCIAA 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 RCIAA, to administer alumni programs. Preference for this position shall be given to a graduate of Rust College.
6. Have custody of all RCIAA 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 RCIAA.
8. Act as the resource person for all RCIAA committees.
9. Be responsible for executing various projects of the RCIAA 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 committees;

- d) Maintaining updated contact information from all alumni;
- e) Providing updated alumni contact information annually to the Board and the local clubs; and
- f) Maintaining accurate reporting of paid RCIAA dues.

## **ARTICLE X**

### **Meetings**

- Section A. The RCIAA 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.

## **ARTICLE XI**

### **Dues and Expenses**

- Section A. **Dues**
1. The annual RCIAA dues shall \$25.00 per member.
  2. The annual dues shall be paid by the end of the prior fiscal year (June 30<sup>th</sup>) in order to have voting privileges in elections for the upcoming year.
  3. The Lifetime membership dues shall be \$1,000. Once Lifetime membership dues are paid in full, the member can vote in all future elections and 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 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.

**ARTICLE XII**  
**Executive Board/Standing Committees**

**Section A. The Executive Board shall:**

1. Consist of all elected officers and immediate past President of the RCIAA.
2. Be the policy-forming body of the RCIAA. 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 RCIAA 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 RCIAA 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 at least three (3) members (chair, co-chair, recorder and additional members) appointed by the RCIAA President. The RCIAA Financial Secretary 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 the Executive Board. The Parliamentarian will serve as the chair of the committee.
2. Review the current Constitution and Bylaws on an ongoing basis.
3. Solicit proposed amendments from the members.
4. Draft proposed revision/amendments that are recommended at any regular meeting.
5. Present the proposed draft to the RCIAA body.

Section D. **Fundraising Committee shall:**

1. Consist of at least five (5) members (chair, co-chair, RCIAA Financial Secretary, recorder, and additional members) appointed by the RCIAA President. The RCIAA President and Vice President and the Director of Alumni Development shall serve as ex-officio members.
2. Propose an annual fundraising goal.
3. Plan, organize, and coordinate fundraising events that are approved by the Executive Board to support scholarships, student needs, special projects, ongoing projects of the College, and selected College programs (Pantry, Clothes Closet, etc.)

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 and report the preliminary and final funds raised to the Executive Board.

Section E. **Nominations Committee shall:**

1. Consist of at least four (4) members (chair, co-chair, recorder, and additional members) appointed by the RCIAA President. No members of the RCIAA Executive Board shall serve on this committee in any capacity.
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 four (4) members (chair, co-chair, recorder, and additional members) appointed by the RCIAA President. No members of the RCIAA Executive Board shall serve on this committee in any capacity.
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 RCIAA, 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 RCIAA's Executive Board and to the assembled alumni body present during the Fall 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 alumni meeting.

## **ARTICLE XV**

### **Functional Relationship Between the Director of Alumni Development and the RCIAA**

The Director of Alumni Development shall execute projects that have been initiated by a committee chair and authorized by the Executive Board.

## **ARTICLE XVI**

### **Functional Relationship Between Rust College and the RCIAA**

The RCIAA president shall 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 quarterly basis.

## **NOTE**

This Constitution and Bylaws was adopted by the Rust College International Alumni Association on the 11<sup>th</sup> day of November 2023 and became effective immediately. It supersedes all previous versions of the Constitution and Bylaws.