

Rust College International Alumni Association
Policies and Procedures Manual
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INTRODUCTION

The Rust College International Alumni Association (RCIAA) realizes that the success of any organization is because of its established policies and procedures and thus, these policies and procedures are developed to direct the operations of the International Alumni Association and local clubs.

MISSION STATEMENT

RCIAA is an organization of alumni (Rustites) of Rust College including those individuals who attended rust, received an honorary degree, family and friends of alumni and parents of students who are committed to working together to assist in the continued improvement and development of the college and provide support to the students it serves.

PURPOSE

The purpose of the International Alumni Association shall be to promote Rust College and provide a channel for stewardship among Rustites and the college; provide open lines of communication; assist with recruiting of new students; assist in providing incentives to help with retention of students; assist with job placement of graduates; provide assistance to Rustities relocating to an area; and assist with providing endowments and funds to meet future demands so that Rust remains in the forefront of the educational enterprise. The alumni association also assists the college directly with accomplishing its goals and objectives of higher learning for the students it serves.

MOTTO

Parents and alumni working together for our students (PAWS). Our slogan is ***PAWS UP BEARCATS, PAWS UP!!***

ARTICLE 1

RCIAA INFORMATION

ARTICLE 1: RCIAA INFORMATION

A. NAME OF ASSOCIATION

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

B. CONTACT INFORMATION

The RCIAA operates primarily within the Office of Alumni Affairs located on the campus of Rust College. However, day-to-day operations are conducted from the address of the presiding President of the RCIAA. The RCIAA can be contacted via mail, email, or on the website.

- Mailing Address: 150 Rust Avenue, Holly Springs, MS 38635
- RCIAA Email: RCIAAPresident@gmail.com
- Webpage URL: <https://rustcollege.edu/alumni/>

C. OFFICE OF ALUMNI AFFAIRS

The Director and Staff of the Office of Alumni Affairs works as a liaison between the RCIAA and Rust College. The Director must be a graduate of Rust College and is responsible for the management of the Alumni Office and executing various projects of the RCIAA assigned by the Executive Council.

In conjunction with Rust College's Public Relations Director, the Office of Alumni Affairs is responsible for publication of an Alumni periodical currently identified as the Rust College Sentinel. The Sentinel is mailed to all alumni two times a year to the alumni's address on file in the alumni office.

The Director and/or staff is also responsible for the following:

- Supervise the RCIAA's Special Fund Account, including coordinating with the RCIAA's Financial Secretary for accurate accounting and reporting of contributions to the College.
- Serve as an Ex-officio member of the RCIAA.
- Coordinate and schedule meetings for the Club Presidents' monthly call hosted by the RCIAA Executive Council.

D. SERVICE AREA

Alumni of Rust College are located nationally throughout the United States and internationally in foreign countries including Africa, Korea, and China. Nationally, a majority of Rustites reside in Mississippi, Georgia, Tennessee, Texas and Illinois. However, Rustites can be found residing in all 52 states including California, Florida, Louisiana, Michigan, Arizona, Massachusetts, New York, Kentucky, North Carolina, District of Columbia, Missouri, Virginia, and Maryland.

ARTICLE 2

RCIAA STRUCTURE, GOVERNING BODY, & RESPONSIBILITIES

ARTICLE 2: STRUCTURE, GOVERNING BODY & RESPONSIBILITIES

The ruling authority of the local clubs is the RCIAA. The local clubs are governed by elected and appointed officers and other leadership positions.

Section 2.1 RCIAA Executive Council

- A. The RCIAA Executive Council shall be comprised of the following:
 - a. President
 - b. Vice President
 - c. Recording Secretary
 - d. Financial Secretary
 - e. Chaplain
 - f. Parliamentarian
 - g. Past President of the Association
- B. The President shall serve as the Chairperson of the Executive Council.
- C. The President shall call the Executive Council meeting to discuss the RCIAA business.
- D. The President may extend an invitation to others to attend the Executive Council Meeting.
- E. The President shall call the All President's Meeting to discuss RCIAA Business.

SECTION 2.2 RCIAA ELECTED OFFICERS

- A. The following elected officers shall constitute the Executive Board for the RCIAA.
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Financial Secretary
 - e. Chaplain
 - f. Parliamentarian

SECTION 2.3 RCIAA APPOINTED POSITIONS

- A. The following positions shall be appointed by the RCIAA President as needed.

- a. Assistant Recording Secretary
- b. Assistant Financial Secretary
- c. Assistant Chaplain
- d. Assistant Parliamentarian

Section 2.4 Local Club Governing Body

The local clubs shall have officers and committees. The clubs are governed by elected and appointed officers, chairpersons of committee members, and immediate past president that constitute the Executive Board. The Executive Board shall coordinate the development of goals and objectives for the local clubs.

Standing Committees, Special, Ad-hoc, Sub-Committees and Elected Positions

Elected Positions and Special Committees shall function as needed. Special Committees shall present information to the Executive Council and the Club.

Section 2.5 RCIAA Committees

Each committee shall have a chairperson and a co-chairperson.

A. STANDING COMMITTEE

The RCIAA President shall appoint the chair and/or co-chair of the Standing Committees. Committee members will perform a continuing task related to the operations of the RCIAA and remain in existence for the duration of a two-year term.

The following standing committees' chairpersons are appointed by the RCIAA President:

1. Budget Committee
2. By-laws and Constitutions Committee
3. Elections Committee
4. Executive Committee
5. Fundraising Committee
6. Nominating Committee

B. SPECIAL COMMITTEES

These committees are established by the RCIAA President to focus on a specific area or project as needed. Such committees would only be established when a Standing Committee or Appointed Committee could not execute the needed duties.

Special Committees shall function as needed and when the committee's duties are met, the committee will be dissolved. The committee shall periodically make

reports to the RCIAA Executive Council and provide an update to the body during the annual International Alumni Association Meeting.

The following Special Committees are assigned a specific task and shall be appointed by the RCIAA President.

1. Awards and Recognitions Committee
2. Membership Committee
3. “Start Up” Club Committee - New
4. Club Handbook Committee - New
5. Policies and Procedures Committee
6. Social Media /Technology Committee
7. Special Projects Committee

C. Ad-Hoc Committees

These committees are one-time committees and shall be established and dissolved by the RCIAA President with approval from the Executive Council. Some examples are:

1. Founders Day Activities Committee
2. Commencement Day Committee
3. Hospitality Committee

D. Sub-Committees

These committees shall be established by the Chair /Co-Chair of the Standing Committees. The committee will be dissolved by the Chair/Co-Chair upon completion of the specific task.

ARTICLE 3

RCIAA ELECTED OFFICERS & APPOINTED POSITIONS

ARTICLE 3: ELECTED OFFICERS AND APPOINTED POSITIONS

SECTION 3.1 DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

A. President

The President is the RCIAA's presiding officer and responsibilities include the following:

1. Serve as chair of the Executive Committee (EC) and the Executive Board (EB);
2. Preside over all Executive Committee and Executive Board meetings
3. Prepare agenda for Executive Council and Executive Board meetings
4. Conduct monthly "All Presidents" call with local club presidents or designee;
5. Exercise all powers and duties generally pertaining to the office of President;
6. Ensure local clubs and committees adhere to the RCIAA's Constitution and Bylaws, Policies and Procedures;
7. Communicate and update local clubs of all information received from Rust College's President;
8. Appoint all Standing and Special Committee chairs and co-chair and approve committee members;
9. Serve as ex-official member of all committees except the Nominating and Elections committees;
10. Review and approve all RCIAA related internal communications, advertisements, announcements, and any public statement on behalf of the RCIAA;
11. Serve as the sole spokesperson for the RCIAA;
12. Recommend removal to the Executive Council/Board of any elected or appointed officer or other person who fails to perform the duties of their office or position after due process has expired (An elected officer must be removed by the procedures outlined in the Constitution and Bylaws);

13. Name replacements, with Executive Board approval, to fulfill an unexpired term when a vacancy of office occurs, except for the presidency, where the first vice president becomes president;
14. Oversee the fiscal roles and responsibilities of the funds raised by the RCIAA including membership dues.

B. Vice President

The Vice President's duties and responsibilities include the following:

1. Perform all the duties of the President, when absent;
2. Serve as Chair of the Membership Committee;
3. Work with Club presidents and committee chairs/co-chairs and assist with developing committee reports and quarterly reports as needed;
4. Develop and promote activities designed to bridge the gap between collegiate and local alumni clubs;
5. Encourage recent graduates to join a local alumni club;
6. Perform other duties as assigned by the President as related to this office.

C. Secretary

The Secretary's duties and responsibilities include the following:

1. Record, report, and maintain minutes from Executive Board, Executive Council, All Presidents and special meetings called by the RCIAA President;
2. Distribute minutes of the Executive Board, Executive Council, All Presidents' and any special meetings called by the RCIAA President. The minutes shall be written, approved by the RCIAA and provided to Executive Board and all club presidents within five (5) days of the meeting;
3. Maintain the current records of all meeting minutes, copies of all committee reports, and financial statements. These items should be available at all meetings;
4. Maintain copies of all committee quarterly reports and meeting minutes;
5. Conduct roll call and maintain attendance at Executive Board, Executive Council, All Presidents, and special called meetings;
6. Conduct roll call and maintain attendance at the Annual Alumni meetings (November and April);
7. Ensure that all financial authorizations for expenditures are recorded in the minutes;
8. Record all votes in the minutes in which the election was held;
9. Schedule meetings via conference call, Zoom, MS Teams, or other forms of online meeting resources;
10. Serve on the Social Media/Technology Committee;
11. Serve as primary communicator of information and correspondence;

12. Establish and maintain the RCIAA Alumni survey link that captures contact information for alumni and committee sign up records of alumni and report information to the RCIAA Executive Board;
13. Draft and design the Alumni Newsletter. The newsletter shall be published bi-annually. The newsletter will be posted on social media sites, the RC and RCIAA websites, and emailed to alumni and local club presidents for distribution to alumni members. The secretary shall solicit input from alumni clubs, committee, and executive council for articles to be published in the Alumni Newsletter;
14. Perform other duties as requested by the RCIAA President related to the position.

D. Financial Secretary

The duties and responsibilities of the Treasurer shall include the following:

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 or treasurer.
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.

E. Chaplain

The duties and responsibilities of the Chaplain shall include the following:

1. Provide spiritual support for RCIAA, Rust College and the Alumni;
2. Participate in RCIAA, All Presidents, and the Annual Alumni Meeting. The

- chaplain shall provide a spiritual message during the meetings;
3. Perform other duties as assigned by the President as related to this office.

F. Parliamentarian

The duties and responsibilities of the Parliamentarian shall include the following:

1. Serve as a member of the Policies and Procedures Committee;
2. Advise the President, other officers, and committees on matters of parliamentary procedures according to the By-Laws, Policies and Procedures and Robert's Rules of Order, Newly Revised Edition;
3. Interpret policies of Robert's Rules of Order, Newly Revised Edition, as needed;
4. Present a refresher course on parliamentarian procedures for local club Parliamentarians;
5. Perform other duties as assigned by the President as related to this office.

SECTION 3.2 DUTIES AND RESPONSIBILITIES OF APPOINTED POSITIONS

A. Assistant Secretary

1. Serve as backup for the Secretary in his/her absence;
2. Perform other duties as assigned by the President as related to this office.

B. Assistant Financial Secretary

1. Serve as backup for the Treasurer in his/her absence;
2. Perform other duties as assigned by the President as related to this office.

C. Assistant Chaplain

1. Serve as backup for the Chaplain in his/her absence;
2. Perform other duties as assigned by the President as related to this office.

D. Assistant Parliamentarian

1. Serve as backup for the Parliamentarian in his/her absence;
2. Perform other duties as assigned by the President as related to this office.

SECTION 3.3 TERM OF OFFICE AND POSITION

A. Assumption of Office

- The newly elected officers shall assume their duties on July 1, 20xx after being elected by a majority vote.
- The appointed positions shall take office immediately after being appointed by RCIAA President.
- The term for each elected office and appointed position is two years. The elected office or appointed position shall not exceed two consecutive terms.
- The committee chairs, co-chairs and members shall also serve no more than two consecutive terms.

B. Appointments

- The RCIAA President has the authority to appoint an office or position as deemed necessary.

SECTION 3.4 REMOVAL FROM OFFICE OR LEADERSHIP DUTIES

A. Impeachment Process

The Impeachment process shall be carried out in accordance with the RCIAA Bylaws.

B. Dereliction of Duties by Elected or Appointed Officers

Elected and appointed officers and chairpersons are required to attend all executive board, council, presidents and special called meetings. Executive Board members not attending meetings as prescribed or not performing the duties of their office may be removed from office after a review by the Executive Board. However, elected officers can only be removed per the Impeachment Procedures in the RCIAA Bylaws.

SECTION 3.5 FILING VACANT OFFICES AND POSITIONS

The office of any elected or appointed position that is not filled by July 1st of the respective year is considered vacant.

Elected Officers and Appointed Positions

1. When a vacancy occurs in the office of President, the Vice President shall become the President.
2. When a vacancy occurs in any other elected office, the President shall appoint, with the approval of the Executive Board, a replacement to fulfill the remaining term of office.

3. When a vacancy occurs in the position of an appointed committee chair and/or co-chair, the President will appoint a successor for the vacated position.
4. The outgoing committee chair and/or co-chair will serve as a member of her respective committee for at least one year after the end of her term of service, when possible.
5. The committee may recommend persons to be appointed as chair and co-chair to the President.

ARTICLE 4

Standing Committees

ARTICLE 4: STANDING COMMITTEES

- **Budget and Finance Committee**

The Budget and Finance Committee shall be appointed by the RCIAA President from the member from the members of the Executive Committee. The committee shall integrate and oversee the operating budget for the RCIAA.

The Budget and Finance Committee will be chaired by the Financial Secretary, President and Recording Secretary. A tentative operating budget for the next fiscal year will be presented for a vote at the **November** annual alumni meeting of the current fiscal year. The final budget will be presented for a vote at the **April** annual alumni meeting (budget must be voted on by July 1).

The Committee shall:

- Meets monthly.

- Submits a quarterly budget review during the months of **October, January, and April.**
- Prepares end-of-the-year financial reports by June 1st, 20xx and submit these reports to the RCIAA Executive Board.
- Plans and implements an annual finance workshop to make the alumni members aware of financial guidelines, policies, and goals.
- Work closely with the Office of Alumni Affairs for accurate recordkeeping and reporting of alumni dues.
- Prepare and submit reimbursement voucher to Rust College Business Officer from RCIAA President.

• **Constitution and Bylaws Committee**

The purpose of the Constitution and By-Laws Committee is to review, on an ongoing basis, the Constitution and Bylaws of the RCIAA and draft changes at the request of the RCIAA Executive Board and its members. The committee is established to receive, review and recommend amendments to the RCIAA Constitution and Bylaws including those such recommendations received during the annual alumni meeting (November and April). The committee shall oversee that the current Constitution and Bylaws, and policies and procedures of the RCIAA are published and current on an annual and ongoing basis.

Committee Structure

The Constitution and Bylaws Committee is a Special Committee of the RCIAA. The committee shall consist of a Chair and Co-Chair that will be appointed by the RCIAA President. The term of the committee shall be two years. The chairs shall serve no more than two consecutive terms. The committee shall consist of no more than 25 members and no fewer than three (3) members. The RCIAA President shall nominate the members of this committee.

The Officers and members of the Committee shall include the following:

- Chair
- Co-Chair
- Recorder
- Members
- RCIAA President (ex-official member)
- RCIAA Vice President (ex-official member)

The officers' responsibilities include setting the overall strategy for the Membership Committee. General responsibilities for each officer shall be as follows:

- **Duties of the Chair:** The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the current RCIAA Constitution and Bylaws; and matters are dealt with in an orderly, efficient manner. The chair, with assistance from the committee, shall evaluate the proposed Constitution and Bylaws changes for clarity, proper wording, and consistency with existing articles and sections.
- **Duties of the Co-Chair:** The Co-Chairperson is responsible for assisting the Chair in carrying out the overall duties and responsibilities of the committee. If the Chair becomes disabled or incapacitated, the Co-Chair will assume the duties and responsibilities of the Chair.
- **Duties of the Recorder:** The Recorder handles meeting minutes, correspondence, and documentation. It is the responsibility of the recorder to maintain accurate committee records, coordinate and set up committee meetings, and ensure meeting committee reports are submitted to the RCIAA Executive Board.

Meetings

The Constitution and Bylaws Committee shall meet at monthly or as deemed necessary by the committee chair. Meetings shall be conducted virtually via Zoom or MS Teams, by conference call, mail, or other means of correspondence.

Annual Reporting

The committee shall make an annual report to the RCIAA members during the annual alumni meetings held in November and April of each year. The report shall consist of the recommended changes to the Constitution and Bylaws. The chair or designee will be responsible for making a presentation during the annual alumni meeting.

Financial Responsibility

- All committee members must be financial with the RCIAA and a dues paying member of a local club. All committee dues must be received annually before September 30, 20xx. Lifetime members do not have to pay international alumni dues annually.
- Payment of dues begins annually on July 1, 20xx. Verification of committee dues will begin on September 1, 20xx, annually. Notification will be provided to committee members on September 15, 20xx. Committee members will have an additional fifteen (15) days to submit dues.
- After September 30, 20xx, all non-dues paid members must be relieved of their duties until evidence is provided that dues have been paid.

Constitution and Bylaws Committee Responsibilities:

- Review proposed amendments and recommend for the RCIAA's consideration, changes to the Constitution and Bylaws that are consistent with the RCIAA's overall mission and purpose.
- In response to requests from the RCIAA President, review and make recommendations for changes to the Constitution and Bylaws.
- Examine and consider the implications of proposed changes and make recommendations to the RCIAA Executive Board.
- Ensure adherence to the Constitution and Bylaws amendments process and timeline.
- Review proposed Bylaws amendments to be considered by the RCIAA assembled body during the annual alumni meetings (November and April) and make recommendations to the RCIAA Executive Board. Assist in the formulation of a process for presenting proposed amendments on the floor during the annual alumni meeting.
- Incorporate approved recommended and proposed changes in the written Constitution and Bylaws and present an updated copy to the RCIAA president.
- Ensure all financial alumni receive a copy of the current Constitution and Bylaws.

• ELECTIONS COMMITTEE

The purpose of the Elections Committee shall be to support the interests of the RCIAA in the elections process of officers bi-annually or during special elections. The Elections Committee bears the distinct responsibility of ensuring that all qualified candidates are on the ballot, all eligible alumni receive a ballot and conduct the counting of ballots. The Elections Committee Chair or designee will

present the results of the election during the annual Alumni Meeting held in April. In situations where an in-person meeting cannot be held due to unforeseen situations or restrictions, the meeting will be held via virtual or online conference call.

Committee Structure

The Elections Committee is a Special Committee of the RCIAA. The committee shall consist of a Chair and Co-Chair that will be appointed by the RCIAA President. The term of the committee shall be two years. The chairs shall serve no more than two consecutive terms. The Elections Committee shall consist of no more than seven (7) and no fewer than three (3) members; but heretofore, shall adhere to the RCIAA By-laws. The RCIAA President shall nominate the members of this committee.

The Officers and members of the Committee shall include the following:

- Chair
- Co-Chair
- Recording Secretary
- Members
- Elected officers do not serve as ex-officio members of the Elections committee.

The officers' responsibilities include setting overall strategy for the Elections Committee. General responsibilities for each officer shall be as follows:

- **Duties of the Chair:** The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner
- **Duties of the Co-Chair:** The Co-Chairperson is responsible for assisting the Chair in carrying out their overall duties and responsibilities. If the Chair becomes disabled or incapacitated, the Co-Chair will assume the duties and responsibilities of the Chair.
- **Duties of the Recorder:** The Recorder handles meeting minutes, correspondence, and documentation. It is the responsibility of the secretary to maintain accurate committee records, coordinate and set up committee meetings, and ensure meeting

Meetings

The Elections Committee shall meet at least 60 days prior to a general election or as deemed necessary by the committee Chair. Meetings shall be conducted virtually or by conference call.

Annual Reporting

The committee shall present annually the activities, events, and updates on future events to the body during the Annual Alumni Meeting held in November of each year during Founders' Day weekend. The Chair or designee will be responsible for making the presentation during the meeting. In addition, the Chair or designee shall present the results of the election bi-annually during the Annual Alumni Meeting held in April of each election year.

Financial Responsibility

1. All committee members must be financial with the RCIAA and a dues-paid member of a local club. All committee dues must be received annually before September 30th. Lifetime members do not have to pay international alumni dues annually.
2. Payment of dues begins annually on July 1st. Verification of committee dues will begin on annually on September 1st. Notification will be provided to committee members annually on September 15th. Committee members will have another fifteen (15) days to submit dues.
3. After September 30th, all members who have not paid their alumni dues must be relieved of their duties until evidence is provided of payment.

Balloting and Voting Procedures

It shall be the duty of the Elections Committee to prepare the ballot. The committee is responsible for seeking additional ways to present the ballot to the financial members of the RCIAA. In accordance with the By-laws, the committee will present to the RCIAA and the Office of Alumni Affairs, the final ballot. The following procedures shall apply:

1. The Office of Alumni Affairs is responsible for mailing to all financially active alumni members a copy of the ballot 90 days prior to the date of counting the ballots.
2. The ballots will be mailed via U.S. Postal Service
3. The alumni shall be given 60 days to return the ballot to the Office of Alumni Affairs
4. The ballots shall be mailed with a return envelope (postage unpaid by the

Office of Alumni Affairs).

5. The Office of Alumni Affairs shall maintain all submitted ballots in a locked ballot box until the day of election.
6. The ballot box shall be unlocked in the presence of the Elections Committee (virtual or in person) and all contents of the box shall be removed by the chair of the Elections Committee.
7. If a virtual meeting is required, at least one member of the Elections Committee shall be in person to conduct the process.
8. The candidate has the option to allow one representative to oversee the ballot counting process. The candidate must notify the Election Committee in advance (14 days) of the process of the representative's name and contact information.
9. Per the By-laws, a majority vote wins. For example, Candidate A has 100 votes and Candidate B has 95 votes, Candidate A wins the election. No re-balloting or re-count is required.
10. The Chair will immediately notify the RCIAA President of the election results.
11. The RCIAA Chair will call and conduct a meeting with the candidates to announce the election results. During the meeting, the Elections Committee Chair will provide the results.
12. The records will remain in the Office of Alumni Affairs until the next election.

• **Executive Committee**

The Executive Committee shall include newly elected officers and the immediate past President of the RCIAA.

The Executive Committee is the policy-forming body of the RCIAA. It serves as an overall planning and steering committee. It submits its reports and recommendations to the RCIAA 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 by the Association.

The President of the RCIAA presides over the Executive Committee at its regular meetings.

The Executive Committee shall act as a clearinghouse for alumni sentiment of the interchange of ideas among members.

The executive shall approve or disapprove ideas or projects put forth in the name of the RCIAA, and it shall be the seat of authority in all such matters.

The Executive Committee shall initiate and carry out such activities and undertaking as it deem necessary and provide for the execution of the same.

The Executive Committee shall act as the official spokesman of alumni sentiment of the College's administration and as the avenue of approach by which the administration of the College should have access to the alumni collectively.

The Executive Committee shall keep minutes of all its meetings and the minutes shall be sent to each member thereof.

- **FUNDRAISING COMMITTEE**

The RCIAA's Fundraising Committee shall plan, organize, and coordinate appropriate events to raise funds on behalf of the RCIAA to support students, special and on-going projects, and programs at Rust College.

1. The Committee will:
 - a. Adhere to the RCIAA's Constitution and Bylaws.
 - b. Present proposed fundraising activities to the RCIAA Executive Board for approval. The fundraising proposal shall be in writing and include the fundraising goal, and a complete event budget with potential profit/loss projections.
 - c. Present a total projection for the fiscal year (July1, 20xx – June 30, 20xx), along with recommended fundraising activities including projected dates for each event.
 - d. Solicit fundraising events and ideas from committee members, alumni, school administrators, and the RCIAA Executive Board.
 - e. Coordinate all fundraising events and activities on behalf of the RCIAA.
 - f. Report on the preliminary and final funding financial report to the RCIAA Executive Board. The RCIAA President (Vice President in the absence of the President) will present final financial report to the Alumni body, Club President, Office of Alumni Affairs, and President of Rust College.

Fundraising Committee Structure

The RCIAA Fundraising committee shall consist of the following:

- Chair
- Co-Chair
- Financial Secretary
- Recorder

- Members
- RCIAA President (Ex officio)
- RCIAA Vice President (Ex officio)
- RCIAA Treasurer (Ex officio)

In addition to the committee's chair and co-chair, the committee shall consist of no more than 15 committee members.

Financial Commitment

All committee members must be financial with the International Alumni dues and local club dues. All committee dues must be received annually before September 30th. Lifetime members do not have to pay dues annually. Payment of dues begins annually on July 1st. Verification of committee dues will begin annually on September 1st. Notification will be provided to committee members annually on September 15th. Committee members will have another five (5) days to pay dues. In cases where on September 30th, dues have not been paid, the committee member will be relieved of their duties until evidence is provided dues have been paid. The fundraising committee is a Standing Committee of the RCIAA. The committee shall be appointed by the RCIAA President. The term of the committee shall be two years. The committee shall serve no more than two consecutive terms.

Meetings

Meetings will be held monthly either in person or virtually. All committee members are required to attend the committee meetings. In addition, committee meetings will be held periodically within the month as deemed necessary by the committee chairs.

Fundraising Methods of Payment:

Alumni, Family, Friends and Parents of Rust College shall remit payment for fundraising events via the following:

- a. Cash, checks, money orders, and credit card payments payable directly to Rust College. Alumni shall mail checks and money orders to: Rust College, 150 Rust Avenue, Holly Springs, MS. 38635, Attn. Business Office.
- b. Online payments shall be payable through the Rust College donor site: www.rustcollege.edu/interland3.donorperfect.net/weblink/weblink.aspx?name=E151565&id=3
- c. QR Codes, Venmo and Zelle payments TBD.

Remittance of Funds

After each fundraising event, the Chair, Co-Chair, Financial Secretary, and RCIAA President must reconcile the payment source (i.e., Cashapp), bank statement, and report from the Office of Alumni Affairs to calculate a preliminary total of funds raised. A written financial report (Excel spreadsheet with name, amount, contact information) must be submitted within 14 days to the RCIAA Executive Board. The RCIAA President shall submit the final report to the Office of Alumni Affairs.

Publishing Financial Report

1. The RCIAA President or designee will make a public report/announcement to all alumni on social media (Facebook, Instagram, and Twitter) and website platforms the results of all fundraising events that were publicized. The Office of Alumni Affairs will email all Alumni via the email database. The RCIAA President will provide notice to all Club Presidents who in turn will share information with all club members.
2. Annually, during the Alumni Annual Meeting (Founders' Weekend), the Fundraising Committee Chair will make a report of all activities and events to the assembled body.

Fund Maintenance

1. Monies raised by the Fundraising Committee will be collected and placed in a "NEW" Alumni Special Funds Account at Rust College. The account will be managed by the Business Office.
2. Monies collected through CashApp and/or other online sources, except Paypal, will be deposited into a pass-through account in the name of the RCIAA at the Bank of Holly Springs, Holly Springs, MS. For security purposes, the President of Rust College and the Business Office Manager are authorized users of the account. This account was established to accommodate online payments only.
3. Collected funds will be transferred from the established pass-through account to the Alumni Special Fund Account.
4. RCIAA Treasurer will be responsible for accurate reporting of all income and expenses in the Alumni Special Fund Account. The RCIAA Treasurer will work closely with the Office of Alumni Affairs and the Business Office to maintain accurate records.

Allocation of Funds

1. Funds raised by the Fundraising Committee will NOT be earmarked for Rust College's Endowment Funds.
2. Funds raised by the Fundraising Committee will be specifically earmarked for Scholarship, On-Campus Special Project (as suggested by the Special Projects Committee), Student Emergency Needs, Special Requests from Rust College's President, Projects designated by Rust College (ex. Bus Fund), Buildings and Grounds improvements, etc.
3. Funds advertised and raised for scholarships, MUST be used for that purpose only. Annually, scholarships will be awarded to deserving students in the Fall (August/September). During the Alumni annual meeting in November, 20xx (Founders' Weekend), the RCIAA will announce the number, amount, and recipients of the scholarships. Each recipient will be asked to be present at the Alumni meeting and/or send a letter, along with a picture to the RCIAA for the announcement.
4. Annually, the Budget/Finance Team (RCIAA President, Vice President, Treasurer, Fundraising Committee Chairs and Special Project Chairs) will determine the amount of funds that will be allocated towards scholarships and Rust College campus-based projects. During the Alumni Annual Meeting, Founders' Weekend, a budget will be presented to the assembly.
5. Requests for funds benefitting current students of the college for emergencies, unexpected dire situations, funds needed to graduate, etc., shall be made directly to the RCIAA and distributed during the month(s) of August through April of each year. The recipient shall receive his/her funds upon approval and appropriate verification of enrollment for the current year. Student emergency needs do not cover personal grooming, parties, etc. Each request will be viewed independently and determined based on the need of the student.

• NOMINATIONS COMMITTEE

The purpose of the Nominating committee is to prepare a slate of candidates for the RCIAA officers. It shall be the duty of the Nominating committee to qualify each candidate for elective office. The Chairman shall send written letter of notification of the nominating/elections process to each financially active member and Club Presidents, 90 days prior to each annual alumni meeting. The sample letter is included in the Appendix.

General Function

The Nominations committee shall:

1. Solicit nominations from alumni and prepare a slate of candidates for the RCIAA Officers. Eligible nominees must submit an application and give their written consent to run for nominated office.
2. Present the slate of qualified, eligible candidates to the RCIAA President who will forward the slate to the Chair of the Elections Committee.
3. Provide each qualified candidate with the Campaigning Rules and must ensure the candidate adheres to the rules. The committee shall develop guidelines and a process by which non-compliance results in disqualification.
4. Make a report of the nomination process and present a complete slate of candidates at the Annual Alumni Meeting held in November of the election year. The Chairperson shall introduce all eligible candidates to the assembled body.
5. Conduct the “Call for Nominations” from the floor for all offices. The process shall follow Roberts Rules of Order, Newly Revised Version and be conducted by the Chairperson or designee.
6. Review the nominees from the floor and determine eligibility to run for office within seven (7) days of the meeting date. The Chairperson or designee shall notify (via phone and email) each nominees from the floor of his or her eligibility or ineligibility to run for office.
7. Develop a standard template Letter of Eligibility Notification that will be provided to each nominee. This notification letter will include both eligible and ineligible nominations. Letter of Eligibility shall be emailed to each nominee within three (3) day of the committee’s final decision.
8. Conduct a meeting with all eligible nominees to discuss the campaigning rules, timeline for elections, counting of ballots, and swearing in of officers. The Chairperson or designee will conduct the meeting.
9. Submit all final documents to the Office of Alumni Affairs and the RCIAA President for filing and recordkeeping.

Nominations Committee Structure

The RCIAA Nominations committee shall consist of the following:

- Chair
- Co-Chair
- Recorder

- Members
- Elected officers do not serve as ex-officio members of the Nominations committee.

In addition to the chair and co-chair, the committee shall consist of no more than nine committee members or as specified in the Bylaws.

Financial Commitment

All committee members must be financial with the RCIAA and a local club. All committee dues must be received annually before September 30th. Lifetime members do not have to pay international dues annually; however, they must pay local club dues. Payment of dues begins annually on July 1st. Verification of committee dues will begin annually on September 1st. Notification will be provided to committee members annually on September 15th if dues have not been paid. Committee members will have until September 30th to pay dues. In cases where the dues have not been paid by the deadline, committee members will be relieved of their duties until evidence of dues have been paid.

Term of Office

The committee members and chairs shall be appointed by the RCIAA President. The term of the committee members shall be two years. The committee chair shall serve no more than two consecutive terms.

Meetings

Nominations committee meetings will be held monthly via zoom or conference calls. No specified time or date has been established; however, will be established by the committee chair. All committee members are required to attend the committee meetings. The committee will meet more frequently during a nomination/election year and will be determined by the Chair. During a non-election year, the committee will meet to review the nominations process and make necessary changes to ensure a seamless nomination process.

Within five (5) days following a scheduled meeting, the committee shall report to the RCIAA the minutes following each meeting. The minutes will be recorded on the required form provided by the RCIAA.

Annual Reporting

The committee shall present annually the activities, events, and any updates on future events to the body during the annual alumni meeting held in November of

each year during Founders' Day weekend. The chair or designee will be responsible for making the presentation during the meeting.

Forms:

- Eligibility Requirements (each position) to run for an office with the RCIAA (according to the Bylaws)
- Candidate Profile Form
- Campaigning Rules
- Nominations Timeline
- Sample Letter of Eligibility

Nomination Process Timeline

*The Nomination process begins every other **EVEN** year (2010, 2012, 2013, etc.)

*The Election process takes place every other **ODD** year (2011, 2013, 2015, etc.)

Even Year

August	Send notification to alumni of the upcoming nomination and election periods. Sample Letter of Notification in Appendix.
October	Deadline for nominations and applications to be submitted to Nominations Committee (30 days after notification)
October	Nomination Committee reviews applications and qualifies nominees.
October	Committee Chair or designee notifies nominees of eligibility to proceed or not to proceed in the process (no more than 1 week of receiving the application).
November	Committee Chair presents report to alumni at the Annual Alumni Meeting; calls for nominations from the floor.
November	Applications and credentials are due from nominees from the floor (no more than 3 days of the nomination from the floor).
November	Committee Chair or designee notifies nominees from the floor of eligibility (within a week of receiving applicant materials).
December 1st	Candidates may begin their campaign. All candidates have 60 days to campaign.

Odd Year

January 31st	End of campaign period.
February	Office of Alumni Affairs sends mails paper ballots to all paid alumni members.

March	Committee Chair or designee submit all nomination documents to the RCIAA president and Office of Alumni Affairs.
April 15th	Deadline to receive all paper ballots.
April	<p>Elections Committee counts ballots and provide the elections results to the RCIAA President and Office of Alumni Affairs.</p> <p>Elections Chair contacts all candidates and schedules a conference call/meeting for the same day to reveal the elections results. Conference call/meeting is limited to office of Alumni Affairs staff, RCIAA Officer, and newly elected officers.</p>
June 30th	Newly elected officers are sworn in by the RCIAA President.

ARTICLE 5

Special Committees

ARTICLE 5: SPECIAL COMMITTEES

• AWARDS AND RECOGNITIONS

The purpose of the Awards and Recognitions committee shall be to support the interests of the RCIAA in creating awards and recognizing individuals, groups and/or organizations for outstanding service, performance, donations, efforts, activities, and events that supports the mission and goals of RCIAA, Rust College, and the students it serves.

The committee shall establish award criteria and rating metrics by which awards and recognitions for outstanding service and contributions will be presented to individual alumni, local clubs, organizations, groups, etc. Announcements of award recipients will be given annually during the November Alumni meeting.

The Committee shall:

- a. Adhere to the RCIAA's Constitution and Bylaws.
- b. Present to the RCIAA proposed categories for awards and recognitions.
- c. Establish an operating budget for the fiscal year (July 1 – June 30).
- d. Solicit nominations for the award categories from alumni, local clubs and the RCIAA Executive Board.
- e. Coordinate the presentation of awards and recognition on behalf of the RCIAA.
- f. Report results of the nominations and selected recipients to the RCIAA Executive Board and to the alumni during the Annual Alumni Meeting.

Committee Structure

The Awards and Recognitions Committee is a Special Committee of the RCIAA. The committee shall consist of a Chair and Co-Chair that will be appointed by the RCIAA President. The term of the committee shall be two years. The chairs shall serve no more

than two consecutive terms. The committee shall consist of no more than 25 committee members that will be appointed by the RCIAA President.

Financial Responsibility

All committee members must be financial with the RCIAA and a financial member of a local club. All committee dues must be received annually before September 30th.

Lifetime members do not have to pay international alumni dues annually. Payment of dues begins annually on July 1st. Verification of committee dues will begin annually on September 1st. Notification will be provided to committee members annually on September 15th. Committee members will have another fifteen (15) days to submit dues. After September 30th, all non-financial members must be relieved of their duties until evidence is provided of payment.

Meetings

Meeting will be held monthly via zoom, conference call, or in person. All committee members are required to attend the committee meetings. In addition, committee meetings will be held periodically within the month as deemed necessary by the committee chairs.

Committee Structure

The officers and members of the Awards and Recognitions Committee shall include the following:

- Chair
- Co-Chair
- Recording Secretary
- Members
- RCIAA President (ex-official)
- RCIAA Vice President (ex-official)

Awards and Recognitions Categories:

1. **Blue and White Bearcat Award:** Awarded to the alumni who has made a **generous donation** to Rust College for the either the Endowment, Alumni Special Fund Account, Building Fund, Bus Campaign, etc., during the prior fiscal year. (This award will not be included in the nomination process. Information regarding donations will be obtained from the college).
2. **1866 Alumni Club of the Year:** Awarded to the Alumni Club based on activities and services conducted during the fiscal year, July 1, - June 30. Activities and events include, but is not limited to the following: Student Recruitment and Engagement, Participation in Rust College sponsored events

such as Reunion of Reunions, Founders' Day, Convocation, Commencement, etc.; Community Service, fundraising events, hosting an on-campus activity for students, alumni engagement, supporting the RCIAA, hosting the choir, and donations to Rust College. (The award will be included in the nominations process and will be recommended by the Awards and Recognitions Committee based on quarterly reports submitted to the RCIAA). Clubs or individuals can submit one recommendation to the RCIAA during the nomination period. Recommendation form or recommended format will be provided by the Awards and Recognitions Committee.

3. **IDA B. Wells Community Service Award:** Awarded to an individual, group, or organization (recipient can be an alum or an external party). This award recognizes the contributions and support given to Rust College and the students it serves. Award is based on the level of support given to the institution to assist students. This includes but is not limited to alumni and external parties who have provided for example: care packages, donated items for student, and/or served as a motivational speaker on occasion at Rust College. This award will be included in the nomination process and can be identified by the Awards and Recognitions committee. Nomination form available from the Awards and Recognitions Committee.
4. **1866 Alumni of the Year Award:** Awarded to an Alumni of Rust College or M.I. College. Alumni must meet the following criteria: financial member of the RCIAA, member of a local club, supports the goals and mission of Rust College, recruits students to attend Rust College, attend Rust College sponsored events such as Reunion of Reunions, Founders Day Events, Commencement, and Annual Alumni Meeting. Must donate to Rust College and encourage others to give. Must display that Bearcat Spirit. This award is included in the nominations process. Nominations can be received from individual alumni or a local club president. The Awards and Recognitions Committee can also identify an alum and make recommendations. Nomination must be submitted on the nominations form. **(This award does not include the “3-5 and Under” Award recipients).**
5. **Outstanding Alumni, Three-Five and Under Award:** The award recognizes outstanding alumni under 35 years of age and younger. Award is presented to the alumni who has demonstrated commitment to Rust College. The nominees shall have paid International Alumni dues, be a paid member of a local club, attend and support activities sponsored by Rust College, support the goals and mission of Rust College, and encourage students to attend Rust College. Some examples of Rust College sponsored events include Reunion of Reunions, Founders Day Events, Commencement, and Annual Alumni meeting. Must donate to Rust College and encourage other to give. Must display that Bearcat

Spirit. This award is included in the nominations process. Nominations can be received from individual alumni or a local club president. The Awards and Recognitions Committee can also identify an alum and make recommendations. Nomination must be submitted on the nominations form.

6. **1905 M.I. Alumnus of the Year Award:** Awarded to an Alumni of M.I. College. Alumni must meet the following criteria: financial member of the RCIAA, member of a local club, supports the goals and mission of Rust College, recruits students to attend Rust College, attended Rust College sponsored events such as Reunion of Reunions, Founders Day Events, Commencement, and Annual Alumni Meeting. Must donate to Rust College and encourage others to give. Must display that Bearcat Spirit. This award is included in the nominations process. Nominations can be received from individual alumni or a local club president. The Awards and Recognitions Committee can also identify an alum and make recommendations. Nomination must be submitted on the nominations form. **(This award does not include the “3-5 and Under” Award recipients).**
7. **Young Gifted and Black Award:** Awarded to an Alumni of Rust College or MI College who have excelled professionally and recognized for their outstanding career performance. Nominee must have paid International Alumni dues during the review period. Award can be given for outstanding military service, private and public sector employment, and volunteer work. Nominations can be received from individual alumni or a local club president. The Awards and Recognitions Committee can also identify an alum for their career performance and make recommendations. Nomination must be submitted on the nominations form.
8. **Outstanding Organization of the Year Award:** Award recognizes Greek and Non-Greek organizations for their group effort support, activities, and donations that aid in the betterment of Rust College and the students it serves. Activities must be conducted in the fiscal year prior to the year of selection. For example, organization will be reviewed from July 1-June 30; award will be given in November during the Annual Alumni meeting.
9. **Outstanding Graduated Class of the Year Award:** Award recognizes a graduated class that has excelled in its concerted efforts to donate to Rust College’s Endowment, Building Funds, Scholarships, etc. The committee will coordinate with the Office of Alumni Affairs to determine which class has contributed the most to Rust College. All Funds must be received by June 30th. (This award is not included in the nomination process).
10. **Alumni Athletic Award:** Award recognizes individual(s) alumni who actively

participated in the area of Basketball, Baseball, Track, Volleyball, or Tennis and had outstanding performance while attending Rust College. This recognition will be given based on the recommendation of such activity from fellow alumni.

11. **Recruiter of the Year Award:** Award recognizes an individual, group, organization or club that has been actively involved in recruiting students to attend Rust College. This award is based on the recruiting efforts resulting in students attending Rust College during the fiscal year in review. (This award is not included in the nomination process). The committee will coordinate with the Alumni Affairs Office to obtain factual data regarding students who have attended rust as the result of recruiting efforts of the alumni). *This award will only be given when feasible.

Awards and Recognitions Committee shall recognize lifetime members, who paid their membership in full during the fiscal year. The individuals will be recognized by virtue of listing of names in the committee's annual report.

*Committee has the option of presenting certificates, plaques and/or trophies for any of the above categories.

***Nomination Form is attached in the Appendix.**

- **Membership Committee**

The purpose of the Membership Committee shall be to support the mission, vision, purpose and strategic plan of the RCIAA in the solicitation of new members. The Membership Committee is responsible for collaborating with the RCIAA alumni, committees, Executive Board, and the college on key strategies, challenges, and needs in order to provide insight on membership recruitment, engagement and recruitment.

Committee Structure

The Membership Committee is a Special Committee of the RCIAA. The committee shall consist of a Chair and Co-Chair that will be appointed by the RCIAA President. The term of the committee shall be two years. The chairs shall serve no more than two consecutive terms. The Membership Committee shall adhere to the RCIAA By-laws. The RCIAA President shall nominate the membership chair of this committee.

The Officers and members of the Committee shall include the following:

- Chair
- Co-Chair

- Recorder
- Members
- RCIAA President (ex-official member)
- RCIAA Vice President (ex-official member)

The officers' responsibilities include setting the overall strategy for the Membership Committee. General responsibilities for each officer position shall be as follows:

- **Duties of the Chair:** The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the RCIAA Constitution and Bylaws; and matters are dealt with in an orderly, efficient manner
- **Duties of the Co-Chair:** The Co-Chairperson is responsible for assisting the Chair in carrying out the overall duties and responsibilities of the committee. If the Chair becomes disabled or incapacitated, the Co-Chair will assume the duties and responsibilities of the Chair.
- **Duties of the Recorder:** The Recorder handles meeting minutes, correspondence, and documentation. It is the responsibility of the recorder to maintain accurate committee records, coordinate and set up committee meetings, and ensure meeting committee reports are submitted to the RCIAA Executive Board.

Meetings

The Membership Committee shall meet at least monthly. Meetings shall be conducted virtually or by conference call; until it is deemed safe to meet in-person.

Annual Reporting

The committee shall present annually the activities, events, and any updates on future events to the general body during the annual alumni meeting held in November of each year during Founders Day weekend. The chair or designee will be responsible for making a presentation during the annual alumni meeting.

Financial Responsibility

All committee members must be financial with the RCIAA and encouraged to become members of a local club. All committee dues must be received annually

before September 30, 20xx. Lifetime members do not have to pay international alumni dues.

Payment of dues begins annually on July 1, 20xx. Verification of committee dues will begin on September 1, 20xx, annually. Notification will be provided to committee members on September 15, 20xx. Committee members will have an additional fifteen (15) days to submit dues.

After September 30, 20xx, all non-dues paid members will be relieved of their duties until evidence is provided that dues have been paid.

Membership Committee Responsibilities:

- Encourage alumni of Rust College and M.I. College to pay regular membership dues (\$25.00 annually) or Life Membership Fee (\$1,000.00)
- Engage alumni in Membership drives, campaigns, calling posts, etc.
- Encourage alumni to join an alumni club in their area or in their “virtual” area.
- Create a way to track membership and their contact information. (Work in concert with the Office of Alumni Development).
- Make recommendations on recruitment, engagement, and retention of members.
- Monitor quarterly membership statistics and trends,
- Provide input on annual strategic plans to the RCIAA Executive Board
- Develop and implement actions included in the annual strategic plan in order to achieve stated plans,
- Collaborate with other RCIAA committees to provide and implement plans to engage, recruit, and retain membership,
- Establish an annual membership goal percentage to attain,
- Attend and participate in the fall and spring alumni meetings, and
- Conduct membership campaigns and events periodically throughout the fiscal year to recruit and engage alumni.

• NEW ALUMNI CLUB COMMITTEE

The purpose of the New Club Committee shall be to provide a grassroots mechanism for Rust and M.I. College alumnus to form alumni clubs within a specified radius of where alumni live in order to reach and engage their constituency.

The Committee shall:

- Be appointed by the RCIAA President as a Special Committee at a term of two years for no more than two consecutive terms.

- Meet regularly at least once per month or as deemed necessary.
- Consist of no fewer than five (5) members.
- Submit a committee meeting summary to the RCIAA within five (5) days of the meeting.
- Assist in new club startup and charter for alumni interest groups through the process described in the “**RCIAA Club Information**” section of the **RCIAA New Alumni Club Handbook** under the section, ‘Starting a Club.’ This subsection provides an overview of the new club process and references the **RCIAA Club Application Process Checklist** in Appendix I of the document for detailed step-by-step instruction.
- Provide a committee report of all activities to the RCIAA and report committee updates and activities during the annual Alumni meeting (Founders weekend) to the assembled body.

Committee Officers:

- Chair
- Co-Chair
- Recorder
- Members
- RCIAA President (Ex-officio)
- RCIAA Vice President (Ex-officio)

The officers’ responsibilities include setting overall strategy for the New Club Committee. General responsibilities for each officer position shall be as follows:

- **Duties of the Chair:** The Chair shall preside at all meetings of the Committee. The Chair shall be the principal representative of the Committee; decide all questions of order; offer for consideration all motions regularly made; implement the decisions of the Committee; and perform other duties that usually pertain to this office.
- **Duties of the co-Chair:** The co-Chair of the Committee shall be first in line of succession to the Chair. The co-Chair shall fulfill the duties of the Chair whenever the Chair is unable to do so and shall also perform the duties that usually pertain to the office or that may be assigned by the Chair.
- **Duties of the Recorder:** The Recorder shall be responsible for setting committee meetings via Zoom and/or conference calls, sending invites to committee members, recording meeting minutes, distributing committee minutes, submitting reports to the RCIAA, and ensuring the meetings are effectively organized.

Financial Responsibility

1. Committee members must be current with the International Alumni dues by September 30th, 20xx except for Lifetime members.
2. Verification of committee dues will begin on September 1, 20xx, annually. Notification will be provided to committee members on September 15, 20xx. Committee members will have another fifteen (15) days to submit dues.
3. In cases where on September 30, 20xx, dues have not been paid, the committee member will be not be allowed to serve in the committee until evidence is provided that dues have been paid.

Attachments:

- New Alumni Club Application
 - New Alumni Club Handbook
 - New Alumni Club Handbook Quick Reference Guide
- **NEW ALUMNI CLUB HANDBOOK COMMITTEE**

The purpose of the New Alumni Club Handbook Committee shall be to ensure the handbook serves as the guide for local alumni club operations, bylaws, operating procedures, administrative forms and best practices while maintaining compliance with the RCIAA policies and procedures.

The Committee shall:

1. Be appointed by the RCIAA President as a Special Committee at a term of two years for no more than two consecutive terms.
2. Meet regularly at least once per month or as deemed necessary.
3. Consist of no fewer than five (5) members.
4. Submit a committee meeting summary to the RCIAA within 5 days of the meeting.
5. Make the handbook available to new and established clubs via email from the RCIAA or electronic download.
6. Provide training on the handbook to clubs within one (1) month of implementation or as clubs form.
7. Solicit direct feedback from newly established clubs to aid in the continuous

improvement of the handbook.

8. Communicate the newest version of the handbook to the clubs with two (2) days of redeployment.
9. Provide committee reports of all activities to the RCIAA and report activities during the Alumni annual meeting (Founders weekend) to the assembled body.

Committee Officers:

1. Chair
2. Co-Chair
3. Recorder
4. Members
5. RCIAA President (Ex-officio)
6. RCIAA Vice President (Ex-officio)

The officers' responsibilities include setting overall strategy for the New Alumni Club Handbook Committee. General responsibilities for each officer position shall be as follows:

- **Duties of the Chair:** The Chair shall preside at all meetings of the committee. The Chair shall be the principal representative of the Committee; decide all questions of order; offer for consideration all motions regularly made; implement the decisions of the committee; and perform other duties that usually pertain to this office.
- **Duties of the Co-Chair:** The Co-Chair of the committee shall be first in line of succession to the Chair. The Co-Chair shall fulfill the duties of the Chair whenever the Chair is unable to do so and also perform the duties that usually pertain to the office or that may be assigned by the Chair.
- **Recorder:** The Recorder of the committee is responsible for setting committee meetings via Zoom and/or conference calls, sending invites to committee members, recording meeting minutes, distributing committee minutes, submitting reports to the RCIAA, and ensuring the meetings are effectively organized.

Financial Commitment:

1. Committee members must be current with the International Alumni dues by September 30th, 20xx except for Lifetime members.
2. Verification of committee dues will begin on September 1, 20xx, annually.

Notification will be provided to committee members on September 15, 20xx.
Committee members will have another fifteen (15) days to submit dues.

3. In cases where on September 30, 20xx, dues have not been paid, the committee member will be not be allowed to serve in the committee until evidence is provided that dues have been paid.

• **SOCIAL MEDIA / TECHNOLOGY COMMITTEE**

The purpose of the Social Media / Technology Committee shall be to support the interests of Rust College and the RCIAA; and to increase alumni awareness via social media of the RCIAA and Rust College's needs, updates and happenings.

Contact Information: The email address of the Social Media / Technology committee is rciaasocialmedia@gmail.com. All communications, correspondence and questions should be sent to this email address.

Committee Structure

The Social Media / Technology is a Special Committee of the RCIAA. The committee shall consist of a Chair and Co-Chair that will be appointed by the RCIAA President. The term of the committee shall be two years. The chairs shall serve no more than two consecutive terms. The Committee shall consists of a minimum of five (5) members and a maximum of no more than twenty (20) members and shall be appointed by the RCIAA President. The committee members shall also include the administrators of the social media outlets. (*social medial guidelines attached*)

Members of the committee shall have experience in designing website and establishing and maintaining social media sites (Facebook, Instagram, twitter, & LinkedIn). Committee members shall also have the ability design flyers, marketing materials, videos, etc. and should have a working knowledge of computer software programs, group emails, surveys and databases.

The officers and members of the Social Media / Technology Committee shall include the following:

- Chair
- Co-Chair
- Recording Secretary
- Members
- RCIAA President (ex-official)
- RCIAA Vice President (ex-official)

The officers' responsibilities include setting the overall strategy for the Committee. General responsibilities for each officer shall be as follows:

- **Chair:** presides over the committee meetings. The Chair is responsible for ensuring that members active with the RCIAA, social media outlets comply with established guidelines, requests from alumni are met in a timely manner, meetings are planned effectively, and outstanding matters are dealt with in an orderly, timely and efficient manner.
- **Co-Chair:** serves in a back-up capacity when the Chair is not available for whatever reason. The co-Chair also participates with committee members in meeting the goals and objectives of the committee. The co-Chair also, monitors the social media sites.
- **Recorder:** responsible for setting committee meetings via Zoom and/or conference calls, sending invites to committee members, recording meeting minutes, distributing committee minutes, submitting reports to the RCIAA, and ensuring the meetings are effectively organized.

Meetings

The Social Media / Technology committee will meet monthly via Zoom or conference call. All committee members are expected to attend and participate in committee meetings. Specific date and time shall be established by the Chair and/or Co-Chair.

Financial Responsibility

All committee members must be financial with the RCIAA and a dues paying member of a local club. All committee dues must be received annually before September 30, 20xx. Lifetime members do not have to pay international alumni dues annually. Payment of dues begins annually on July 1, 20xx. Verification of committee dues will begin on September 1, 20xx, annually. Notification will be provided to committee members on September 15, 20xx. Committee members will have another fifteen (15) days to submit dues. After September 30, 20xx, all non-dues paid members must be relieved of their duties until evidence is provided that dues have been paid.

- **SOCIAL MEDIAL GUIDELINES**

I. FACEBOOK

The Rust College International Alumni Association's (RCIAA) Official Facebook Page is solely for **informational purposes** only for Rust College and those whom the RCIAA's

Constitution and Bylaws have classified as Alumni. The Facebook page provides a channel for stewardship and assist with recruitment of students for Rust College. This form of social media facilitates open lines of communication. It allows alumni of Rust College to work together by providing incentives to help with retention of students, relocation assistance, job placements, and create opportunities to donate to the endowment and other funds to meet future demands and needs.

Facebook Page Administrators:

- a. Administrators will consist of 5-7 alumni of Rust College. The administrators will serve on the Social Media / Technology committee of the RCIAA.
- b. Administrators reserve the right to delete posts, restrict members from posting, and remove members for violations of the rules and other situations.
- c. Administrators will approve membership requests and have the right to deny requests.
- d. Administrators have the right to “block” a user based on the content of the individual’s posts.

Guidelines on How to Join:

- a. Must be an alumni, faculty, staff, family, or friend of Rust College.
- b. Membership questions are required in order to gain membership of the group. Membership questions must be answered in totality and verification is mandatory before entrance is granted.

Posting Restrictions:

1. Do not post self-gratifications of any kind such as: births, children graduations, purchase of a new car, family members deaths unless the deceased is an alumni of Rust College, etc. Do post however, personal alumni accomplishments such as: promotions to an executive or leadership position, receiving doctorate degrees, being featured on a TV show, news, magazine, etc., receiving outstanding recognition on a local, state or national level, and/or being honored for outstanding community service by a city/county/state government.
2. Solicitation of any kind is prohibited without the express written permission of the RCIAA Facebook administrators.
 - a. Including businesses, churches, community events, political campaigns, music videos, non-Rust College affiliated content, etc.
3. No profanity.
4. No Disrespect of others and the group.
5. No live streaming or sharing live streams from non-Rust College affiliated sources without permission.
6. Do not post pictures that include the following: Drugs, Alcohol, Nudity, Offensive gestures.
7. Do not report a post solely because you disagree with the content.
8. Do not block administrators or moderators of the group

Administrators Periodic Posts:

Occasionally, administrators will periodically post on a designated day specific posting requests. Individuals posting outside of the specifics of the post will result in their post being removed on that particular day. Some examples include:

1. Money Monday: Posting will be allowed for posting of individual's businesses.
2. T-Shirt Tuesday: Individuals will be asked to post a picture in Rust College gear.
3. Worship Wednesday: Members will be asked to post an inspirational message.
4. Throw Back Thursday: Post pics of "Back in the Day" pictures.
5. Meme Wars: Administrators will post the first MeMe and individuals will be asked to respond with a personal MeMe.
6. Other theme days may be included and members will be asked to please follow the rules of the post.

II. TWITTER and INSTAGRAM

The Official Twitter and Instagram Pages (RCIAA 1866) are solely for **informational purposes** only for Rust College and those whom the RCIAA's Constitution and Bylaws have classified as Alumni. The Twitter and Instagram sites provide a channel for stewardship and assist with recruitment of students for Rust College. This form of social media facilitates open lines of communication. It allows alumni of Rust College to work together by providing incentives to help with retention of students, relocation assistance, job placements, and create opportunities to donate to the endowment and other funds to meet future demands and needs.

Twitter and Instagram Administrators:

- a. Administrators will consist of 1-3 alumni of Rust College. The administrators will serve on the Social Media / Technology committee of the RCIAA.
- b. Administrators reserve the right to unfollow members for violations of the rules and other situations.
- c. Administrators will approve follow requests and have the right to deny requests.
- d. Administrators have the right to "block" a user based on the content of the individual's posts.

Guidelines on How to become a Twitter and Instagram Follower:

- a. Must be an alumni, faculty, staff, family, or friend of Rust College.

Posting Restrictions:

1. Only approved administrators will be able to post on Twitter and Instagram.
2. Do not post self-gratifications of any kind such as:
 - a. Births, children graduations, purchase of a new car, family members deaths unless the deceased is an Alumni of Rust College, etc.

- i. Do post however, personal alumni accomplishments such as: promotions to an executive or leadership position, receiving doctorate degrees, being featured on a TV show, news, magazine, etc., receiving outstanding recognition on a local, state or national level, and/or being honored for outstanding community service by a city/county/state government.
3. Do not post solicitations of any kind:
 - a. Including businesses, churches, community events, political campaigns, music videos, non-Rust College affiliated content, etc.
4. Do not post profanity.
5. Do not disrespect other followers.
6. Do not post live streaming or share live streams from non-Rust College affiliated sources without permission.
7. Do not post pictures that include the following: Drugs, Alcohol, Nudity, Offensive gestures.
8. Do not report a post solely because you disagree with the content.
9. Do not block administrators or moderators of the group.

- **SPECIAL PROJECTS COMMITTEE**

The Special Projects committee is a special committee of the RCIAA.

The purpose Special Projects committee is to review campus project proposals from alumni, former students, family/friends and community partners who seek to conduct any campus projects that contribute to the overall college student experience.

Special projects could include; but is not limited to, scholarships, buildings and grounds improvements, individual donations to students, bus campaigns, auditorium seats project, back to school events, supplies to students, book drives, toiletry drives, etc.

Also, the Special Projects committee will conduct a minimum of two campus projects annually to support the college and student's growth academically, socially and spiritually.

The Committee will:

- a. Adhere to the RCIAA's Constitution and Bylaws.
- b. Evaluate and approve all Special Projects, events and activities on behalf of the RCIAA.
- c. Submit recommended Special Projects Proposals to the RCIAA Executive Board for final approval.
- d. Communicate the RCIAA Executive Board's final decision on submitted proposal to interested individuals, groups, and/or organizations.

- e. Provide contact information to the interested party for special needs/ assistance with the project.
- f. Coordinate two annual events on behalf of the RCIAA.
- g. Receive and review post project report for future reference.
- h. Make quarterly reports to the RCIAA.
- i. Make annually reports in writing and verbally to the Alumni during the annual Alumni meeting in November and April.

Special Projects Committee Structure

The RCIAA Special Projects committee shall consist of the following:

- a. Chair
- b. Co-Chair
- c. Recorder
- d. Members
- e. RCIAA President (Ex-Officio)
- f. RCIAA Vice President (Ex-Officio)
- g. RCIAA Treasurer (Ex-Officio)

In addition to the chair and co-chair, the committee shall consist no more than nine (9) committee members.

Financial Commitment

All committee members must be financial with the RCIAA and local club dues. All committee dues must be received annually before September 30th. Lifetime members do not have to pay dues annually. Payment of dues begins annually on July 1st. Verification of committee dues will begin on September 1st. Notification will be provided to committee members on September 15th if dues have not been paid. Committee members will have until September 30th to pay dues. In cases whereas the dues have not been paid by the deadline, committee member will be relieved of their duties until evidence of dues have been paid.

Term of Office

The committee members and chairs shall be appointed by the RCIAA President. The term of the committee members shall be two years. The committee chair shall serve no more than two consecutive terms.

Meetings

Special Projects committee meetings will be held bi-monthly via zoom or conference call at time to be date and time determined by the committee chair. All committee members are required to attend the committee meetings. In addition, committee meetings will be held periodically within the month as deemed necessary by the committee chairs.

Within 5 days following a scheduled meeting, the committee shall report to the RCIAA the minutes following each meeting. The minutes will be recorded on the required form provided by the RCIAA.

Annual Reporting

The committee shall present annually the activities, events, and any updates on future events to the alumni body during the annual Alumni meeting held in November of each year. The annual meeting is held during Founders Day weekend. The chair or designee will be responsible for making the presentation during the meeting.

Submission of Special Projects Proposal

Alumni and non-Alumni individuals, groups, and/or organizations interested (interested party) in conducting an on-campus projects, activities and events must contact the Special Projects Committee. A record of all activities will be maintained by the RCIAA. Therefore, all interested parties must complete the required forms prior to conducting/hosting an event on campus. Interested parties may contact the Chair of the Special Projects committee and contact the RCIAA president at rciaapresident@gmail.com who will forward the requests to the committee chair.

Interested Parties Must Adhere to the Following:

1. Completed Special Projects Proposals should be submitted a minimum of 30 days prior the intended start date.
2. The proposal will be approved or considered based on the nature of the proposal.
3. All incomplete proposals will be reviewed; however, the interested party will be notified of the additional needed information to complete the proposal. Resubmission will be required. Incomplete proposals could delay and possibly change to start date of the project.
4. Documentation of income (if funds were raised) and expenses must be included with the final Proposal submission form.
5. For Scholarships, please include a list on donors with complete contact information.
6. All special projects must align with Rust College's mission and vision.

7. Final decisions shall be approved by the RCIAA Executive Board and will be communicated to the interested party by the Special Projects committee chair or designee.

Forms Attached

- Proposal Form
- RCIAA Approval Form
- Donors List

Section 5.1 Ad Hoc Committees

- These committees shall be established and dissolved by the RCIAA President upon completion of their purpose.

Section 5.2 Sub Committees

- These committees shall be established and dissolved by the committee(co)-chairs upon completion of specific tasks.



RCIAA On-Campus Special Projects Proposal Form

Project Details	
Group/Organization/Individual Name:	
Project Title:	
Contact Information: Email Address: Primary Telephone:	<input type="radio"/> Alumni <input type="radio"/> Former Student <input type="radio"/> Family/Friend <input type="radio"/> Community Partner
Project Start Date:	Project End Date:
Project Lead: Contact Information: Email Address: Primary Telephone: Project Participants: 1. 2. 3. 4.	Primary Contact: Contact Information: Email Address: Primary Telephone:
Name/Description of Project and Objectives (<i>i.e., The Village, LLC-Professional attire clothes drive, Titled Dress for Success. Objective: To provide interview attire for current students seeking employment.</i>)	
Will you need support from the Special Projects committee? <input type="radio"/> Yes <input type="radio"/> No	Special needs (<i>i.e., room, chairs etc.</i>)

Signature:	Date of Submission:
-------------------	----------------------------



RCIAA Approval Form

RCIAA On-Campus Special Projects Proposal Form

Group/Organization/Individual Name:	
Project Title:	
Date: <input type="radio"/> Approved: _____ <input type="radio"/> Denied: _____ Signature of Committee Chair: _____	Date: <input type="radio"/> Approved: _____ <input type="radio"/> Denied: _____ Signature of RCIAA President: _____

Rationale for Denial:

Other Comments:



Post Project Report

RCIAA On-Campus Special Projects Proposal Form

Group/Organization/Individual Name:

Project Title:

**Projected Cost, Source of Funds, Final Cost, and a Description of the Final Project.
See example below:**

(i.e., Projected cost of the project was \$500 dollars for the purchase of garment bags for the participants. The bags were purchased from The Fashion Hub Company, New York, NY. Five Alumni provided the funds for the project by donating \$100 each and would like to remain anonymous. The bags were paid on delivery during the ordering process, final cost \$506.33. All the clothes and garment bags that were not distributed will be held in storage by Alumni Michelle Miller for next semester in hopes of hosting another Dress for Success event. Pictures are attached.)

Please complete this form seven calendar days from the completion date of the event and email to: Ms.Staceyhill@gmail.com

Signature:

Date of Submission:



Individual Donor List

RCIAA On-Campus Special Projects Proposal Form

Name	Address	City/State/Zip	Phone	Email Address	Year Graduated	Amount

ARTICLE 6

MEETINGS

ARTICLE 6: MEETINGS

Section 6.1 Annual Alumni Meeting

The annual alumni meeting shall be held at Rust College on the Friday before the Spring Commencement and Founders' Convocation for each year.

Section 6.2 Executive Committee and Board Meetings

The Executive Committee meeting shall be held semi-annually (October and March), with dates and places stipulated by the Executive Committee at the Annual Meeting. Meetings shall be held by conference call or virtually.

The Executive Board shall meet during the months of September through November and January through May during the fiscal year. Meeting shall be held by conference call or virtually.

Section 6.3 Meeting with Club Presidents

The “All Club Presidents” meeting shall meet at regular intervals.

- The all President’s meeting shall be held on the second Sunday at 5:00pm in the months of August through October and December through March as determined by the Bylaws. In the event of changes, the Presidents shall be notified at the previous meeting, via email and other means determined by the alumni president.
- The time for the all Presidents’ meetings may be changed for special purposes with the consent of a majority of the Presidents.
- The “All Presidents” meetings shall not exceed two hours in length unless otherwise approved by a majority vote of the Presidents present during the meeting.
- A written agenda shall be developed, distributed, and followed at each meeting.
- The “All Presidents” call shall be held via Zoom, conference call, or other form of virtual meetings as set by the alumni President.
- The date and time of the meeting shall be changed annually during the first meeting of the year by majority vote of the club presidents attending the meeting.

Section 6.4 Committee Meetings

Committee meetings shall be held regularly.

- Meetings shall be held regularly upon the call of the committee chairperson.
- Meetings shall not conflict with the time of the monthly “All Presidents” meetings.
- Meetings shall be held at on a date and time agreed upon by the committee members.
- Minutes of all committee meetings will be recorded and forwarded to the alumni President and Vice President. Minutes shall be recorded on the template provided by the alumni President.

Section 6.5 RCIAA Special Meetings of Active Members

Special meetings shall be held for a specific purpose determined by the RCIAA President :

- RCIAA Special meetings shall be held at the call of the alumni President when it is determined that a matter needs attention prior to the next regular meeting of the Executive Board, Executive Council and/or “All Presidents” meetings.

A 30 day notification of the time, place, and exact purpose of the called meeting shall be given to all active members. Notification shall be by mail, email, telephone notification or social media. Whatever means of notification the RCIAA Executive Board determines the best way to notify all of its active members shall be implemented.

Section 6.6 Meeting Notifications of All Presidents

The notification of the “All Presidents”, Executive Council and Committee meetings shall be provided at least 30 days in advance of the meeting date. Under certain circumstances, some meeting notifications may not be able to be provided according the 30 day notification; however, should be an exception and not the normal practice.

Section 6.7 Electronic Meetings and Communications

Meeting notifications and communications to club presidents and the Executive Council shall be via email to the email address on file with the RCIAA.

ARTICLE 7

QUORUM

ARTICLE 7: SPECIAL COMMITTEES

The RCIAA shall adhere to quorum guidelines:

Section 7.1 Definition

- A quorum is defined as the minimum number of members who must be present at meetings for business to be legally transacted

Section 7.2 Executive Board and Executive Council Meetings

- A quorum for Executive Board meetings shall be 50% of the Executive Council members. There are six (6) elected positions on the Council. The Executive Board includes the six elected positions and the past RCIAA is also considered a member for one year. A total of seven (7) members are on the Executive Board. A quorum equates to half of the members.

Section 7.3 RCIAA Committee Meetings

- A quorum for committee meetings shall be 25% of the committee members.

Section 7.4 All Presidents' Meetings

- A quorum for the "All Presidents Meeting shall be 35% of the committee members. There are 22 active alumni club and one (1) inactive club for a total of 23 local alumni clubs. A minimum of eight (8) clubs shall be present to be considered a quorum in order to conduct official business.

Section 7.5 Annual Alumni Meeting

- A quorum will be consider met with the number of active alumni members present and attending the annual alumni meeting or 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.

ARTICLE 8

RECORD RETENTION & DESTRUCTION

ARTICLE 8: RECORD RETENTION AND DESTRUCTION POLICY

This policy is intended to provide guidance regarding the retention and destruction of records. This policy covers records incurred in the daily transaction of business, the documenting of events and history and all other records of information related to the RCIAA.

Records Retention

RCIAA records for the fiscal year shall be forwarded to the Office of Alumni Affairs for recordkeeping. Records should always be stored in a secure location in cabinets, containers or other air tight storage spaces

Paper records should be scanned and converted to electronic records, whenever possible. Electronic records require less storage space and are readily accessible. Electronic records should be backed up to external drives (unless otherwise specified) to ensure a minimal loss of data in the event of hard drive failure, theft or other loss of the original data.

The retention timeframe will depend on the record type. Records designated as permanent should not be destroyed. The timeframes will be re-evaluated yearly to determine if adjustments need to be made based on the format and need for each record type.

Destruction of Records*

Records which are not designated as permanent should be destroyed based on the method appropriate for the record medium.

Timeline:

Election Ballots: 2 years

Minutes from Annual Alumni Meeting: Minimum 2 years

Records from the RCIAA Executive Board: Minimum 2 years

ARTICLE 9

FISCAL POLICIES AND PROCEDURES

ARTICLE 9: FISCAL POLICIES AND PROCEDURES

Section 9.1 Fiscal Roles and Responsibilities

A. President

- Oversees the RCIAA operation
- Is accountable to the RCIAA for the expenditure of funds
- Serves as “exchequer of finances”
- Approves the expenditure of funds
- Ensures a system is in place for the disbursement of funds to the college and reimbursement of funds requested from the RCIAA Executive Board and/or Club Presidents.
- Ensures fiscal officers attend financial workshops at least once a year
- The RCIAA does not have check writing privileges; all check will be provided from the Business Office of Rust College.

B. Treasurer

- Keeps the official financial records of the RCIAA
- Provides a written report of the income and disbursements monthly to all RCIAA Executive Board and quarterly to the financially active members. RCIAA Executive Board will provide the report to all club presidents.
- Keeps actual records of income, disbursements, and summary ledgers on a monthly basis
- Prepares and submits annual fiscal reports by the established due dates
- Deposits income received from the Financial Secretary within 48 hours of receipt
- Uses a voucher system for the disbursement of funds

- Reconciles all accounts on a monthly basis
- Ensures books are audited accordingly
- Serves as Chair of the Budget and Finance Committee
- Presents the annual operating budget for the ensuing fiscal year that was prepared by the Budget and Finance Committee to the RCIAA for approval in June 1, of each fiscal year

C. Financial Secretary & Budget / Finance Team

- Records all income received from dues and fundraisers
- Official receipt for income will be conducted by the college. When RCIAA becomes an 501c3, receipts of income will be issues from RCIAA.
- Ensure all funds raised are submitted to the college.
- Serves as member of the Budget (Finance) Committee
- Signs request form only when reimbursement is for other fiscal officers or when specifically requested by the President
- Prepares a roster of financially active members for the current fiscal year based on dues paid. The Office of Alumni Affairs will provide a report of all paid members monthly to the RCIAA President, who will provide the report for reconciliation and accuracy.

Section 9.2 National and Local Dues

A. RCIAA Dues (Financial Operations)

Alumni are considered financial when both local and RCIAA dues are paid.

B. Regular RCIAA Dues (Financial Operations)

The RCIAA shall be financed by the local dues from its membership and other appropriate contributions.

- Regular RCIAA dues are \$25.00 per year. Lifetime membership dues are \$1,000.
- RCIAA dues may adjusted at such time as the RCIAA assembled body, deems it appropriate to revisit the cost in relationship to the operations of the RCIAA. If local dues are to be adjusted, they must be presented at the November annual alumni meeting and

voted upon by the assembled body. Notification must adhere to the Bylaws.

- Members are considered financial when both local and national dues are paid. NO PARTIAL PAYMENTS WILL BE ACCEPTED, with the exception for Lifetime that can be paid in partial/installment payments. The dues payment for the upcoming fiscal year should be paid by and no later than the June 30th for timely processing of checks.

Note: All local club dues exceptions and payment processing shall be established by the local club.

- Regular International Alumni Dues (\$25) shall be waived for the first fiscal year immediately following the receipt of a degree from Rust College. Local club waiving of dues shall be established by the local club.
- In cases where Dues are submitted via Paypal and the additional processing fee is not paid, the alumni will be responsible for paying the fee and not considered financial until the full amount is paid.

Section 9.3 Purchase Order / Reimbursement Expense Voucher Procedures

The RCIAA has the financial responsibility for expenses incurred by the RCIAA President to travel on behalf of the RCIAA.

- a. Reimbursement of such costs shall be requested from the college or advance request of funds must be made 30 days before travel is incurred. All related invoices shall accompany the request for form and any remaining funds shall be returned to the college to be replaced in the operating budget account no later than 30 days after the travel has occurred.
 - All requests for funds must be on a disbursement voucher form. All information requested on the form must be completed. All checks will be signed by the College business office designated personnel.
 - Vouchers must include the original and unaltered receipt(s) or in stances where the receipt is not attached a signed statement from the requestor must be included.
 - When there are several small receipts for expenses incurred for an activity or event, they should be taped securely to a standard size sheet of paper. The voucher(s) that the receipts support must be labeled or otherwise identified.
 - No requests shall be for reimbursement for any expense other than that which is stated on the disbursement voucher.

Section 9.4 Fundraising

All fundraising activities must receive prior approval from the RCIAA President.

- Committee chairs must present the details of any fundraising initiative(s) to the Fundraising committee and the Executive Board.
- The Executive Board must approve the initiative before it is presented to the alumni body.
- Only the Treasurer, RCIAA President, Committee Chair and the designated representatives from the College shall collect money on behalf of the RCIAA for fundraising events.
- Funds shall be collected via Cashapp, Paypal, Check, or Credit Card. Funds submitted via Cashapp shall be sent to \$RCIAA1866.
- RCIAA President shall be the holder and administrator of the Cashapp. Within 30 days following a fundraising event, the Cashapp funds shall be transmitted to the RCIAA bank account along with a list of donors name, amount, and contact information.
- Ticket sale, T-Shirts, etc. to family and friends may be collected by any alumni, but funds must be turned over to the Treasurer along with donors name, amount and contact information.
- The Budget and Finance Committee will determine responsible for recording the funds collected, and compiling a list of donors with amounts, name and contact information. The committee shall reconcile the donors list with the payments received by the RCIAA (Cashapp) and the College (Paypal, Checks, and Credit Card). The compiled donor list and funds collected must be submitted to the College within 30 days following an event and must be accurately reconciled and accurately reported. Any discrepancies must be corrected prior to transmission to the college.
- All transmitted funds to the College shall be placed in the Alumni Special Fund Account at the bank and reflected on the College's general ledger under the Alumni Special Fund Account.
- The following are specifics about fundraising for scholarships:
 - Net proceeds from fundraisers advertised to support a specific project or program (for example, scholarships or on campus special projects) must be used for that purpose.

Section 9.5 Budgeting

A. Budget: A budget shall be created by the RCIAA Executive Board and the Budget and

Finance Committee, as a means of determining allocation for funding scholarships and on campus special projects. The budget includes the following areas:

- Budgets will be submitted annually and reviewed and revised as necessary.
- The budget for the upcoming fiscal year shall be submitted during the annual alumni meeting in November for approval by the alumni vote.
- The Annual Operating Budget includes:
 - A portion of the regular membership dues
 - Previous year's annual budget overage
 - Committees internal administrative cost and funding
- A percentage, decided by the RCIAA Executive Board and Budget and Finance Committee, shall be based on the following:
 - Funding for Scholarship,
 - On campus Special Projects, and
 - Any other special requests for assistance by the President of the College.

This budget shall be based on the following:

- All fundraising proceeds
- Previous year's budget overage
- Portion of the Alumni Regular Dues

Additional Revenue Sources

The RCIAA shall develop strategies to generate additional revenue and funding for Rust College. These strategies shall include the following:

1. Corporate Sponsors
2. Individual Donations
3. Donations from businesses, local companies, or government in support of HBCUs.

ARTICLE 10

NOMINATIONS
ELECTIONS
&
VOTING PROCESS

ARTICLE 10: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

RCIAA Election of Officers: The RCIAA shall hold election of officers every two years. Elections by paper ballot or electronically will be conducted in the odd year, per the Constitution and Bylaws.

- The alumni shall elect by majority vote a President, Vice-President, Secretary, Treasurer, Chaplain and Parliamentarian.
- Prior written notice of 60 days for any election of officers shall be given to all financially active alumni members. The written notification may be submitted via regular USPS mail and/or email.
- No elected office shall serve more than two consecutive terms in the same office.

Elected Officers (President, Vice-President, Secretary, Treasurer, Chaplain and Parliamentarian)

The tenure of the President, Vice-President, Secretary, Assistant Recording Secretary, Treasurer, Chaplain and Parliamentarian shall run two years. Election of these officers shall occur in the odd year of the term. Ballots will be mailed to financial alumni in February and the ballots are required to be received no later than two weeks prior to the April alumni meeting.

Section 10.1 Eligibility Criteria for Holding Office (RCIAA Elections)

The RCIAA shall hold election of officers:

- A candidate for office shall be a financial member with the RCIAA according to the Constitution and Bylaws. Once elected, the candidate shall maintain her financial status throughout her time in office.
(Refer to the Constitution and Bylaws for detailed requirements to hold an elected office)

Section 10.2 Nominations of RCIAA Officers and Elected Positions

A. Timeline and guidelines for process

- The Nominating Chair shall announce 90 days prior to the November alumni meeting the call for nominations for the elected officers. An announcement shall be made to the alumni via USPS mail, all social media sites, and email. A notification will be sent to all local club presidents via email. Refer to Appendix for sample letter.
- The Nominating Chair and Committee Members must resign from the nominating committee if it is desired to run for one of the elected offices. The resignation must be sent to the RCIAA President in writing via email prior to the announcement of upcoming nominations.

B. Candidate guidelines for campaigning

- The candidate for any elected position can campaign for the position. Campaigning can be in the following forms:
 - Meeting with local clubs during the clubs monthly meeting,
 - Mailings to alumni members
 - Facebook, Instagram and Twitter Posts

All campaigning efforts shall be conducted in a professional manner.

Section 10.3 Elections

A. Election Day

The Elections Committee will be responsible for counting the ballots. The day of Election is during the April alumni meeting weekend (Commencement weekend). The paper ballots will be maintained under lockbox until the day of election. The Election committee will be responsible for opening the lockbox on the day of counting the ballots.

A candidate is declared elected by majority vote.

The final election results shall be provided submitted to the RCIAA President by the Election Committee Chair. All candidates will be contacted prior to making the elections results to the general alumni body. All candidates must accept the position.

ARTICLE 11

SPECIAL ELECTIONS

ARTICLE 11: SPECIAL ELECTIONS

Section 11.1 Election of Officers

- Special Election of the Officers shall occur upon the majority vote of the assembled alumni during the alumni meeting. A majority vote must be received in order to proceed with a special election. Once approved, the election process will follow the general election guidelines.

Section 11.2 Term of Office

- The elected officer(s) shall complete the remaining term of office for the position elected. The elected officer shall remain in the position until the next election cycle. For example, if the special election was held in the last year of the two year term, the officers will serve the full year. However, since elections were just held, the RCIAA will suspend the election until the next election period.

***Refer to the Constitution and Bylaws**

ARTICLE 12

INSTALLATION OF OFFICERS

ARTICLE 12: INSTALLATION OF OFFICERS

Section 12.1 Guidelines for Installation of Officers

The elections shall occur biennially during the odd year. The installation of newly elected officers shall occur in the month of June prior to the start of the fiscal year.

- The current RCIAA President may serve as the Installing Officer. In the absent of the current president, the Vice President, Representative from the Office of Alumni Affairs or a previously past RCIAA President.
- The newly elected officers and elected positions shall assume their duties on July 1 after being elected by a majority vote.

ARTICLE 13

TRANSITION OF OFFICERS

ARTICLE 13: TRANSITION OF OFFICERS

Section 13.1 Procedures for Conducting Transition

The transition between outgoing and incoming officers will take place immediately following elections. The newly elected officers shall take office immediately and began working with the outgoing officers to:

- Acquaint the new officers with the rules, regulations, procedures, and managerial tasks
- Enable the new officers and committee chairpersons to obtain a basic knowledge of principles, operations, and conceptual framework
- Assist the new officers and committee chairpersons in obtaining a thorough knowledge of the functions and business aspects related to the office/position and other routine procedures
- Occur in at least one meeting with the RCIAA Executive Board after the election. (There may be additional meetings between the month of elections and the installation of officers)
- All outgoing and incoming elected officers shall attend the installation of officers.
- At the transition meeting, all administrative tools and all records must be turned over to the incoming elected officers
- Social Media / Technology committee will transition the emails and passwords of outgoing and incoming officers and committee co-chairs
- New emails passwords must be issued
- Incoming President must be reminded to:
 - Plan RCIAA Executive Board meetings
 - Plan and Schedule monthly meeting with Rust College President
 - Appoint committee chairs
 - Review Bylaws and Policies

ARTICLE 14

COMMUNICATIONS

ARTICLE 14: SPECIAL COMMITTEES

Communications:

- In general, communications from the RCIAA shall come from the RCIAA President

Publication:

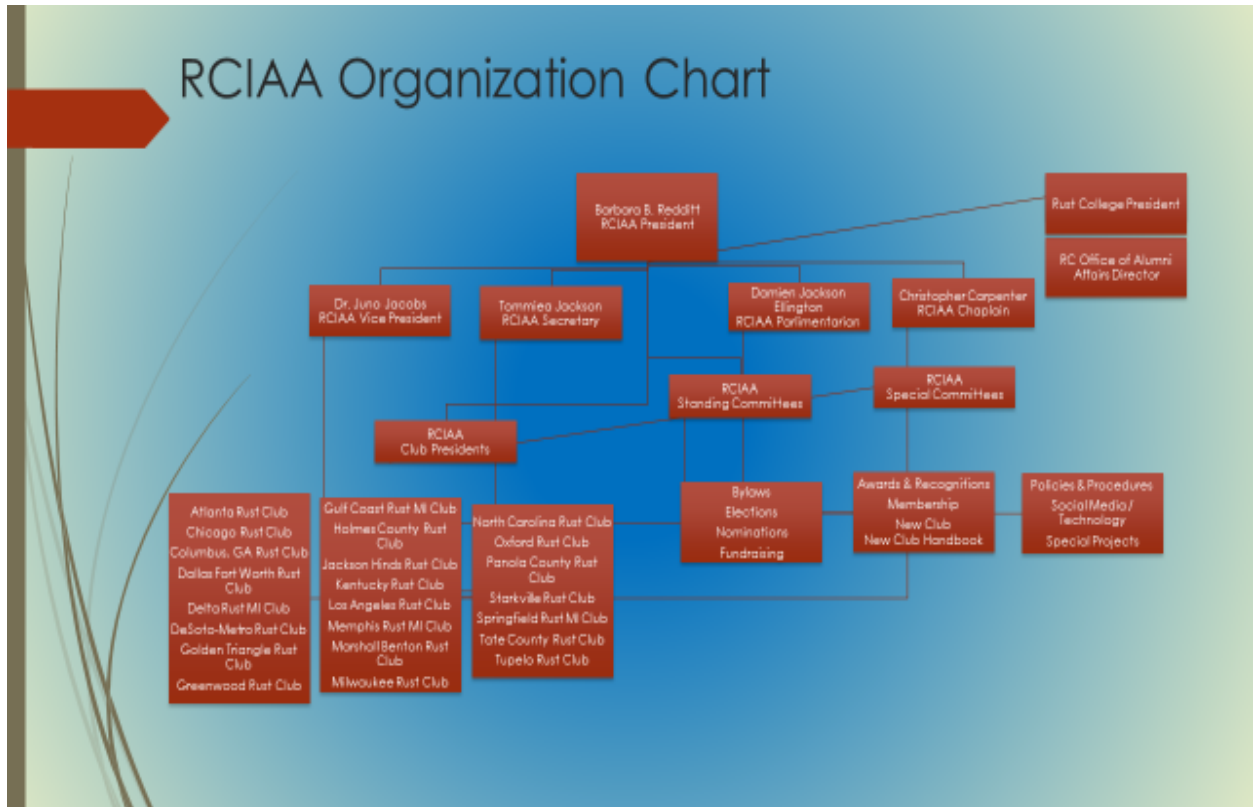
- PAWS Report is the official newsletter for the RCIAA. The PAWS Report will be sent to all financially active alumni with the RCIAA. The newsletter will be published twice in the fall and twice in the spring.

External Publicity and Public Relations:

- External Communications with the Public shall be the responsibility of the RCIAA President. No one speaks publicly regarding the RCIAA shall be the RCIAA President.

APPENDIX

RCIAA ORGANIZATIONAL CHART



APPENDIX - POLICIES AND PROCEDURES CHANGE FORM

Mail To:
RCIAA PRESIDENT
150 Rust Ave.
Holly Springs, MS. 38635
ATTN: Policies and Procedures Committee

Email To:

Must be postmarked by: January 1, 20xx
(One change/amendment per form)

Name: _____ Telephone Number: _____

Email Address : _____

_____ New policy or procedure

_____ Changes/additions to existing policy or procedure

What section of the current Policies & Procedures Handbook will your change affect (i.e. finance, committees, events, etc.)? Include the section number.

Please write your proposed change to the current Policies and Procedures Handbook here:

Please explain the rationale for your proposed change and how it will benefit the RCIAA

(Use additional sheets as necessary)

APPENDIX: RCIAA AWARDS AND RECOGNITION NOMINATION FORM



(SAMPLE)

The Rust College International Alumni Association has identified awards to be given to alumni or organizations that are eligible and meet the qualifications of the award category. Activities must be conducted in the fiscal year prior to the year of nomination/selection. For example, organization will be reviewed from July 1-June 30; award will be given at the Fall Alumni Annual Meeting held November.

To nominate a candidate for the award(s), please read the description of the award and please complete the Nomination Form and return the form to _____, by _____.

Eligible nominees will be asked to submit additional supporting documentation, picture(s) and/or Bio.

For additional information, please contact Awards and Recognition Chair at: _____.

The following Awards and criteria for each award are listed below:

1. **Blue and White Bearcat Award:** Awarded to the alumni who has made a **generous donation** to Rust College for the either the Endowment, Alumni Special Fund Account, Building Fund, Bus Campaign, etc., during the prior fiscal year. **(This award is NOT included in the nomination process. Information regarding donations will be obtained from the college by the Awards and Recognitions Committee).**
2. **1866 Alumni Club of the Year:** Awarded to the Alumni Club based on activities and services conducted during the fiscal year, July 1, - June 30. Activities and events include, but is not limited to the following: Student Recruitment and Engagement, Participation in Rust College sponsored events such as Reunion of Reunions, Founders' Day, Convocation, Commencement, etc.; Community Service, fundraising events, hosting an on-campus activity for students, alumni engagement, supporting the RCIAA, hosting *the choir, and donations to Rust College*. *(The award will be included in the **nominations process** and will be recommended by the Awards and Recognitions Committee based on quarterly reports submitted to the RCIAA).* Clubs or individuals can submit one recommendation to the RCIAA during the nomination period.
3. **IDA B. Wells Community Service Award:** Awarded to an individual, group, or organization (recipient can be an alumni or an external party). This award recognizes the contributions and support given to Rust College and the students it serves. Award is based on the level of support given to the institution to assist students. Support and services include but is not limited to alumni and external parties who have provided for example: care packages, donated items for student, and/or served as a motivational speaker on occasion at Rust College. *(This award will be included in the nomination process and can be identified by the Awards and Recognitions committee).* Clubs or individuals can submit one recommendation to the RCIAA during the nomination period
4. **1866 Alumni of the Year Award:** Awarded to an Alumni of Rust College or M.I. College. Alumni must meet the following criteria: financial member of the International Alumni Association, member of a local club, supports the goals and mission of Rust College, recruits

- students to attend Rust College, attend Rust College sponsored events such as Reunion of Reunions, Founders Day Events, Commencement, and Annual Alumni Meeting. Must donate to Rust College and encourage others to give. Must display that Bearcat Spirit. (This award is included in the nominations process and the Awards and Recognitions Committee can also identify an alumni and make recommendations). Individual alumni or local club presidents can submit one recommendation to the RCIAA during the nomination period. **(This award does not include individuals who qualify for the “3-5 and Under” Award).**
5. **Outstanding Alumni, Three-Five and Under Award:** The award recognizes outstanding alumni under 35 years of age and younger. Award is presented to the alumni who has demonstrated commitment to Rust College. The nominees shall have paid International Alumni dues, be a paid member of a local club, attend and support activities sponsored by Rust College, support the goals and mission of Rust College, and encourage students to attend Rust College. Some examples of Rust College sponsored events include Reunion of Reunions, Founders Day Events, Commencement, and Annual Alumni meeting. Must donate to Rust College and encourage other to give. Must display that Bearcat Spirit. This award is included in the nominations process. (Nominations can be received from individual alumni or a local club president. The Awards and Recognitions Committee can also identify an alum and make recommendations). Clubs or individuals can submit one recommendation to the RCIAA during the nomination period.
 6. **1905 M.I. Alumnus of the Year Award:** Awarded to an Alumni of M.I. College. Alumni must meet the following criteria: financial member of the RCIAA, member of a local club, supports the goals and mission of Rust College, recruits students to attend Rust College, attended Rust College sponsored events such as Reunion of Reunions, Founders Day Events, Commencement, and Annual Alumni Meeting. Must donate to Rust College and encourage others to give. Must display that Bearcat Spirit. This award is included in the nominations process. (Nominations can be received from individual alumni or a local club president. The Awards and Recognitions Committee can also identify an alumni and make recommendations). **(This award does not include the “3-5 and Under” Award recipients).**
 7. **Young Gifted and Black Award:** Awarded to an Alumni of Rust College or MI College who have excelled professionally and recognized for their outstanding career performance. Nominee must have paid International Alumni dues during the review period. Award can be given for outstanding military service, private and public sector employment, and volunteer work. (Nominations can be received from individual alumni or a local club president. The Awards and Recognitions Committee can also identify an alumni and make recommendations).
 8. **Outstanding Organization of the Year Award:** Award recognizes Greek and Non-Greek organizations for their group effort support, activities, and donations that aid in the betterment of Rust College and the students it serves. (Nominations can be received from individual alumni or a local club president. The Awards and Recognitions Committee can also identify an alumni and make recommendations).
 9. **Outstanding Graduated Class of the Year Award:** Award recognizes a graduated class that has excelled in its concerted efforts to donate to Rust College’s Endowment, Building Funds, Scholarships, etc. The committee will coordinate with the Office of Alumni Affairs to determine which class has contributed the most to Rust College. All Funds must be received by June 30th. (Nominations can be received from individual alumni or a local club president. The Awards and Recognitions Committee can also identify an alumni and make recommendations).
 10. **Alumni Athletic Award:** Award recognizes individual(s) alumni who actively participated in the area of Basketball, Baseball, Track, Volleyball, or Tennis and had outstanding performance while attending Rust College. This recognition will be given based on the recommendation of such activity from fellow alumni. (Nominations can be received from individual alumni or a local club president. The Awards and Recognitions Committee can also identify an alumni and make recommendations).

11. **Recruiter of the Year Award:** Award recognizes an individual, group, organization or club that has been actively involved in recruiting students to attend Rust College. This award is based on the recruiting efforts resulting in students attending Rust College during the fiscal year in review. **(This award is not included in the nomination process).** The committee will coordinate with the Alumni Affairs Office to obtain factual data regarding students who have attended rust as the result of recruiting efforts of the alumni). *This award will only be given when feasible.



**RUST COLLEGE INTERNATIONAL ALUMNI ASSOCIATION
AWARDS AND RECOGNITION NOMINATION FORM**

Nomination form must be received by _____ to be considered. Please email nomination form to RCIAAInfo@gmail.com. All required information / documentation must be received by the deadline to be considered a complete nomination.

NAME OF NOMINEE:	
NAME OF NOMINEE CLUB AFFILIATION:	
NOMINEE CONTACT INFO:	(Please include graduation year and contact information: address, email and phone)
AWARD CATEGORY:	
DATE OF SUBMISSION:	
NAME OF NOMINATOR: (ALUMNI OR CLUB NAME)	(Please include name, graduation year and contact information: address, email, and phone)
NAME OF NOMINATOR'S CLUB AFFILIATION:	
JUSTIFICATION FOR NOMINATION	(Please use the space below to write up and how the nominee meets the criteria for the subject award).
<p>Describe how the Nominee demonstrates and exemplifies the requirements of the Award. Please include documentation for nomination, if applicable). Written summary should be limited to no more than two pages.</p>	

Signature of
Nominator _____

Signature of Local Club
President _____

Include as applicable:
Head Shot of Nominee:

Pictures of Community Services (if applicable)
Supporting Documentation (if applicable)

APPENDIX: RUST COLLEGE FUNDS REQUEST / REIMBURSEMENT FORM

RUST COLLEGE

HOLLY SPRINGS, MS 38635

AUTHORIZATION TO WITHDRAW ORGANIZATION FUNDS

Name of Organization: _____

Purpose of Withdrawal: _____

Amount: \$ _____

Officers' Signature:

President: _____ Vice President: _____

Treasurer: _____ Secretary: _____

Executive Board Approval Date: _____

Account Number: _____

Account Balance: \$ _____

Date: _____

Payable To: _____

Attach Receipts if Applicable

If form is used for multiple payment reasons, please include a separate breakdown of the cost and description of each item.

Please Keep a Copy for Your Records

20201116

APPENDIX: RCIAA LETTER OF NOTIFICATION FOR NOMINATIONS AND ELECTIONS



The Rust College International Alumni Association (RCIAA)

ELECTION NOTICE OF NOMINATIONS AND ELECTION OF THE RCIAA EXECUTIVE OFFICERS

August XX, 20xx

Dear RCIAA Member:

In accordance with the Constitution and Bylaws Article VIII, Section A, this is the Official Notice for Nominations and Election of Officer for the RCIAA. The alumni association will hold a secret ballot (or electronic) election on April XX, 20xx, for the following offices:

President
Vice President
Secretary / Treasurer
Chaplain / Parliamentarian

You must be an alumni in good standing as of June 30, 20xx to nominate a candidate for office and to vote in the election. Any member meeting this requirement that wishes to nominate a candidate for the aforementioned offices must submit their nominations in writing via email: RCIAAInfo@gmail.com or U.S. Mail and addressed to:

Rust College, Office of Alumni Development
150 Rust Ave., Holly Springs, MS. 38635

Nominations must be received no later than the date specified during the Nomination Announcement.

Self-nomination is permitted. All nominations must be signed.

A nominee for office must have been a member in good standing (paid local and International Dues) since June 30, 20xx of the prior fiscal year. If it is determined that a nominee does not meet the membership requirement, that person will not be on the ballot (no prior notification will be provided to the nominator).

Each nominee, except self-nominated candidates, is required to submit a written acceptance via email of their nomination. An individual may run for only one office and, if nominated for multiple offices, a nominee may accept for only one. If a nominee accepts for more than one office, then he/she will only be allowed to run as a candidate for the highest office that they accept. According to the Constitution and Bylaws, Article VIII, Section B, if a candidate is unopposed, there shall be no necessity for the election of such nominee by ballot and he/she shall be declared duly elected by acclamation.

ELECTION

The Election will be conducted by mail or email ballot. The ballots will be counted prior to the Spring Alumni meeting held during Commencement. Candidates can appoint an observer that may be present at all phases of the election. If an observer is appointed, that person must be a member of the RCIAA.

Ballots must be received by the Alumni Affairs Office by the date specified during the Nomination Announcement. All timely ballots will be counted.

Members who do not receive a ballot within 2 weeks of the mail out date specified during the Nomination Announcement should reach out to the Alumni Affairs office to confirm the correct mailing address. Members with the correct address on file may request a duplicate ballot via mail or email.

Members who will not be at their current address on file at Rust College during the Election should make a request for an email ballot during the announced ballot mail and return period.

The RCIAA encourages all eligible members to participate in this election. Thank you for your patience.