

**RUSSELL BYERS CHARTER SCHOOL  
ALUMNI ASSOCIATION  
BY-LAWS**

**ARTICLE I: NAME**

This Association shall be named The Alumni Association of the Russell Byers Charter School.

**ARTICLE II: MISSION STATEMENT**

The purpose of the Russell Byers Charter School Alumni Association shall be to serve the alumni students in such a way as to maintain their ideals and friendships that have been formed and to provide opportunities for them to become contributing citizens of tomorrow.

The Alumni Association helps RBCS students create a better life and embrace a successful vision for their futures. Our goal is to provide social, emotional, and financial support to former students in good standing who strive to achieve higher learning throughout their educational journey.

Through our work, we will engage parents and students in a network of continuous knowledge, one that enriches the lives of our alumni, engages them in supporting their community, and promotes their active interest and involvement in a system of lifelong education.

**ARTICLE III: MEMBERSHIP**

Member: Any student who has graduated from Russell Byers Charter School is eligible to become a member of this Association. Each member must attend one (1) Alumni Association event per year and contribute five (5) hours of volunteer service to the Association, or any other service organization of their choice, **per year**, in order to obtain financial support with their higher education goals post high school. If any alumni choose to complete their volunteer hours with an organization other than the Association, proof of volunteer service hours is required and must be submitted to the Association's Executive Committee by the end of the fiscal year.

Associate Member: Any student who has attended Russell Byers Charter School for one full year or more, left in good standing, but did not receive a graduation diploma, may become an Associate Member of the Association and is entitled to all membership privileges as a Member in the event they meet the membership requirements.

Honorary Member: An honorary member is all present administrators/faculty members of the Russell Byers Charter School and former administrators/faculty members who left RBCS in good standing are deemed honorary members of the Association.

**ARTICLE IV: OFFICERS**

The Officers of the Association shall include a Chairperson, Vice-Chairperson, Secretary & Treasurer. All officers shall be elected for a term of at least two (2) years. After serving at least two years as Vice-Chairperson, the Vice-Chair can be nominated as Chair.

**ARTICLE V: EXECUTIVE COMMITTEE**

All elected officers shall make up the Executive Committee. It shall be the duty of the Executive Committee to have general charge and supervision over all Association activities and shall address any and all administrative issues and policies governing the business and affairs of the Association.

The Executive Committee shall fill any vacancies that may occur throughout the year on its Committee. It shall be the duty of the Executive Committee to make suitable provisions for regular meetings of the Association. It shall also have power to call a meeting of the Committee or Association at any time, to make provisions for social or

literary entertainment and to advance the interest and welfare of the Association in any way which it may deem best. The Executive Committee shall meet bi-annually each year and three members shall constitute a quorum.

**(Over)**

#### **ARTICLE VI: COMMITTEE MEMBER**

An individual nominated by a current Committee Member in good standing and presented to the Association Committee for a vote. A Committee Member must serve on the Association for at least one (1) full year. Each Committee Member must serve on an Alumni Association Sub Committee – Fundraising, Community Service or Education – during their tenure.

#### **ARTICLE VII: COMMITTEE MEMBER REPRESENTATIVES**

One (1) RBCS Faculty Representative and one (1) RBCS Alumni Student Representative shall serve for a term of at least one (1) full year. The faculty representative must be a current staff member or teacher at the RBCS and must have taught at RBCS for at least one (1) complete year. The student representative must have met the requirements of the Association membership under Article III and is currently a high school student. Each representative will have the same voting rights as a Committee member.

#### **ARTICLE VIII: DUTIES OF THE CHAIRPERSON**

It shall be the duty of the Chairperson to preside at all meetings of the Executive Committee and the Association and to perform all the duties generally required of such an officer. This includes appointing sub-committees as needed to carry out the business of the Association.

#### **ARTICLE IX: DUTIES OF THE VICE-CHAIRPERSON**

In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

#### **ARTICLE X: DUTIES OF THE SECRETARY**

It shall be the duty of the Secretary to keep the minutes of all meetings of the Executive Committee and the Association, to give due notice to members of any meetings to be held, to keep the data base current and to perform all duties generally required of a Secretary. In the absence of the Chairperson and the Vice-Chairperson, it shall be the duty of the Secretary to occupy the chair and to perform such duties as belonging to the Chairperson.

#### **ARTICLE XI: DUTIES OF THE TREASURER**

The Treasurer shall receive all monies collected for Association purposes, deposit and maintain appropriate financial records of such and disburse expenditures approved by the Executive Committee. The Treasurer shall present quarterly to the Executive Committee and the Association, a formal report of the current financial condition of the Association.

#### **ARTICLE XII: ELECTION OF OFFICERS**

A Nominating Committee of three members shall be appointed by the Chairperson each year. The duty of this committee is to present a slate of officers for election and the election of officers shall take place during the last general meeting of the Association each year.

#### **ARTICLE XIII: MEETINGS**

The calendar year of the Association will commence on the 1<sup>st</sup> day of September and conclude on the last day of June with hiatus during the months of July and August where no regular meetings will be held. Association meetings will be held once a month during September through June and all officers and committee members are required to be in attendance. An Executive Committee meeting may be held during the hiatus if deemed necessary.

#### **ARTICLE XIV: AMENDMENTS**

Proposed amendments to the by-laws must be submitted in writing to the Secretary and may be adopted at any regular or special meeting of the Executive Committee provided that written notice shall have been duly mailed to the Secretary no less than ten (10) days prior to the meeting. The purpose of the meeting and the proposed amendment shall be stated in the notice. An amendment shall become effective upon receiving at least a two-thirds majority vote of the regular membership.