



ROCKY HILL

COUNTRY DAY SCHOOL

ALUMNI ASSOCIATION

Rocky Hill Country Day Country Day Alumni Association BYLAWS

ARTICLE I – CHARTER

Name

The name of this association shall be the Rocky Hill Country Day Alumni Association.

Mission Statement

The primary purpose of the Rocky Hill Country Day Alumni Association is to maintain the relationship of alumni to Rocky Hill Country Day (RHCD) and to each other.

Diversity, Equity, and Inclusion Statement

The Alumni Association and Alumni Board of RHCD are committed to building and fostering a culture of diversity, equity, inclusion, and justice among its alumni community. The RHCD Alumni Association values all members of the alumni community regardless of race, ethnicity, sexual orientation, gender, religion, age, or social and economic status. The Alumni Association and Alumni Board are enriched by this diverse community.

ARTICLE II – PURPOSE

1. Serve as a bridge between the traditions of alumni and the promise of current students
2. Build and maintain relationships among its alumni and friends
3. Raise funds for both RHCD and RHCD Alumni Association activities
4. Foster the educational experience of current students at RHCD

ARTICLE III - POLICIES

This Association shall be non-commercial, non-segregated, nonsectarian, and nonpartisan. No commercial enterprise nor any political candidate shall be endorsed by the Association. Neither the name of the Association nor its officers in their official capacity shall be used in connection with a commercial concern, with any partisan interests, or for any purpose other than the regular work of the Association.

ARTICLE IV - AMENDMENTS TO THE BY-LAWS

Proposed amendments to the bylaws must be submitted to the Bylaws Committee and the RHCD Alumni Board not less than sixty days prior to the vote. Proposed amendments shall be distributed electronically or in writing to the membership no less than thirty days prior to the vote.

These bylaws may be amended at any regular meeting of the Association by a two-thirds assembly, present and voting upon the recommendation of the Bylaw Committee and the RHCD Alumni Board.



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ARTICLE V - MEMBERSHIP

Anyone who attended Rocky Hill Country Day completing an academic year in grades N-12 is a member of the Rocky Hill Country Day Alumni Association. Members each have a vote in Association matters and can be nominated to serve on the Alumni Board and Committees.

Privileges of Membership

Members are eligible to participate in all Association activities, to vote in general meetings, to run for and hold office, and to bring any concerns before the Alumni Board.

ARTICLE VI - OFFICERS

Positions and Term of the Alumni Officers

The Officers of the Association shall be: President, Vice President, Treasurer, Secretary, the immediate Past President (ex officio). Any position of an Officer may be shared as "co-". Anyone who is a member of the Alumni Association may be nominated to be an officer. An elected officer's term will be two years or until their respective successors are elected. Terms start after the Annual Meeting at which they are elected. Resignation during their term must be via mail or email to the Alumni Board two weeks prior to resignation.

ARTICLE VII - DUTIES OF THE OFFICERS

President

The President shall be the chief executive officer. The President has authority to appoint committees and any other such duties pertaining to the President's office.

Vice President

The Vice President shall perform the duties of the President in the absence of the President and shall assist that office in the discharge of its leadership duties. In the absence of the President, the Vice President acts in place of the President.

Secretary

The Secretary shall give notice of all meetings of the Alumni Board, shall keep an accurate list of the board members. The Secretary shall maintain the minutes of the Annual Alumni Board meetings, general meetings, special meetings for the Alumni Board records. The Secretary shall record the minutes of all proceedings of the Board and general meetings; shall notify members of their elections to office or appointment to committees, shall record balloting; shall incorporate in the books of minutes a complete and up to date copy of the Association Bylaws, properly annotated with any amendments, carrying the date of any amendments of acceptance by the Association; manage the correspondence of the Association, work with the school Alumni Relations & Communication Office to maintain the Association webpage and post relevant information and announcements.

Treasurer

The Treasurer shall receive and disburse all monies of the Association in accordance with the provisions of these bylaws; shall keep an accurate record of receipts and expenditures; and shall submit a monthly report to the Alumni Board, as well as a full year end report at the Annual Meeting; reconciles all accounts with the school's Business Office. This may be done in conjunction with the RHCD Alumni Office as needed. A final report will be reconciled and submitted to the President of the Alumni Association records and archives.



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Transition of Officers

There shall be a meeting of the outgoing and incoming officers following the installation at the Annual Meeting. Although the new officers have been installed, the outgoing President conducts the meeting until all old business is concluded, postponed to a future meeting or committed to committee. This meeting shall occur before the end of the fiscal year and may be done via conference call or by other virtual and electronic methods available as designated by the Board (example: Skype, Google Hangouts, Zoom, etc.). The annual meeting will be recorded.

ARTICLE - VIII – BOARD OF DIRECTORS

Rocky Hill Country Day Alumni Board of Directors, also known as the “Rocky Hill Country Day Alumni Board,” shall consist of the officers and at least ten at-large Alumni board members. Their term will be two years, starting after the Annual Meeting at which they are elected. Resignations will be via mail or email to the Alumni Board two weeks prior to resignation. The Head of School and Associate Director of Development shall be granted a courtesy as non-voting members as well as other members of the school’s Advancement Office as needed.

Term of Office

Each Board Member shall hold office for a term of two (2) years (the “Term”) following such members’ initial election. A board member’s first full term begins at the annual meeting at which they are elected. A board member may serve three (3) consecutive terms on the Alumni Board (subject to reelection at the end of each term, after which such board member must rotate off the alumni board for at least one (1) year before being eligible to run for re-election. All board members who are officers will be subject to term limits, unless a 2/3 majority of the alumni board votes to extend the officer’s term on an annual basis. Such one year extensions shall be limited to three consecutive extensions before the board member must step down from the board (or in the case of the President, serve one remaining year as Ex-Officio/Past President). All other board members who have served on the board for three (3) full terms, will rotate off the board.

For the purposes of the first introduction of these bylaws all officers and board members newly appointed slate will be considered to start term limits anew from the date of the adoption of the new bylaws regardless of current or prior service.

Rocky Hill Country Day Alumni Board Members may not serve as an officer of the Board of Trustees or the Executive Board of the Parent Teacher League at Rocky Hill Country Day simultaneously. They may, however, serve as committee members for the Board of Trustees or Parent Teacher League.

Giving to the Rocky Hill Fund

As leaders of the Rocky Hill Country Day Alumni Association, officers and board members recognize their leadership extends to philanthropy as well. Board members are expected to recognize RHCD as a philanthropic priority by committing to donate to the Rocky Hill Fund a recommended minimum of \$100.00 per academic year (\$50.00 for graduates of the last five years) whenever financially able to do so.

ARTICLE - IX– ELECTION OF OFFICERS

Three months prior to the Nominating Committee’s report, solicitation for nominations should occur by public notice as well as other appropriate means.



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Nominations shall be presented in writing to the Alumni Board at least one month before the Annual Meeting. The nominations shall be made known to the general membership by being emailed or published at least one week prior to the Annual Meeting. Following the report of the Nominating Committee, additional nominations may be made from the floor, provided the consent of the nominees has been secured.

Elections shall be held at the Annual Meeting and may be by verbal vote, or by paper, or by electronic ballot when there is more than one nominee for an office. Officers shall serve until their successors are elected and installed.

In the event of a vacancy of an officer other than the President, a special nomination shall be made at the Alumni Board to elect a successor to serve the remainder of the term, such election to take place at an Alumni Board meeting. A simple majority of those present shall constitute a quorum.

Confidentiality of Officers and Board Members

It is expected that we respect the privacy of alumni and their families when discussing the School or alumni matters. We act as liaisons for the community at large and want alumni to feel comfortable to discuss ideas, and concerns without bias.

Adverse Interest

In the determination of a quorum of the board members, or in voting, the disclosed adverse interest of a board member shall disqualify the board member or invalidate his or her vote. The Alumni Board affirms that the board members, trustees, officers, administrators, faculty and other employees of Rocky Hill Country Day have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of Rocky Hill Country Day. They should avoid placing themselves in positions in which their personal interests are, or may be, in conflict with the interests of Rocky Hill Country Day Alumni Association. Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Alumni Board of the circumstances resulting in the potential conflict. Whenever an officer or board member has a financial or personal interest in any matter coming before the Alumni Board, the board shall ensure that:

1. The interest of such officer or board member is fully disclosed to the Alumni Board. 2. No interested officer or board member may vote or be counted in determining the existence of a quorum at the meeting of the Alumni Board at which such matter is voted upon.
3. Any transaction in which an officer or board member has a financial or personal interest shall be duly approved by members of the alumni board not so interested or connected as being in the best interests of the organization.
4. The minutes of meetings at which such votes are taken shall record such disclosure, and abstention.

ARTICLE X- COMMITTEES

Nominating Committee- The Nominating Committee is tasked with finding and nominating RHCD alumni to be on the RHCD Alumni Association Board. Any RHCD alumni may serve on this committee, except current Alumni Board Officers. The Chair must be a RHCD Alumni Board member.



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Fundraising Committee- The Fundraising Committee, previously known as the Scholarship Committee, works closely with the RHCD Alumni and Advancement Offices to promote fundraising initiatives, including the Rocky Hill Fund and the Alumni Scholarship. The Committee also oversees the sales of the brick walkway program. Any RHCD alumni may serve on this committee. The Chair must be a RHCD Alumni Board member.

Bylaw Committee- The Bylaw Committee annually reviews the RHCD Alumni Association Bylaws for edits and amendments. RHCD Alumni Board members may be on this committee.

Reunion Committee- The Reunion Committee works closely with RHCD staff to help plan and execute RHCD yearly alumni reunions. The yearly event highlights alumni classes celebrating milestone reunion years. Any RHCD alumni may serve on this committee. The Chair may be a RHCD Alumni Board member.

Communication and Outreach Committee- The Communication and Outreach Committee works with the Alumni and Communications Offices to engage, communicate, and connect with RHCD alumni through social media, email, and other forms of communication. The committee oversees the class scribe program. Any RHCD alumni may serve on this committee. The Chair must be a RHCD Alumni Board member.

Other Committees- The President shall appoint such other committees, their members and their Chairs as he or she deems necessary and desirable, or as the Alumni Board may determine.

ARTICLE XI - MEETINGS

Conduct of Meetings

The rules contained in Robert's Rules of Order Revised shall govern meetings of the Association. Meetings may be held in person, by phone, by video conference, and/or any other means of communication deemed appropriate.

Special Meetings

A special meeting may be called by the President or upon written request of six members of the Association. Members shall be notified of the date and purpose of proposed meeting at least one week prior to the meeting date.

Committee Meetings

Committee meetings may be called by the chairperson of each committee. Announcements of said meetings should be posted at least two weeks prior to meeting date, except meetings of the Alumni Board. The President can call an emergency meeting of the Alumni Board without notice. All committees shall complete an evaluation with expenditures and receipts, feedback and recommendations from the committee at large, for future events or programs. This report will be submitted to the Alumni Board within thirty days of the event.

Alumni Board Meeting

The President shall call at least two Alumni Board meetings per school year. A simple majority of the Alumni Board shall constitute a quorum. A courtesy seat for a meeting may be extended to a person(s) at the request of a Board member, and permission of the President.



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Annual Meeting

The date of the Annual Meeting shall be determined by the Association President. An annual meeting of the members of the Rocky Hill Country Day Alumni Association shall be held at Rocky Hill Country Day (or in such a manner as the Alumni Board may direct), East Greenwich, Rhode Island, in June. If a different time and place for the annual meeting is set by the Alumni Board it will be determined prior to April 1st each year. Notification of the time and place of the meeting shall be distributed to members not less than thirty days prior to the meeting. The purpose of the annual meeting is to update members on the Alumni Association's finances, committee work, alumni activities, and other business that needs to be reviewed, voted, or discussed with the Alumni Board and its members. All meeting minutes will be recorded for the Alumni Board records.

ARTICLE XII - FINANCES

Fiscal Year

The Association Fiscal Year shall correspond to the School's fiscal year (1 July through 30 June). Financial commitments may be made in accordance with the following limits:

Commitment authority up to and including:

Any Board Officer: \$250 President: \$500

Full Board: No limit

Commitments may be evidenced by the signature of authorized individuals, or by duly reviewed minutes of meetings at which a vote to incur the commitment was held. A list of current commitments must be maintained by the Treasurer, and presented at the alumni meetings for review. Commitments may not be "parsed" into smaller amounts in order to avoid the limits specified above. These limits apply on an aggregate basis to a given project within a given fiscal year.

Financial Disbursements

The Treasurer or secondary authorized signatory on the accounts may disburse funds in accordance with the list of formal commitments as set forth by the annual budget which has been presented to the Association at large and voted upon, or as otherwise directed by the President (insofar as such directions do not exceed the President's commitment limit). All funds raised must be dispersed to appropriate parties by end of the fiscal year or calendar year, whichever comes last.

Financial Reporting

The Treasurer must provide a monthly accounting of all receipts and disbursements, and an annual budget summary of the Association's financial position for the Annual Meeting and Association archives.

Rocky Hill Country Day Alumni Association

BYLAWS

Revised by the Bylaws Committee 2020-21

Submitted for review on 3.1.2021

Approved by Alumni Board 6.7.2021



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