

Redding Adventist Academy
Alumni Association Constitution and Bylaws

Proposed on 4/12/08

ARTICLE I: Name and Place of Business

The name of the association shall be: Redding Adventist Academy Alumni Association. Its principal place of business shall be: Redding Adventist Academy, 1356 E. Cypress Avenue, Redding, CA 96002

ARTICLE II: Purpose

- 1) To inform and educate alumni about the Academy.
- 2) To preserve the heritage of the Academy.
- 3) To promote a sense of “family” with alumni as champions of the Academy.
- 4) To promote loyalty and commitment through involvement in Association-sponsored events.
- 5) To monitor and respond to alumni opinion.
- 6) To publish alumni news.
- 7) To encourage financial support of the Academy.
- 8) To aid in student recruitment and retention.
- 9) To involve currently enrolled students in Association activities.
- 10) To build an active and influential volunteer base.

ARTICLE III: Membership

- 1) The following are classes of membership of the Alumni Association:
 - a) Regular Members – Anyone who has attended Redding Adventist Academy, or the Redding Seventh-day Adventist School under any of its previous names. Regular members shall also include any former teacher, administrator, or staff of Redding Adventist Academy. Regular members shall be entitled to all the privileges of the Alumni Association, including voting rights and eligibility to hold elective office.
 - b) Associate Members – All full-time teachers, administrators, and staff members of Redding Adventist Academy shall be associate members. They are entitled to all the privileges of the Association, except that of holding elective office, unless they also qualify as regular members.
 - c) Honorary Members – All individuals who have rendered valuable service to Redding Adventist Academy and have been elected to honorary membership in the Alumni Association by the Alumni Board shall be honorary members. They shall be entitled to all the privileges of the Association, except that of holding elective office.

- 2) Membership in the Alumni Association shall be for life.

ARTICLE IV: Powers

- 1) The powers of the Alumni Association shall be vested in the Alumni Board.
- 2) The alumni Board shall have the power to conduct, manage, and control the affairs and business of the Alumni Association as it may deem best, but not inconsistent with the Constitution and Bylaws, or the laws of the State of California.
- 3) The alumni Association shall possess the following powers:
 - a) To do all acts necessary or expedient for the administration of the affairs and attainments of the purposes of the Alumni Association.

ARTICLE V: Administration

Section 1: The Alumni Association Board

- 1) Membership

The Alumni Board shall consist of 9 members as described below, each of whom shall have one vote:

- a) Four elected officers, namely:
 - i) President/Board Chair
 - ii) President Elect
 - iii) Past President
 - iv) Secretary/Treasurer Elect
 - v) Secretary/Treasurer
 - vi) Member at Large Elect
 - vii) Member at Large
- b) One ex officio member from the Redding Adventist Academy administration or staff, appointed by the principal of Redding Adventist Academy.
- c) One ex officio member of the Redding Adventist Academy School Board, appointed by the School Board Chairman.

Ex officio members shall serve during their term of administrative office at Redding Adventist Academy.

2) Duties

- a) To conduct, manage, and control the affairs and business of the Alumni Association.
- b) To encourage, establish and control the finances of the Association.
- c) To remove any officer or Board member for adjudicated criminal misconduct or egregious moral misconduct. A two-thirds majority vote of the Board members voting shall be required to take this action.
- d) To appoint a member of the Alumni Association to complete the unexpired term of an officer or Board member unable to complete his/her term of office.
- e) To attend and participate in the annual Alumni Association business meeting.
- f) To appoint committees as needed and as required by this constitution.

3) Meetings

- a) The Board shall meet at the call of the Board Chair at such time and place as the Chair shall appoint, with a minimum of two meetings per year.
- b) The first meeting of the Board shall be held within 60 ~~120~~ days after July 1.
- c) Written or oral notice shall be given to each Board member at least 10 days before any regular or special meeting.
- d) Special meetings of the Board may be called at any time by the Board Chair.
- e) Three members present at any regularly called meeting of the Board shall constitute a quorum to transact business.

Section 2: The alumni Association Officers

1) Officers and Their Duties

a) Alumni President/Board Chair

It shall be the duty of the President/Board Chair:

- (i) To call and preside over all regular and special meeting of the Alumni Board
- (ii) To call and to preside over all meetings of the Alumni Association and the Board.
- (iii) To call and to preside over special meetings of the Alumni Association at the request of the Alumni Board or by written request of 7 regular members of the Association.
- (iv) To monitor and support the implementation of resolutions and actions of the Alumni Board.
- (v) To conduct Alumni Association business and activities in harmony with the Constitution and Bylaws

(vi) To work cooperatively with the Redding Adventist Academy Marketing Director in strategic planning for the Alumni Association and in organizing and coordinating homecoming, and other Association activities.

b) President Elect

It shall be the duty of the President Elect:

- (i) To become familiar with the duties of the Alumni Association President/Board Chair
- (ii) To perform the duties and exercise the powers of the President in the absence of the President.
- (iii) To serve as a member of the Alumni Board
- (iv) To assist the Alumni Association President and the Redding Adventist Academy Marketing Director in such duties as may be requested.

c) Secretary / Treasurer

It shall be the duty of the Secretary/Treasurer:

- (i) To serve as a member of the Alumni Board.
- (ii) To be responsible for recording the minutes of the meetings of the Alumni Board, and the Alumni Association.
- (iii) To ensure that there is a permanent record of all Alumni Board and Alumni Association minutes in the Alumni Association office.
- (iv) To assist the Alumni Association President and the Redding Adventist Academy Marketing Director as may be requested.
- (v) To account for all Alumni Association funds in cooperation with the Redding Adventist Academy Business Manager.

Section 3: Election of Alumni Association Officers and Board Members

Each year the Alumni Association shall elect from the list of nominees a President Elect, and a Secretary/Treasurer Elect, and a Member at Large Elect.

a) Nominations

- (i) Nominating Committee guidelines shall be reviewed annually by the Alumni Association Board.
- (ii) The Board shall each year appoint a five member Nominating Committee and designate the chair. In making appointments, the Board shall give due consideration to

balance in gender, graduation era, field of expertise, availability, etc.

- (iii) The Nominating Committee will normally choose at least one two nominees for each elected office or board position.
- (iv) The Nominating Committee's final report shall be submitted to the Alumni Association Board.

b) Voting

Election of Alumni Association officers and Board members shall be through the mail or via the Internet. Ballots must be mailed or e-mailed to alumni members at the most current address made available to the Alumni Association by February 1. To be counted, the votes must be submitted on official ballots or electronic forms and be received by the Election Board no later than March 1.

c) Election Board

The Nominating Committee shall serve as the Election Board. The nominee who receives a plurality of the votes cast for an office shall be elected to such office. The Election Board shall count the ballots and certify the election results.

d) Tie Votes

When two nominees for any elected office or Board position receive the same number of votes, the Alumni Board shall vote to break the tie.

Section 4: Terms of Office

All newly elected officers and Board members shall enter upon their respective duties July 1.

- a) The President Elect shall serve a three ~~two~~-year term. However, he/she will serve one year as President Elect, the next as President, and the final year as Past President.
- b) The Secretary/Treasurer Elect shall serve a two ~~one~~ year term, the first year as Secretary/Treasurer Elect, and the second year as Secretary/Treasurer.
- c) The Member at Large Elect shall serve a two year term, the first year as Member at Large Elect, and the second year as Member at Large.
- d) ~~All elected Board members shall serve a one year term.~~

- e) The Board shall appoint a regular member of the Alumni Association to complete the unexpired term of an elected officer or Board member who is unable to complete his/her term of office.

ARTICLE VI: Financial Matters

The Redding Adventist Academy Business Manager shall have custody of and account for all Alumni Association Funds.

Section 1: Alumni Association General Funds

- a) Alumni Association funds may be used for expenses pertaining to the operation and projects of the Association such as capital improvements, scholarships, and other miscellaneous items involved in the operation of the Association.
- b) The Alumni Association officers and Board members shall serve without salary or remuneration from the Alumni Association for their services.

Section 2: Operation Funds

- a) Redding Adventist Academy provides the Alumni Association with operating funds for expenses such as office supplies, equipment, homecoming, and other miscellaneous items.
- b) Redding Adventist Academy provides utilities and routine maintenance for the operation of on campus office or meeting space provided for alumni operations.

ARTICLE VII: Alumni Association Meetings

- 1) A business meeting shall be held annually during Alumni Weekend.
- 2) The Alumni Association President will call and chair all regular and special meetings of the Alumni Association.
- 3) Notice of regular and special meetings shall be mailed or e-mailed to each member at least 30 days prior to the meeting.
- 4) Eight members present at any regular or special meeting of the Alumni Association shall constitute a quorum to transact business.
- 5) The agenda for all meetings of the Alumni Association will be available at Redding Adventist Academy or on the Alumni Association website for 21 days prior to the meeting.

ARTICLE VIII: Alumni Student Connection

The purpose of the Alumni Student Connection is to help current students (alumni-in-residence) follow the natural progression to becoming active alumni who will continue the traditions of the past and enrich the commitment to the future.

- a) All current students of Redding Adventist Academy shall be members of the Alumni Student Connection.
- b) The alumni Student Connection shall provide ongoing opportunities for alumni and students to interact.
- c) The Alumni Student Connection shall be financed in a significant amount through independent fund raising.

ARTICLE IX: Amendments

- a) Amendments to the Alumni Association Constitution and Bylaws may be proposed by a resolution of the Alumni Association Board or by a petition signed by at least 10 regular members.
- b) Voting on proposed amendments to the Constitution and Bylaws by members of the Alumni Association may, at the discretion of the Board, be either by mail-in ballots, or ballots cast at a business meeting of the Association with a quorum present.
- c) All amendments must be ratified by at least a two-thirds majority of the members voting.

ARTICLE X: Rules of Procedure

All matters of procedure not covered by these Bylaws shall be governed and controlled by the current edition of Robert's Rules of Order.