

***** BYLAWS *****

July 2016

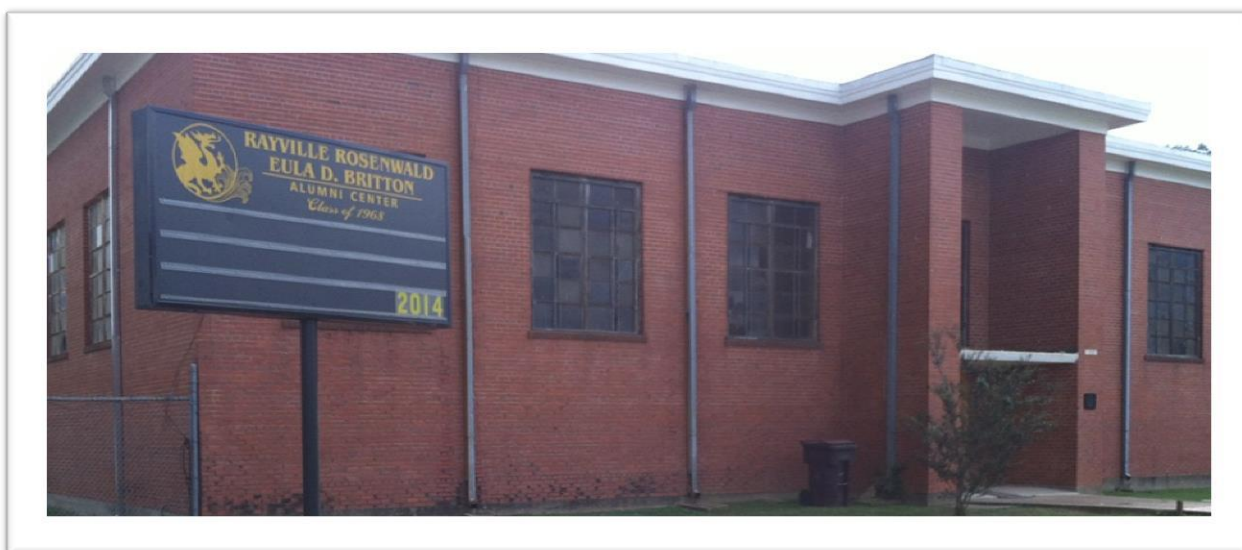
RAYVILLE ROSENWALD/EULA D. BRITTON

ALUMNI ASSOCIATION

Post Office Box 339

103 Cotton Street

Rayville, Louisiana 71269



“The Gym”

Rayville Colored/Rosenwald/Eula D. Britton Alumni Center

Rayville Rosenwald/Eula D. Britton Alumni Association

Bylaws

Section I – Name and Address of Organization

The official name of this association is Rayville Rosenwald/Eula D. Britton (hereafter The School) Alumni Association, hereafter referred to as The Association. The address of The Association is 103 Cotton Street; Post Office Box 339, Rayville, Louisiana, 71269. The location is the site of the gym which is the last remaining building of The School. The gym is currently named the Rayville Rosenwald/Eula D. Britton Alumni Center. (For The School and The Association, please see the Appendix for the Mission Statement, Core Principles and some other pertinent information.)

Section II - Parliamentary Authority

All matters not covered by these bylaws or other governing documents of The Association shall be governed by Robert's Rules of Order, Newly Revised. Please refer to:

<http://www.robertsrules.org/>

Section III – Purpose/Goals and Objectives

The purpose of The Association is to preserve the last remaining building of The School, the gymnasium, as the Alumni Center to be used as a resource to enhance community growth and development while preserving the history of The School. The goals and objectives of The Association are dynamic, established by each administration annually. Some however could be continuous, among them are:

- (a) To increase the number of active alumni members, increased focus on “Member-At-Large” members,
- (b) To publicize the importance of The Association and the Alumni Center to the Rayville community,
- (c) To get Richland Parish schools (and others where appropriate, emphasis on Parishes contiguous to it) to schedule visits to the Alumni Center and bring their students (class trips as an example) to learn more about the importance of The School in providing education and training opportunities for/to African-American students,
- (d) To investigate the possibility of the Alumni Center (the Gym) to be registered as a National Historic Facility, and
- (e) To get all alumni members involved in at least one of The Association's activities, especially those that are fund raising.

Section IV –Membership and Dues

There shall be two categories of members in The Association, Graduate and Member-At-Large.

- A. Graduate – Any person who graduated from The School.
- B. Member-At-Large – Any person making (or that has already made) noteworthy contributions or service (former students that did not graduate from The School, administrators, teachers, staff, general public, etc.) to The School or to The Association or to the Rayville community (near or far), demonstrating and/or expressing an interest to affiliate with The Association.

Payment of Dues

- C. ALL MEMBERS, to be active, MUST PAY ANNUAL DUES (currently \$50.00), and ALL ACTIVE MEMBERS have the SAME EQUAL RIGHTS and PRIVILEGES.
- D. Members are encouraged to pay dues annually between January 1 and March 31.
- E. Board Members are encouraged to pay dues between January 1 and January 31 of each year and if not paid by March 30 of the current year, the individual will be removed as a member of the Board of Directors. (Other reasons for removal may be determined and addressed by the Board, with final approval by The Association.)

Section V – Board of Directors

The Association shall be governed by a Board of Directors consisting of a maximum of twentytwo (22) persons elected every two years from the members of The Association during an Alumni Reunion Meeting. (Directors-At-Large may be appointed or elected from members of The Association as needed.) The Board of Directors shall have the general power to act for The Association, including all powers and privileges granted by The Association members congruent with the appropriate laws of the State of Louisiana. The Board of Directors shall have as its purpose the implementation of the goals and objectives of The Association as approved by its members. Officers and Executive Board Members of the Board of Directors shall be elected/appointed by the members of The Association during an Alumni Reunion Meeting or some other time or means when so approved by The Association.

The election process for the above stated directors and officers, including the Executive Board, begins with the Nominating Committee (a Standing Committee) that (a) contacts eligible alumni members, via whatever means necessary, and list 22 of them willing to serve a term as a Board Member and those willing to serve a term in an Officer position and (b) provides for write-ins, volunteers and others nominated during The Association’s Alumni Reunion Meeting. There are no term limits for Board Members and Officers but they must be re-elected during The Association’s Alumni Reunion Meeting.

Duties of All Board Members

- A. Pay dues in a timely manner, by March 31 of each year.
- B. Attend all Board Meetings, if within a 50 mile radius of the Alumni Center. There are exceptions for extenuating circumstances. Two Board Meetings per year will be conducted via conference calls to ensure that Board Members who live beyond 50 miles will be able to participate.
- C. Board Members living in excess of 50 miles of the Alumni Center are encouraged to send ideas and suggestions for consideration and assume as many duties as one can implement.
- D. Participate on committees.
- E. Participate in all planned programs, events and activities of The Association.

Board Directors-At-Large

Each graduating class from Rayville Rosenwald/ Eula D. Britton High School and other Alumni members may/will have a Representative on the Board of Directors, over and above the elected members. The Directors-At-Large will have the right to attend any and all Board Meetings, engage in all discussions, but will not be allowed to cast a vote in reference to decision making. Their primary duties will be to keep each member of their respective class or entity informed on the direction of The Association. The Board President will inquire/recommend this member or the individual class or entity can select its member.

Executive Board

The Executive Board shall consist of all officers and any other Association members so appointed by the Board. These members generally live within a 50 mile radius of the Alumni Center in order to be available to more effectively and efficiently handle the business of The Association. The Executive Board shall have all powers of the Board to provide leadership to establish and implement activities and actions of the Board and The Association; exception being the election of an Executive Officer and the approval of Amendments to the Bylaws.

Officers and Their Duties

Officers of the Board shall consist of President, Vice President, Recording Secretary, Financial Secretary, Treasurer, and Historian. Their duties are:

- President - The President shall be the chief executive officer of the Board of Directors of The Association and:
 - Presides at all meetings
 - Prepares agenda with assistance from the Executive Committee

- Is accountable for fiscal operations ensuring that The Association is financially sound
- Appoints committee chairs and works with them to ensure smooth operations, and
 - Speaks on behalf of The Association, and takes care of other things as may be appropriate
- Vice President
 - Presides in the absence of the President or when requested,
 - Administers day to day operations and rental activities of the Alumni Center,
 - Collects money and write receipts in absence of the financial secretary for Alumni Center rental
 - Supervises contracted custodial staff
- Recording Secretary
 - Records minutes of meetings
 - Sends email and postal communications to Alumni members and others
 - Maintains an updated list of addresses for all financial members
 - Maintains a list of addresses for all Alumni for recruitment purposes
 - Other duties as requested by the President
- Financial Secretary
 - Receives all monies and provides receipts
 - Provides a monthly report of all revenue to Board members
 - Keeps an accurate record of all financial members
 - Collects mail from post office, gives to the President at regular Board meetings for appropriate handling or distribution; for mail needing immediate action, contact the President for handling
- Treasurer
 - Keeps the official financial records of The Association
 - Makes disbursements and pays all bills
 - Deposits income received from the Financial Secretary within two business days
 - Reports income and disbursements monthly
 - Prepares Annual Budget
- Historian
 - Responsible for compiling a written narrative of The Associations' history and ongoing current activities; this record becomes a permanent part of The Association's history.

Committees and Duties A. Standing Committees

- Activities Committee – Provides leadership for all community events, both for fundraising and community outreach purposes.
- Reunion Committee – Provides leadership for implementation of the Bi-Annual Reunion of The Association.
- Nominating Committee – Provides leadership for the election of The Association’s Directors and Officers.

B **Ad-Hoc Committees** - When needed shall be established and members thereof appointed by the Board of Directors.

Section VI - Financial Guidelines

- Two signatures are required on all checks. The banking institution shall have 3 signatories on file. An officer may not sign his/her own check.
- Receipts for expenditures are required for reimbursement of funds.
- Monthly reconciling of bank statements shall be done by the treasurer, and a written report provided to board members.
- At least two (2) bids shall be required for any external service exceeding \$1,000.00 rendered to The Association. There may be instances when obtaining a bid is not feasible and should be at the discretion of a majority of the board.

Section VII – Meetings of The Association

A. **Board Meetings** –Scheduled the 4th Monday of each month, 6:00 PM Central Time, in the Alumni Center or as approved by the Executive Board; called meetings may occur when necessary.

B. **The Association Meetings** – Will occur every two years during the” Fourth of July Holiday” period. Order of Business at these meetings should be (with appropriate action):

- 1) Call to order and opening remarks of the President
- 2) Reading and approval of minutes of previous meeting(s)
- 3) Receiving communications
- 4) Reports of officers
- 5) Reports of committee chairs and committee members
- 6) Unfinished business
- 7) New business

- 8) Election of directors and officers
- 9) Closing remarks, especially from President, and adjournment

Section VIII. Quorum and Voting

A SIMPLE MAJORITY will constitute a QUORUM for all meetings of The Association’s Board of Directors (elected from ACTIVE MEMBERS), to include the Executive Committee of the Board as well as other appropriate committees (Standing or otherwise) established by the Board. In terms of voting, each ACTIVE MEMBER, Board or otherwise, has ONE VOTE, unless by PROXY, additional votes are given. RESULTS/OUTCOMES of/from VOTING are determined by a SIMPLE MAJORITY.

Section IX. – Amendments

These bylaws may be amended by submitting proposed amendment(s) (oral or written, latter preferred) to the Board of Directors at least three months prior to a vote to amend. A majority vote of the Board of Directors should be required to adopt the amendment. All amendments to the “Bylaws” of The Association must be approved by the members of The Association before they become effective.

These Bylaws Approved and Adopted by The Association on

Association President

_____ Association

Recording Secretary

APPENDIX

RAYVILLE ROSENWALD/EULA D. BRITTON ALUMNI ASSOCIATION

MISSION STATEMENT & CORE PRINCIPLES

MISSION

The mission of The School, for most of its years of existence as a public elementary and secondary High School, was to provide “opportunity”, education and training for “Colored/Negro/African American” students. The Association recognizes just how important this mission was. Thus, The Association’s mission is to facilitate the preservation of the “Gym” (the only building still remaining of The School) by encouraging graduates and all others who are interested to participate by active membership in The Association in order to preserve the building/Gym/Alumni Center (now available as a resource to enhance community growth and development) and history of The School.

CORE PRINCIPLES

- 1) Members Believe in and Adhere to Civil Rights;
- 2) Members Believe in Equal Opportunity;
- 3) Members Believe in Equality and Privileges;
- 4) Members Believe in Diversity; and
- 5) Members Believe that The School (and its History, its Legacy) was Priceless, and We Must Through The Association Keep It “Alive”, Not Damage It.

With its CORE PRINCIPLES as a driving force, The Association will conduct its meetings and other affairs as appropriate according to Robert’s Rules of Order, which is the “... standard for facilitating discussions and group decision-making.” Please refer to: <http://www.robertsrules.org/>)

The Alumni Center? We must continue to maintain it, improve it and enhance its importance in (and to) the local community as well as surrounding communities.

PURPOSE

Why have The Association? To that end, at one time or another, most (if not all) of us have wondered what happened to or where is someone we have not seen or heard from or about for years, and may have had a need to (and even tried to) find him or her. That person may be a classmate, a schoolmate, a teacher, etc., etc. Thus, The Association is a means to help “quench” that need. There certainly are other needs, thus there is a MULTI-PURPOSE for having The Association, that being, among others:

- 1) To provide an opportunity to Stay Connected/Reconnected with classmates and other persons from The School and community;
- 2) To Plan for The School Reunion(s);
- 3) To maintain Control and Use of the Alumni Center;
- 4) To help keep The School, it’s History, its Legacy, its Importance, and its Impact alive;
- 5) To provide an opportunity for members to Support, Financially and Otherwise, The Association and its Needs/Activities; and
- 6) To provide LEADERSHIP relative to the above.