

# CONSTITUTION AND BY-LAWS OF THE RIVERBEND STAFF ALUMNI ASSOCIATION

August 14th 2021

## Article I – Name and Location

This organization shall be known as the Riverbend Staff Alumni Association hereinafter referred to as the Association. The main location of the Association is at Riverbend Retreat Center with the address, 1232 Co Rd 411B, Glen Rose, TX 76043.

## Article II – Purpose

The purpose of this organization, as founded and made up of believers in Jesus Christ, shall be centered on these three pillars:

1. Supporting the future of Riverbend Retreat Center.
2. Supporting the current staff of Riverbend Retreat Center.
3. Cultivating opportunities for fellowship between past and present staff.

The purposes for which the Association is organized are exclusively charitable. As a charitable and religious organization, the Association will not promote, take part or take a position in any political or administration issues within Riverbend Retreat Center.

## Article III – Membership and Dues

1. Section 1: Membership Eligibility
  - a. Membership shall be open to anyone who completes a term of an employment contract with Riverbend Retreat Center as a member of its staff and is in current good standing with the camp and Association.
  - b. Membership shall also be open to full-time and part-time employees of Riverbend Retreat Center, who are currently employed.
  - c. Individuals wanting to obtain membership within the Association that do not meet the requirements in Section 1 may make a written appeal to the Executive Board.
2. Section 2: Voting
  - a. Each member whose dues are current shall be entitled to one vote.
3. Section 3: Dues
  - a. Each member of the Association shall pay dues as determined by the Executive Board.
  - b. Dues are \$10 a year (membership runs from September 1st to September 1st of the following year).
  - c. Annual Dues are due on or before September 1st.
4. Section 4: Only members of The Association or persons as determined by the Executive Board shall be eligible to participate in the business meetings or to serve in any of its elective or appointed positions.
5. Section 5: Membership and/or mailing lists are strictly for the use of the Association and its members, and are not to be released to any outside interests except with the express action of the Association.
  - a. Section 5a. The current mailing list shall be comprised of:
    - i. Association members
    - ii. Any current director, assistant director, administrator of Riverbend Retreat Center, and/or other people of interest as determined by the Executive Board that have consented to be on the Association's mailing list.
6. Section 6: Revocation of Membership
  - a. Membership may be revoked for violating the Purpose as stated in Article II or any other reason deemed appropriate by a majority of the Executive Board.

- b. The member is to be given written notice of possible revocation, to include: grounds for revocation and process of revocation.
- c. The member shall be given the opportunity to plead their case before the Executive Board.
- d. This motion is to be decided upon no later than one month after such a notice has been given.
- e. The member shall be given the opportunity to reconcile membership with the Association after a period of one calendar year from the date of termination of membership as found in Section 1a of this Article.
- f. A member cannot apply for appeal more than once a calendar year.

## Article IV – Officers and Their Elections

1. Section 1: All officers of the Association shall be dues-paying adult members who have been a member of the association for one year.
2. Section 2: Officers and their elections:
  - a. The Executive Board of the Association shall consist of a President, Vice President, Volunteer/Project Coordinator, Staff Liaison, Treasurer, Secretary, and Membership Coordinator.
  - b. The Executive Board shall have the right to combine any of the Officer positions or responsibilities as needed, until such a vacancy can be filled.
  - c. Officers shall be elected by popular vote from among The Association at its annual meeting with the exception of the Staff Liaison, who is to be appointed by the Executive Board and the Executive Director of Riverbend from among the full time staff. However, if there is but one nominee for any elective position, it shall be in order to move that the Secretary may cast the elective ballot of the Association for the nominee, or the vote may be by voice.
  - d. Officers shall assume their official duties upon election at the Annual Meeting and shall serve for a term of two years.
  - e. A person who has served more than half of a term shall be credited with having served that term.
  - f. The term limit will be two consecutive terms in any officer positions, with the exception of the Staff Liaison who may serve indefinitely. Former Officers are eligible to run after one full year of not serving as an officer.
3. Section 3: Nominations:
  - a. Nominations are recommended to be made in written format to the Executive Board no later than one month before the Annual Meeting. These written nominations should include a written biography including their desire to run and why they would

be a good fit for the position in question. Also included should be a referral from among the current membership, not including the Executive Board.

4. Section 4: A vacancy occurring in an elected position shall be filled for the remaining term by a person elected by a majority vote of the remaining members of the Executive Board; notice of such election having been given. This position will be ratified by a majority vote of members of the Association at the next Annual Meeting if it is not already the end of term for that elected position.
5. Section 5: Terms
  - a. Officers shall alternate terms so as to prevent a full turn over of the Board at one time.
  - b. In the first election term the: President, Treasurer, and Membership Coordinator
  - c. In the second election term the: Vice-President, Secretary, and Volunteer Project Coordinator
6. Section 6: Removal of Officers
  - a. A request for removal of an Officer must be submitted in writing to the Executive Board
  - b. This request will be reviewed and processed by a special committee, should they decide to ratify the request, then a motion will be made to the Association. For removal of the Officer, a supermajority vote of two-thirds is required.

## Article V – Duties of Officers

1. Section 1: The **President** shall:
  - a. Preside at all meetings of the Association and of the Executive Board
  - b. Oversee the general direction and coordinate the work of the officers and committees in order to promote the objectives of the Association with a view to the purpose as stated in Article II
  - c. Have the authority to co-approve monetary transactions.
  - d. Sign all contracts with the Secretary, with the approval of the Executive Board.
  - e. Perform such other duties as may be prescribed in this Constitution or assigned to him/her by the Association or by the Executive Board.
2. Section 2: The **Vice-President** shall:
  - a. Act as aid to the President and perform the duties of the President in his/her absence or inability of that officer to act and in so doing have the powers of the President, to include the President's duties defined in Section 1.
  - b. Be the Association parliamentarian at each meeting and have in his/her possession a current copy of the Association By-laws.

- c. Have authority to co-approve monetary transactions in the absence of either the President or the Treasurer.
  - d. Perform such other duties as may be delegated to him/her.
- 3. Section 3: The **Secretary** shall:
  - a. Record the minutes of all meetings of the Association and the Executive Board.
  - b. Be custodian of all business records and reports.
  - c. Sign all contracts with the President with the approval of the Executive Board.
  - d. Conduct such general correspondence of the Association as may be delegated by the President.
  - e. Perform such other duties as may be delegated to him/her.
- 4. Section 4: The **Membership Coordinator** shall:
  - a. Maintain and be custodian of the current mailing list, as established in Section 6 of Article III.
  - b. Keep an accurate roster of the names of the current officers.
  - c. Keep an accurate roster of the former officers.
  - d. Work with the staff liaison to recruit from current summer staff to become members of the Riverbend Alumni Association.
  - e. Coordinate the process for becoming a member of the Association and guide potential alumni through the process.
  - f. Serve notice of the meetings to all current members.
  - g. Perform such other duties as may be delegated to him/her.
- 5. Section 5: The **Treasurer** shall:
  - a. Receive all monies belonging to The Association
  - b. Make all payments in accordance with the budget approved by The Executive Board.
  - c. Keep an itemized and up to date account of receipts and expenditures.
  - d. Have authority to make monetary disbursements which requires 2 approvals.
  - e. Have the authority to co-approve monetary transactions.
  - f. Present a financial statement at every meeting of The Association, quarterly to the Executive Board, and whenever requested by the Executive Board.
  - g. Be responsible for the maintenance of books of account and such other records that are necessary to accurately reflect the financial activity of the Association. Records shall at all reasonable times be open to inspection by the Executive Board or any other member of the Association.
  - h. Deposit all funds in the name of the Riverbend Staff Alumni Association in a bank account approved by the Executive Board.
  - i. Perform such other duties as may be delegated to him/her
- 6. Section 6: The **Staff Liaison** shall:
  - a. Be the primary point of contact between Riverbend Retreat Center and the Executive Board.

- b. Keep a record of changes to full-time staff, buildings and grounds, and other important happenings at Riverbend Retreat Center, and communicate these changes with the Executive Board.
  - c. Perform such other duties as may be delegated to him/her.
7. Section 7: The **Volunteer/Project Coordinator** shall:
- a. Take lead on planning and coordinating projects and events involving The Association
  - b. Work with the Staff Liaison to coordinate projects and events that benefit Riverbend and/or the Association.
  - c. Communicate projects and events with the Association and its members in order to best facilitate project completion.
  - d. Perform such other duties as may be delegated to him/her.

## Article VI – Executive Board

1. Section 1: The Executive Board shall consist of the elected officers of The Association.
2. Section 2: The duties of the Executive Board shall be:
  - a. To conduct necessary business in the intervals between Association meetings and such other business as may be referred to them by the Association.
  - b. To approve the plans of work projects and events.
  - c. To present a report at regular meetings of the Association.
  - d. To approve routine expenses and bills as necessary.
  - e. To fill vacancies in elected and appointed positions.
  - f. To determine additions or deletions to the mailing list.
3. Section 3: Special meetings of the Executive Board may be called by the President or by a majority of the members of the board.

## Article VII – Meetings

1. Section 1: Officer Meetings
  - a. Regular meetings of the Association’s elected officers shall be held no less than five (5) times during the membership year. Every member is to receive adequate notice of meeting and meeting agenda.
2. Section 2: Annual Meetings

- a. There will be an annual meeting to which all current members will be invited.
  - b. The officers shall submit yearly reports at meetings of the Association. Officers shall give a report of business that occurred in the interval since last meeting
3. Section 3:
  - a. A membership year will be from September 1st to September 1st of the following year.
4. Section 4: The installation of officers will be held at a meeting of the Association or of the Executive Board.
5. Section 5: The number of members present shall constitute a quorum for the transaction of business at any meeting of the Association, notice of such a meeting having been given no less than two weeks prior.

## Article VIII – Standing and Special Committees

1. Section 1: The President, with the approval of the Executive Board, shall create or discontinue such standing or special committees as may be required to carry on the work of the Association. The President or Executive Board approved officer shall appoint members to the standing committees designating one member to serve as chairperson, or delegate that authority to the chairperson or other board officer. Their term of office shall be one year and shall be concurrent with the Association's membership year.
2. Section 2: The chairperson of each standing committee shall present a written plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
  - a. The standing committee(s) are: The Finance Committee
3. Section 3: The treasurer shall serve as chairperson of the finance committee.
4. Section 4: The President shall be an ex-officio member of all committees, with the exception of committees formed for the removal of officers.

## Article IX – Amendments

1. Section 1: Suggestions for amendment, addition, or repeal of any part of the Constitution and by-laws shall be submitted in written format to the Executive Board for review.

2. Section 2: Amendment, addition, or repeal of any part of the Constitution and by-laws shall be adopted by a supermajority two-thirds vote of the members present at any meeting of the Association provided that a notice thereof shall be sent to all members along with notice of the meeting a minimum of two weeks in advance.

## Article X – Parliamentary Authority

1. Section 1: The rules contained in the current edition of Robert’s Rules of Order Revised shall be taken into consideration to govern the meetings of The Association.

## Article XI – Policies

The following are policies of the Riverbend Staff Alumni Association:

1. Section 1: Notwithstanding any other provisions of these articles, the Association shall not carry on any activities other than those that support the purpose of the Association as outlined in Article II.
2. Section 2: In the event of dissolution of the Association, its assets shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes. Remainder to be sent to Riverbend Retreat Center - signed by the Executive Board.
3. Section 3: If Riverbend Retreat Center determines that the Association is no longer beneficial, they have the authority to separate themselves from the Association.