RIVERFIELD FAMILY ASSOCIATION BYLAWS
APPROVED MAY 8, 2025

ARTICLE I
NAME AND DESCRIPTION

The name of the organization is the Riverfield Family Association (RFA). Established in 1984, the RFA consists of all teachers, family who have children enrolled in Riverfield Country Day School, and others interested in RCDS.

ARTICLE II
OBJECTIVES

The Riverfield Family Association is an organization which encourages family interest and support of the school, in the financial welfare of the school, and in the social, educational and informational activities of its members.

Support of academic programs is accomplished by family participation in classroom work, field trips, making classroom materials, and in outdoor/physical education events.

Support of financial programs is accomplished by family participation in fundraising events throughout the year as determined by the RFA Board.

Social, educational, and informational activities will be determined annually and coordinated by appropriate individuals/committees.

ARTICLE III
ORGANIZATION

The RFA Board consists of both elected and appointed positions, each carrying one vote for conducting board business and decision-making. The elected board positions are President, Vice President, Recording Officer, Treasurer, and Fundraising Representative. The President, Vice President, Recording Officer, and Fundraising Representative shall serve a one-year term. The Treasurer shall serve for a two-year term. In case of a vacancy in any office, it shall be filled by appointment if deemed necessary.

ARTICLE IV
BOARD ELECTIONS

Election of officers will be held electronically in the spring of each year, with the results announced no later than the RFA board meeting in May.

One month before the election, the RFA Board will announce an open call for candidates, including a description of the elected positions and the process for being added to the ballot. The open period for votes to be cast for elected positions shall be two weeks.

Running for election is open to all RFA members as defined in Article I. Election into an elected board position requires a majority vote of the votes cast for each position. Newly elected officers will serve June to June.

ARTICLE V
DUTIES AND PRE-REQUISITES OF ELECTED OFFICIALS

President

- Preside over all meetings of the RFA and RFA Board
- Oversee all RFA activities
- Serve as advisor to the RFA Board for a year following their term
- Serve as liaison to the RCDS Board of Trustees and as a voting member of the Board of Trustees during their term of office
- Serve on Advancement Committee of Board of Trustees
- Pre-requisite: shall have served in an elected or appointed position, prior to their term; and cannot be an RCDS employee or relative of an RCDS employee.

Vice President

- Preside over all meetings of the RFA and RFA Board in the absence of the president
- Prepare and post a slate of officers prior to spring elections.
- Pre-requisite: shall have served in an elected or appointed position, prior to their term

Recording Officer

- Record monthly meeting minutes
- Coordinate a calendar for RFA events
- Pre-requisite: shall have attended most of the monthly meetings the year prior to their term and be committed to being present at every meeting during their term

Treasurer

- Maintain financial record-keeping for RFA
- Provide review of budget and spending at each monthly meeting
- Pre-requisite: shall have some professional financial experience, have attended most of the monthly meetings the year prior to their term, and be committed to being present at every meeting during their term

Fundraising Representative

- Oversee all fundraising events
- Appoint Fall Fundraising Chair and Auction Chair
- Serve on Advancement Committee of Board of Trustees
- Pre-requisite: must have at least one year of RFA fundraising involvement

ARTICLE VI
DUTIES OF APPOINTED POSITIONS

The RFA Board may create appointed RFA Board positions to further the RFA Objectives articulated in Article II. To create a new appointed RFA Board position, a written description of the position shall be submitted for consideration before an upcoming RFA board meeting and the RFA Board must approve the position via a majority vote.

The RFA Board may dissolve appointed positions via advanced written notice of the intent to dissolve the position and a majority vote in the pursuant meeting.

Fall Fundraising Chair

- Work with fundraising partner to plan and implement fall fundraiser
- Develop committees and hold committee meetings, as needed
- Work closely with Volunteer Coordinator to ensure coverage for event

Auction Chair

- Plan and implement Sapphire Celebration
- Develop committees and hold committee meetings, as needed
- Work closely with Volunteer Coordinator to ensure coverage for event

Volunteer Coordinator

- Work closely with all elected/appointed officers who need help with volunteers for their event
- Create and disseminate electronic sign up's for volunteers to easily access

Family Representative Coordinator

- Plan and execute New Family Welcoming Event
- Communicate with Family Representatives regarding communication to families
- Communicate with other interested parties (alumni, alumni families, grandparents, and extended families
- Appoint individual Family Representatives for Infant – 2's, 3's – 5's, K/1, 2nd/3rd, 4th/5th, Middle School and Upper School
    - Family Representatives are responsible for communicating RFA events/needs/volunteer opportunities directly to their families, mainly through electronic communication, but also through in-person interaction. This role requires someone with exceptional interpersonal skills.

Staff Appreciation Coordinator

- Plan and implement Staff Appreciation event in May
- Coordinate other appreciation efforts for staff throughout the year
- Develop committees and hold committee meetings, as needed
- Work closely with Volunteer Coordinator to ensure coverage for events

ARTICLE VII
MEETINGS

The RFA will hold monthly board meetings to conduct board business including but not limited to the allocation of RFA funds, the status of the budget, upcoming events, and fundraising activities.

The RFA will hold an annual budget meeting during the spring semester to determine the following year's budget. The RFA President and Treasurer shall be present for that meeting, as well as the Head of School, Business Office Manager, and Director of Giving.

A quorum for the transaction of any business to come before the RFA Board requires the presence of one-third of the elected and appointed RFA Board members but in no event shall quorum require the presence of less than three RFA Board members. The act of a majority of RFA Board members present at a meeting with quorum will be the act of the RFA Board.

RFA members will receive a minimum of one week of advance notice for all RFA Board meetings and all RFA Board Meetings shall be open to RFA members. Each RFA Board meeting shall have meeting minutes recorded and made available to RFA members.

ARTICLE VIII
FINANCE

Fundraising events will be held throughout the year. Proceeds from those events will go toward the school's needs as determined by the RCDS staff and approved by the RFA Board.

The RFA Board, with the agreement of the Head of School or Business Office Manager, may authorize one or more board members to enter any contract or execute on the RFA's behalf. Such authorization may be general or confined to specific instances. Unless so authorized by the RFA Board, no party will have any power to bind the RFA or render it liable for any purpose or amount.

All checks, drafts, or other orders for payment of money by the RFA will be signed by any person or persons the RFA Board designates in writing. This designation may be general or confined to specific instances.

All funds of the RFA will be deposited to its credit in a bank, banks, or other depositories as the RFA Board may designate. This designation may be general or confined to specific instances.

The RFA Board may accept on behalf of the RFA any gift, bequest, devise, or other contribution for the purposes of the RFA with terms and conditions the RFA Board and the school determines to be appropriate.

ARTICLE IX
AMENDING THE BYLAWS

Amendments to the bylaws may be made at any regular meeting of the RFA by a vote of two-thirds of the members present, provided a copy of the proposed change(s) have been submitted to the membership in advance of the meeting.

ARTICLE X
BOARD MEMBER REMOVAL

Any RFA Board member may be removed by a majority vote of the RFA Board with or without cause.

ARTICLE XI
DISSOLUTION

A recommendation for the dissolution of the RFA must be adopted by a majority of the RFA Board and be submitted in writing to the membership. A vote of two-thirds of RFA Board, present and voting shall decide the recommendation.