

Roxbury Public Schools Distinguished Alumni Award Committee

Constitution

Article 1

Name

The name of this organization shall be “The Roxbury Public Schools Distinguished Alumni Award Committee”. (Hereafter referred to as “the Committee.”)

Article 2

Purpose

The Roxbury Public Schools has a clear vision of “Preparing the children of today for tomorrow...”

Our underlying mission is to create a dynamic and thriving district, in partnership with a supportive and collaborative community that inspires and empowers all learners to flourish as ethical and global citizens in the 21st century.

It is in this spirit that we ask ourselves what this global citizen looks like as a role model to our community. How have they leveraged their academic, business and social acumen to motivate and inspires us? What are the accomplishments that set them apart from their peers?

The Roxbury Public Schools Distinguished Alumni Award has been established to honor alumni who have typified the Roxbury school district tradition of excellence and brought credit to our community by their personal accomplishment, professional achievement, or humanitarian service.

Article 3

Membership

Section 1: Members should represent a wide range in age, profession or occupation. Each Committee member should be willing to devote time to meetings and research necessary to ensure the constitution of a successful and cohesive organization.

Section 2: The membership of the Committee may consist of the Board of Education Community Relations/Shared Services Committee, Superintendent of Schools, School Board Chairperson, Roxbury High School Principal (or designee), District Community Relations Director, a representative from the Roxbury Alumni Association, Roxbury High School Lead Teachers for Performing Arts and Visual Arts, an academic Supervisor to be designated by the Roxbury High School Principal, and a retired representative from the Roxbury School District.

Section 3: A chairperson and vice-chairperson shall be designated by the Board of Education Chairperson.

Article 4

Meeting

Section 1: The organizational meeting of the Committee shall be held by October 30 for the following selection year.

Section 2: The Chairperson shall call at least one meeting (1) each year.

Section 3: Special meetings of the Committee may be called by the Chairperson at any time, or at the written request of the majority of the Committee.

Section 4: All Committee members shall receive written notice of all meetings and the minutes of the previous meeting.

Section 5: Special meetings of the subcommittee shall be called by the chairperson of each subcommittee. It is the chairperson's responsibility to notify each member thereof.

Section 5: The selection meeting shall be held by March 31 for the upcoming selection year.

Article 5

Quorum

Section 1: A quorum of the Committee shall consist of a majority of its members.

Article 6

Voting on Selection for the Distinguished Alumni Award

Section 1: The Committee shall determine the maximum of three person(s) to be honored for the Distinguished Alumni Award in any given year.

Section 2: The members of the Committee shall vote to select persons for the Distinguished Alumni Award at a meeting during the spring.

Section 4: The procedures for selection for the Distinguished Alumni Award shall be as follows:

- a. The Chairperson shall appoint a Nominating subcommittee to research the various decades for possible inductees.
- b. The decade subcommittee will present, to the full membership of the Committee, pre-election resumes at least three (3) weeks prior to the election meeting.
- c. Each candidate will then be voted upon by the members of the Committee.
- d. In order to be selected, a candidate must secure at least a majority vote of those voting members present.
- e. No proxy votes shall be permitted.

Article 7

Criteria for Selection for the Distinguished Alumni Award

Section 1: In general, the criteria for selection for the Distinguished Alumni Award are those who have typified the Roxbury School District tradition of excellence and brought credit to our community by their personal accomplishment, professional achievement, or humanitarian service.

Section 2: Candidates must have maintained a record of good citizenship.

Section 3: All graduates of the Roxbury High School who have received their diploma and former students (who have attended the Roxbury School System a minimum of 5 years are eligible for consideration of the award).

Section 4: Members of the Committee are eligible for selection for the Distinguished Alumni Award if they meet all criteria as set forth in Section 3 above.

Section 5: Alumni, faculty, staff, students, or friends of Roxbury Schools may submit nominations. All interested in submitting a nomination may complete and return the nomination form by February 15 for the upcoming

selection year. (Online submissions preferred. The form will be available at www.roxbury.org "Alumni" Tab)

Article 8
Recognition

Section 1: The Distinguished Alumni Award recipient will be recognized as part of the Academic Awards night held in the fall at Roxbury High School. All attempts will be made to make this a meaningful experience, not just an annual affair.

Section 2: Awards:

- a. A Distinguished Alumni award will be given to each recipient, or posthumously to a family member or individual designated by the Chairperson.
- b. A lifetime pass to school events shall be presented to each recipient.
- c. A Distinguished Alumni plaque shall be installed in a prominent location within Roxbury High School. This plaque should have inserts for each recipient's name.

Section 3: The President of the Board of Education, or his/her appointee, shall service as Master of Ceremonies at the Recognition event.

Article 9
Revocation of a Recipient's Award

Section 1: Membership may be revoked for unprofessional conduct, acts of moral turpitude, unethical act and/or acts that is detrimental to the welfare of the Distinguished Alumni Award. Such revocation shall require the approval of a two-thirds (2/3) vote of the Committee.

Section 2: Reinstatement shall be initiated by written application of the inductee or his/her representative seeking reinstatement. Such reinstatement shall require the approval of a two-thirds (2/3) vote of the Committee.

BY-LAWS

Article 1 Officers

Section 1: The Chairperson of the Committee shall perform those duties that are usually associated with that office and those as outlined in Robert's Rules of Order.

Section 2: The Vice Chairperson shall perform those duties that are usually associated with that office as outlined in Robert's Rules of Order.

Article 2 Committees

Section 1: The Chairperson shall appoint such standing committees or special committees as deemed necessary. These may include, but are not limited to:

a. Nominating Committee

b. Public Relations Committee:

- a. District webpage: www.Roxbury.org/DistinguishedAlumni
 - i. Bio, video of acceptance speech, and photo (s)
- b. Recognition in Alumni email newsletter
- c. Recognition in social media
- d. Digital record of honoree's acceptance speech for online distribution
- e. Board of Education meeting mention
- f. Township invite letter
- g. News releases to local media - before and after event

c. Recognition Committee:

1. Arrangements
2. Awards
3. Receptions
4. Flowers/special considerations

d. Records Committee: Keeping records at Central Office of alumni recipients

Article 3 Procedures for Conducting Business Meetings

Section 1: Robert's Rule of Order to ensure:

- a. Majority rules
- b. Equality of members
- c. Consideration of one matter at a time
- d. Discussion of topics

Section 2: Motions:

- a. Recognition
- b. Motion offered

- c. Motion seconded
- d. Motion repeated by Chairperson
- e. Discussion
- f. Vote
- g. Result of vote announced

Section 3: Common Order of Business

- a. Call to order
- b. Minutes of previous meeting: reading, correction, approval
- c. Announcements
- d. Reports of Committee
- e. Unfinished business
- f. New business
- g. Adjournment

Article 4

Revisions

When voting on revisions to the By-Laws, a majority of the full voting membership is necessary for revision.