

Policy Motions of the RCAF
Last Revised March 16, 2004

- 1) The primary criteria for awarding scholarships will be service to the house and demonstration of brotherhood. A secondary consideration will be scholarship, in so far as no one who is in danger of failing out will be awarded a scholarship. Need will not be a factor due to the difficulty in determining it. The application process may include an interview. (2-28-04)
- 2) A motion was made that the golf tournament would be a once-a-year event and would always be held on the same weekend as the Fall meeting of the RCAF. (2-28-04)
- 3) A motion was made to agree that board members are not required, but encouraged, to pay the donations necessary to participate in RCAF events, since our time and effort is already required in organizing and running them. This will also serve to increase attendance by board members at these events, which is strongly encouraged. (2-28-04)
- 4) To approve the following method for receiving and acknowledging donations: The board member in charge of collecting the mail at the Troy P.O. Box will forward checks and correspondence to the treasurer. The treasurer will deposit the checks and will send a receipt of donation form and any correspondence to the secretary. The secretary will send a receipt to the donor. The treasurer will be responsible for maintaining accurate financial records and for informing the secretary of donations. The secretary will be responsible for sending the receipt to the donor, answering correspondence and maintaining a file of all receipts sent. All donations received by other board members should be sent to the secretary. MOTION PASSED 4-0. (3-24-90)
- 5) Mike wants to start discarding old board correspondence. We agreed that only the final copy of any minutes needs to be preserved forever. Board correspondence will be discarded after the subject it addresses is dealt with. (5-28-90)
- 6) At least two letters will be sent annually. The first will be sent no later than January 30 and will contain the Hockey Game announcement and reply form. The second will be sent no later than August 1 and will contain the Golf Tournament announcement and reply form as well as the New Year's Party announcement. Approved 4-0. (12-28-91)
- 7) The Undergraduate Scholarship officer will serve as an associate member of the RCAF. He will serve as the main liaison between the RCAF and the undergraduates. He will also be responsible for distributing and collecting scholarship applications and forwarding them to the RCAF Secretary. He will not be a voting member of the board and will be excluded from all discussions on scholarship applicants. (12-28-91)

- 8) The annual Scholarship application shall be sent January 15th. The applicants shall be required to return the application by February 15th to allow the E-Board to review the applications and prepare for discussion at the Spring meeting. If there is a need for interviews they shall be conducted at the Spring meeting. A decision shall be made as soon as possible and reported to the winner at the Closing Council. The scholarship shall be awarded to the House in the name of the winner to be applied to the winner's house bill, unless a request is made for direct payment to the winner. (2-28-04)
- 9) A motion was made that all information about the Scholarship Application and Award Decision will remain confidential. No board member will discuss any of the following topics with any non-board member, including scholarship applicants or the Undergraduate Representative to the RCAF Board: who applied, the number of applicants, or why any applicants were or were not successful. Motion Passed 4-0. (10-4-92)
- 10) The treasurer will keep a list of lifetime donations for all donors to the RCAF. Motion Passed 5-0. (12-27-92)
- 11) A motion was made to approve the reimbursement of Board Members for costs associated with their official duties for the RCAF. The following will be reimbursed at cost: all stationary, postage, and telephone expenses related to official duties. Motion Passed 5-0. (12-27-92)
- 12) The Funds of the RCAF shall be invested, by the Treasurer, so as to ensure that funds are immediately available to meet the obligations of the scholarship award and near term projects.
In consideration of the long term goal of capital appreciation the Treasurer will invest all money according to a 40/50/10 asset allocation (40% stock/50% bonds/10% cash). All Stock and Bond investments shall utilize broad based index funds.
The asset allocation shall be adjusted, at a minimum, on a yearly basis with the reallocation completed shortly before the Fall Meeting such that the reallocation will be reflected in the Treasurers report given at the Fall Meeting. If the allocation is adjusted at any other time then such adjustment must be both pre-approved by the President AND reported to the E-Board immediately after reallocation. (3-16-04)
- 13) The President of the RCAF shall be given access to all of the RCAF accounts held by the Treasurer. The President shall not make changes to those accounts without specific direction from the Executive Board or in the case where the Treasurer is unable to perform his duties until such time as a new Treasurer is voted in. (3-16-04)