

**Robinson
Pauley
Aldridge
Family Reunion**

**Procedures and Guidelines for Local Management of
Family Reunions**

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Robinson Pauley and Aldridge Family Reunion and All Descendents Procedures and Guidelines

Purpose: For planning and setting up annual family reunions

General Reunion Guidelines

1. All family reunion cookouts (connected to the Robinson Pauley Aldridge Family Reunion) will be held on the first (1st) Sunday in July of each year, unless unpredictable circumstances prevail. Any deviation from this day must be approved by the Board of Directors prior to informing the general body.
2. The family reunion will continue every year in a different city or state, unless unpredicted circumstances occur.
3. All souvenir booklets and t-shirts must have the family design of the three (3) trees. *???*
(Question for the general body???)
4. There will be no religious services or celebrations of any kind held at family reunions.
5. There will be no political rallies of any kind held at the family reunions.
6. There will be no patriotic celebrations of any kind held at the family reunions.
7. There will be no alcoholic beverages or illegal drugs on the premises when the family reunion cookout is being held.
8. There will be a party/banquet either the night before or the evening after the family cookout on Sunday.
9. All family reunions (connected to the Robinson Pauley and Aldridge Family reunion) will use the family colors of red, green and black. *???* *(Question for the general body???)*
10. Everyone attending the family reunion must have a badge visible at all times. Family reunion members with badges will be given preference participating in family reunion activities. No one will be allowed to enter the cookout or party with out a badge. No one will be served without a badge.
11. Ten dollars of each annual family reunion donation will be used for the reunion souvenir booklet.
12. The Robinson Pauley Aldridge Family Motto:

“No one of us is as strong and powerful as all of us”

Organization

13. A family reunion committee should consist of, at minimum, the following officers:
Chairperson, Co-chairperson, Secretary and Treasurer.
14. A committee should be organized in every city/state where a sufficient number of family members reside. Committees should conduct a minimum of four quarterly per year to keep everyone informed of family information.
15. The National Coordinator will visit the state which is hosting the current year family reunion if requested by that committee's chairperson, at that committee's expense.
16. If any committee requests the National Coordinator's presence, the expense must be paid by the state committee that requests the visit

Reunion Correspondence

17. When sending out any letters pertaining to the family reunion, each Committee Chairperson (or committee officer) should open (or close) their correspondence with an introduction of his/herself to inform family members of his/her RPA family lineage.
18. All national correspondence pertaining to the family reunion should be reviewed by the National Coordinator.
19. When sending out the final family reunion letters to different states, the hosting city/state committee must send out a reunion registration form. (Copy enclosed) The annual reunion letter and registration packet should be complete and ready for publication (via internet and U.S. mail) by no later than February 20th every year.

Reunion Finances

20. Local committees should have fundraisers or collect dues for start-up funds. This money can be used for stamps, envelopes, deposits, etc.
21. The hosting committee shall prepare and submit a projected budget for the upcoming reunion to the National Coordinator by January 31 of the current year.
22. Hosting committees should request that all family reunion donations be received by no later than May 31. A complete record of donations and participants should be recorded and submitted to the National Coordinator by the time of the reunion.
22. The local Treasurer shall deposit all monies received into a local bank account. Each committee should have an **RPA Family Reunion Committee** bank account.

23. The local treasurer should maintain accurate records of all family reunion funds, to include deposit slips, receipts, bank statements, etc.
24. A final budget report should be submitted to the National Coordinator by no later than 90 calendar days from the end of the reunion. This report should include all income and expenses pertaining to the reunion and all account balances to date (including local funds.)

Remember, it is very important that all accounting procedures are followed and deadlines are kept.

Suggestion for National Funding:

Each city/state committee will submit a \$100 membership fee to the National Treasurer each year. This fee will cover expenses pertaining to the RPA Family Reunion as a whole. It will cover miscellaneous expenses as determined by the Board of Directors and those outlined below. This fee will not cover any National Coordinator or Board of Director expenses.

Website Maintenance

Mass Mailing (as needed)

Expressions of Sympathy

Reunion Overflow Expenses (will be repaid by host committee)