



**Sample Constitution and By-Laws  
for a Rutgers University Chartered Alumni Organization**

*This document may be used as a starting point for Rutgers University alumni organizations that do not already have a constitution, or are embarking on a major revision. This version incorporates both Constitution and By-Laws functions.*

**ARTICLE I – Organization**

**Section 1. – Name**

The name of this Organization shall be the Rutgers Organization/Network/Society of

\_\_\_\_\_ [insert geographic regional covered] [or other name as the Organization has defined] (the “Organization”).

**Section 2. – Purpose and Mission**

The Organization provides alumni and friends of Rutgers University interested in/within\_\_\_\_\_ [insert specified interest area or geographic region] the opportunity to connect and interact with each other, and to promote Rutgers University through outreach to alumni and friends of Rutgers University by hosting events, programs, and activities.

*Comment: It is a good idea to name the interest/region served in both the name and mission; avoids confusion and overlap with other current and future Organizations.*

**Section 3. – Target Audience/Constituency**

All graduates of Rutgers University interested/residing in \_\_\_\_\_ [insert interest/geographic region] are invited to get involved with Organization. Volunteers who at any given date have attended two or more official Organization events or meetings in the prior 12 month period are considered active (“Active Constituents”).

**Section 4. – Mailing Address and Permanent Contact Information**

The mailing address and permanent contact information for the Organization is set forth below:

Address:

[Phone Number:]

Email Address:

## **ARTICLE II – Officers**

### Section 1. – Definition

The Officers of the Organization include the President, Vice-President, Treasurer and Secretary [add any other Officers defined by the Organization] (each an “Officer”). The Organization will maintain at least four Officers in order to maintain active status with the RUAA.

### Section 2. – Term of Office

A normal term for each office shall be two years. Officers may be re-elected, but successive terms of office shall be limited to two. An Officer may run for a third successive term only if an emergency exists. An emergency exists if two-thirds of the votes of all Active Constituents in attendance during a special referendum held for this purpose are affirmative. Officers may serve successive terms in advancing positions without limit.

*Comment: Term limits, although not required, are a best practice among successful Organizations engaging their most active alumni volunteers.*

### Section 3. – Duties of Officers

President. The President represents Rutgers University on behalf of the Organization and serves as the primary contact for those engaged. The President is responsible for coordinating and presiding over all annual, general, and special meetings of the Organization. The President acts as the Organization’s liaison to the Rutgers University Alumni Association (the “RUAA”) and will maintain regular contact with the Organization’s RUAA staff partner. The President has the power to appoint committee chairs. The President is the sole voting member of the RUAA Alumni Leaders Council on behalf of the Organization unless another Officer is designated. As a model ambassador to the university, the President will sign, abide by, and encourage use of the RUAA Code of Conduct. [Add to or modify responsibilities as desired]

Vice President. The Vice President assists the President in all aspects of that the Presidency and stands in for the President as required, including presiding over Organization meetings in the President’s absence. The Vice President will coordinate special projects as needed. [Add to or modify responsibilities as desired]

Treasurer. The Treasurer is responsible for maintaining Organization finances (including keeping accurate records of all financial transactions) and bank account[s]. The Treasurer has the sole power to accept payments and make disbursements on behalf of the Organization. The Treasurer prepares the Organization’s annual financial report and any other financial documentation required or requested by the RUAA. [Add to or modify responsibilities as desired]

Secretary. The Secretary is responsible for recording minutes at all Organization meetings and maintaining the Organization’s non-financial records,

including coordinating and submitting an annual activity summary to the RUAA. The Secretary is responsible for providing Constituents with notifications of meetings, preparing agendas for meetings, and for Organization publicity. [Add to or modify responsibilities as desired]

Other Officer. [Add additional Officer titles and descriptions as desired]

*Comments: a. The Organization should define its own Officers, and their duties and qualifications to meet the needs of the Organization's goals, activities, level of participation, etc.*

*b. In support of efforts to build a culture of philanthropy within the RUAA, it is encouraged that all Officers give a donation of any size to the university at least once per fiscal year. More information and donation options can be found at [support.rutgers.edu](http://support.rutgers.edu).*

#### Section 4. – Qualifications of Officers

President. The President must be an active constituent with the skills and desires to perform the duties defined in Section 3.

Vice President. The Vice President must be an active constituent with the skills and desires to perform the duties defined in Section 3.

Treasurer. The Treasurer must be an active constituent with the skills and desires to perform the duties defined in Section 3.

Secretary. The Secretary must be an active constituent with the skills and desires to perform the duties defined in Section 3.

*Comment: Other roles may be important to your Organization, based on your mission and focus, such as having chairs for the following areas: programming, communications, philanthropy, etc.*

#### Section 5. – Ex-Officio Leaders

The Immediate Past President. Solely at the request of the current Officers, the Immediate Past President will provide general assistance to the current Officers, particularly the President. The Immediate Past President may be needed to assist in the transition of new Officers into their elected positions, in addition to providing institutional memory to the Organization.

*Comment: Other Ex-Officio Leaders may be designated per the exact needs of the Organization. (Example: An Organization may wish to grant members of the RUAA Board of Directors with ex officio status.)*

## Section 6. – Elections and Vacancies

Elections for Officers will occur at the annual meeting of the Organization (except as provided below), and will be determined by a simple majority of Active Constituents in attendance.

If the position of President becomes vacant, the Vice President shall immediately assume all duties of the President for the remainder of the term and may call for a special meeting to elect a new Vice President prior to the next scheduled Organization meeting. If the Vice President does not call for such a special election, a new Vice President will be elected at the Organization's first scheduled meeting following the creation of the vacancy. Any other vacancies shall be filled at the first scheduled meeting of the Organization following the creation of any vacancy.

## ARTICLE III – Committees

### Section 1. – Types of Committees

Standing Committees - The Organization shall maintain standing committees ("Standing Committees") that help promote the purpose and mission of the Organization, with a committee chairperson (a "Committee Chair") appointed by the President. The Standing Committees of the Organization shall be:

1. [insert as desired]
2. [insert as desired]

*Comment: This is a placeholder for a list of Standing Committees (normally defined in a constitution). There can be as many or as few as desired. Ad-hoc committees are not usually specified in the constitution — they can be defined in minutes or resolutions instead. **It is important to note that committees on events, communication, and finance are most typical in healthy alumni Organizations.***

Ad Hoc Committees - When needed, the Officers may create ad hoc committees to deal with a specific need, with a Committee Chair appointed by the President.

### Section 2. Committee Chairs

Duties – A Committee Chair provides leadership and helps the committee meet its objectives. A Committee Chair coordinates the activities of the committee and assists the President in staffing it. The Committee Chair also coordinates with the Treasurer on event budgets and fees.

Qualifications – A Committee Chair must be an Active Constituent in the Organization with the skills and desire to perform the task as defined herein with respect to Standing Committees or by the Officers with respect to Ad Hoc Committees.

## **ARTICLE IV – Operations**

### **Section 1. – Fiscal Year**

The Fiscal Year of the Organization shall be defined as [Start date] to [End Date] [July 1 to June 30 is recommended to be consistent with the RUAA].

### **Section 2. – Meetings**

Annual meetings shall be held once a year at a time and place as determined by the President. The purpose of the annual meeting will be for the Constituents to elect Organization Officers, for the Treasurer to present the Constituents with an overview of the Organization's finances, and to conduct any other Organization business, including normal Organization business. The Secretary shall use reasonable endeavors to provide Constituents with one month of prior notice of the Organization's annual meeting. The required quorum exists to conduct business at an annual meeting when two-thirds of the Officers are present.

General meetings shall occur at a time and place as determined by the President. The Secretary shall use reasonable endeavors to provide Constituents with one week of prior notice of any general meeting. A general meeting shall conduct normal Organization business, except as provided herein. The required quorum exists to conduct business at a general meeting when a majority (50 percent plus one) of the Officers are present.

Special meetings may be called by the President at any time and for any reason, and may be solely for Officers, or for all Constituents (general attendance). Special meetings are called for a single, specific purpose (i.e. a single-item agenda). The Secretary shall use reasonable endeavors to provide Constituents prior notice of any special meeting. The required quorum exists to conduct business at a special meeting when a majority (50 percent plus one) of the Officers are present.

### **Section 3. – Events and Programming**

The Organization will hold at least one event or program every year, the purpose of which is to engage Constituents outside of organizational meetings in a manner that is social/educational/entertaining/family-oriented/etc. The Secretary and/or event leader will use reasonable endeavors to provide both the RUAA staff liaison and Constituents with at least one month of prior notice of any event, and request additional support from the RUAA as needed.

### **Section 4. – Finances**

The Organization does not charge membership dues to engage alumni, but may charge a fee for participation in any Organization meetings, events, activities; in connection with any publications; and/or as otherwise determined at the discretion of the Officers.

*Comment: The fiscal health of your alumni Organization is most effectively maintained through the utilization of resources available through the Organization's RUAA staff liaison, budget planning with Officers, and self-sustaining programming that includes a balance of revenue-neutral events and revenue-generating events.*

In order to be eligible to receive revenue from the RUAA, the Organization will maintain a bank account, access to which will be given to the Organization's Treasurer and President at the beginning of their terms.

#### **ARTICLE V – Amendments**

This document may be amended at an annual meeting or a special meeting where a quorum consisting of two-thirds of the Officers are present. The affirmative vote of two-thirds of the Organization's Active Constituents present at any such meeting is required to amend this document.