



# Rutgers Club of New York City

## CONSTITUTION

*The Rutgers Club of New York City seeks to ennoble the interests of Rutgers alumni, strengthening their university connection by fostering feelings of community and pride, and enabling them to network and build enduring post-graduate relationships that enrich their lives.*

### ARTICLE I. NAME

The name of this organization shall be the Rutgers Club of New York City. This Constitution was adopted and approved by the Executive Board of the Rutgers Club of New York City on July 27, 2010.

### ARTICLE II. PURPOSE

The Club provides alumni within the five (5) boroughs of New York City and the surrounding metropolitan area with the opportunity to connect and interact with each other in a variety of different ways. The Club promotes Rutgers University through outreach to alumni and friends of the University by hosting events, programs and activities.

### ARTICLE III. PARTICIPATION

#### *Section 1. Definition*

All Rutgers alumni within the geographic region mentioned above are considered participants in the Rutgers Club. Active participation is defined as a member of the board in good standing. Good standing shall involve: (i) attending seventy-five percent (75%) of the club's regular board meetings per calendar year, (ii) Host or Co-Host at least one (1) club sponsored event per calendar year, and (iii) meeting or exceeding the standards as set forth by the Club President to conduct activities with respect to their personal support of all Rutgers Club of New York City events and initiatives. The maximum number of active participants shall be twenty (20).

#### *Section 2. Dues*

The Club shall not charge dues and will accept all Rutgers graduates within their geographic community as participants.

### ARTICLE IV. OFFICERS

#### *Section 1. Definition*

The officers of the Club include the President, Vice-President, Board Legal Counsel, Secretary, Treasurer and Communications Director. The initial slate of officers will be appointed by the President and will stand for election with the President in December 2011. All officers must be active within the Club and are elected each year at the Rutgers Club of New York City's annual meeting by a majority vote of active participants. All officers are not required to Host or Co-Host a club sponsored event per calendar year due to their service and participation on the board. All officers have terms of one (1) year.

#### *Section 2. Term Limitations*

Each officer's term will last for one (1) year. Officers may be re-elected, but successive terms of office shall be limited to two (2). Upon completion of two (2) successive terms - with the exception of the president, who must wait five (5) years - an individual may remain an officer, but not in that same capacity.

### **Section 3. Duties**

**President.** Represent Rutgers University on behalf of the Regional Club to the local area and serve as the primary contact for alumni with the Regional Club area. Coordinate all general meetings of the Regional Club. Maintain the Club's official relationship with Rutgers University Alumni Relations. Appoint committee chairs. Develops and maintains the Club's succession plan. Responsible for following the guidelines and best practices as documented in the Clubs Manual.

**Vice President.** Work closely with President in order to understand the workings of the Regional Club. Coordinate events and other specific initiatives of the Club. Assist the President in the development and maintenance of succession plan.

**Board Legal Counsel.** Work closely with the President in order to understand the workings of the Regional Club. Coordinate events and other specific initiatives of the Club. Assist the President and members of the Board as needed on any legal matters that affect the Rutgers Club of New York City. Assist in selecting a successor.

**Secretary.** Work closely with the President in order to understand the workings of the Regional Club. Coordinate events and other specific initiatives of the Club. Assist the President with administrative duties. Record minutes of each meeting and share with all active participants. Manage files and keep administrative records.

**Treasurer.** Work closely with the President in order to understand the workings of the Regional Club. Maintains Club bank account. Accept payments and make all disbursements for Club business. Keep accurate records of all financial transactions. Prepare monthly financial report. Assist in selecting a successor.

**Communications Director.** Work closely with the President in order to understand the workings of the Regional Club. Coordinate the communication of events and other specific initiatives of the Club. Responsible for the management of the Club's presence on the internet, all external links to social media websites (Facebook, LinkedIn, Twitter, etc.) and press releases, as appropriate.

### **Section 4. Qualifications**

**President.** Graduate of Rutgers University with enthusiasm, dedication and leadership needed to lead a Regional Club. Effective volunteer management and delegation skills. Possess the ability to recruit new volunteers and retain current volunteers. Ability to delegate and include others within decision making process. Ability to work with members of the Rutgers University and other alumni and alumni leaders. Ability to comprehend the importance of Club guidelines and goals as documented in the Clubs Manual.

**Vice President.** Graduate of Rutgers University with enthusiasm, dedication and leadership needed to help lead a Regional Club. Possess the ability to help recruit new volunteers. Ability to work within a committee structure and assist the Club President.

**Board Legal Counsel.** Graduate of Rutgers University with enthusiasm, dedication and leadership needed to help lead a Regional Club. Posses the ability to help recruit new volunteers. Ability to assist the President and members of the Board with any legal matters. This individual should be an experienced practicing New York licensed attorney and an active member of at least one of the New York Bar Associations. Ability to work within a committee structure and assist the Club President.

**Secretary.** Graduate of Rutgers University with enthusiasm, dedication and leadership needed to help lead a Regional Club. Possess the ability to help and recruit new volunteers. Ability to record minutes of meetings and assist with administration of club business. Ability to work within a committee structure and assist the Club President.

**Treasurer.** Graduate of Rutgers University with enthusiasm, dedication and leadership needed to help lead a Regional Club. Possess the ability to help recruit new volunteers. CPA designation is desirable. Ability to perform perfunctory accounting/bookkeeping. Ability to work within a committee structure and assist the Club President.

Communications Director. Graduate of Rutgers University with enthusiasm, dedication and leadership to help lead a Regional Club. Posses the ability to help recruit new volunteers. Knowledge and ability to develop and manage communication of clubs initiatives and events while taking advantage of all available media. Manages the image of the Rutgers Club of New York City in an appropriate and prestigious manner.

## **ARTICLE V. COMMITTEES**

### ***Section 1. Committee Chair Duties***

Committee Chairs will coordinate the development, planning and execution of an event, activity or program. Work with the Club officers to establish specific guidelines for the event designed. Work closely with the Vice President and the Club Treasurer in developing pricing for special events. Assist in selecting a successor.

### ***Section 2. Committee Chair Qualifications***

Committee Chairs must be a graduate of Rutgers University with enthusiasm, dedication and leadership needed to help lead a Regional Club. Possess the ability to help recruit volunteers. Have effective volunteer management and delegation skills. Have experience in the committee or area being chaired is preferred.

### ***Section 3. Committees***

The Club may maintain standing committees that help promote the purpose and mission of the Club. The Club President is responsible for appointing committee chairs to any committee.

### ***Section 4. Ad Hoc Committees***

When needed, the Club officers may create ad hoc committees to deal with a specific need. The President will be responsible for appointing the ad hoc committee chair.

## **ARTICLE VI. EX-OFFICIO LEADERS**

### ***Section 1. The Immediate Past President***

The Immediate Past President will provide general assistance to the Club Officers, particularly the President. Assist in any transition required based on succession plan. Provide a historic connection to the Club. Coordinate special projects as needed.

### ***Section 2. Rutgers University Alumni Association (RUAA) Leaders***

All Board members of the RUAA will have ex-officio status regardless of their geographical area of residence.

## **ARTICLE VII. ELECTIONS & VACANCIES**

### ***Section 1. Elections***

Elections for officers will occur at the annual meeting of the Club which will be held in December of each year, the first of which will take place in December 2011.

### ***Section 2. Vacancies***

If the position of President becomes vacant, the vice president shall assume all duties of the President for the remainder of the term.

All other vacancies may be filled at the next scheduled general meeting of the Club.

## **ARTICLE VIII. AMENDMENTS**

This constitution may be amended by a two-thirds (2/3) vote of the Club's active participants.