Article I: Organization Name and Office

1. The official name of this organization is: **Rutgers University-Camden Alumni Association;** hereinafter referred to as RUCAA for the purposes of this document. The mailing address of the organization shall be the Rutgers University-Camden Alumni House: 312 Cooper Street, Camden, NJ 08102.

Article II: Mission and Vision

1. **Mission Statement:**
   - The mission of RUCAA is to foster lifelong connections among alumni, support current students, and promote the traditions, values, and interests of Rutgers University—Camden. RUCAA also supports and collaborates with constituent alumni associations, including the Rutgers School of Business—Camden Alumni Association and the Rutgers School of Nursing—Camden Alumni Association to strengthen alumni engagement and advance a collaborative alumni community.

2. Vision Statement:

- To provide opportunities for alumni to network and engage with each other and the university community.
- To support initiatives that enhance the educational experience and
- career opportunities for current students.
- To promote the accomplishments and contributions of alumni to the
- broader community.
- To promote engagement and support within the Camden City
- community, through service to the community as noted in
- the Rutgers University charter group guidelines.
- To encourage engagement with the undergraduate community and
- support for our RUCAA academic scholarship program.

Article III: Membership
1. Eligibility: Membership is open to all individuals who have graduated from Rutgers University—Camden, and any graduate from any school within Rutgers University is also welcome to become a member of RUCAA.
◦ Honorary membership may, at times, be conferred upon individuals in recognition of their exceptional service or achievements, as determined by the executive board. Honorary members shall have the privileges of active members except the right to vote or hold anything other than honorary office. An honorary member, faculty liaison, or student who holds a committee membership shall have voting privileges only within that committee.
◦ Chairs, and ex-officio members. shall be elected to two-year terms. An individual may not serve one office for more than two consecutive terms.
◦ The voting members of the Executive Board shall be: President, First Vice President, Second Vice President, Secretary, and Treasurer. The first and second Vice Presidents shall be elected in opposite election cycles to ensure smooth transition of officers.
◦ The Director of Alumni Engagement or their designees, shall be ex-officio members, without vote, of the Executive Board.
. The following constituent alumni associations will be members of RUCAA and their leadership will hold voting rights as At-Large members of RUCAA's Executive Board.
. Rutgers School of Business—Camden Alumni Association
. Rutgers School of Nursing—Camden Alumni Association

2. Membership Dues: Membership in RUCAA is free. There are no dues or fee requirements.

Article IV: Governance Structure

1. **Executive Board**

a. Section I: The Officers of the Executive Board shall be President, First Vice President, Second Vice President, Secretary, Treasurer, and includes members at large.
i. Powers and Duties: The Executive Board shall have the authority to

manage the affairs of RUCAA, establish policies, approve budgets, and oversee committees.

ii. Terms of Office: Officers shall be elected to two-year terms. An individual may not serve one office for more than two consecutive terms.

iii. An executive board member may resign by written notice to the RUCAA Executive Board. The resignation shall be effective upon receipt or on the date specified in the resignation letter.

Section II: Duties Of Officers

i. The President shall be the chief executive officer of RUCAA and its general membership, and shall have the authority to carry out all duties necessitated by that office. In concert with the other members of the Executive Board, the President shall define, and may amend from time to time, the duties of the other officers of RUCAA.

ii. The First Vice President shall assist the President and discharge such duties as may be assigned as needed.

iii. The Second Vice President shall oversee the standing committee of Events and Engagement with its chair. The Second VP will discharge the duties of the secretary when absent.

iv. The Secretary shall maintain all attendance records and meeting minutes of RUCAA. Meeting minutes shall be provided for distribution electronically after each meeting. A request for agenda items will be solicited prior to meetings and must be received seven days prior to the board meeting. The agenda should be created by the elected executive board and prepared and distributed by the secretary. The Secretary shall also carry out other duties as assigned.

v. The Treasurer shall work with the chair the finance committee and in conjunction with that committee, shall have charge of all funds of RUCAA and shall maintain a record of all receipts and expenditures. The treasurer shall file annual tax documents as required to New Jersey and the IRS. The President and Treasurer shall have co-signatory duties for payment. Checks issued by the organization shall be signed by two signatories. RUCAA shall have three designated signatories, who shall be the President, the Treasurer, and the First Vice President. A signature by the First Vice President is to be used only in a circumstance in which either the President, or Treasurer is unavailable to sign.

1. A financial report of expenditures and revenue shall be provided at each meeting. The treasurer and the finance committee will audit

the finances of the organization annually. In addition, the Treasurer shall carry out such other duties as assigned.

2. **Members At-Large**

a. a. A board member at-large is a full Executive Board member who does not hold a defined position within the Executive Board and has voting privileges and serves without specific responsibilities.

i. Members at-large may be appointed by the executive board

ii. A member at-large must remain active in meetings of the general alumni group, and executive board meetings.

iii. A member at-large may resign by written notice to the RUCAA Executive Board. The resignation shall be effective upon receipt or on the date specified in the resignation letter.

Article V: Board of Trustees

Section 1. Administration

A. The administration of this Association shall be vested in a Board of Trustees consisting of an initial board of five members, followed by the appointment of two additional members the following year, for a total of seven Trustees.

Section 2. Selection of Board of Trustees Members

A. The members of the Board of Trustees shall be selected **by the President** of the Executive Board upon nomination. Members of the Rutgers University—Camden Alumni Association may nominate themselves or others according to the Conditions of Membership set forth in Section 3 below. Nominations will be forwarded to the RUCAA president, who will present the nominations to the executive board for confirmation.

B. The term of each Board member shall be three years commencing on July 1 of the election year.

C. A Chairperson shall be elected by the members of the Board of Trustees to serve on the Board during his or her term of service.

D. A member of the Board of Trustees may serve a maximum of two consecutive three-year terms.

E. The RUCAA president shall nominate candidate(s) to the Executive Board which shall fill any vacancy of a member of the Board of Trustees for the term of that member in the event that such member is unable to complete his or her complete term of service or resigns.

Section 3. Conditions of Membership

A. Prospective members of the Board of Trustee shall have the following qualifications:

  a. They shall have graduated from or attended Rutgers University (any campus).

  b. They shall have demonstrated active engagement in the activities of Rutgers University—Camden Alumni Association.

    i. Active engagement is defined as:

      1. having attended at least two Rutgers University—Camden Alumni Association events or meetings within the past calendar year or

      2. having been a member of any chartered Rutgers alumni club or association.

  c. They shall have proven previous experience.

    i. Proven previous experience is defined as having volunteer experience or having served on an Executive Board, Board of Directors, or Board of Trustees for any other organization.

B. Resignation

  a. Any Board of Trustees member who misses three successive meetings of the Board of Trustees will be deemed to have resigned.

  b. A member of the Board of Trustees may resign from the Board by written notification to the President of the Executive Board at any time for any reason.

  c. The Executive Board of Rutgers University—Camden Alumni Association reserves the right to remove any member of the Board of Trustees at any time should circumstances so warrant.

i. Circumstances warranting removal of a member of the Board of Trustees include but are not limited to member incapacity, inability of the member to carry out the duties of the position, or any other reason deemed necessary.

Section 4. Duties and Responsibilities

A. The Board of Trustees shall meet at least two times each year but may schedule additional meetings should circumstances warrant.

B. The Board of Trustees shall exercise fiduciary, policy, and legal responsibility for the Alumni Association and shall serve as advocates for the Alumni with the University leadership.

C. A majority of the membership of the Board of Trustees shall constitute a quorum for any meeting thereof.

D. A Board of Trustees member shall present an annual report (either verbal or written) of the Board of Trustees' activities at the spring reorganization meeting.

Article VI: Committees

1. The RUCAA Executive Board may appoint one or more other committees of standing or ad hoc nature, each of which shall have at least one or more members. Committees may be composed of Rutgers graduates who are not Members At-Large, at the discretion of the Executive Board. To the extent authorized by the Board, each committee shall have and may exercise all the authority of the Board, except that no committee shall:

a. Make, alter or repeal any bylaw of RUCAA

b. Elect or appoint any Member At-Large, or remove any officer or Member At-Large

c. Amend or repeal any resolution previously adopted by the Board

Section 1: Standing Committees

1. **Executive**: Officer positions as noted above.

2. **Nominating Committee**: The nominating committee shall consist of three members, each with a term of office as indicated below. The members of the committee shall be selected from among the membership, as follows:

a. Two At-Large Members (one designated as chair)
b. One general member

The chair of the Nominating Committee shall be appointed by the President from among the members of the Nominating Committee for a term of one year. It shall be the duty of the Nominating Committee to qualify and nominate candidates. Officers are elected to two-year terms. Each officer may be elected to positions for up to two consecutive terms.

The Finance Committee:

As a 501c-3 we are held to a higher standard of transparency and internal controls. Our organization receives donations each year from members of the alumni group. We have a fiduciary responsibility to our members/donors, and to the very future of our organization. Transparency regarding the status of our funds and investments are ethically and legally necessary.

Budget: The Treasurer, in coordination with the finance committee, shall prepare an annual budget for approval by the Board. It shall reflect anticipated revenues and expenditures. The budget shall guide financial operations and be reviewed periodically by the Board.

It shall be overseen by the Treasurer and chaired by a general member, and the committee shall consist of two additional alumni members who are not on the executive board.

The Finance Committee shall establish and approve sound financial policies.

It shall oversee and approve records of revenue and expenditure and support the Treasurer in filing annual tax documents as required to New Jersey and the IRS.

The Finance committee shall prepare, review, and approve the annual budget and be responsible for its maintenance. The approved annual budget shall be ready and available for presentation for the annual spring organizational and at Board meetings to insure organizational financial transparency.

Shall review and advise regarding budget requests for all standing committees for the fiscal year prior to the June annual meeting.

1. **Fiscal Year:** The fiscal year of the Association shall begin on July 1st and shall end on June 30th of the current year.
2. **Financial Controls:** The Treasurer shall ensure accurate financial records are maintained and presented to the Board for review prior to any board of trustee meeting. An annual financial review or audit may be conducted as determined by the Board.
3. **Financial Controls:** The Treasurer shall ensure accurate financial records are maintained and presented to the Board for review prior to any board of trustee meeting. An annual financial review or audit may be conducted as determined by the Board. Checks issued by the organization shall be signed by two signatories. RUCAA shall have three designated signatories, who shall be the President, the Treasurer, and the First Vice President. A signature by the First Vice President is to be used only in a circumstance in which either the President or Treasurer is unavailable to sign. Note: All requests for reimbursements MUST be accompanied by an invoice.

Events Chair: Appointed by the President

The Event/Program Committee shall be responsible for the planning of **regular** and **special** programs of RUCAA for the fiscal year.

The committee shall focus on promoting, evaluating and planning new and standing annual events, and dynamic new programs that connect recent graduates and students to the alumni association. This committee works in concert with the Membership and Engagement Committee.

Membership and Engagement:

Co-Chairs: Secretary and Second Vice President

The co-chairs shall prioritize registration, attendance records, and create name tags for all events and meetings. The secretary, in coordination with the second vice president, will be responsible to manage and create mass communication email and social media in coordination with the events chair.

Bylaws Committee:

The bylaws committee shall ensure that the governance of RUCAA aligns with the mission and vision of the RUAA, as presented in the bylaws.

- The committee shall regularly review the existing bylaws to ensure they are up-to-date and reflect the current needs and goals of RUCAA.
- A periodic review of the bylaws by the committee shall take place no less than every two years on even years.
- The committee shall draft all proposed amendments to the bylaws for approval in a two-thirds vote by the board.

Elections:

1. The above noted **Nominating Committee** consists of three members, with the chair appointed by the President
2. Nominations for Officers positions may be made by filing an online nomination form. All questions on the form must be answered to be eligible. Eligibility requirements include attending at least two meetings or two events in the past 12 months.

a. Call for nominations shall be solicited to the general alumni population by February 1st, nominations are due by April 1st, elections to take place by early May and results to be announced at the May board meeting.

b. The call for nominations will be generated by the committee chair.

3. **Election Process:**

a. Elections are held online using RUAA registration software. Valid votes require identification of the name, school, class year and email address of the voting graduate. Votes made without this information are invalid and not counted.

b. Where there are more than two individuals competing for a position with more than one vacancy, the nominees with the highest number of votes shall be elected to the positions.
c. Election ballots will be reviewed by the nomination committee. The chair of the nominating committee will announce who has been elected.
d. Elected officials are installed at the end of the May meeting and are fully vested as of July 1st. The month of June will be a transition period during which new officers will receive an orientation of their role from outgoing officers.
e. Any Executive Board position not filled at the election meeting may be nominated, and filled by affirmative vote of a majority of the remaining at-large members and serve until the end of the term.

Article V: Meetings

1. **Meetings:** Business meetings shall be held quarterly for reporting on the organization's activity, financial statements and budget, and conducting other business as necessary. A business meeting can be held virtually, or in-person. A business meeting could take place before a social event but not during one.
2. **Annual Meeting:** An annual business meeting shall be held in-person with hybrid option in the month of May for the purpose of installing officers (biannually), receiving annual financial reports, and conducting other business as necessary.
3. **Special Meetings:** Special meetings may be called by the President, the Members at Large; or upon written request of at least three (3) Executive board members.

Notice: Notice of special meetings shall be provided to members electronically at least two (2) weeks prior to the meeting date (unless such meeting is of urgent or time sensitive nature).

4. **New Business:** New business will follow a "consent agenda", meaning a request for agenda items will be solicited prior to meetings and must be received no less than seven days prior to the board meeting.

5. **Parliamentary Authority:** The rules contained in Robert's Rules of Order, current Revised Edition, will govern this organization in all cases in which they are applicable, and in which they are not inconsistent with the bylaws or the special rules of order of this association.

6. **Dissolution of the Association**: In the event of the dissolution of the organization or termination of its existence for any reason, a decision will be made at the dissolution meeting to determine where money or assets shall be placed.