

**BYLAWS (REVISED 06/17/21)**  
**OF**  
**THE COLLEGE OF NEW JERSEY ALUMNI ASSOCIATION**

The College of New Jersey  
PO Box 7718  
Ewing, NJ 08628-0718

**ARTICLE I - ORGANIZATION**

The name of this organization shall be The College of New Jersey Alumni Association.

**ARTICLE II - PURPOSE**

The purpose of this association is to advance and support the College's mission.

**ARTICLE III - MEMBERSHIP**

*Section 1.* Any person who attended or graduated from the New Jersey State Normal School, New Jersey Normal School in Trenton, New Jersey State Teachers College and State Normal School at Trenton, New Jersey State Teachers College at Trenton, Trenton State College, and/or The College of New Jersey (College) shall be a member of the Alumni Association.

*Section 2.* All members of the Board of Trustees, faculty, staff, retired faculty and staff shall all be ex-officio non-voting members of the Alumni Association.

*Section 3.* The Alumni Association shall maintain a staff liaison through the Division of College Advancement. The liaison shall be a non-voting ex-officio member of the Alumni Association.

**ARTICLE IV – ALUMNI BOARD OF DIRECTORS (A.K.A. – FULL BOARD)**

*Section 1.* This association shall be governed by the Alumni Board of Directors which consists of up to thirty-four elected voting members and one voting immediate past president. Representatives to the Board of Directors include the following ex-officio non-voting members: a representative from each authorized Alumni Chapter, or designee, and Director of Alumni Engagement or designee.

*Section 2.*

Members of the Board of Directors shall be elected to serve a four-year term. Members may be eligible to serve a second consecutive two-year term upon re-election. Once a member leaves the Board, they may be eligible to be reapply to the Board four-years after their departure.

*Section 3.* In the event of a vacancy on the Board of Directors, the Nominating Committee, as constituted by these bylaws, shall recommend an individual for appointment to the Board of Directors to serve in the vacated role for the remainder of the fiscal year.

*Section 4.* Officers of the Board of Directors, which will make up the Executive Committee, shall be elected to a two-year term by a sixty percent vote of the currently active Board of Directors members. Voting shall take place electronically at the conclusion of the Annual June meeting. Voting will be finalized by July 1 at which time the Executive Committee shall begin their two-year term. Also at this time, open Board of Directors positions may be voted on. Any member of the Executive Committee is eligible for election to an additional one-year term so long as that individual is eligible to continue his or her service.

*Section 5.* The Executive Committee, as constituted by these bylaws, may, at its discretion, recommend for removal from the Board of Directors and/or Executive Committee any member who has failed to attend three consecutive Board of Directors meetings, or two committee meetings, or who has failed to participate in any events or programming sponsored by the Alumni Association in any given calendar year. Only the Board of Directors shall have the authority to terminate any member's tenure. Removal recommendations must be ratified at a Board of Directors meeting with at least sixty percent of the currently active Board of Directors members voting in the affirmative. If a Chapter Representative is removed, the Chapter shall immediately be notified and it shall nominate a new representative.

*Section 6.* Any member of the Board of Directors or Chapter Representative may request a leave of absence in cases of extenuating circumstances. The request must be made in writing to the president, who may grant such leave subject to the approval of the Executive Committee. Leaves may be granted to a maximum of one-year. However, the leave shall be considered part of the member's term. In the case of a Chapter Representative, the chapter shall appoint a temporary representative during this time.

*Section 7.* All members of the Board of Directors must serve on at least one committee, as constituted by these bylaws, in order to maintain their position. Chapter Representatives are encouraged to participate on a committee.

*Section 8.* Members of the Board of Directors shall disclose any financial interest in any business or organization who does business with or enters into contract with the College or the Alumni Association. Conflicts of interest may jeopardize any contract or business transaction with this Alumni Association should it be determined by the Executive Committee and the College. Any member of the Board of Directors who has a conflict of interest shall recuse his or herself from any discussion, vote or action pertaining to the said conflict. Further, if any member of the Board of Directors believes that he or she is unable to fairly and impartially consider any matter before the Alumni Association or a committee, he or she shall immediately disqualify himself or herself from taking part in the consideration or disposition of such matters, and shall promptly notify the other members of the Board of Directors or the committee, as the case may be, of such disqualification. Any member who violates any provision of this section shall immediately be terminated from the Board of Directors.

## **ARTICLE V - POWERS AND DUTIES OF OFFICERS**

*Section 1.* The Executive Committee of the Board of Directors shall be: President, Vice President of Programming, Vice President of Chapter Relations, Secretary, Treasurer, Parliamentarian, Immediate Past President, and President-Elect.

*Section 2.* The president shall preside at all Executive Committee and Board of Directors meetings; decide on all questions of order; offer for consideration all motions regularly made; represent the Board of Directors and Alumni Association at events including, but not limited to, convocation, reunions, and commencement; appoint members to all committees, unless otherwise provided by the bylaws; and perform such other duties as are necessary and required by the office. The president shall serve ex-officio on all committees with all powers of a regular member, including voting rights. At the end of their first year in office, the President must choose whether to run for a third-year or not. This will allow the election for their third year in office to commence. If the President chooses not to seek a third year in office, an election to fulfill the office of the President-Elect shall be held.

Section 2a. The President-Elect shall serve in this role for one year upon election by the board. The President-Elect will work with the current President during this time to adequately transition to the role of President upon the end of the calendar year if in the Fall semester or June 30<sup>th</sup> if during the Spring semester. The President-Elect will work with the current President on all stated responsibilities in Article V Section 2.

*Section 3a.* Should the President not be able to execute all or part of his or her duties, the President-Elect shall assume that role. The President and/or President-Elect shall serve as chair of the Alumni Awards Committee and have oversight of all committees associated with the Association.- Should there be no President-Elect in office, and the President is unable to execute all or part their duties, the Vice President of Programming shall assume the role of President. The Vice President of Programming shall serve until the President resumes their duties or until the next election.

*Section 3b.* The Vice President of Chapter Relations shall have oversight of all Chapters associated with the Association. This will include monitoring all existing chapter activity and will also include oversight of all new chapters that apply for membership with the Association.

Section 3c. The Vice President of Programming is responsible for oversight of the programming of events with the Association. This includes all events sponsored by the Association and in conjunction with the Alumni Engagement Office.

*Section 4.* The secretary shall keep minutes of all meetings of the Alumni Association and submit minutes to the Alumni Engagement Office within five business days of the meeting. Upon review by the Alumni Engagement Office and the Alumni Association President, the Secretary will disseminate the minutes to the Board of Directors and Chapter Representatives. Minutes may also be viewed online. The secretary shall also draft or cause to be drafted any correspondence sent by the Alumni Association, Board of Directors or Executive Committee; answer or cause to be answered all correspondence received by the Board of Directors, its officers or the Alumni Association; keep an accurate account of attendance of all Board of Directors members and shall promptly notify the Executive Committee of any member of the Board of Directors who is in violation of Article IV, Section 5 or 7 of these bylaws.

*Section 5.* The treasurer shall be responsible for working with the Alumni Engagement Office to create and submit an operational budget. The treasurer shall review invoices for approval and payment. The treasurer shall serve as chair of the Finance Committee.

*Section 6.* The parliamentarian shall advise the president, the Board of Directors and the Alumni Association on rules of order for all meetings. He or she shall possess a thorough knowledge of the Alumni Association's bylaws and is responsible for keeping *Robert's Rules of Order, Newly Revised Edition* in ready reference. The parliamentarian shall serve as chair of the Bylaws Committee, as constituted by these bylaws.

*Section 7.* The immediate past president shall serve as counsel to the current president for a period of one year. Any individual serving in this capacity shall remain an officer of the Board of Directors regardless of his or her tenure status on the Board of Directors.

*Section 8.* Should any Executive Committee position become vacant prior to the Board of Directors Annual June Meeting, the office shall be filled by sixty percent vote of the currently active Board of Directors members on an acting basis for the remainder of the term. However, no Executive Committee member may hold more than one office at a time.

## **ARTICLE VI - MEETINGS**

*Section 1.* The Alumni Association shall hold at least four (4) meetings annually one of which shall be the Annual June Meeting where the slate of officers for the Executive Committee and the operating budget is proposed. See Article IV, Section 4 for voting procedures. The Board of Directors meeting schedule shall be made publicly available to all Alumni Association members.

*Section 2.* At any Alumni Association meeting, sixty percent of currently active Board of Directors members present shall constitute a quorum.

*Section 3.* Meetings of the Alumni Association may occur in person, electronically or telephonically.

*Section 4.* All actions shall be approved by a sixty percent vote of the currently active Board of Directors members. From time to time situations may occur that necessitate an action of the board to occur outside of a formal meeting. In those instances, Board of Directors members may vote via fax or email.

## **ARTICLE VII - COMMITTEES**

All committees contained herein shall be standing committees of the Board of Directors and the Alumni Association. Only members of the Board of Directors and Representatives to the Board of Directors shall be eligible to serve on any standing committee. The Executive Committee which shall be comprised solely of officers of the Board of Directors.

*Section 1. Executive Committee:* The president, president-elect, vice president of programming, vice president of chapter relations, secretary, treasurer, parliamentarian and immediate past president shall constitute the Executive Committee. Sixty percent of the currently active members of the Executive Committee shall constitute a quorum. When a quorum is present at any meeting, any question brought before the committee can be decided on.

The Executive Committee shall execute the policies of the Board of Directors and transact the business of the Alumni Association as authorized by the Board of Directors and these bylaws. The Executive Committee shall have no power to appoint members to the Board of Directors, or to alter or amend the bylaws of the Alumni Association. Nominations to the Executive Committee for expired Executive Committee positions should be submitted to the chair of the Nominating Committee by April 1. Individuals are welcome to self-nominate. Candidates will be voted on by the Board of Directors prior to July 1.

*Section 2. Nominating Committee:* The Nominating Committee shall be comprised of an Alumni Engagement Office designee, Executive Committee designee, and three members of the Board of Directors. The committee shall be chaired by an individual appointed by the president.

The chair of the Nominating Committee will gather nominations for open Executive Committee positions.

The Nominating Committee will oversee the selection process when openings occur on the Board of Directors. The selection process includes: gathering of nominations for open positions; submission of applications to the Nominating Committee; review of applications by the Nominating Committee; selection of recommended candidates to the Board of Directors; and voting by the Board of Directors. Terms for new Board of Directors members begin on September 1 and conclude at the Annual June Meeting of the said term.

*Section 3. Bylaws Committee:* The Bylaws Committee shall be comprised of the parliamentarian, who shall be chair of the committee, an Alumni Engagement Office designee, and at least three additional members of the Board of Directors appointed by the president.

The Bylaws Committee will review the current bylaws and submit recommendations and revisions to the Executive Committee.

*Section 4. Alumni Awards Committee:*

The Alumni Awards Committee shall be chaired by the President and/or President-Elect, and will include the Vice President of Programming, five additional members of the Board of Directors appointed by the President. In addition, the Alumni Awards Committee will also include 2 additional representatives from the TCNJ college community selected by the Executive Director/Director of Alumni Engagement and approved by the President of the Alumni Association. The two additional representatives must be TCNJ staff, faculty, or administration who are TSC/TCNJ alumni or a graduating Senior.

This committee will collect and review nominations for all Alumni Association awards and present recommendations to the Executive Committee for consideration and approval. The Association awards include the Alumni Citation, Alumni Humanitarian Award, Distinguished Service Award, and Young Alumni Awards. Nominations made by individuals for all of these awards will be valid for a period of 2 years. If not selected within a 2-year period, the nomination must be resubmitted for consideration. Current Alumni Board members are not eligible to be nominated or receive an alumni award while serving on the Board.

The committee will develop criteria and procedures for the establishment of any new Alumni Association awards.

*Section 5. Alumni Weekend Committee:* The Alumni Weekend Committee shall be comprised of at least four members of the Board of Directors appointed by the president. The committee shall be chaired by an individual appointed by the president.

The Alumni Weekend Committee shall plan, develop and execute activities that entice alumni to return to campus to participate in Alumni Weekend. The committee will focus on alumni outreach via class year reunions and the various affinity programs.

*Section 6. Events Committee:* The Events Committee shall be comprised of at least four members of the Board of Directors. The chair shall be appointed by the president.

The committee shall identify and establish programs that are of interest to alumni and that enable alumni of all ages to interact and reconnect with one another over a common event. The programming goal is to attract and engage alumni. The Events Committee will arrange a minimum of two (2) events per year. The planning of these events must abide by the event planning guidelines.

*Section 7. Alumni Chapters Committee:* The committee shall be comprised of at least three Board of Directors members. The committee shall be chaired by the vice president of chapter relations.

The Alumni Chapters Committee shall be responsible to develop, encourage, review and recommend for consideration by the Board of Directors the establishment and reauthorization of Alumni Chapters. The committee shall encourage and direct programming of alumni chapters of the Alumni Association to comply with Article VIII of these bylaws.

*Section 8. Communication Committee:* The committee shall be comprised of at least three Board of Directors members. The committee shall be chaired by an individual appointed by the president.

The committee shall work with the Alumni Engagement Office to communicate Alumni Association and chapter events and information to all alumni through the Alumni Newsletter, social media and other communication methods.

*Section 9. Graduates of the Last Decade (GOLD) Committee:* The committee shall be comprised of at least three Board of Directors members. The committee shall be chaired by an individual appointed by the president.

The committee shall be dedicated to engaging alumni who have graduated within the last ten years.

*Section 10. Other Committees:* The Board of Directors may, in its discretion, appoint such other ad hoc committees or task forces as may be necessary to advance the mission of the Alumni Association or the College.

## ARTICLE VIII – ALUMNI CHAPTERS

*Section 1.* A Chapter will be defined as a group of interested alumni who desire to be tied to the College and wish to directly affiliate through the Alumni Association. A Chapter can be made of alumni who shared a common experience at the College (i.e. same major, sports team, campus life organization). Chapters are expected to promote and demonstrate a commitment to advance and support the mission of the Alumni Association and the College.

*Section 2.* To become a Chapter of the Alumni Association, interested groups must complete the Chapter Application Form and submit the completed application to the Alumni Engagement Office.

*Section 3.* To maintain active status as a Chapter, Chapters must abide by the following regulations:

- a. Designate one Chapter Representative to serve as a liaison to the Alumni Engagement Office and the Alumni Association. The Chapter Representative will be responsible to:
  - a. Attend all Board of Directors meetings throughout the year.
  - b. Supply a statement of Chapter goals for the year.
  - c. Maintain a Chapter roster and submit the roster to the Alumni Engagement Office annually.
  - d. Communicate with the Alumni Engagement Office liaison during the first week of every month regarding Chapter updates and activities. The communication may take place via phone or in person.
- b. Hold at least one event annually.
- c. Be an active participant in Alumni Weekend.
- d. Abide by all procedures outlined in the “*Guidelines for Use of Chapter Funds*” document.

*Section 4.* Chapters are eligible for funding for alumni engagement events from the Alumni Association.

Chapters may request to carryover allocated funding to the next fiscal year. The Executive Committee will forward such requests to the Board of Directors for review. Carryover requests will be approved by a sixty percent vote of the currently active Board of Directors members.

Additionally, the Executive Committee reserves the right to recommend that additional funding be awarded to individual chapters. Additional funding shall be awarded by a sixty percent vote of the currently active Board of Directors members.

*Section 5.* Alumni Chapters shall not charge dues or any membership fee to its alumni members for the privilege of belonging to an Alumni Association approved Chapter.

*Section 6.* Chapter authorizations will be valid for a period of three years. In the third year of a Chapter authorization, the Chapter may request reauthorization for a subsequent three-year period. Upon petition for reauthorization, the Alumni Chapters Committee shall conduct an

assessment of the Chapter's activities and progress in relation to the Chapter's statement of goals for the current period, and for the upcoming three-year period.

#### **ARTICLE IX - ADMINISTRATION OF FINANCES**

*Section 1.* All Alumni Association funds shall be managed by The College of New Jersey Foundation, Inc.

#### **ARTICLE X - AUDIT**

The College of New Jersey will oversee all auditing procedures.

#### **ARTICLE XI - PROCEDURES**

All meetings of the Alumni Association shall be conducted according to *Robert's Rules of Order, Newly Revised Edition*. Any member may waive any notice requirement or other formality, insofar as it affects him or her, in a signed writing or in person at a meeting.

#### **ARTICLE XII - LIABILITY OF BOARD MEMBERS AND COMMITTEE MEMBERS**

Members of the Board of Directors and members of any committee designated by the Board of Directors shall discharge their duties in good faith and with that degree of diligence, care and skill which ordinarily prudent persons would exercise under similar circumstances in like positions.

In discharging their duties, members of the Board of Directors and members of any committee designated by the Board of Directors shall not be liable if, acting in good faith, they rely on the opinion of counsel for the Alumni Association or upon written reports setting forth financial data concerning the Alumni Association and prepared by an independent public accountant or certified public accountant or firm or accountants or upon financial statements, books of account or reports of the Alumni Association represented to them to be correct by the president, the officer having charge of the books of accounts, or the person presiding at a meeting of the Alumni Association.

#### **ARTICLE XIII - INSURANCE**

The Alumni Association shall, to the extent commercially reasonable, procure insurance to cover claims against any officer or member, his or her heirs, executors, or administrators.

#### **ARTICLE XIV - FISCAL YEAR**

The fiscal year for Alumni Association shall end on the last day of June each calendar year.



## ARTICLE XV - AMENDMENTS

Amendments to the Alumni Association's bylaws may only be initiated by the Board of Directors. Such amendments must be presented at a regular meeting of the Board of Directors and may be voted upon at the next regular meeting of the Board of Directors. Any proposed amendment is to be announced to all members of the Alumni Association within 10 days of the meeting at which it was presented and is to include notice that the proposal will be voted on at the next regular meeting. All amendments require sixty percent affirmative vote of the currently active Board of Directors members. Approved changes shall become effective upon approval. Amendments are to be announced to all members of the Alumni Association within 10 days of approval.

*Proposed December 11, 2007/December 16, 2008/September 13, 2010/March 4, 2013*

*Approved January 15, 2009/November 15, 2010/March 14, 2013*

*Proposed September 22, 2014/Approved September 22, 2014*

*Proposed October 26, 2016/Approved October 26, 2016*

*Proposed October 15, 2018/Approved December, 5, 2018*

*Proposed June 17, 2019/Approved June 17, 2019*

*Proposed September 10, 2019/Approved September 10, 2019*

*Proposed June 12, 2020/Approved June 12, 2020*

*Proposed January 28, 2021/Approved January 28, 2021*

*Proposed June 17, 2021/Approved June 17, 2021*