Rutgers Club of San Francisco

Constitution and By-Laws

ARTICLE I – Organization

Section 1. – Name
The name of this Organization shall be “Rutgers Club of San Francisco” (“Club”)

Section 2. – Purpose and Mission
The Club provides alumni and friends of Rutgers University within the greater San Francisco Bay Area 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.

Section 3. – Constituency
a) All alumni residing within the nine counties of the San Francisco Bay Area are considered constituents of the Club (“Constituents”) where those nine counties are Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma.

b) Constituents who at any given date have attended two or more official Club events or meetings in the prior twelve month period (or who have hosted one or more official Club events or meetings in the prior twelve month period) are considered active (“Active Constituents”).

ARTICLE II – Officers

Section 1. – Definition
The officers of the Club (“Officers”) include the President, Vice-President, Treasurer and Secretary.

Section 2. – Term of Office
A normal term for each office shall be one year starting on July 1 of each year. Officers may be re-elected, but successive terms of office shall be limited to four. An officer may run for a fifth successive term only if an emergency exists. An emergency exists if 2/3 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.
Section 3. – Duties of Officers

President. The President represents Rutgers University on behalf of the Club 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 Club. The President acts as the Club’s liaison to the Rutgers University Alumni Association (“RUAA”) and Rutgers University Alumni Relations. 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 Club unless another Officer is designated.

Vice President. The Vice President assists the President in all aspects of the Presidency and stand-in for the President as required, including presiding over Club meetings in the President’s absence. The Vice President will coordinate special projects as needed.

Treasurer. The Treasurer is responsible for maintaining Club 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 Club. The treasurer prepares the Club’s annual financial report and any other financial documentation required or requested by the RUAA.

Secretary. The Secretary is responsible for recording minutes at all Club meetings and maintaining the Club’s non-financial records. The Secretary is responsible for providing Constituents with notifications of meetings, preparing agendas for meetings and for Club publicity.

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.

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 Club.
Section 6. – Elections and Vacancies
Elections for officers will occur at the annual meeting of the Club (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 Club meeting. If the Vice President does not call for such a special election, a new Vice President will be elected at the Club’s first scheduled meeting following the creation of the vacancy. Any other vacancies shall be filled at the first scheduled meeting of the Club following the creation of any vacancy.

ARTICLE III – Committees

Section 1. – Types of Committees

Standing Committees – As needed, the Club may create and maintain standing committees (“Standing Committees”) that help promote the purpose and mission of the Club, with a committee chairperson (a “Committee Chair”) appointed by the President. There are currently no Standing Committees of the Club.

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 their committee meet its objectives. A Committee Chair coordinates the activities of their committee and assists the President in staffing the committee. The Committee Chair also coordinates with the Treasurer on event budgets and fees.
Qualifications – A Committee Chair must be an Active Constituent in the Club 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 Club shall be defined as July 1 to June 30.

Section 2. – Meetings
The conduct of all business at all meetings of the Club or the Officers or any committees shall be governed by ‘Robert’s Rules of Order Newly Revised (“RONR”).’

Annual meetings shall be held once a year during the months of March, April, or May, and at a place as a majority of the Officers may designate. The purpose of
the annual meeting will be for the Constituents to elect Club Officers, for the Treasurer to present the Constituents with an overview of the Club’s finances and to conduct any other Club business, including normal Club business. The Secretary shall use reasonable endeavors to provide Constituents with one month of prior notice of the Club’s annual meeting. The required quorum exists to conduct business at an annual meeting when two-thirds (2/3) 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 Club business, except as provided herein. The required quorum exists to conduct business at a general meeting when a majority (50% plus 1) 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% plus 1) of the Officers are present.

Section 3. – Finances
The Club does not charge dues to engage alumni, but may charge a fee for participation in any Club meetings, events, activities; in connection with any publications and/or as otherwise determined at the discretion of the Officers. Clubs may not charge Constituents solely for attending Club meetings, but surplus funds collected from such fees may be aggregated in the Club’s financial accounts and used for general Club purposes or directed to a Rutgers Foundation account (either one that currently exists or one that is setup with the assistance of a development director).

ARTICLE V – Ratification & Amendments
a) This document shall be ratified at an Annual or Special Meeting of the Club if 2/3 of the voting members present or submitting an absentee ballot approve the proposed Constitution and By-Laws.

b) This document may be amended at an Annual or Special meeting where a quorum consisting of 2/3 of the Officers are present. The affirmative two-thirds (2/3) vote of the Club’s Active Constituents present at any such meeting is required to amend this document.