

# **BY-LAWS OF THE COLLEGE OF NEW JERSEY'S SCHOOL OF BUSINESS ALUMNI CHAPTER**

## **ARTICLE 1**

### Name of the Organization

Section 1: The name of the organization shall be The College of New Jersey (TCNJ) School of Business Alumni Chapter.

## **ARTICLE II**

### Purpose of the Organization

Section 1: The mission of the TCNJ School of Business Alumni Chapter is to aspire toward excellence, growth and enhancement of the reputation of the TCNJ School of Business. We strive to cultivate an environment wherein communication is open among alumni, administration, faculty members and current students. The Chapter aims to raise and maintain the active interest and participation of its alumni. We will provide events, programs and services to strengthen and preserve the bond that links our college and its alumni.

Section 2: Chapter Goals:

1. Provide a communication vehicle between the School of Business and its alumni.
2. Organize events that will facilitate a mutually beneficial relationship between the College and its alumni.
3. Create a new development source for the School of Business.
4. Provide alumni with the opportunity to advise the School of Business, assist in educating our students and provide a post-TCNJ perspective.
5. Encourage and enable alumni to stay connected to each other and the School of Business.

## **ARTICLE III**

### Membership

Section 1: Membership to the TCNJ School of Business Alumni Chapter is open to any individual who matriculated at The College of New Jersey, Trenton State College, or its predecessors, who is committed to the mission of the Chapter. The Chapter will put special emphasis on connecting School of Business alumni, current School of Business students, and people currently working in areas of interest to School of Business students and alumni.

Section 2: Registration for Membership: The School of Business encourages any TCNJ graduate interested in joining the Alumni Chapter to register online or call the School of Business main office. Members will be accepted at any time throughout the year.

## **ARTICLE IV**

### Officers of the Organization

Section 1: The elected officers of this organization shall be:

President  
Vice President  
Secretary  
Treasurer  
Immediate Past President

Section 2: The term of office shall be two years. Officers shall be elected by the Members of the Chapter, by a majority vote. Any registered Member of the Chapter is eligible to hold office. It will be the duty of the School of Business administration to conduct all elections.

Section 3: It shall be the duty of the President to chair all chapter meetings; meet with The School of Business administration to discuss all matters related to the organization; serve as the official representative of the organization; and oversee all major activities of the Chapter. The President shall appoint a delegate to represent the organization on the Alumni Association Board. Upon the end of the President's term, he/she will serve as Immediate Past President until a new President is elected.

Section 4: It shall be the duty of the Vice-President to perform all duties delegated by the President; execute duties in his/her absence; and inform members of meetings.

Section 5: It shall be the duty of the Treasurer to handle all financial transactions concerning the Chapter.

Section 6: It shall be the duty of the Secretary to take accurate minutes at Chapter meetings; notify members of changes to the schedule; and be responsible for correspondence between Executive Board and members.

Section 7: The Immediate Past President shall serve as council to the current President and Officers until a new President is elected.

Section 8: Should any Office become vacant prior to the end of a term, the office shall be filled by appointment of the Executive Board on an acting basis for the remainder of the term. However, no Officer may hold more than one Office at a time.

## ARTICLE V

### Meetings

Section 1: The Chapter shall hold a minimum of 3 meetings annually. Committees and Executive Board should meet or discuss ideas/issues/progress between Chapter meetings.

Section 2: Additional Chapter meetings may be called by the President or by petition with 50 valid signatures of registered members of the Chapter. A minimum of 14 days shall elapse between the date of notification and the date of the meeting. Any additional meeting shall be made publicly available for any Chapter member.

Section 3: At any Chapter meeting, 3 or more members of the Executive Board present shall constitute a quorum. A majority vote of members present shall pass a motion. There shall be no attendance or voting by proxy. Presence at a meeting shall include physical presence as well as participation through conference call. As participation needs of the Chapter develop, conference call participation may be revoked due to management and logistical issues it may present. If physical presence is required for voting, the Membership will be publicly notified by the Executive Board at least 14 days prior to a meeting.

## ARTICLE VI

### Committees

All committees included below shall be standing committees of the Chapter. All members of the Chapter shall be eligible to serve on any standing committee.

Section 1: By-laws/Policies Committee – The By-laws/Policies Committee shall be chaired by the Secretary. The committee may meet throughout the year to review organization and operating documents as needed or directed by the Executive Board and make change recommendations to the Executive Board.

Section 2: Fundraising Committee – The Fundraising Committee shall be chaired by the Treasurer. The committee shall develop and recommend fund raising programs and initiatives to the Membership, assist in marketing those programs, and provide updates to the Membership concerning the status these programs and initiatives.

Section 3: Programs Committee – The Programs Committee shall be chaired by the Vice President. The committee shall identify and establish programs that are of interest to

the alumni and that enable alumni of all ages to interact and reconnect with one another, engage current students with the alumni, and help build recognition for the Chapter.

Section 4: Other committees – The Executive Board may create or appoint other ad hoc committees or task forces as may be necessary to advance the mission of the Chapter.

## ARTICLE VII

### Amendments

Amendments to the Chapter's by-laws may only be initiated by the Executive Board. Such amendments must be presented at a regular meeting of the Association and will be voted upon by the Membership. Any proposed amendment is to be made available to registered Members 14 days prior to the meeting at which the amendments shall be presented. Members can propose changes to the By-laws/Policies Committee for consideration.