

***The Rutgers Club, Inc.***  
By-Laws

**Article I Name**

The corporate name of The Club is *The Rutgers Club, Inc.*

**Article II Purpose**

The purpose of *The Rutgers Club* is to promote and perpetuate collegiality and understanding among the members of the Rutgers Community in the best interest of the University.

**Article III Membership**

Any person 21 years of age or over, who has an interest in and supports Rutgers, The State University of New Jersey, is eligible for membership after written application, prescribed period required by the New Jersey Alcohol Beverage Commission, and payment of annual dues. Members are entitled to vote and have all member privileges.

**Article IV Dues**

1. The annual dues shall be determined by the Executive Committee.
2. Dues for the next fiscal year shall be paid upon notification.
3. Any member failing to pay dues within said period shall be deemed delinquent. The membership shall automatically cease.
4. The Executive Committee may reinstate the member upon payment of dues to The Club.

**Article V Officers**

**Section A.**

The officers of The Club shall be a president, vice president, secretary and treasurer.

**Section B. Elections**

1. The officers shall be elected at the Annual Meeting by the membership and shall hold office for one year.
2. The officers shall serve without salary or compensation.

3. All officers shall be eligible to succeed themselves for one additional term. Any officers filling an unexpired term may be elected to the same office for a full two terms.

### **Section C. Duties**

1. The President shall preside at all meetings of The Club; be chairperson of the Executive Committee; appoint all committee chairs; be an ex-officio member of all committees; and perform such duties as the Executive Committee may assign.
2. The Vice President shall serve as the presiding officer in the absence of the president; in the event of the resignation or inability of the president to serve, the vice president shall succeed to the presidency and serve until the next regular election of officers; the vice president shall perform such other duties as the president or the Executive Committee shall assign.
3. The Secretary shall notify the Executive Committee of meetings; maintain an attendance report of those meetings; record the minutes of all meetings and forward a copy of those minutes to the Executive Committee; carry on correspondence as directed by the President or Executive Committee.
4. The Treasurer shall receive the annual operating funds from Rutgers, The State University of New Jersey; keep and disburse the funds of the Executive Committee; maintain a record of receipts, bills, and bank statements; present a report at each Executive Committee meeting; serve as a consultant to the Finance Committee in the development of the annual budget.

### **Article VI General Membership**

The annual meeting of The Club shall be held on the same day as the annual meeting of the Rutgers University Alumni Association. The time of The Club meeting shall be arranged to avoid conflict with other major alumni events such as the parade or luncheons.

The purpose of the meeting shall be for the election of officers and for such other business as may be brought before The Club at that time. Members in good standing are eligible to vote.

Notices of annual and special meetings shall be posted in The Club for at least ten days before the meeting. No other notice shall be required

### **Article VII Executive Committee**

**Section A.**

The voting members of the Executive Committee shall be the President, Vice President, Secretary, Treasurer, Chairs of the Standing Committees, and the Registered Agent of The Club.

The ex officio members of the Executive Committee shall be the Immediate Past President, the Vice President of the Division that is responsible for Dining Services, the Associate Director of Dining Services, The Club Manager, and a Student Representative.

**Section B. Duties**

The government of The Club shall be vested in the Executive Committee. The duties of the Executive Committee shall be to adopt an operating budget; to carry out the purpose of The Club; to transact all business of The Club; fill any vacancy in the elective offices until the next regular election; authorize expenditures for Club purposes.

1. The Immediate Past President shall act as advisor to the current President and shall perform such duties as may be assigned by the Executive Committee.
2. The Registered Agent shall act as the representative for receiving Service of Process served upon The Rutgers Club, Inc. within the jurisdiction of New Jersey. Service of Process is broadly defined to include any legal proceeding, legal notice or official government communication presented to The Rutgers Club, Inc. while it is within the jurisdiction of New Jersey. The Registered Agent also will receive and forward official correspondence from the Secretary of State such as annual report notifications and other compliance filings.

**Section C. Vacancies**

In the event that a member of the Executive Committee shall be unable to fulfill his/her duties, the President with the approval of the Executive Committee shall appoint a member to assume those responsibilities for the remainder of the year.

**Section D. Meetings**

The Executive Committee shall meet periodically upon the call of the President with a minimum of 5 days notice. The President upon written petition by any three members of the Executive Committee can call special meetings.

**Section E. Quorum**

A majority of the Executive Committee shall constitute a quorum.

**Article VIII Committees**

### **Section A. Standing Committees**

There shall be the following standing committees: Audit, Finance, Membership, Nominations, and Program.

### **Section B. Duties**

1. The Audit Committee shall be responsible for conducting the annual audit of the financial records of The Club at the end of the fiscal year and preparing a written report to be submitted to the Executive Committee prior to the first meeting of the new fiscal year.
2. The Finance Committee shall prepare and submit to the Executive Committee at the first meeting of the fiscal year, a proposed budget for the operation of the Executive Committee for that fiscal year.
3. The Membership Committee shall promote membership of the club, maintain and report membership data, and work with The Club Manager in the annual membership renewal.
4. The Nominations Committee shall propose a slate of officers for presentation to the Executive Committee at the March/April meeting and to the general membership at the Annual meeting in May. The names of the candidates and position for which nominated shall be posted in The Club at least fifteen days before the Annual Meeting.
5. The Program Committee shall work cooperatively with The Club Manager and plan programs that fulfill the purpose of the club and present these to the Executive Committee for approval. Annually, the committee and The Club Manager shall review the past year's events and programs and decide which events should be continued and special events considered and in what form or format these events should be conducted.

### **Section C. Special Committees**

Special Committees shall be appointed by the President when so ordered by The Club membership or by the Executive Committee and for such purpose as shall be named in the resolution.

### **Article IX Fiscal Year**

The fiscal year of The Club shall run from July 1 to June 30 of each year.

### **Article X Parliamentary Authority**

The rules in the current edition of Robert's Rules of Order Newly Revised shall govern The Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order The Club may adopt.

### **Article XI Amendment of Bylaws**

Any member in good standing may propose an amendment to the Bylaws. The Bylaws may be amended at any meeting of The Club by a vote of two-thirds of the members present, providing that notice of each proposed amendment shall have been given to the

Secretary at least twenty days before the meeting. The Secretary shall post proposed amendment in The Club at least fifteen days prior to the meeting.

No amendments to Article XII Dissolution shall be effective unless and until the amendment is consented to in writing by the Board of Trustees of Rutgers, The State University of New Jersey.

### **Article XII Dissolution**

Upon the dissolution of The Club, the assets of The Club after payment of all expenses, debts, and charges incident to the dissolution shall be turned over to the Board of Trustees of Rutgers, The State University of New Jersey, for alumni purposes

### **Article XIII Insolvency**

If in the judgment of the Board of Trustees of Rutgers, The State University, The Club is insolvent or is not meeting its financial obligations as they fall due or is being conducted at a great loss or greatly prejudicial to the interests of its members or its creditors, or the integrity or credit of the University is being impugned by such operation, the Board of Trustees of Rutgers, The State University of New Jersey, are empowered to take possession of and manage The Club either by the Board of Trustees of the University or by an agent specially appointed for such purpose.

Upon such determination the Board of Trustees of Rutgers, The State University of New Jersey, shall notify The Club of the determination by a notice in writing delivered personally or by certified mail to the registered agent of The Club. Upon the delivery of such notice, and taking possession of The Club hereunder, the Board of Trustees of Rutgers, The State University of New Jersey, or its specially appointed agent shall succeed to all the rights, powers and privileges of the members of The Club and its officers or any of them. Such members and officers shall not thereafter except as hereinafter provided have or exercise any powers, rights or privileges or acts in connection with any of the assets or property of any nature of The Club, including its franchises.

The Board of Trustees of Rutgers, The State University of New Jersey, or its agent shall have the authority to operate The Club, to dissolve the same, sell or assign the assets (including the sale or transfer to Rutgers, The State University) or maintain The Club as a facility of the university.

The Board of Trustees of Rutgers, The State University of New Jersey, if it determines That the conditions which caused the take-over no longer exists, shall restore the rights, powers and privileges of members of The Club and its officers as of the time and under such terms and conditions as may be appropriate under the circumstances.

Adopted December 7, 1957.  
Revised April 16, 1959.  
Revised May 22, 1961.  
Revised August 14, 1967.  
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Revised May 15, 2010