

**The Rutgers Club, Inc.
Bylaws**

**Article I
Name**

The corporate name is The Rutgers Club, Inc.

**Article II
Purpose**

The purpose of The Rutgers Club is to promote and perpetuate collegiality among the members of the Rutgers community, in the best interest of the University.

**Article III
Members**

Any person 21 years of age or older, who has an interest in and supports Rutgers, the State University of New Jersey, is eligible for membership after written application, and waiting the prescribed three days required by the New Jersey Alcohol Beverage Commission. When annual dues are paid, membership begins.

Members are entitled to visit The Rutgers Club, to dine and enjoy services at the bar, and to take part in any or all its events and programs. Each member may have nine guests with privileges to drink alcoholic beverages; the member must be present the entire time the guests are present. Personal or business events may be scheduled with The Rutgers Club manager, who will determine costs and method of payment.

Members are eligible to serve on the Executive Committee of the Rutgers Club, its other committees and to exercise their rights as members at the Annual Meeting in accordance with these Bylaws.

**Article IV
Dues**

Section A. Determination of dues and payment

Dues shall be determined by the Executive Committee. Payment of dues for each yearly or multiyear membership is due upon notification to members by the Rutgers Club.

Section B. Failure to pay dues

Any member failing to pay dues within the said period shall be deemed delinquent, and membership will automatically cease.

A delinquent member shall be reinstated, upon payment of dues to The Rutgers Club.

Article V

The Executive Committee

Section A. Elected Officers and Terms of Office

The elected officers of The Rutgers Club shall be: President, Vice President, Secretary, and Treasurer. Each officer serves a two-year term and may be elected to a second consecutive two-year term.

Officers shall serve without salary or compensation.

Section B. Duties of Officers

1. The President shall preside at all meetings of The Rutgers Club and serve as Chairperson of the Executive Committee. He or she shall appoint all Standing Committee Chairpersons and other committee chairs, appoint persons to fill any vacancies on the Executive Committee, be an ex-officio member of all committees except for the Nomination Committee, and perform other duties as assigned by the Executive Committee.
2. The Vice President shall serve as the presiding officer, in the absence of the President. In the event of the resignation of the President or his/her inability to serve, the Vice President shall serve as President until the next regular election of officers, and perform other duties as assigned by the Executive Committee
3. The Secretary shall notify the Executive Committee of meetings. Maintain an attendance record of those meetings, and record the Minutes. Minutes of the meetings shall be forwarded to the Executive Committee in a timely fashion. The Secretary shall carry out correspondence as directed by the President or Executive Committee, and perform other duties as assigned by the Executive Committee.
4. The Treasurer shall deposit the annual stipend received from the University; disburse funds as needed; maintain an accurate record of receipt, disbursements and financial statements; provide a financial update report at regular meetings; prepare material for the development the annual budget; and prepare and present an annual summary of the financial accounts to the Audit Committee.

Section C. Members-at-Large

Members-at-Large shall be elected to represent the whole membership of The Club, serving as a liaison to the general Club membership and bringing forth matters pertinent to the good of the membership. Members-at-Large may be assigned to chair or serve on committees or undertake special projects and perform other duties assigned by the Executive Committee. Members-at-Large shall not exceed five (5) in number and shall serve a two-year term and may be elected to serve a second consecutive two-year term.

Section D. Non-Elected Members of the Executive Committee

Non-elected-members of the Executive Committee are the Immediate Past President, the Chairperson of each Standing Committee, the Registered Agent, the Rutgers Club Manager, and a Student Representative. The Assistant Director of Dining Services shall be an ex officio member of the Executive Committee without voting privileges.

Section E. Governance

The governance of The Rutgers Club shall be vested in the Executive Committee; duties shall be:

1. To adopt an operating budget
2. To carry out the purposes of The Rutgers Club
3. To transact necessary business
4. To confirm appointments to any vacancy in the elected offices, until the next regular election
5. To provide advice on appointments to any vacancy in appointed offices for the remainder of the unexpired appointment term
6. To authorize expenditures

Section E. The Registered Agent

The Registered Agent shall act as the representative for receiving Service of Process (e.g., liquor license renewal) 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. 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 F. Meetings

1. The Executive Committee will meet periodically, with the schedule determined at the Annual Meeting.

2. The Annual Meeting of The Rutgers Club shall be held at the end of each academic year. The election of officers and Members-at-Large shall occur at this meeting. All members shall be entitled to attend, make nominations and vote at the Annual Meeting.

3. Notices of the Annual Meeting and other regular meetings of the Executive Committee shall be emailed to all Executive Committee members and posted on The Rutgers Club website 10 days before the meeting.

4. A special meeting may be called by the President or upon written petition by any three members of the Executive Committee. Notice of such a special meeting shall be made to all Executive Committee members at least 5 days prior to the meeting via email.

5. It is expected that all members of the Executive Committee shall attend all meetings. The President may accept notice of expected absence, for good cause.

6. Any member absent from three scheduled meetings without good cause will be dismissed. This dismissal will be ratified by the Executive Committee, and notice sent to the member.

G. Voting and Quorum

1. Each member of the Executive Committee may cast one vote for each action, considered as needing a formal vote. Members attending the annual meeting may cast one vote per action.

2. A majority of the Executive Committee must be present to establish a quorum.

3. A quorum must be present to vote on an action or issue. A majority is needed for a successful vote.

Article VI Standing Committees

Section A. Organization of Standing Committees

Standing committees will aid in the governance of The Rutgers Club by carrying out duties and completing projects to which they are assigned. The work of these committees will allow the Executive Committee to conduct business at their regular meetings without acting as a committee-of-the-whole.

The Chairperson of each Standing Committee is appointed by the President. In consultation with the President, the Chairperson may suggest other members of the committee to be appointed. Committee members may be members of the Executive Committee, or general members of The Rutgers Club. Committee appointments shall expire at the conclusion of the President's term in which they are made.

The Standing Committees shall be: 1. Finance / Audit, 2. Membership / Recruitment, 3. Nominations, 4. Program, 5. Special Events.

Section B. Standing Committee Duties

1. Finance / Audit: The committee shall prepare and submit to the Executive Committee, at the first meeting of each fiscal year, a proposed operating budget. An annual audit shall be conducted, using standard accounting practices. Results of this audit will be presented to the Executive Committee at the first meeting of each fiscal year. During the year, this committee shall monitor all financial activities of the Executive Committee of The Rutgers Club.
2. Membership / Recruitment: This committee shall promote membership by engaging in activities, which encourage the sustaining of members, and also recruiting new members. The committee will monitor the renewal of members, and aid The Rutgers Club Manager in renewal strategies. The committee will report its efforts, in a timely fashion, to the Executive Committee.

3. Nominations: The Chairperson of this committee shall be the Immediate Past President. Should this person not wish to Chair the Nominations Committee, the Rutgers Club President will make an appointment. He or she will be joined by members of the Executive Committee, who are not running for election or re-election. This committee shall propose a slate of officers at a Spring meeting of the Executive Committee. Names of the candidates shall be posted on The Rutgers Club website 10 days before the Annual Meeting.
4. Program: This committee shall work cooperatively with The Rutgers Club Manager, to plan programs fulfilling the club's purpose and encouraging membership. The committee will share its planning with the Executive Committee, including its analysis of programs and how well they were received.
5. Special Events: This committee shall work to plan personal enrichment programs for the general membership and University community. The events will be unique and exclusive to The Club and will draw upon resources offered by the Rutgers community and beyond. Special attention will be given to highlighting social, historical, and scholarly research and publications of Rutgers faculty. Event plans will be shared with the executive committee as will analyses of programs, attendance, and feedback received.

Section C. Other committees

From time to time, the President with advice and consent of the Executive Committee may choose to appoint a time-limited, special committee. The duties of such a committee shall be clearly specified. Appointments to such committees shall expire at the conclusion of the President's term in which they are made.

Article VII Fiscal Year

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

Article VIII Parliamentary Process

Roberts' Rules of Order, Newly Revised, shall guide The Rutgers Club Executive Committee as it conducts its business. These rules will be considered applicable only if they are not inconsistent with these Bylaws.

Article IX Amendment of Bylaws

These Bylaws shall be reviewed in a timely fashion, as determined by the Executive Committee.

Any member(s) of the Executive Committee may propose an amendment, by asking that it be included in a meeting's agenda. The proposed amendment must

include a justification for the change, and be made available to the Executive Committee 10 days before the meeting at which it will be considered.

Any proposed amendment to the Bylaws must undergo a first and second reading before a vote is taken. The first reading of any proposed amendment to the Bylaws may take place at any regular meeting of the Executive Committee and the second reading must take place at the Annual Meeting. Current Bylaws must be provided, in a comparative format with the proposed change.

Two-thirds of the Executive Committee must approve the amendment.

Article X Dissolution

Upon the dissolution of the Rutgers Club, the assets of the Executive Committee of The Club, after payment of all expenses, debts and charges incident to the dissolution shall be turned over to Rutgers, the State University of New Jersey.

Adopted December 7, 1957.

Revised April 16, 1959.

Revised May 22, 1961.

Revised August 14, 1967.

Revised January, 1970.

Revised January 20, 1979.

Revised January 21, 1984.

Revised May 20, 1987.

Revised May 11, 1996

Revised May 16, 1998

Revised November 13, 2000

Revised May 15, 2010

Revised November 12, 2014

Revised May 7, 2018

Revised May 26, 2021