

**Constitution and Bylaws
of the
Rutgers Engineering Alumni**

Constitution

Article I: NAME

1. The name of the organization, hereinafter known as the “Association”, shall be the Rutgers Engineering Alumni, a chartered member of the Rutgers University Alumni Association.
2. The historic name of this organization is the “Rutgers Engineering Society”, for which the sole rights of use are retained by the Association.
3. This organization may also be referred to as the “Rutgers Engineering Alumni Association”.

Article II: HEADQUARTERS

1. Principal headquarters of the Association shall be located in the Dean of Engineering’s offices of the Rutgers University School of Engineering, Richard Weeks Hall of Engineering, 500 Bartholomew Road, Piscataway, NJ 08854.

Article III: PURPOSE

1. The Association is the official alumni association of the School of Engineering of Rutgers, The State University of New Jersey, hereinafter known as the “School”.
2. The Association vision is to generate superior alumni engagement, to provide exceptional and lasting value to the School, its students and alumni.
3. The Association aspires to be an effective link between the School, the Rutgers Foundation, and the School’s alumni: to connect them to the School’s missions of education, research, and service, and to recruit them to the Association mission of philanthropy and volunteerism.
4. The Association and its members shall:
 - a. Encourage lifelong engagement between the School, its students, and its alumni;
 - b. Advocate for the School’s mission, strategic vision, and goals;
 - c. Encourage and muster alumni time, talent, and treasure in support of the School;
 - d. Support the professional growth of the School’s students and alumni;
 - e. Collaborate with the School’s student organizations.
 - f. Support the School’s key initiatives as set forth by the Dean of the School.

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Article IV: MEMBERSHIP

1. Membership in the Association shall be open to all engineering alumni and alumnae of the School, at both baccalaureate and post-graduate levels.
2. Honorary and emeritus membership status may be conferred by a majority vote of the officers.
3. “Active members” shall be defined as Association members who have attended, either in-person or via tele-conference, at least two Association meetings or events in the previous 12-month period.
4. Members in “good standing” shall be Association members who have not been subject to disciplinary action or removed from an officer position in accordance with the By-Laws.

Article V: OFFICERS

1. The officers of the Association shall be: President, President-Elect, two Vice Presidents, Secretary, Treasurer, and all members of the Board of Governors, and the External Vice President of the Engineering Governing Council. The Association’s Representative to the Engineering Governing Council shall be a nonvoting officer and shall not be considered for determining quorum.
2. Committee chairs and members of committees may be appointed by the President and shall be confirmed by majority vote of the Board of Governors.
3. Removal of Officers and Board of Governors members from their respective positions shall be performed in accordance with the By-Laws.

Article VI: AMENDMENTS

1. This Constitution may be amended when proposals are presented in writing at a general meeting of the Association, seconded, and approved for consideration by majority vote of active members present. Considered amendments must be approved by two thirds of the officers within 60 days after publication of the proposed amendment to allow for review and comment by Association members.

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Bylaws

ITEM 1: FISCAL YEAR

1. The fiscal year of the Association shall be July 1 through June 30 of the following calendar year.

ITEM 2: MEETINGS

1. The Association shall meet at least three times per year for a general meeting at a time and place as determined by the officers for the purpose of discussion, annual reports, program plans and activities, to hold elections, etc.
2. The Association shall meet at least once per year for a reorganization meeting at the start of the fiscal year for the purposes of program plans and activities and annual reports.
3. Special meetings may be called by the President except as provided in Item 6 for meetings regarding removal of the President, which shall be called by one of the Vice Presidents, the Secretary, or the Treasurer.
4. Committee meetings may be called by the respective committee leaders. Committees shall update the President following each committee meeting.

ITEM 3: ELECTIONS

1. The President, President-Elect, Vice Presidents, Secretary, and Treasurer of the Association for the ensuing year shall assume office on July 1.
2. The President-Elect, Vice Presidents, Secretary, and Treasurer of the Association for the ensuing year shall be elected by the active membership.
3. Notwithstanding the Board of Governors members in office at the time of this Constitution's passage, the Board of Governors members shall at any one time consist of three active members serving the first year of their three-year terms, three active members serving the second year of their three-year terms, and three active members serving the last year of their three-year terms. At all times, the members of the Board of Governors shall be nominated and elected in the following manner:
 - a. Seven of the nine positions shall have been selected from nominations made by an active member and shall be elected by a majority vote of the active membership present at a meeting of the Association for which Election of Officers was identified in the agenda and which was properly publicized by email at least two weeks in advance of the intended meeting date.

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- b. One of the nine positions shall be selected by the Dean's Office of the School.
 - c. One of the nine positions shall be selected from nominations made by Engineering Governing Council or other student organizations of the School and shall be elected by a majority vote of the active membership present at a meeting of the Association for which Election of Officers was identified in the agenda and which was properly publicized by email at least two weeks in advance of the intended meeting date.
- 4. The President-Elect shall be nominated by the Presidential Nominating Committee from among the Association Officers. The President-Elect shall immediately fill the Office of the President upon completion of his or her term in the Office of President Elect.
 - 5. Nominations for the Vice Presidents, Treasurer, Secretary, and the new members to the Board of Governors nominated by an active member will be accepted from the active members. Nominees shall be active members in good standing. Members to the Board of Governors selected by the Dean's Office of the School and by student organizations of the School shall be in good standing. Nominations shall include the nominee's resume and shall be sent to the current President and President-Elect.
 - 6. A "Call for Nominations" shall be made at the beginning of January. Nominations shall be received at least 1 month prior to elections, and elections held thereafter at a general meeting prior to July 1. Notice of all nominated candidates and notice of the election meeting shall be provided by electronic mail to all active members at least two weeks prior to the date of the meeting at which elections shall be held.
 - 7. A majority of the votes cast by the active members present shall constitute an election to office.
 - 8. Other elected positions may be established at the discretion of the officers by a twothirds vote thereof.

ITEM 4: DUTIES OF OFFICERS

- 1. The term of President shall be two fiscal years. The President shall be the principal executive officer of the Association and shall preside at all meetings of the Association, with the exception of committee meetings and meetings held for the purpose of removal of the President. The President shall endeavor to create and maintain a strong and healthy relationship between the Association and the School. The President shall normally prepare correspondence on behalf of the Association and shall send notices of all upcoming meetings to the active members from the official Association email account. Official correspondence from the President shall include a copy to the President-Elect or, in the absence of a President-Elect, one other officer.

The President shall also represent the Association to the Rutgers University Alumni Association on the Alumni Leaders Council and, at the School Dean's discretion, to the School's Industry

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Advisory Board. The President shall chair the Distinguished Engineer Award Committee and the President's Advisory Board. The President, or their designated appointee, will serve as the liaison for the Dean's office.

2. The term of President-Elect shall be two fiscal years. The President-Elect shall in the absence of the President assume all duties and powers of the President. Once every two years, the President-Elect shall initiate and chair a Constitution and Bylaws Review Committee. The President-Elect shall automatically assume the Office of the President upon vacancy or as of the expiration of the President's term of office.

The President-Elect shall perform all the logistical duties required for holding meetings and events, including but not limited to securing a meeting location, refreshments when applicable, preparing and distributing sign-in sheets at in-person events, procuring awards, preparing and procuring the necessary information to secure continuing education credit for professionally licensed members, and reporting new active members to the Vice President of Communications.

The President-Elect shall act as the liaison between the Association and the School's Director of Development.

3. The term of each of the Vice Presidents shall be two fiscal years aligned with the term of the President. The Vice Presidents shall in the absence of the President and the President-Elect assume all duties and power of the President. One of the Vice Presidents present shall be selected at random to preside at meetings held for the purpose of removal of the President.

- a. The Vice President of Communications shall be responsible for messaging, marketing, and notifications associated with the Association's activities and initiatives. The Vice President of Communications shall arrange for the preparation and mailing of special notices as required. The Association mailing list shall be maintained by the Dean's Office - Rutgers Foundation liaisons.

The Vice President of Communications shall be responsible for ensuring the Association website and the Association's digital assets, including all social media, are current and for maintaining the website analytics. The Vice President may designate active members to assist in the role of updating and managing social media and other digital platforms.

The Vice President of Communications shall act as the liaison between the Association and the School's Director of Communications.

- b. The Vice President of Engagement shall develop and promote ideas and activities to enhance engagement of the School's alumni and students, secure event sponsorships, develop and strengthen links to the School's student organizations, and collaborate with other alumni organizations as opportunities arise. The Vice President of Engagement shall

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coordinate with the President-Elect and the Vice President of Communications to enact meetings, events, and initiatives to achieve these tasks.

4. The term of Secretary shall be two fiscal years, aligned with the term of the President. The Secretary shall perform all the usual duties entrusted and expected of such office. The Secretary shall keep a record of all proceedings of which copies shall be provided to the officers. Jointly with the President, the Secretary shall sign off on all approvals for continuing education credit certification from Association professional events. The Secretary shall serve as a custodian of all official Association records. The Secretary shall obtain Board of Governors approval prior to sharing any password with another member other than the President.

The Secretary shall be responsible for changing passwords after a new President takes office and shall provide the password(s) to the President on the first day of the President's term. The Secretary shall provide the password(s) to the Rutgers Foundation liaison, or a member of the Dean's Office, for continuity. The Secretary shall maintain an access log detailing who has access to each account. Both the Secretary and President shall have access to the access log.

5. The term of Treasurer shall be two fiscal years, aligned with the term of the President. The Treasurer shall manage the budget of the Association under the authority of the officers and shall be responsible for submitting an annual budget request to the Office of the Dean of the School prior to June 30 of each year. The Treasurer shall be prepared at all meetings to furnish information about the financial condition of the Association at the option of the Board. The Treasurer shall prepare a quarterly operating report of the Association and shall submit it to the officers for review. The Treasurer shall maintain an inventory of all Association physical assets and their locations. The Treasurer shall make purchase orders and submit the orders to the School and/or Rutgers Foundation.
6. During each year of their three-year term, each member of the Board of Governors shall be responsible for chairing or participating on at least one committee (which includes Event planning committees) as requested by the President. New digital assets shall be approved by the Board of Governors prior to implementation.
7. It shall be the on-going responsibility of each officer to promote the activities of the Association to other Rutgers engineering alumni and alumnae, to recruit members to be active in Association meetings, to encourage and solicit support for Association projects generally, and to make the names of interested participants known to the officers.
8. It shall be the duty of each officer to maintain transition documents and provide said documents to their respective successor upon leaving office. "Transition documents" shall be defined as a compendium of relevant operating and procedure documents. Upon leaving office, all relevant documents shall be uploaded to the file sharing platform defined in Item 8.

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9. The Association's Representative to the Engineering Governing Council (EGC) shall be an undergraduate or graduate student enrolled in the School of Engineering, Rutgers, The State University of New Jersey. The Association's Representative to the EGC shall be appointed by EGC with approval of the Association's Board of Governors and shall be responsible for attending all EGC meetings and for serving as a liaison between the Association and the students of the School of Engineering. The Association's Representative to the EGC shall update the Association at each regular meeting of the Association or, if unable to attend, shall provide a report to the Association Vice President of Engagement prior to the meeting, between September 1 and May 31 of the fiscal year. The Association's Representative to the EGC shall be a non-voting officer position and shall not be considered in determining quorum.
10. All documentation required for Continued Professional Competency (CPC) credits offered by the Association shall be maintained by the Secretary on the file sharing platform defined in Item 8.
11. No officer shall preside over a meeting held for their removal from office.
12. Officers shall adhere to the Rutgers University Alumni Association (RUAA) Code of Conduct and act professionally in their dealings with other members and the School.
13. Officers violating these Bylaws shall be subject to removal from office.

ITEM 5: COMMITTEES

1. Standing or special committees shall be established by the President and approved by the Officers as occasions require. These committees shall report on their activities at Association business meetings.
2. The Presidential Nominating Committee shall be responsible for nominating the President-Elect and shall be chaired by the incoming President. The Presidential Nominating Committee shall be composed of past-Presidents of the Association in good standing and of the Dean of the School or the Dean's appointed representative. A majority vote of the committee members shall be required to confirm a nomination.

ITEM 6: VOTING

1. Each active member in good standing shall be entitled to one vote when present at a meeting unless otherwise stated herein.
2. Unless otherwise stated herein, all votes shall require a majority vote by the active members present for passage of any motion.
3. All votes shall require the presence of at least one half of the officers in good standing for quorum. Votes not achieving quorum shall be deemed invalid.

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4. Any active member may call for a vote of censure in any Association member. The vote for censure shall require 75% of active members present at a general meeting in order to censure the member in question. Members censured shall lose good standing for a period of 1 year at which point the status of good standing can be reestablished.
5. Pending a vote of the officers, officers may be removed from their respective positions if not meeting the definition of active member or after a period of four months during which time there has been neither attendance at regular meetings, nor written correspondence, nor telephone contact with any other officer to assure the officers of the individual's continued interest. The vote must obtain at least 75% support of all the officers in order to pass. The officers may record their support or opposition in person or via electronic methods
6. Any active member may call for a vote of no-confidence in any officer to remove that officer from office.
 - a. The call for the vote must obtain at least 75% support from all the officers in order for the vote to be called. The officers may record their support or opposition to the call for the vote in person or via email.
 - b. If the call for the vote of no-confidence is carried, a vote of no-confidence shall be placed on the agenda for a Special Meeting to be held within 30 days of the call for the vote.
 - c. The vote of no-confidence shall require 75% of active members present at the Special Meeting in order to remove the officer.
 - d. Officers removed from office shall lose good standing and shall not be eligible to hold another office for a period of four years at which point the status of good standing can be reestablished.
 - e. Vacancies created through removal from office shall be filled in accordance with Item 7 herein.

ITEM 7: VACANCIES

1. Should the Office of President become vacant prior to the end of a term, the PresidentElect will assume the Office of President immediately and complete both the partial term (ending on the following June 30th) and the next full term of office.
2. Should the Office of President-Elect become vacant, the Board of Governors shall elect his or her replacement from the elected officers.

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3. Should the Vice President, Treasurer, or Secretary position become vacant, a special election shall be held within 60 days to fill the vacancy, with candidates nominated by the active members.
4. Should a seat on the Board of Governors become vacant, the vacancy shall be filled by selection of the Dean's office or by a special election held within 60 days to fill the vacancy in accordance with the respective method of nomination and election for the vacant seat per Item 3 herein.

ITEM 8: ASSOCIATION AFFAIRS & PROPERTY USE (RESERVED)

1. The Association name, website, email address, and logo of the Association are the property of the Association and shall only be used for official Association business.
 - a. The official email address of the Association is Engineering.Alumni@rutgers.edu
 - b. The official website of the Association is: <http://rea.rutgers.edu/>
 - c. The official logo of the Association is included in Attachment 1.
2. The following Association awards shall be issued by the Association in accordance with the criteria stated herein:
 - a. Distinguished Engineer Award
 - i. The Distinguished Engineer Award is bestowed by the Association to acknowledge the noteworthy accomplishments of an alumnus/alumna of the School of Engineering.
 - ii. A maximum of one award will be made in a calendar year. There is no requirement that an award be made in every year.
 - iii. Criteria for the selection of the Distinguished Engineer Award are delineated below:
 1. The candidate (or the team leader, in the case of a team award) will have graduated from the School of Engineering, Rutgers University.
 2. A candidate will be eligible as soon as 10 years after bachelor's degree graduation.
 3. The candidate's career and/or achievement(s) will have been in a technical field, either as an individual contributor, a technical project (program) leader, or as a member of a technical team, and will include industry, research, private and public laboratories, and academia.
 4. The candidate's achievements may have received recognition or acclaim by the candidate's peers or other technical authorities.

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5. The achievement and/or career will have contributed significantly to the national economy, security, public welfare, the quality of life, or to the solution, or advancement, of a specific technical need.
- iv. Nominations may be made by any person or organization for consideration by the selection committee and Officers.
- v. The President shall chair the Distinguished Engineer Award selection committee. Officers and past winners of the Distinguished Engineer Award may be eligible to serve on the committee. Past presidents of the Association in good standing may be asked to serve on the committee at the President's discretion.
- vi. Final selection will be made by action of the Association officers. Such selection is final and may not be appealed.
- b. Past-President Award
 - i. This award may be granted to the immediate past president of the Association within the year following the end of their term.
 - ii. Only past presidents in good standing shall be eligible to receive the Past-President Award.
- c. Association-maintained plaques in the Engineering buildings for student scholars, Association past-presidents, and DEA awardees shall be updated to reflect the new winners of each respective award within 6 months following each award. These plaques shall be located in a high trafficked area on the School of Engineering campus.
3. All Association records and documents shall be maintained online in a file sharing platform to be maintained by the Secretary.
 - a. Only official Association files shall be stored on the file sharing platform;
 - b. Access to the file sharing platform shall be limited to Association officers;
 - c. Only the President, Vice President of Communications, and Secretary shall have access to the Association email list;
 - d. Officers may share with others, but read/write/edit capabilities shall be limited to officers;
 - e. No officer shall be able to delete official records in the shared drive, without first voting approval by the board of governors;
 - f. Record maintenance shall be the responsibility of the Secretary.
 - g. Passwords to the file sharing platform shall be changed after an officer leaves their position. The password shall be changed by the Secretary, and the new password sent to all active officers by the Secretary within 30 calendar days of the officer transition. If the

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Secretary leaves office, the Vice President of Communications shall send the new password to the new Secretary for distribution.

4. The President, Vice President of Communications, and Secretary shall have access to the official Association email account. Passwords to the email account shall be changed after the President, Vice President of Communications, or Secretary leaves their position. The email account password shall be changed by the Secretary and the new password sent to the new officer by the Secretary within 30 calendar days of the officer transition. If the Secretary leaves office, the Vice President of Communications shall send the new password to the new Secretary and President. Password backups will be shared with the School's Dean's Office and/or liaison at the Rutgers Foundation.

ITEM 9: (RESERVED)

ITEM 10: AMENDMENTS

1. These Bylaws may be amended when proposals are presented in writing at a general meeting of the Association, seconded, and approved for consideration by majority vote of active members present. Considered amendments must be approved by two-thirds of the officers within 60 days after publication of the proposed amendment to allow for review and comment by Association members.

November 7, 1990

Revised: June 6, 1991

Revised: April 4, 2012

Revised: June 5, 2013

Revised: June 6, 2022

Revised: April 13, 2026