

**CONSTITUTION AND BY-LAWS
OF THE WILLIAM PATERSON UNIVERSITY
ALUMNI ASSOCIATION**

ARTICLE I - NAME

The name of this organization shall be The William Paterson University of New Jersey Alumni Association (herein referred to as the “Association”).

ARTICLE II - PURPOSE

Vision:

The William Paterson Alumni Association creates a valued life-long connection among its members (alumni, friends, students) and the University.

Mission:

The William Paterson Alumni Association is dedicated to:

- Promoting William Paterson University by connecting with members.
- Providing opportunities for members to interact with the University in order to advance their personal and professional growth.
- Creating awareness and loyalty through philanthropy and service in support of the ideals of the University.

ARTICLE III - MEMBERSHIP

Section 1. There shall be three (3) classes of membership in the Association as follows:

Section 2. Regular Members.

- a. Regular members of the Association shall include all graduates of The William Paterson University of New Jersey and its predecessor institutions, including: William Paterson College, Paterson State College, Paterson State Teacher’s College, New Jersey Teacher’s College at Paterson, New Jersey State Normal School at Paterson, and Paterson Normal School.
- b. All current students of William Paterson University are considered as Alumni in Residence and will be recognized as regular members of the Association.

Section 3. Honorary Members.

Honorary members of the Association shall include:

- a. The President of The William Paterson University of New Jersey or the President’s designated representative.
- b. All retired faculty and staff members.
- c. All other individuals as may from time to time be appointed by the Executive Council.
- d. Honorary degree recipients.

- Section 4. Associate Members
- a. Associate members of the Association shall include any former student who has completed three (3) semesters as a full-time or six (6) semesters as a part-time student or any individual who has received a certification from the University.
 - b. Parents of William Paterson students and donors of the University shall be considered Associate Members of the Association.

ARTICLE IV - PRIVILEGES OF MEMBERS

- Section 1. Privileges of Regular Members.
Regular members are entitled to the right to vote, to hold office in the Association, and to enjoy full benefits, services, and privileges as conferred by the Alumni Executive Council.
- Section 2. Privileges of Honorary Members.
There shall be extended to Honorary members such privileges as may be conferred from time to time by the Executive Council and/or the Executive Director of Alumni Relations.
- Section 3. Privileges of Associate Members.
There shall be extended to Associate members such privileges as may be conferred from time to time by the Executive Council and/or the Executive Director of Alumni Relations.

ARTICLE V - EXECUTIVE COUNCIL

- Section 1. Administration.
- a. The administration of the affairs of the Association shall be vested in an Executive Council composed of four (4) Officers: President, Vice President, Recording Secretary, Treasurer, one (1) Executive Director (ex officio, non-voting member); a minimum of eighteen (18) delegates up to and including a maximum of thirty-one (31) delegates no more than four of whom may represent constituent alumni associations, special interest organizations, or alumni chapters; and no more than (4) Student Representatives.
 - b. The Executive Council may from time to time employ individuals and/or contract for professional services with the University to assist the Council in the administration of the affairs of the Association subject to the availability of funding for such purpose approved in the annual budget of the Association.
- Section 2. Duties.
The Executive Council shall manage the business of the Association and agree to execute their duties as set forth in the Alumni Executive Council Member Job Description, which shall be reviewed and updated every three years.

- Section 3. Voting.

Only members of the Executive Council are entitled to vote on matters coming before the Council.

- Section 4. Quorum.
One-third of the voting members of the Executive Council must be present to constitute a quorum.
- Section 5. Absence.
Should members of the Executive Council absent themselves from three (3) consecutive, or more than half of the, regular meetings of the Executive Council within an academic year without communicating to the President or the Executive Director explaining their reason for doing so, or if the explanation should not be accepted by the members of the Executive Committee, their seat on the Executive Council may be declared vacant, and the Executive Council may forthwith proceed to fill the vacancy.
- Section 6. Vacancies.
Whenever any vacancy occurs on the Executive Council or Executive Committee for any reason, such vacancy shall be filled for the unexpired term by the Executive Council as recommended by the Nominating Committee.
- Section 7. Removal of Officers or Council Members.
Any one or all of the officers of the Association or other members of the Executive Council will be removed from office either with or without cause, by a vote of two-thirds of the members of the Executive Council at any meeting of the Executive Council called for that purpose.
- Section 8. Student Representatives.
No more than four (4) Student Representatives may serve as Alumni-in-Residence members of the Association with voting rights on the Executive Council. Two (2) Student Representatives may be appointed by the Executive Council, one (1) Student Representative may be appointed by the Executive Board of the Student Government Association, and one (1) Student Representative may be an officer of the Student Alumni Council.
- Section 9. Immediate Past President.
The Immediate Past President may serve, at his or her discretion, as an Executive Council Member upon the completion of his or her tenure as President of the Association.
- Section 10. Lifetime Honorary Council Member
A retiring Executive Council Member who has served for a minimum of 15 years may be designated as a non-voting Lifetime Honorary Council Member with the rights and privileges of an Executive Council Member except they may not vote or hold office. This designation may be conferred to an individual at a regularly scheduled Executive Council meeting following a nomination from any Council Member, seconded and approved by a simple majority vote of the Executive Council.

ARTICLE VI - OFFICERS

Section 1. Eligibility.

The officers of the Association shall be a President, Vice President, Recording Secretary, and Treasurer, each of whom shall be a regular members of the Association.

Section 2. Term.

The term of each officer of the Association shall be two (2) years, staggered, according to the following schedule, not to exceed two (2) consecutive terms (4 years total). The exception being that if an Officer is filling a vacancy of an unexpired term then he shall complete that term and two (2) additional consecutive terms.

One complete two (2) year term shall pass, prior to an Officer returning to a position to which that Officer who previously served a maximum of two (2) consecutive terms.

The Treasurer and Vice-President two (2) year term will end in even calendar years (ex. 2018, 2020, 2022).

The Secretary and President two (2) year term will end in odd calendar years (ex. 2017, 2019, 2021).

Section 3. Duties of the President.

The President of the Association shall:

- a. Preside at meetings of the Association and of the Executive Council.
- b. Manage the affairs of the Association, in conjunction with the Executive Director, subject to the review of the Executive Council.
- c. Serve as a member, ex officio, with right to vote, of all committees except the Nominating Committee.
- d. Create all committees other than standing committees.
- e. Appoint all committee members and chairpersons except for the Nominating Committee and Chairperson of the Budget and Finance Committee.
- f. Execute all other duties and responsibilities as determined by the Executive Council.
- g. Upon completion of tenure as Association President, serve the Executive Council in the capacity of Immediate Past President.

Section 4. Duties of the Vice President.

The Vice President of the Association shall:

- a. In the absence or disability of the President, have the powers and perform the duties of the President.
- b. Assist the President in the discharge of his or her duties.
- c. Execute all other duties and responsibilities as determined by the Executive Council.

Section 5. Duties of the Recording Secretary.

The Recording Secretary of the Association shall:

- a. Keep a complete and accurate record of all meetings of the Association or of the Executive Council.
- b. Execute all other duties and responsibilities as determined by the Executive Council.

Section 6. Duties of the Treasurer.

The Treasurer of the Association shall:

- a. Authorize the disbursement of funds as the Executive Council shall from time to time authorize.
- b. At each meeting of the Executive Council submit a written report of the financial affairs of the Association, including a current income and expense statement of the Association.
- c. At the annual meeting of the Association submit an annual report of the financial affairs of the Association, including a statement of income and expenses of the Association for the previous fiscal year.
- d. Serve as chairperson of the Budget and Finance Committee.
- e. Execute all other duties and responsibilities as determined by the Executive Council.

ARTICLE VII - ALUMNI DELEGATES

Section 1. Qualification and number.

There shall be eighteen to thirty-one (18-31) Alumni Executive Council Members, each of whom shall be a regular member of the Association.

Section 2. The term of each Alumni Executive Council Member shall be three (3) years. One-third of the current membership of Alumni Executive Council Members shall be elected annually by the Association.

Section 3. There may be four (4) Student Representatives, of which a minimum of three (3) must be full-time undergraduate students at the University. The term of each Student Representative shall be one (1) year.

ARTICLE VIII - ALUMNI AFFINITY ORGANIZATIONS

The Executive Council may from time to time participate in the organization of alumni affinity groups on the basis of any number of commonalities such as major curricular area, athletic team, geographic area, fraternity, sorority, cultural group, or student club in accordance with By-Laws for each such alumni association, special interest organization or alumni chapter approved by the Executive Council.

The Executive Director of Alumni Relations will oversee the development and activities of all affinity organizations and will regularly report their activities to the Alumni Executive Council.

ARTICLE IX - EXECUTIVE DIRECTOR

Section 1. Appointment.
The Executive Director of the Association shall be the Director of Alumni Relations and shall be named by, and serve at the pleasure of, the President of The William Paterson University of New Jersey.

Section 2. Duties.
The Executive Director of the Association shall:

- a. Act as general assistant to the Executive Council members in the day to day management of the affairs of the Association.
- b. Act as a primary liaison between the Association and the University.
- c. Identify, cultivate and coordinate the participation of Alumni volunteers and work with the Executive Council to foster and ensure a cooperative and mutually supportive Alumni/University relationship.
- d. Assist in the maintenance of Alumni records to include continual updating, expanding and refining as appropriate to support Alumni activities and fund raising efforts.
- e. Assist in the Association's strategic planning efforts.
- f. Manage the staff of the Alumni Office to conduct the functions of the Office and the Association with responsibility for all Alumni events including, but not limited to, homecoming, dinners, meetings, receptions, award ceremonies, and reunions; and the production and distribution of all Alumni publications

including, but not limited to, newsletters, brochures, letters, fund raising pieces, and promotional materials.

- Section 3. Voting.
The Executive Director shall have no vote on matters coming before The Executive Council.

ARTICLE X - NOMINATIONS AND ELECTIONS

- Section 1. Nominating Committee.
The Nominating Committee shall nominate annually one (1) candidate for each of the vacancies among the officers or Alumni Executive Council Members to be elected by the regular members of the Association. The report of the Nominating Committee shall be distributed to all Association members at least thirty (30) days before the annual meeting.

- Section 2. Ballots.
At least thirty (30) days before the annual meeting, the Executive Director shall send to association members a ballot containing the names of the candidates proposed by the Nominating Committee. The ballot shall contain a provision to permit the entry of the name of an independent candidate for each position.

- Section 3. Voting.
To vote, all regular members must return the ballot to the Alumni Office no later than one week prior to the annual meeting. The tabulation of all ballots shall be done under the supervision of the Executive Director. A plurality of all votes cast shall constitute an election.

- Section 4. Election Results.
The results of the election shall be announced and certified by the President at the annual meeting.

ARTICLE XI - MEETINGS

- Section 1. Annual Meeting.
The Association shall hold an annual meeting at a time, place and date to be determined by the President and Executive Director of Alumni Relations.

- Section 2. Executive Council Meetings.
Regular meetings of the Executive Council shall be held at least three times during the regular academic year from September to June. The date, time, and place of each meeting shall be determined by the President and the Executive Director of Alumni Relations.

- Section 3. Special Meetings.
The President may, when deemed necessary, or the Executive Council shall, at the request of five (5) members of the Executive Council, or fifty (50) regular members of the Association, call a special meeting of the Executive Council or of the Association upon at least ten (10) days notice to all members of the Executive

Council for a special meeting of same or to all Association members for an Association meeting.

ARTICLE XII - STANDING COMMITTEES

Section 1. Executive Committee.

The Executive Committee shall consist of the officers of the Association and two (2) Alumni Executive Council Members appointed by the Association President. The President shall act as chairman of the Executive Committee. It shall act on the urgent business of the Association between the meetings of the Executive Council and report any such action to the Executive Council at the next Council meeting.

Section 2. Budget and Finance Committee.

The Budget and Finance Committee shall consist of the officers of the Association and no more than one (1) Executive Council Member-at-Large to be appointed at the discretion of the Association President. The Committee shall be responsible for:

- a. Preparation of an annual budget for the ensuing fiscal year which shall be presented to the Executive Council for approval.

Section 3. Nominating Committee.

- a. The Nominating Committee shall consist of a least three (3) Alumni Executive Council Members recommended by the Executive Director. No officer may serve on the Nominating Committee, and no Committee member may be nominated for an officer's position.
- b. The Nominating Committee shall perform the duties set forth above the Article X.

Section 4. Grants Committee.

The Grants Committee shall review the University's requests for grant funding and be responsible for the recommendation of recipients to the Executive Council.

Section 5. Awards Committee.

The Awards Committee may act in an advisory capacity to recommend candidates for the University's Distinguished Alumni Award. The committee will select the recipient of the Alumni Association's Outstanding Senior Award annually.

Section 6. Athletic Hall of Fame Committee.

The Athletic Hall of Fame Committee shall recommend inductees to the Athletic Hall of Fame in accordance with AHOF guidelines. The committee will also be expected to attend for the induction ceremony.

Section 7. Development Committee.

The Development Committee shall be actively involved in coordination with Institutional Advancement in efforts to promote philanthropy and alumni participation in The Fund for WP.

- Section 8. Scholarship Committee.
The Scholarship Committee Members shall be appointed by the President and shall serve jointly with scholarship committee members of the William Paterson University Foundation. They shall be responsible for the recommendation of Alumni Association and Foundation scholarship recipients.
- Section 9. Alumni Fellow Selection Committee.
The Alumni Fellow Selection Committee shall be responsible for the annual selection of the Alumni Association's Undergraduate Fellow.
- Section 9. Strategic Planning/Alumni Engagement Committee
The Strategic Planning/Alumni Engagement Committee shall be responsible for the periodic review of the Alumni Association's Vision, & Mission, and Strategic Plan. They may recommend initiatives for promoting alumni engagement to the Executive Director of Alumni Relations.

ARTICLE XIII - AD HOC COMMITTEES

Ad hoc committees may be convened or appointed at the discretion of the President of the Executive Council.

ARTICLE XIV - DISSOLUTION

Upon the dissolution of the Alumni Association, the Council shall, after payment of all liabilities, dispose of all the assets of the Association exclusively to The William Paterson University of New Jersey or to other University affiliated organizations organized and operated exclusively for educational purposes.

ARTICLE XV - AMENDMENTS

This constitution and by-laws shall be review by the by-laws committee every three years. Amendments to this constitution and by-laws must be submitted in writing to Association members and approved by a two-thirds majority of the regular members present at a regular meeting of the Executive Council. Following approval, the President of William Paterson University of New Jersey will be notified of all amendments to these by-laws.

ARTICLE XVI - PROCEDURES AND FUNCTIONS NOT HEREIN DEFINED

All procedures and functions not specifically defined in this constitution and/or amendments thereto shall be resolved in accordance with Roberts Rules of Order.

Adopted: 1.20.2016

ADDENDUM I

An officer's term may be extended up to a maximum of two years if exigent circumstances exist.

Approved 6.5.2019