

**Central New Jersey Chapter
Penn State Alumni Association
By-Laws**

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Article I

Section 1: Name

The name of this organization shall be the Central New Jersey Chapter of the Penn State Alumni Association. The Central New Jersey Chapter is a tax-exempt, affiliate group of the Penn State Alumni Association.

Section 2: Branding

The Chapter shall be referred to as the Central New Jersey Chapter or the Central NJ Chapter. The proper logo for all Chapter branding is:



Section 3: Purpose

The Chapter is organized to create diverse opportunities that enable alumni and friends to share in the responsibility of advancing the goals of the Association. The broad goals of the Association can be defined in six unique areas: education, career services, association membership, community service, student interaction & support of recent graduates, and social activities.

Article II

Section 1: Membership

Any alumni, students, parents of students, friends, and fans of Penn State are eligible to become active members of the Chapter. Members do not need to reside within the defined geographical boundaries of the Chapter, nor be members of the Alumni Association.

The Chapter shall hold three membership categories: Individual, family, and student/recent graduate.

Section 2: Chapter

The Chapter is defined as Mercer County, Middlesex County, and Somerset County. The Chapter is prohibited from actively prospecting outside of the above mentioned geographical areas.

Section 3: Dues

Annual dues shall be charged to all Chapter members. Dues shall be determined by the Board of Directors.

Annual dues for individual members shall be \$20. Annual dues for family members shall be \$30. Current students and recent graduates shall be honorary members.

The fiscal year for the Chapter shall be July 1st through June 30th.

Article III

Section 1: Board of Directors

The Chapter shall have a Board of Directors to take the lead in its mission, initiatives, and required reporting to the Alumni Association. All members of the Board of Directors shall be members in good standing with the Central New Jersey Chapter.

The Board of Directors shall be made up of the Executive committee, up to three (3) at-large positions, and the chairpersons of the Chapter committees. The aforementioned shall all be voting members of the Board of Directors.

The Penn State Undergraduate Admissions New Jersey Regional recruiter shall maintain a Board position in a non-voting role.

Section 2: Committees

The Chapter shall maintain committees to serve the needs of its members and to further the goals and mission of the Alumni Association.

The Executive committee shall consist of: President, Vice-President, Secretary, and Treasurer.

The Career Services, Community Services, Educational, Membership, Social, and Student Interaction committees shall consist of a chairperson and an appropriate amount of members to successfully serve its purposes. The Penn State Undergraduate Admissions New Jersey Regional recruiter shall act as a resource for the Student Interaction committee.

Section 3: Terms

To be determined

Section 4: Elections

To be determined

Article IV

Section 1: Duties of Executive Committee

President: The president shall serve as the chairperson of the Board of Directors and as an ex-officio member of all committees. The president shall manage the day-to-day business of the group, assist in appointment of committee members, call meetings, and preside over such meetings. The president shall be responsible for maintaining the Chapter in good standing with the Alumni Association.

Vice-President: In the absence, disability, or at the request of the president, the vice-president shall proceed with the duties of the president. If the office of the president becomes vacant during term, the vice-president shall become president until the regular election occurs. The vice-president shall perform additional duties as set forth by the president.

Secretary: The secretary shall keep official minutes of all meetings of the Board of Directors. The secretary shall maintain proper records and documents of Chapter activities for both current communication with the Alumni Association as well as for archival and historical purposes.

Treasurer: The treasurer shall be responsible for all receipts and disbursement of the Chapter, and shall assist the secretary with the group's records, as necessary. The treasurer shall be responsible for overseeing that disbursements are made as approved by the Board of Directors. The treasurer shall be responsible for submitting a current financial statement at each regular meeting of the Board of Directors, and an annual financial report at the Chapter's annual meeting.

Section 2: Duties of Committees

Career Services: Shall provide members of the Chapter, as well as current students, with career advice and opportunities to network.

Community Service: Shall develop community service projects serving the greater good of the Chapter geographical region and Penn State University and the Alumni Association.

Educational: Shall provide diverse learning opportunities to members of the Chapter, as well as current students.

Membership: Shall strive to build membership of the Chapter, as well as the Alumni Association.

Social: Shall develop and carry out a diverse series of events and programs throughout the year that aim at integration and interaction.

Student Interaction: Shall seek opportunities to bring alumni and the Alumni Association together with current and prospective students.

Article V

Section 1: Chapter Meetings

The Board of Directors shall hold regular meetings. The Board of Directors shall determine its definition of regular.

The Chapter shall host an annual meeting, open to and for the benefit of its members.

Section 2: Alumni Association Chapter Requirements

The Chapter shall, on a regular basis, update the Regional Director of its completed and upcoming activity.

The Chapter must host an annual meeting, open to and for the benefit of its members.

On an annual basis, the Annual Report, current by-laws, Board of Directors list, and Chapter membership roster shall be submitted.

On a regular basis, meeting minutes, Chapter updates, and copies of all mass communication shall be submitted.

The Chapter shall strive to earn the Alumni Association's Group of Distinction award on an annual basis. The Alumni Association requires that each Chapter complete seven (7) programs to earn this award.

Article VI

Section 1: Adoption

These by-laws shall be officially adopted upon its approval by the majority of the Board of Directors. It shall take effect upon the granting of a charter by the Executive Board of the Alumni Association, authorizing the group to function as an official Chapter.

Section 2: Amendment

These by-laws may be amended by the majority vote of the Board of Directors. No amendments shall take effect until approved by the Executive Board of the Alumni Association.