

# **Black Organization of Students Alumni Association**

## **BYLAWS**

### **Article I. Purpose**

The mission of the Black Organization of Students Alumni Association (referred to as BOSAA) is to help foster relationships between alumni, students, faculty and staff of the African Diaspora of Rutgers University Newark. We seek to foster relationships with Rutgers University Newark and the surrounding communities. Accordingly, our goals and objectives are as follows:

1. Provided networking functions for students, alumni, faculty and staff of Rutgers University.
2. To offer support and mentoring to help the Black Organization of Students (BOS) achieve its established set of goals and objectives.
3. Community outreach to Newark and the surrounding communities to provide guidance and assistance to perspective students for matriculation into Rutgers University.
4. To help preserve the Legacy of BOS on the Newark campus and throughout the Rutgers University system.
5. To offer a scholarship fund to benefit area senior high school students who have been accepted to Rutgers University.
6. To foster membership and support for Rutgers African American Alumni Alliance Inc. RAAA Inc. events/fundraisers.

### **Article II. Membership**

1. Regular Member – Any graduate awarded a degree from Rutgers University Newark Campus, or former Black Organization of Student member. Regular members shall have privileges to vote and to hold elected appointed offices and serve as committee chairs.
2. Associate Member – Associate members (Members-At-Large) may serve on committees but may not hold an elected or appointed office, serve as committee chair, nor do they have any voting rights. Associate members are as follows:
  - a. Associate Member: Any person who did not receive a degree from Rutgers University who wishes to support the goals and objectives of BOSAA.
3. Members of good standing:

- a. For purposes of eligibility of elected office: Any regular member must be active during the year prior to the elections.
  1. "Active" shall be defined for eligibility for elected office as any member in good standing who is involved in 70% of the organizations activities, meetings, and events. Eligibility will be determined by the elections/nominating committee.

## **Article II. Meetings (Regular, Special, Quorum)**

1. Annual Meetings: Will be held on a date scheduled by the board. Officer elections shall be conducted and full and complete annual accounting of the financial condition of the organizations shall be made available to the members. The fiscal year shall be defined as the year starting from July 1 to June 30. This meeting shall be held in the month of August. Members will be given no less than three months notice of the meetings scheduled time, place, and date. Quorum – For general and annual meeting – 1/3 of the regular membership.
2. General Body Meeting: There shall be at least one general body meeting per quarter. The annual meeting may serve as a general body meeting. The general body meetings shall be scheduled by the Board. Notice of this meeting that includes time and place will be given no less than 30 days to all members. Quorum - For general and annual meeting – 1/3 of the regular membership.
3. Executive board shall have one general body meeting per quarter and otherwise as deemed necessary by the executive board. Any action required or permitted to be taken by the board may be taken without a meeting if all members of the board shall individually or collectively consent in any form of written communication of such action. Such written consent(s) shall be filed with proceedings of the Board. Such actions, by written consent, have the same force and effect as the unanimous vote of such directors.
4. Executive Sessions: The Board may meet in Executive Session, when, by majority vote, the Board determines that the nature of the business to be discussed should be confidential.
5. Following an Executive Session and approval of the minutes, the Secretary shall seal and deposit all Executive Session written transcripts and tapes with the secretary and will be available upon written request of the President.
6. Tapes and/or transcripts of executive sessions shall be available upon written request of the President following a majority vote of the Board directing the President to request the minutes. Only those transcripts specifically requested will be released.

7. Executive Session transcripts/tapes will be opened and reviewed only during the Executive Session of the Board. They will be returned to the secretary and/or attorney immediately following use by the Board to protect the confidentiality of the contents.

### **Article III. Executive Board**

The purpose of the Executive Board shall serve as the advisory council in planning programs and policies. All actions set forth by committees shall be governed by the Executive Board.

The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, standing committee chairs, and one active member of BOS (Black Organization of Students of Rutgers Newark).

The duties of the Executive Board shall include all of the following:

1. Directing the routine business and financial affairs between meetings of the executive board.
2. Establish administrative policies of the board.
3. Reviewing committee reports and recommending action to be taken on such matters to the board.
4. Each year, prior to the first general body meeting, the executive board will review and establish goals and objectives consistent with the organizations long-range plan and/or any efforts endorsed or operated by the board.
5. Ensure that the established set of goals and objectives are appropriately communicated to the general body via regular mail, or email.
6. The Executive Board may appoint Regular Members in good standing to represent BOSAA at RAAA Inc., Rutgers University Alumni meetings, Community meetings, and to serve on boards and/or committees set forth by the Rutgers University Board as needed.

### **Article IV. Policies, Procedures, and Practices**

Except as otherwise provided for in these Bylaws, the Executive Board may develop a Policies, Procedures, and Protocol Manual to govern the general operations of the Association.

### **Article V. Officers**

The officers of BOSAA shall consist of the following: President, Vice-President, Secretary and Treasurer. In the event of a vacancy, the executive board may appoint a replacement to serve the remainder of the term. This appointment

shall be a majority vote by the Executive Board members present. At the end of the term, of each elected and appointed officer's term, the outgoing officer shall transfer all records to its successor.

1. **President:** The president shall be the presiding officer and shall have general supervision over all affairs of the organization. Sets meeting dates and locations, appoints committees, presides over all meetings, sees that the resolutions passed by the Executive Board and Membership are carried out. The president shall be the co-signatory for all bank accounts.
2. **Vice President:** The Vice-President shall serve in the absence of the President, and shall oversee all standing and ad hoc committees. In the event of the President's resignation or disability, the Vice President shall become President and serve the remainder of the term. The Vice-President shall assist with the development and implementation of all programs and perform duties as assigned by the executive board. The Vice President shall be responsible for all committees and receipt of committee reports.
3. **Secretary:** Keeps a record of the actions authorized by the Executive Board, and notifies members of meetings and activities. The Secretary shall maintain attendance records, maintain the official membership mailing list, and assist in the preparation of correspondence as required. The secretary shall receive all committee meeting minutes.
4. **Treasurer:** The Treasurer shall maintain full and accurate financial accounts for BOSAA. Duties include receipt, deposit and disbursement of funds deposited in a bank account as determined by majority vote of the Executive Board. The Treasurer shall prepare the written financial reports for distribution to the Executive Board and General Body including statements of income and expenses. The treasurer shall file all reports necessary with the I.R.S. and the annual report with the State of New Jersey. Treasurer shall provide all necessary documentation to the professional hired as determined by majority vote of the Executive Board, to prepare all state or federal taxes. Treasurer shall also provide the necessary documentation for donors to file any applicable deductions for their gifts. The Treasurer shall also be a co-signatory for all bank accounts.

## **Article VI. Appointed Positions**

1. **Parliamentarian:** Must ensure that all meetings are being conducted in accordance with the BOSAA Bylaws and Robert's Rules of Order. Assist the president with the management of all meetings and to help the president respond to issues that may arise from the floor. Work with all members between meetings to assure order in the presentation of motions for new business. The parliamentarian must deem members who are not following procedure and out of order and instruct members to act accordingly. The Parliamentarian shall also serve as the chair on the Bylaws Committee.

2. **Committee Chairs:** Must ensure that all committee meetings are being conducted in accordance with BOSAA Bylaws Robert's Rules of Order. Must ensure that the committee is adhering to the Bylaws, policies and procedures. The committee chair must ensure that all committee reports are forwarded to the Vice President for disbursement to the General Body.

## **Article VII. Committees**

1. Alumni Recruitment Committee – Responsible for actively recruiting new members and maintain membership database.
2. Marketing and Advertising Committee – This committee shall be responsible for distribution of all information regarding BOSAA, including any and all public relations, mailings, press releases, advertisements, Webpages/sites and other duties as needed.
3. Event Planning Committee – Responsible for all program development and planning as set forth by the Executive Board.
4. Fundraising/Scholarship Committee.
5. Community Affairs – This committee shall be responsible for establishing relationships with University and community partners in support of BOSAA's established set of goals and mission.
6. Election/Nomination Committee – The responsibility of the Nominations and Elections Committee is to develop and implement a process for the selection of candidates for officers of the Association in accordance with the guidelines set down in these Bylaws. The committee shall consist of at least three members in good standing nominated by the Executive Board. No member of the Nominations and Elections Committee may become a candidate for any office while a member of this committee.
7. Ad Hoc Committee – The Executive Board may establish and define responsibilities of the Ad Hoc Committees as necessary. Special events committees shall be appointed as needed, by the president to serve for a special purpose as determined by BOSAA.

## **Article VIII. Terms, Appointments and Removal**

1. Officers – The officers of BOSAA, shall be elected for a term of two fiscal years
2. Committee Chairs and Parliamentarian – shall be appointed for a term of two fiscal years.
3. Removal – Any officer or board member may be removed from office by a two-thirds vote of the Executive Board at any duly constituted meeting where prior notice of such intent is given to the member proposed for

removal and all executive board members 14 calendar days prior to the proposed hearing date. Grounds for removal shall include, but not limited to, failure to pay annual dues, failure to attend a minimum of two BOSAA events per year, and two executive board meetings, and failure to perform duties as set forth in these Bylaws.

## **Article IX. Elections**

1. Voting for elected officers shall take place at the Annual Meeting. If the annual meeting is cancelled, it should be held prior to the beginning of the next quarter. In the event of a tie, a run-off election shall occur immediately.
2. Quorum – 50 percent of regular members.

## **Article X. Amendments/By-Laws**

These Bylaws may be adopted, amended or repealed only by approval of the Voting Members at a meeting of Members or by written ballot.

## **Article XI. Indemnification**

## **Article XII. Dissolution**

1. Upon dissolution of BOSAA, the funds of the treasury shall be used to pay any outstanding expenses.
2. Remaining funds shall be disbursed to entities approved by the Executive Board.
3. All assets shall be distributed for one or more purposes within the meaning or corresponding section of any future, federal tax code, or shall be distributed to the federal government, or to a state or local government or for a public purpose.
4. The Executive Board shall fully disclose to all members a report of the dissolution.