RENSSELAER ALUMNI ASSOCIATION
CHAPTER BYLAWS

Approved by the RAA Executive Committee on June 12, 2003

ARTICLE I – NAME
The Chapter shall be known as the Rensselaer Alumni Association _________ Chapter, otherwise referred herein as “Chapter,” an affiliate of the Rensselaer Alumni Association.

ARTICLE II – PURPOSE
The Chapter shall operate as an integral part of the Rensselaer Alumni Association (RAA) with the purpose of promoting the interests of Rensselaer Polytechnic Institute and its alumni, representing a significant number of alumni, and being well established and stable. The Provisions of the RAA and these bylaws shall govern the procedures of the Chapter, but no action or obligation of the Chapter shall be considered an action or obligation of the RAA as a whole. The Chapter will be assisted in these efforts by a liaison from Rensselaer's Office of Alumni Relations (OAR) who will provide guidance and direction.

ARTICLE III – MEMBERSHIP
Membership of the Chapter shall be open to any member of the RAA residing within the geographic boundaries of the Chapter.

ARTICLE IV – OFFICERS

Section 1: The Officers of the Chapter must include a President and Treasurer and may also include a Vice President and/or Secretary.

Section 2: The conduct of affairs of the Chapter shall be vested in the Officers and Chapter Leadership Committee. The Chapter Leadership Committee is comprised of the Officers, committee chairpersons, and members-at-large (members-at-large, refer to those alumni who do not wish to hold an office or chair, yet wish to participate in the governing of the chapter).

Section 3: The duties of the Officers include:

- President: Preside at all meetings, appoint committee chairpersons, act as liaison with Rensselaer and the OAR, and provide leadership for the chapter.
- Vice President: Act in the absence or at the direction of the President to assist in Chapter leadership.
- Treasurer: Manage and report the financial affairs of the Chapter including submitting periodic reports to the RAA and OAR.
- Secretary: Coordinate the internal and external Chapter communications with Rensselaer and alumni.
Section 4: Committees and/or individuals (non-officer positions) shall be assigned and empowered as deemed necessary by the Officers and Chapter Leadership Committee and may include these critical functions: student recruitment, communications, membership/new alumni recruitment, and event planning for alumni (including phonathons, satellite hockey, and other networking, educational, and social events).

ARTICLE V – MEETINGS AND ELECTIONS

Section 1: At least two meetings each year (one of which is the annual meeting) shall be scheduled by the President to conduct the business of the Chapter.

Section 2: The annual meeting shall be held in May or June at which time open Officer positions are elected or re-elected. The time and place for the annual meetings must be publicized to the chapter. A complete roster of Officers and Chapter leadership members shall be filed with OAR by July 1 of every year.

Section 3: Officers shall be elected or re-elected for a two-year term, starting July 1. Committee chairs shall be appointed at the discretion of the Officers and Chapter leadership.

Section 4: Nominations for Officers can be made for the floor and by a nominations committee as appointed by the President.

Section 5: A simple majority of the membership in attendance shall constitute an election.

Section 6: To preserve continuity, it is recommended that the President be succeeded by another officer at the end of his/her term.

ARTICLE VI – CHAPTER FINANCES

Section 1: The Chapter may levy annual dues in an amount determined by the Officers and will be reviewed annually.

Section 2. A Chapter bank account should be established. The EIN number (equivalent to a tax ID and assigned by the IRS) will be forwarded to each chapter by the OAR to obtain tax exempt status.

Section 3: The Chapter Officers must approve an annual budget. The Treasurer will prepare the budget with input from the Officers and Chapter Leadership Committee. Expenditures in excess of the budgeted amounts must be approved by a simple majority of the officers and only when funds are available in the treasury.

Section 4: The Treasurer, President, and Vice President may be empowered to draw funds from the treasury to pay Chapter related expenses. Only one signature will be required.
Section 5: At the conclusion of the fiscal year, two non-signatory chapter members appointed by the President shall act as an audit committee to review the Treasurer’s records and report back to the Chapter regarding their content, accuracy, and general adequacy. An annual financial report (including activities and programs) will be submitted to the RAA and the OAR in July of each year. An independent auditor may be requested by the RAA to review the treasury records.

Section 6: The fiscal and operating year of the Chapter shall run from July 1 through June 30.

ARTICLE VII – CHAPTER BUSINESS

Section 1: The Officers and Chapter Leadership Committee shall manage the affairs and funds of the Chapter; set and publish Chapter policies; initiate, implement, and execute any measure which in their judgment shall be necessary to further the interests of the Chapter, the RAA, and Rensselaer; adopt and amend bylaws; finish unexpired terms of Officers; and appoint special committees as may be required.

Section 2: Meetings shall be run in accordance with Robert’s Rules of Order, latest edition.

Section 3: A simple majority vote at a meeting is necessary to pass motions.