BYLAWS
of the
Northeastern University Reserve Officers’
Training Corps Alumni Society

ARTICLE I
Duties of Officers

Section I – President

The President is the chief executive officer of the Northeastern University ROTC Alumni Society (NUROTCAS) and shall exercise the powers normally incident to that position. These include, but are not limited to, the following:

1) At the first meeting of the newly elected Executive Committee, which must be held within 120 days of the association’s ratification by Northeastern University, the President shall present the goals and objectives agreed upon by the President and officers in their initial planning session. The annual meeting of the Executive Committee will be held in the September-October timeframe after the initial meeting.

2) The President is the primary representative of the NUROTCAS and the Executive Committee to the University Boards of Governance, the University President, Administrative Officers and offices, Deans and faculty departments, and University committees.

3) As chief executive officer of the Association, the President shall have primary responsibility for oversight of all programs developed by the Executive Committee.

4) The President shall normally preside at all meetings of the Executive Committee.

5) In consultation with the other officers of the Association, the President shall appoint the chairpersons of all committees of the Association.

6) The President shall at the end of each academic year, present a written report of the activities of the Association, which shall include a financial report. The report will be presented to the Northeastern Alumni Association President on or before July 1st of each year.

7) The President shall, in the event that he/she or the Executive Vice President is unable to attend any single meeting of the Association, designate another
member of the Executive Committee to preside at the meetings of the Association.

Section II – Executive Vice President

The Executive Vice President is the chief operating officer of the Association and shall assume the duties of the President in the President’s absence or if the President is unable to serve. He/she shall also be responsible for all committees of the Executive Committee, at the direction of the President.

Duties will include attendance at meetings; ensuring adequate membership; providing oversight to committees to ensure that they are continually working toward the strategic plan and assigned goals; and ensuring that the final report is completed.

The Executive Vice President shall be responsible for ensuring the agenda is distributed, as well as sufficient preparatory information and materials, to the Executive Committee before any regularly scheduled meeting.

Section III – Secretary

The Secretary shall prepare and maintain minutes of all meetings of the membership, the Advisory Board and the Executive Committee and shall disseminate such minutes to the attendees of any such meeting. The Secretary shall also be responsible for establishing and maintaining a method by which information is disseminated to members of the Board of Directors and Executive Committee.

Section IV – Treasurer

The Treasurer shall prepare and maintain records concerning the financial affairs of the NUROTCAS and shall apprise the Executive Committee of the financial status of the NUROTCAS at each of their regularly scheduled meetings. Additionally, the Treasurer will not disburse any funds not identified in the annual association budget, without the authorization of the President, and will not disburse funds in excess of $500.00 without the vote of a majority of the members of the Executive Committee.

Section V – Vice Presidents

The Vice Presidents of the Association shall assume the duties delegated to them by the President of the Association. The Vice Presidents shall serve as chairpersons and have specific responsibility for the operation of a committee or project of the Executive Committee.
ARTICLE II
Executive Committee

The Executive Committee’s membership shall consist of the President, Executive Vice President, Vice Presidents, Treasurer, and Secretary. The Professor of Military Science shall also serve as a member of the Executive Committee.

The Executive Committee shall work to develop long-term goals and objectives for the NUROTCAS and both seek input from and make recommendations to both the Advisory Board and the membership at large concerning the creation of new committees, the commencement of new projects and any other ideas to advance the goals and purposes of the NUROTCAS.

ARTICLE III
General Committees

Under normal circumstances there shall be a Nominating Committee, an Alumni Membership Committee, a Fundraising Committee, a Newsletter Committee, a Service Committee, and a Special Events Committee, each of which shall have a chairperson. In addition to the aforesaid committees, the President may from time to time establish any additional committees deemed necessary with the advice and consent of the Executive Committee.

1. Nominating Committee

a) The Nominating Committee will mail to the general membership a letter, requesting nominees for the various offices of the Executive Committee no later than 15 January. The term “mail” shall include electronic mail as a primary means of communicating with regular members.

b) The Nominating Committee will accept, in writing, candidates for the various offices of the Executive Committee annually from the general membership until 1 March.

c) The Nominating Committee will review the candidates and insure that all nominees are regular members in good standing and have been a member of the association for one year.

d) Candidates will be placed on a ballot listed against the office for which they have been nominated. The ballots will be mailed to the general membership no later than 20 March with a request to return the completed ballot no later than 15 April.

e) The new officers of the Executive Committee will be announced at the annual meeting.

2. Alumni Membership Committee

a) The Alumni membership Committee shall be responsible for maintaining the membership roles and conducting such activities as may be necessary to facilitate the addition of eligible members.
b) The Alumni membership Committee shall have a Chairperson who will be appointed by the President and will be responsible for coordinating the activities of the Committee and reporting on a recurring basis to the Executive Committee. Its Chairperson with the advice of the President shall appoint other members of the Alumni Membership Committee.

3. Fundraising Committee

a) The Fundraising Committee shall make recommendations to the Executive Committee concerning the establishment or modification of the NUROTCAS’s policy regarding fundraising, in support of the NUROTCAA operations and to contribute to the Northeastern University ROTC program. No effort to raise money from members or other Army ROTC Alumni shall be initiated in the name of the NUROTCAS without the approval of the Executive Committee. 

b) The Chairperson of the Fundraising Committee shall be the Treasurer, or such other member of the NUROTCAA as the President determines in the event that the Treasurer is unable to accept the position. The Chairperson of the Fundraising Committee will be responsible for coordinating the activities of the Committee and reporting on a recurring basis to the Executive Committee. Its Chairperson with the advice of the Executive Committee shall appoint other members of the Fundraising Committee.

4. Newsletter Committee

a) The Newsletter Committee shall be responsible for the publication of a newsletter that keeps the membership informed of the NUROTCAS’s activities and other items of interest to the membership.

b) The Newsletter Committee shall have a Chairperson who will be appointed by the President and will be responsible for coordinating the activities of the Committee and reporting on a recurring basis to the Executive Committee. Its Chairperson, with the advice of the Executive Committee, shall appoint other members of the Newsletter committee.

5. Special Events Committee

a) The Special Events Committee shall be responsible for implementing and coordinating the activities and events sponsored by the NUROTCAS.

b) The Special Events Committee shall have a Chairperson who will be appointed by the President and will be responsible for coordinating the activities of the Committee and reporting on a recurring basis to the Executive Committee. Its Chairperson with the advice of the Executive Committee shall appoint other members of the Newsletter committee.

6. Service Committee
a) The Service Committee shall be responsible for the development and implementation of programs and activities in which interested members would have an opportunity to provide service to the Northeastern University ROTC Program, the University community and the community at large. The Executive Committee and the Professor of Military Science at Northeastern University shall approve any program proposed by the Service committee.

b) The Service Committee shall have a Chairperson who will be appointed by the President. He or she shall be responsible for coordinating the activities of the Committee, to include any necessary interaction with the Professor of military Science and any other member of the cadre or university administration. Its Chairperson, with the advice of the Executive Committee, shall appoint other members of the Services Committee.

ARTICLE IV
Elections and Nominations

The election of officers and membership of the Executive Committee shall be held annually at the regular annual meeting of the Association. Any regular member of the Association, except as otherwise provided herein, may be nominated for any office.

Nominations and elections will follow the process outlined in Article III cited in the responsibilities of the Nomination Committee. The Nominating Committee will insure that at least four officers are elected to sit on the Executive Committee.

ARTICLE V
Removal

Section I – Process

The President may be removed by the use of the following process:

a) A petition signed by at least 50% of the members of the Executive Committee is presented at a regular scheduled Business meeting. This requires (10) ten days notification.

b) A motion for consideration requires a majority vote of the Executive Committee.

c) The reasons for a motion for removal shall be presented by the petitioners to the Executive Committee in writing and verbally.

d) The President shall be given an opportunity to present a written and verbal response for up to one month.
e) The Executive Committee votes on the motion. This motion requires a majority vote by Executive Committee members present, including signed proxies of those not present, and presented to the Executive Vice President in advance of the following meeting.

Section II – Succession

Upon removal of the President, the Executive Vice President shall fulfill the remainder of the President’s term. Should the Executive Vice President be unable to fulfill the responsibilities of the President, the immediate past President will serve as interim President until a successor is recommended by the Executive Committee for the remainder of the term.

Section III – Removal of Other Officers

The Executive Committee may remove any officer or director for just cause after that officer or director is given notice and opportunity to be heard. The removal of an officer or director shall require a vote of three quarters of the Executive Committee.

ARTICLE VI
Miscellaneous

Roberts Rules of Order will be the cornerstone for the administration of all association procedures, meeting and requirements.

Annual dues, as a condition of membership, shall be set by the general membership at the annual meeting. Dues may be waived for any member at the discretion of the Executive Committee.

ARTICLE VII
Amendments

Proposed amendments shall be presented in writing to the officers of the NUROTCAS for action at the annual general membership meeting of the NUROTC alumni association. At such meeting the Executive Committee shall discuss each proposed amendment with the general membership. Suggested changes to the Bylaws shall be included with the call to the general membership meeting and will require the approval of a majority of the members present.

ARTICLE VIII
Effective Date

14 June 2002