By-Laws of the
Stevens Alumni Association

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BY-LAW I — MEMBERSHIP RESPONSIBILITIES AND PRIVILEGES

Section 1. (a) The Stevens Indicator (The Indicator) shall be the official organ of the Association. The Stevens Alumniletter (The Alumniletter) shall be the official newsletter of the Association.

(b) The Executive Committee may, at its discretion, publish in The Indicator such reports as it may deem to be of general interest.

(c) The Executive Committee shall appoint the Editor or Editors of The Indicator and The Alumniletter.

Section 2. Each member shall promptly notify the Executive Secretary of any change in mailing address. All notices shall be sent to the latest address of record.

Section 3. (a) Former students may become Active Members upon petition signed by at least twelve Active Members and favorably acted upon by the Council.

(b) Other former students may become Associate Members if they apply in writing and if their applications are favorably acted upon by the Council.

(c) Any Member of the Association may be expelled for cause upon petition signed by at least twelve Active Members, and favorably acted upon by the Council.

Section 4. An organization shall be recognized as a Stevens Alumni Club if it applies to the Executive Committee and presents evidence that its membership comprises at least twelve Active Members, and that it holds at least two meetings or functions yearly. If a Stevens Alumni Club fails to continue to satisfy these requirements, it may be dropped from the list of recognized Stevens Alumni Clubs.
BY-LAW II — THE COUNCIL

Section 1. (a) Dates and places for Regular Meetings of the Council shall be determined by the Executive Committee or by the Council. Notices of such meetings shall be mailed by the Executive Secretary to all Council Members at least thirty days in advance.

(b) Dates and places for Special Meetings of the Council may be determined by the Executive Committee or by the Council. Notices of such meetings shall be mailed by the Executive Secretary to all Council Members at least thirty days in advance.

(c) Petitions from Council Members for other Special Meetings of the Council shall be received by the Executive Secretary. In accordance with Article VIII, Section 3, of the Constitution, a valid petition requires the signatures of at least five Council members. Petitions shall be in writing. Arrangements for the meeting shall be carried out by the Executive Secretary, who shall consult with the petitioners concerning details of time and place, and shall send out notices to all Council Members at least thirty days in advance.

(d) Voting at Council Meetings shall normally be by voice. The presiding officer may, however, call for a show of hands or a vote by secret ballot.

(e) When the vote is by secret ballot, the presiding officer shall appoint three tellers. The tellers shall be responsible for distributing the ballots, counting the votes and otherwise conducting the operation of the election.

BY-LAW III — OFFICERS, EXECUTIVE SECRETARY AND EXECUTIVE COMMITTEE

Section 1. The Headquarters of the Association shall be at the Institute in Hoboken, New Jersey.

Section 2. Qualifications and Terms:

(a) No member shall be eligible for election to the Presidency of the Association unless the member has been graduated for at least ten years. No member shall be eligible for election to any of the other offices unless the member has been graduated for at least three years before the beginning of the term of office.

(b) The President, First Vice-President and Second Vice-President shall not be eligible for election to more than two successive one-year terms. The Treasurer shall not be eligible for election to more than five successive one-year terms.

(c) Decade Representatives and Graduate Representatives shall not be eligible for election to more than two successive two-year terms. This term limit restriction does not apply to the Old Guard representatives.

Section 3. The President shall:
(a) Preside at all meetings, of the Council and of the Executive Committee. In the event of the absence of the President or during a vacancy in the office, the First Vice President shall discharge the duties of the President. The Second Vice-President shall discharge the duties of the President in the event of the absence of both the President and the First Vice-President or during a vacancy in both offices.

(b) Call Special Meetings of the Executive Committee as required, and must do so at the written request of three of its Members. The President shall call Special Meetings of the Council whenever so requested by resolution of the Executive Committee or by written request of five members of the Council.

Section 4. The President, the First Vice-President, the Second Vice-President and the Treasurer are empowered to sign written contracts and obligations of the Association. Any two of the four signatures are required to validate such contracts and obligations.

Section 5. The Treasurer shall:

(a) Oversee the accounting for all funds of the Association, in concert with the Executive Secretary.

(b) Coordinate the preparation of the annual budget request, and its submission to the Institute. The Treasurer, with the Executive Secretary, the Officers and the Budget and Finance Committee will allocate funds received from the Institute through the budgeting process. In concert with the Executive Secretary, the Treasurer will oversee the payment of all bills incurred by the Association, and keep a full and correct record of all receipts and disbursements.

(c) Make a report of the financial condition of the Association at each Regular meeting of the Executive Committee, and publish an Annual Report in *The Indicator*.

(d) Perform all other duties pertaining to the Office of Treasurer not otherwise provided for.

Section 6. The Executive Secretary shall:

(a) Conduct the correspondence of the Association not otherwise provided for, and shall send ballots to each Active Member as provided in the Constitution and these By-Laws.

(b) Issue calls for meetings, Regular and Special.

(c) Keep the minutes of all meetings of the Council and Executive Committee and post or publish them as soon thereafter as possible.

(d) Have the minutes and records of the Association ready for inspection at all times during regular business hours by the Executive Committee and by any member of the Association.

(e) Maintain a list of the names and addresses of the members of the Association.

(f) Notify Associate and Honorary Members of their enrollment to membership and send out all other notices.
(g) Perform all duties pertaining to the Offices of Recording and Corresponding Secretary and such other duties as may be assigned by the Executive Committee.

(h) Maintain and provide oversight of the SAA Web site.

(i) Act as Editor of *The Indicator* and *The Alumniletter* unless an Editor is appointed by the Executive Committee.

(j) Print in *The Indicator* and/or *The Alumniletter*, not later than February 1 each year, a notice stating what officers are to be elected. This shall be accompanied by quotation of Article VI, Sections 2 and 3 of the Constitution.

Section 7. The Executive Committee shall:

(a) Have general management of the affairs of the Association under general control of the Council.

(b) Prepare and send out ballots through the Executive Secretary and canvass the same as hereinafter provided.

(c) Make provision, at its discretion, for appropriate exercises and entertainments at meetings of the Association.

(d) Have an independent audit made of the books of the Association at the end of each fiscal year.

(e) Present a report of its work at the Annual Meeting of the Council.

Section 8. The Executive Committee shall certify the results of the Election of Officers and Decade and Graduate Representatives conducted in accordance with Article VI of the Constitution. The nominee receiving the highest number of votes for each office shall be declared elected.

BY-LAW IV — COMMITTEES

Section 1. (a) In accordance with Article IX of the Constitution, and subject to review by the Executive Committee, the President shall establish the following standing committees:

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(b) The duties of these Committees shall be those described by the titles and as assigned by the President, the Executive Committee and these By-Laws. Appointments to the Committees shall be made annually.

(c) The President shall be an ex-officio member of each Committee. The President may assign that membership on any Committee to another Officer, who shall serve on behalf of the President.
Section 2. (a) Regular meetings of the Executive Committee shall be held from September to June, inclusive, at such times and places as it may appoint but not less than four meetings shall be held. Other meetings shall be held as determined by the President.

(b) Six of its members shall constitute a quorum.

BY-LAW V — TRUSTEES OF THE ASSOCIATION

Section 1. (a) Meetings of the Trustees of the Association (Trustees) shall be held at such times and places as they may appoint.

(b) Three of its members shall constitute a quorum.

(c) The Trustees shall maintain the Constitution and By-Laws, review the Association’s proper functioning, and line and staff succession, and oversee the Association’s agreements and assets.

BY-LAW VI — FINANCIAL SUPPORT

Section 1. The income of the Association is derived from the Institute as follows:

(a) The Institute shall solicit each year from the graduates and former students of the Institute, and from other interested persons, voluntary contributions to the Stevens Fund (the Fund). The Association through its Executive Committee shall actively support the Institute in these solicitation efforts.

(b) All funds so solicited will flow into the treasury of the Institute.

(c) The Institute will provide income to the Association to cover the expenses of the Association for each fiscal year.

Section 2. The amount of income the Association shall receive from the Institute shall be determined in the following manner:

(a) A budget for the expenses of the Association shall be prepared each year by the Budget and Finance Committee and shall be submitted for approval to the Executive Committee.

(b) The Association through its Officers shall submit the approved budget to the Institute.

(c) The Institute shall provide income to meet the budget of the Association.

(d) The budget for the expenses of the Association shall provide payment of the salaries of the Executive Secretary and the Association staff, and for the expenses of the publications, and other activities of the Association. Income from advertising, sale of tickets and similar sources shall be credited in determining the budget required, but income from investments of the Reserve Fund described in Article VII of the By-Laws shall not be deducted in determining the budget.

(e) Increases in the budget for new or expanded programs and/or services requested by the Association or the Institute shall be subject to the approval of both the Executive Committee and the President of the Institute. Upon approval of both, the Institute shall provide the additional income to meet
expenses. In the event of unresolved differences, the President of the Institute and the President of the SAA will meet to see if they can resolve the differences. In the event that these differences cannot otherwise be resolved, the increased amount of the budget will be submitted to a committee consisting of two Alumni appointed by the Executive Committee of the Association, two members of the Board of Trustees of the Institute appointed by the Board of Trustees of the Institute, and a fifth person appointed by and acceptable to the first four. The decision of the majority of this committee shall be final.

**BY-LAW VII — RESERVE AND CURRENT FUNDS**

**Section 1.** The Council has established a Reserve Fund and a Current Fund. The Executive Committee of the Association shall maintain and administer the Reserve Fund and the Current Fund.

**Section 2. (a)** The principal in the Current Fund shall be approved by the Council and the Institute annually and shall be furnished to the Association by the Institute.

(b) The Current Fund shall be used to pay the operating expenses of the Association.

(c) Any surplus in the Current Fund resulting from an excess of budget income over expenditures shall be returned to the Institute.

(d) If the expenditures of the Association in any one year exceed the income, and prior agreement is reached by the Officers and the Institute, the deficit shall be covered by the Institute.

**Section 3.** The principal of the Reserve Fund shall be invested in accordance with the investment policy established and approved by the Officers and Trustees.

(a) The interest and dividends received on investments of the Reserve Fund shall be added to the Reserve Fund.

(b) When directed by the Council, these funds may be used to maintain or enhance any current activities and/or to initiate new activities of the Association, as, for example, in the event that additional funding beyond what the Institute provides is needed for such activities.

**Section 4.** The Executive Committee can approve expenses for the appropriations beyond those set forth in the Current Fund, to be funded from the Reserve Fund, of up to $5,000 for each such appropriation and of up to a total of $15,000 for each fiscal year. Appropriations approved as described in this paragraph in excess of these amounts also shall require approval of the Council.

**Section 5.** In the event of dissolution of the Association, the entire assets of the Association including the Current Fund and the Reserve Fund shall be disposed of entirely for the benefit of the Institute as provided by a majority vote of the Council.
BY-LAW VIII — AMENDMENTS

Section 1. Amendments to these By-Laws may be proposed by:
(a) A majority vote of the Executive Committee, or
(b) A petition signed by at least five members of the Council.

Section 2. Proposed amendments shall be mailed by the Executive Secretary to each member of the Council at least thirty days prior to a specified Regular or Special Meeting of the Council. Following discussion, with representatives of the Committee on Constitution and By-Laws and Trustees present, a vote will be taken.

Section 3. An amendment shall become effective only upon receiving a majority of the total votes cast by Council members.