

Constitution and By-Laws of the Robert F. Wagner Graduate School of Public Service Alumni Association

Constitution

Article I - Name

The Alumni Association of the New York University Robert F. Wagner Graduate School of Public Service, an auxiliary member of the New York University Alumni Council, established heretofore (as the Alumni Association of the Graduate School of Public Administration) is continued.

Article II - Purpose/Mission

Section I: The Wagner Alumni Association exists to advance the interests of our alumni, promote public service, and further the goals of the Robert F. Wagner Graduate School of Public Service and the New York University community. The Wagner Alumni Association seeks to work collaboratively with the alumni and the Wagner School administration.

Section II: The objectives of the Robert F. Wagner Graduate School of Public Service Alumni Association (hereinafter referred to as the Association) are to:

- ❖ Promote fellowship among its members;
- ❖ Encourage and promote professionalism as well as continuing education for its members in each of the program areas of Wagner school;
- ❖ Carry forward an active program of mutual cooperative service with the Wagner School;
- ❖ Promote the general welfare of New York University;
- ❖ Solicit support for the Dean's Annual Alumni Fund, and other fundraising activities;
- ❖ Represent the Association in the University's Alumni Council; and
- ❖ Articulate the mission, goals, and objectives of the Wagner Alumni Association and Wagner School.

Article III - Membership

Section I: Any graduate of the School's degree programs shall be a member of the Association. Membership confers upon a graduate the right to vote for Officers, Directors and Alumni Council representatives, hold office, serve on committees and participate in Association activities.

Section II: Wagner students who have completed all requirements for a doctoral degree except the dissertation ("ABD") are members of the Alumni Association.

Article IV - Officers

Section I: The Officers of the Association shall be: President, Executive Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Vice President for Development. The term for each officer shall be one (1) calendar year commencing on July 1st and concluding on the following June 30th. For operational purposes,

officers shall be deemed to be in office upon their election at the Annual Meeting. Officers can serve no more than two consecutive terms in one office.

Section II: The President shall assume overall responsibility for the management of the Associations' affairs. He/She shall preside at all membership and board meetings, implement membership resolutions, and appoint chairpersons of committees. The President shall serve, *ex-officio*, on all such committees and shall serve as the Chairperson of the Board of Directors. The President shall represent the Association at University-wide functions and serve, *ex-officio*, as a representative to the New York University Alumni Council. He/She will prepare an annual report of activities to the membership at the Annual Meeting.

Section III: The Executive Vice President shall serve during the absence or disability of the President, and shall perform such other duties as usually devolve upon this office. The Executive Vice President shall succeed the President if the President resigns his/her office.

Section IV: The Recording Secretary shall keep a record of all proceedings of the Association and prepare a written report of such minutes to the Board of Directors at all meetings.

Section V: The Corresponding Secretary shall carry on such correspondence as may be necessary. It shall be the responsibility of the Corresponding Secretary to coordinate with the School's Alumni Affairs Manager to publish, quinquennially, a directory of all members of the association.

Section VI: The Treasurer shall prepare a list of contributing alumni and a record of the monies allocated to the Association, and prepare a written report thereon to the Board of Directors at all meetings, and further prepare a written comprehensive statement of revenues and expenses at the Annual Meeting, and at other times at the President's request. The Treasurer shall also prepare revenue projections for the current year.

Section VII: The Vice President for Development shall be responsible for establishing strategies and policies to achieve the financial goals established by the Board of Directors. He/She shall report on all activities under his/her direct control at the request of the President and publish an annual report describing the results of any activities.

Article V - Board of Directors and NYU Alumni Association Representatives

Section I: The Board of Directors shall consist of six (6) elected officers together with at least ten (10), but no more than sixteen (16) members elected at large by the members of the Association of which at least one (1) shall be from the most recent graduating class of the Robert F. Wagner Graduate School of Public Service. The non-officer pool of Board members must also consist of at least one (1) member of the most recent graduating class who has received the highest number of votes of all most recent graduating class candidates. Other most recent graduating class candidates are then treated the same as all other candidates in the election. All past presidents of the Association and the current president(s) of such affiliated chapters that the Association may establish shall be *ex-officio* members of the Board of Directors.

Section II: It shall be the duty of the members of the Board of Directors to determine and implement the policies and activities of the Association.

Section III: Directors elected at large shall serve a two (2) year term, commencing on July 1st and concluding on the following June 30th of the second year, and shall assume their

offices at the Annual Meeting. In the event of a tie vote for Officer and Board of Director candidates, the incoming Board members, as well as those continuing in office, shall break the tied position(s). This vote shall occur at the first meeting of the new board. Those persons who are tied for a position shall not participate in the voting to break the tie. At least five (5), but no more than eight (8), shall be elected every year. Each member of the Board of Directors shall be limited to serving two (2) consecutive terms.

Section IV: There shall be four (4) appointed representatives of the Association to the University's Alumni Association. The representatives shall consist of the Immediate Past President of the Wagner Alumni Association, and three (3) representatives nominated by the current Wagner Alumni Association President in consultation with the Dean. The three Alumni Association representatives shall have full voting rights as Officers and the Board of Directors. Each Alumni Association representative, except for the immediate past Wagner Alumni Association President shall be limited to serving two (2) consecutive two (2) year terms.

Section V: Any vacancies occurring on the Board of Directors shall be filled by nomination by the President with the approval of the Board of Directors for the unexpired portion of the term. In making a nomination to fill vacancy, the President shall consider a candidate who was unsuccessful in a tie-breaking vote.

Section VI: The Board of Directors shall meet five (5) times during the year and at other times at the call of the President. A quorum shall be defined as one-half plus one of the voting membership; decisions shall be carried by a majority vote of those present.

Section VII: Upon three (3) consecutive absences by a Director, Officer, or Alumni Council Representative, the Board of Directors may declare such a seat vacant after written notification to the member. Vacancies shall be filled in accordance with section 5 of this article.

ARTICLE VI - Meetings

Section I: There shall be at least one meeting of the Association to be known as the Annual Meeting. At this meeting, the regular order of business shall be:

- ❖ The receipt and passing upon of the annual reports of the President and Treasurer.
- ❖ The formal election and installation of the Officers, Directors, and Alumni Council Representatives.
- ❖ Such other business as may properly come before this Association.

Section II: There may also be special meetings at the call of the President. Any member, however, may petition the Board to call a meeting on an item of substantive nature.

Section III: A quorum of members required to transact business at the Annual Meeting shall be twenty-five (25) members.

Section IV: A majority vote of those present shall be required to carry all motions.

Article VII - Nominations and Elections

Section I: A nominating committee consisting of three (3) members of the Association shall be appointed by the President at the November Board Meeting for the purpose of

selecting nominees for Officers, Directors, and Alumni Council Representatives. The immediate Past President shall chair this committee; if the immediate Past President is unable to do so, the President shall appoint another chair.

Section II: Additional nominations may/shall be placed on the ballot for the position of Officer, or Director (eliminate provision for the Alumni Association representative), upon the presentation of a resume and any other pertinent qualifications which the Nominating Committee may use to determine the merits of the candidate and at least fifteen (15) signatures of members of the Association. This petition is to be presented to the Chair of the Nominating Committee no later than April 15th.

Section III: A report of nominations made by the Nominating Committee and by petition shall be made to the Governing Board. A written announcement (also stating the date of the Annual Meeting) of all nominations, including those made by petition, shall be submitted to all alumni members no later than May 15th.

Section IV: Election and installation of officers, directors and alumni council representatives shall be by majority vote of alumni in attendance at the annual meeting, or by mail ballot, at the discretion of the Board.

Article VIII - Amendments

Amendments to this Constitution may be proposed by the Board of Directors, or upon the written petition of not fewer than fifteen (15) members of the Association which petition shall be submitted to the Board not later than sixty (60) days prior to a meeting. All proposed amendments to this Constitution shall be submitted to all members if the Association together with comments and recommendations of the Board at least twenty-one (21) days prior to the Annual or regular meeting. A vote of two-thirds (2/3) of the members present at a meeting shall be necessary for adoption of any amendment to this Constitution.

Article IX - Changes to the By-Laws

Such By-Laws as may be needed for the conduct of the affairs of this Association shall be adopted by the Board of Directors and amended by majority vote of the Board of Directors.

Article X - Effective Date

This Constitution and By-Laws shall take effect, following adoption, on June 1, 1991.

Article XI - Quinquennial Review of Constitution, By-Laws, and Governing Board Operations

This Constitution and By-Laws, as well as the operations of the Associations Governing Board, shall be reviewed once every five years. The review is to be conducted by a special committee whose members are to be appointed by the President. The Committee's charge is to make recommendations for the improvement of the Association's governance and operations.

By-Laws

Article I - Governance

Section I: The Board of Directors, together with the Officers and the Alumni Council Representatives, shall be the official governing body of the Association. It shall direct all matters not otherwise provided for in the Constitution and By-Laws.

Section II: All meetings of the Association shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

Section III: The Board shall have the power to establish affiliated chapters in other geographic areas to further its purpose.

Article II - Financial Affairs

Section I: The Financial affairs of the Association shall be conducted under the auspices of the New York University Alumni Relations Office. The books shall be open for inspection upon the request of the Treasurer of the Association. For fiscal control purposes, the Association's year shall commence on September 1st and conclude on August 31st.

Article III - Committees

Section I: The standing committees of the Wagner Alumni Association shall be as follows:

- ◆ Professional Development committee
- ◆ Marketing and Public Relations Committee
- ◆ Fund Development Committee

Board members shall serve on at least one standing committee. Any such additional committees as may be required shall be formed at the request of the President of the Association.

Article IV - Wagner School Student Body President sits at Board of Director's meetings and Officers' Meetings

The duly elected President of the Graduate Student Association, Robert F. Wagner Graduate School of Public Service shall be invited to participate in meetings of the Board of Directors and the Association but shall have no vote.

Article V - Awards

The Board of Directors may act in advisory capacity to the Dean and the School for the purposes of reviewing the qualifications of those graduates being considered for alumni awards.

HISTORY:

- March 8, 2000: Amended Article II: Sections 1 & 2; Article V: Sections 3 & 4; Article VII: Section 2; and By-Law Article III.
- June 18, 1996: The constitutional amendments were voted upon during the Annual Election and approved. The constitution was amended as such and takes effect on June 18, 1996.
- March 1996: The University Alumni Council approved the amendments to the constitution that were proposed.
- October 10, 1990: Final draft presented and approved at a meeting of the Board of Directors.
- 1989-1990: Committee on Organization, Governance and Structure meets to formulate new constitution and by-laws.
- May 19, 1986: Added Sections 3 & 4 to Article VII of the Constitution regarding nominations and elections of Officers and Sections 2, 3, 4, and 5, to Article III of the By-Laws creating four standing committees for: Programming, Fund-Raising, Membership, and the Health Alumni. The amendments also deleted any references to the NYU Alumni Federation, Inc.
- Sept. 11, 1984: Amended Article III of the Constitution permitting certain categories of individuals to petition the Board of Directors for membership in the GPA Alumni Association.
- Sept. 27, 1983: Re-established the 25-year service award for faculty members.