

**RUTGERS SCHOOL OF LAW--NEWARK LAW ALUMNI ASSOCIATION (“RSLNAA”)**  
**CHAPTER LEADERSHIP PROTOCOL**  
*As Adopted at RSLNAAA Trustees’ meeting*

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**Section One: Mission, Governance & Membership**

- I. Rutgers Law Alumni Association Chapter Mission Statement

**Rutgers School of Law Newark Alumni Association Chapter Mission Statement**

**Consistent with the rich and unique history of the Rutgers School of Law Newark, the mission of the Rutgers School of Law Newark Alumni Association (“RSLNAA” or “the Association”) is to foster loyalty, collegiality and fellowship among the School of Law and its alumni and student body, to support and promote its alumni and student body, to promote its commitment to public service, and to assist the School of Law, its alumni and student body in the pursuit of excellence in legal education, scholarship and the practice of law.**

**The regional sections (“chapters”) of the Association are a vehicle for engaging alumni located in different geographic regions throughout the United States. These chapters help carry out the Association’s mission in their respective regions through regularly scheduled meetings, events and activities.**

## **II. Governance and Membership**

Chapters operate under the auspices of the RSLNAA and are guided by the programming policies established by the RSLNAA Board of Trustees and its officers. The RSLNAA's operating year is July 1<sup>st</sup> through June 30<sup>th</sup>.

Each chapter is led by a leadership council responsible for ensuring the fulfillment of the chapter's mission. The Board of Trustees of the RSLNAA serves as the liaison to each chapter's leadership council.

All alumni residing or working in the specified geographic area are considered members of the respective chapter. **Chapters may not charge dues or membership fees.**

## **III. Chapter Programming**

Experience demonstrates that successful chapter programming will cover some or all of six general areas:

1. Social activities and professional networking opportunities to build a strong sense of community.
2. Service activities to serve and support the local community.
3. Law Students and Recent Graduates – Opportunities for alumni to interact with current students having summer jobs in their area and recent graduates who have settled in their community.
4. Education – Programs involving Law School or alumni or other speakers in the chapter area to provide information about current topics of interest to alumni.
5. Communication – Information provided to alumni on Rutgers Law School and RSLNAA programming, news and events.
6. Stewardship – Active, organized and well informed leadership councils that plan a variety of events and activities for all alumni.

## **Section Two: A Guide to Getting Started & Staying Active**

### **I. Starting a Chapter**

A core group of at least three to five alumni is required to plan and coordinate chapter events and activities. This number is needed whether there are 50 or 1,000 alumni in your region.

An outline of the steps that need to be taken to start an alumni chapter:

1. Contact a member of the RSLNAA Board of Trustees and express your interest in organizing an alumni chapter.
2. Read this Chapter Protocol and any other information sent to you by the RSLNAA or the broader Rutgers University Alumni Association (“RUAA”).
3. Make contact with alumni in your designated geographic region or special interest community with assistance from the RSLNAA Board of Trustees and other Rutgers-affiliated institutions to inform them of the initiative, encourage their involvement and solicit interest in leadership positions.
4. Once a group of ten or more interested alumni are identified, including a core group of at least three volunteers, the core group should work with the RSLNAA and, as appropriate, the RUAA and other Rutgers-affiliated institutions in the new chapter’s geographic region, to select a time, date, and location for the chapter’s organizational meeting, as well as to determine the agenda. The RSLNAA Executive Committee will appoint a president, vice president and secretary to guide the chapter through its first full year. In accordance with the RSLNAA by-laws, formal formation of a chapter requires that (a) there be least 10 alumni identified as interested in forming a chapter and (b) the RSLNAA Board of Trustees vote to formally establish that chapter.
5. The RSLNAA and other Rutgers-affiliated institutions will work with the newly appointed officers to invite all alumni in the chapter’s special interest community or working or residing within the chapter’s geographic region to the organizational meeting. The core group should share responsibility for following up with those alumni who have expressed interest in attending the meeting and being involved in the chapter’s formation.
6. Hold the initial organizational meeting.

### **II. Chapter Leadership Council Roles and Responsibilities**

The chapter leadership council plans and organizes all chapter activities. The leadership council is appointed by the chapter president, after consultation, as appropriate, with

the RSLNAA Board of Trustees . It is recommended that the leadership council consist of at least five to ten members (including the officers), depending upon the size of the chapter and interest of its members. The council should, to the extent possible, be diverse in class year, gender, ethnicity, practice setting, etc. Volunteers may serve in their leadership council positions for as long as they are capable of fulfilling their duties, and have the support of the majority of the leadership council.

The leadership council's officer positions are president, vice president and secretary. Their roles and responsibilities are as follows:

### **President**

The president shall:

- Provide overall leadership and direction for chapter.
- Schedule/chair leadership council meetings.
- Recruit Leadership Council members.
- Delegate duties to leadership council members and/or recruit event coordinators.
- Ensure chapter adherence to the RSLNAA mission and practices.
- Communicate frequently with the RSLNAA executive committee.
- Work with the Office of Alumni Relations to determine expected annual budget for the chapter.
- Attend chapter events.
- Offer welcoming remarks at chapter events.
- Serve as an ex-officio member of the RSLNAA Board of Trustees and participate in RSLNAA Board of Trustees meetings by conference call or in person when able. Provided, however, the leadership council may select a person other than the President to serve as that chapter's representative on the RSLNAA Board of Trustees.

Length of term: 2-year term (renewable)

### **Vice President**

The vice president shall:

- Attend chapter events.
- Assist in planning and conducting leadership council meetings.
- Assist the president in recruiting alumni to attend events and activities.
- Support event coordinators in planning events and activities.
- Help the president recruit leadership council members.
- Assist the president in participating in RSLNAA Board of Trustees meetings, as appropriate and necessary and participate in Membership Committee meetings

by conference call or in person when president is unable to do so.

Term: 2-year term (renewable)

### **Secretary**

The Secretary shall:

- Attend chapter events.
- Assist in planning and conducting leadership council meetings
- Assist the president in encouraging alumni to attend events and activities
- Help president recruit leadership council members.
- Take minutes of chapter meetings and, if unable, delegate another council member to do so.
- Ensure completion of summary reports after each event.
- Ensure delivery of meeting minutes and summary reports after each meeting or event to the RSLNAA.

Term: 2-year term (renewable)

### **Officer Nomination & Election Process**

At the end of the chapter's first full year of operation, and at the end of each year thereafter, each chapter president will nominate a president, vice president and secretary for the following year. The president may wish to assemble an ad hoc nominating committee, consisting of current council members.

### **Event Coordinators**

In addition to the officer positions, event coordinators are additional leadership positions, which can be held by any member of the chapter at any time. Event coordinators are appointed by the chapter president to be responsible for planning and coordinating a specific chapter event or activity.

## **III. Chapter Communication and Marketing**

Reaching our alumni population is one of the main ingredients in making our chapters and their events and activities successful. The marketing of these events will be coordinated through the joint efforts of each chapter leadership council and, as appropriate, the RSLNAA Board of Trustees, and other Rutgers-affiliated institutions, including the RUAA.

Chapters should endeavor to share the following information with the RSLNAA Board of Trustees and such other institutions as that Board of Trustees directs as far in advance of the event as possible, ideally at least 6 weeks prior to the event's occurrence.:

- Event Name
- Date/Time
- Type of event/brief event description
- Speakers, if applicable
- Location
- Price, if applicable
- Registration process and RSVP date

### **Section Three: Staying Connected**

I. Communicating with the RSLNAA Board of Trustees and other Rutgers-affiliated offices can help provide chapters with leadership training, event- planning support, graphic design and technology services. Leadership council members may directly contact the RSLNAA Board of Trustees by reaching out to the RSLNAA president.