

**NEW JERSEY INSTITUTE OF TECHNOLOGY (NJIT) CHAPTER OF THE  
NATIONAL ACADEMY OF INVENTORS**

**BYLAWS**

**I. NAME**

The name of this organization shall be the New Jersey Institute of Technology (NJIT) Chapter of the National Academy of Inventors™ (“NAI”).

**II. OBJECTIVE**

The objective of the NJIT Chapter (“Chapter”) of the NAI is to create an innovative ecosystem that is a vehicle to recognize and honor local inventors, researchers, innovators and partners. The Chapter will serve to foster the spirit of innovation by providing tools and resources to faculty and students across campus.

**III. MEMBERSHIP**

Membership in the Chapter shall be as determined by the Executive Committee of the Chapter in accordance with the Membership Agreement of the NAI.

**IV. MEMBERSHIP MEETINGS**

It is a best practice for Chapters to remain active throughout the academic year. Chapters should hold a minimum of (1) event/activity (virtual or in person) each fall and (1) event in the spring. One of the events should be to induct new members into the Chapter. Meetings frequency, time and location shall be as determined by the Executive Committee of the Chapter.

**V. FISCAL YEAR**

The fiscal year for the Chapter shall be the same as that for the NAI, namely July 1 to June 30 each year.

**VI. OFFICERS**

1. The Officers of the Chapter shall be the President, President-Elect, Immediate Past-President, Vice-President, Secretary and Treasurer, and such other officers as the Executive Committee may from time to time deem necessary. Officers, except for the Immediate Past-President, shall be elected annually from among Chapter members. The NAI shall be provided updates of Chapter Presidents and Secretary each year.

2. The duties of the respective officers shall be:

A. President: The President shall preside at all meetings of the Chapter. The President shall have all general powers and duties which are generally vested in the office of the president, including the power to make appointment to all committees from time to time as in his or her discretion may be deemed appropriate to assist in the conduct of the affairs of the committee.

B. President-Elect: The President-Elect shall be the second officer in the chain of command, and shall accept and perform the duties and exercise the power of the President in his/her absence, and other duties as determined by the Executive Committee.

C. Immediate Past President: The Immediate Past President shall be an advisor and voting member of the Executive Committee.

D. Vice-President: The Vice-President shall be the third officer in the chain of command, and shall accept and perform the duties and exercise the power of the President and President-Elect in his/her absence, and other duties as determined by the Executive Committee.

E. Secretary: The Secretary shall ensure that all minutes and records are properly kept and available for Chapter purposes, and other duties as determined by the Executive Committee.

F. Treasurer: The Treasurer shall be responsible for all reports pertaining to the fiscal affairs of the Chapter and shall be custodian of all funds that the Chapter might receive, and other duties as determined by the Executive Committee.

3. Term of Office: Officers shall be elected annually by the Executive Committee for a period of one year or term decided by the Executive Committee.

4. Resignation: Any officer may resign at any time by giving written notice to the Executive Committee, and such resignation shall take effect at the time specified therein or, if no such time is specified, upon acceptance by the Executive Committee

5. Vacancy: A vacancy in any office due to death, resignation, removal or otherwise may be filled by the Executive Committee for the unexpired portion of the term.

6. Removal: Any officer elected or appointed by the Executive Committee may be removed from office by majority vote of the members of the Executive Committee, other than the officer to be removed.

## VII. EXECUTIVE COMMITTEE

1. There shall be an Executive Committee of the Chapter consisting of the President, President-Elect, Immediate Past President, Vice-President, Secretary, Treasurer and three (3) members at-large as appointed by the President. Where possible, the composition of the Executive Committee should be **multi-disciplinary** in nature, consisting of representatives from departments across the campus as well as non-university affiliates and alumni.

2. The President, President-Elect, Immediate Past President, Vice-President, Secretary and Treasurer of the Chapter shall serve as the Chairman, Chairman-Elect, Immediate Past Chairman, Vice-Chairmen, Secretary and Treasurer of the Executive Committee.

3. The general functions of the Executive Committee shall be to formulate Chapter policies; oversee publications; prepare an annual budget and oversee expenditures; and act on behalf of the membership of the Chapter.

4. Meetings of the Executive Committee may be called by the Chairman as needed upon three (3) days notice to the members of the Executive Committee.

5. Members of the Executive Committee shall be deemed present at a meeting of the Executive Committee if a conference telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other, is used.

6. A quorum of the Executive Committee shall be a simple majority of its members.

7. Every member of the Executive Committee shall have the right and be entitled to one (1) vote, in person, upon every proposal properly submitted to vote at any meeting of the Executive Committee. Proxy voting shall not be permitted.

8. Any action taken at a meeting of the Executive Committee may be taken without a meeting if a consent in writing setting forth the actions so to be taken is signed by all the members of the Executive Committee, and filed in the minutes of the Executive Committee. Such consent shall have the same effect as a unanimous vote of the Executive Committee at a duly called and convened meeting thereof. Action taken under this Section is effective when the last member of the Executive Committee signs the consent, unless the consent specifies an effective date.

## **VIII. COMMITTEES**

The President of the Chapter, with the advice of the Executive Committee, shall appoint such committees as are deemed necessary. Committee chair and members shall be appointed and removed by the Executive Committee.

## **IX. FINANCIAL AFFAIRS**

All books and records of the Chapter, and all funds thereof, shall be audited as may be required from time to time by applicable law.

## **X. PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order (latest edition) shall govern meetings of the Chapter in all cases to which they are applicable. The President may, at his/her discretion, appoint a parliamentarian for a meeting of the Chapter or the Executive Committee. The Parliamentarian may be a member of the Chapter or Executive Committee or a person selected by the President for this purpose.

## XI. REPORTING TO NATIONAL ACADEMY OF INVENTORS (NAI)

All Chapters of the National Academy of Inventors (NAI) shall provide an annual Chapter Activity Report with highlights of accomplishments from the academic year. The report should include the total number of members, names and email address for each member, updated Chapter leadership information, activities on patents/licensing, and efforts pertaining to student innovation/engagement. The information provided on the report shall be used to determine Chapter status and can be used by NAI for promotion of the work done at your institution through Annual Activities Report, Social Media and other channels.

## XII. AMENDMENTS TO BYLAWS

These Bylaws may be amended, revised, repealed, or rescinded by a majority vote of the Executive Committee at any meeting of the Executive Committee.

Adopted:

Chapter President \_\_\_\_\_ Date \_\_\_\_\_

Chapter Secretary \_\_\_\_\_ Date \_\_\_\_\_