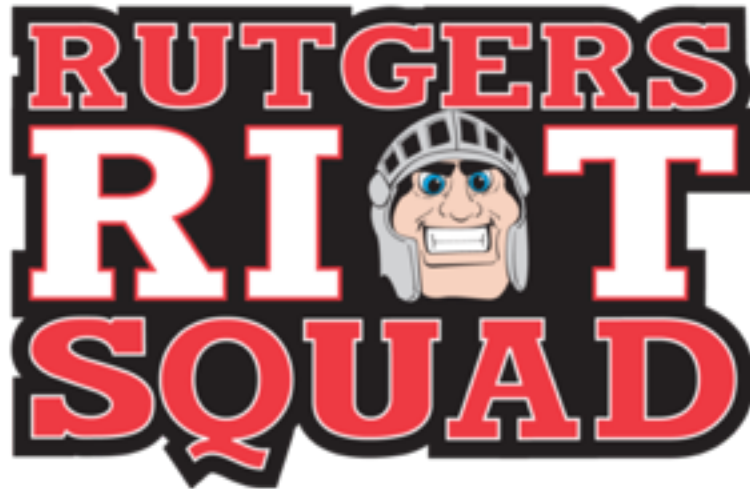


Constitution of the



Guidelines and By-laws

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MISSION STATEMENT

The mission of the Rutgers University Riot Squad is to create, reinforce, and enhance the school spirit for Rutgers University. By creating an exhilarating fan atmosphere and common events, students and student athletes will work together to exemplifying the tradition of Rutgers pride. Rutgers students will get the opportunity to fully immerse themselves in every aspect of Rutgers and all that it has to offer by being the driving force in promotion, attendance and spirit of every event. In all areas of its operation, the Rutgers Riot Squad will uphold the standards set forth by the University and shall embody the core values of accountability, respect, integrity, academic achievement, community service, fairness, diversity, and SPORTSMANSHIP.

Description of Organization

- I. Rutgers Riot Squad
 - a. The purpose of the Rutgers Riot Squad shall be to create and enhance school spirit at all events and relay all essential university information to students.
- II. Riot Squad Members
 - a. The students who attend our meetings and participate in the game day events and campus marketing campaigns are the official members of the organization known as, “The Rutgers Riot Squad”
- III. Street Team
 - a. Consists of Riot Squad members that market/promote upcoming games and events through various marketing tactics and visual decoration throughout the Piscataway/New Brunswick campuses
- IV. Contact
 - a. General Facebook: www.facebook.com/rutgersriotsquad
 - b. Twitter: @RURiotSquad
 - c. Instagram: RURiotSquad
 - d. Email: rutgersriotsquad@scarletknights.com
- V. We are the beating heart of the student body. We are the die-hard fans of Rutgers University. We are, The Rutgers Riot Squad.
“One Standard. One Expectation. Shock the World”

ARTICLE I - MEMBERSHIP

SECTION 1 - AFFILIATION

- a. Membership shall be open to all Rutgers University students and must comply with federal laws prohibiting discrimination on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, and veteran status, and any other category protected by law.
- b. This organization shall abide by all applicable laws of the State of New Jersey and the United States.
- c. This organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Division of Student Affairs and by the rules and regulations of the Board of Governors.

SECTION 2 – ALUMNI MEMBERSHIP

- a. Any graduate member of the Riot Squad can participate in the meetings and events of the group.
- b. Alumni members cannot hold active positions unless finishing a current term.
- c. Alumni members do not have an active vote in issues but are free to attend and discuss issues at any and all meetings

ARTICLE II – MEETINGS

SECTION 1 - MEETINGS

- a. Meetings shall be held based on organizational needs declared by the president and executive board. Any quick decision to deviate from the scheduled meeting shall be announced by the President to the active members at least 24 hours prior to the scheduled meeting time. In the event that the President is absent, the Vice President shall proceed to run the meeting.
- b. Executive Committee meetings shall be held before regularly scheduled member meetings. Time, place, location to be determined at the discretion of the committee members.
- c. All regular meetings shall be conducted according to University Standards
- d. Meetings are not private, nonmembers of the organization can sit in and listen

SECTION 2 - ATTENDANCE

- a. Attendance for members will be taken at all events.
- b. All members should attend events and meetings, unless having a permissible excuse as hereinafter prescribed.
- c. Riot Squad Appearances are decided on by the President/Executive Board

SECTION 3 - VOTING

- a. All active members shall be given a vote and must be in good attendance standing at the meeting in which voting takes place
- b. Voting shall be by acclamation and a majority vote shall decide all questions unless otherwise provided by the law.
- c. Any member may choose to abstain from a vote.

SECTION 4 - QUORUM

- a. Quorum shall be at least 75% of the active executive board in order for issues and amendments to be voted upon.
- b. After Quorum is met, all others in attendance are eligible to vote in any issue presented about the organization
- c. If Quorum cannot be met, issues that need voting will be pushed back until further notice unless present members unanimously vote to go to emergency executive board vote
- d. Members are only eligible to vote
 - i. After quorum is met

SECTION 5 – MEETING ITINERARY

- a. Attendance
- b. New Member Introductions
- c. Old Business
- d. New Business
- e. Officer Reports
- f. Open Discussion/Suggestions
- g. Announcements
- h. Q/A
- i. Awards
- j. Closing Remarks (Inspirational Quote of the week)

ARTICLE III – OFFICERS

SECTION 1 - CHAPTER OFFICERS

- a. The officers of the Rutgers Riot Squad shall be those officers that are necessary to perform the administrative functions of the organization.
- b. All officers are required to submit officer reports during executive meetings to ensure goals and duties are being met
- c. Officer responsibilities:

President

The duties of the President shall be as follows:

- * To be ultimately accountable for everything the organization does or fails to do.
- * To acquaint themselves with all requirements of the Rutgers Riot Squad by-laws, Rutgers Athletics mission statement, and the University policies to ensure these standards are strictly followed.
- * To oversee the affairs and fulfillment of responsibilities of the executive board.
- * To preside over the meetings and events as may be appropriate.
- * To maintain a broad knowledge of all organizations activities and areas of operation.
- * To immediately upon election develop a program of goals toward which he and his Executive Committee shall strive during his term.
- * To acquaint all officers with the extent and importance of their duties, to delegate authority and responsibility to these officers, and to ensure these duties and responsibilities are carried out.
- * To establish and maintain close relationships with university administrators and other organizations on and off campus.
- * To continually maintain and strengthen the organizations activities, accomplishments, and proficiency in all internal and external areas.
- * To conduct himself so as to always deserve the respect and cooperation of all members.

- * To portray and exemplify school spirit and passion through all tasks and duties performed
- * To lay the foundation and provide support during the transition period of Executive board members
- * To organize and maintain the bylaws of the Rutgers Riot Squad.

Vice President

The duties of the Vice President shall be as follows:

- * To assist the President in ensuring the organizations affairs and operations are conducted thoroughly and efficiently, that all activities are carried out in the best manner possible, and that all members conduct themselves always in the best interests of the Riot Squad and Rutgers Athletics.
- * To assume the full responsibilities of the President's position in their absence or incapacity.
- * To hold all Executive Board members accountable for the fulfillment of their positions.
- * To train and assist his successor, and to supervise a similar training program among all incoming and outgoing officers.
- * Coordinate charity/community service events for group participation
- * Coordinate special events with other on campus organizations
- * To exemplify the proper conduct and representation of the Rutgers Riot Squad to the highest standard to all organizations, administrators, and faculty

Executive Director of Social and Spirit

The duties of the Executive Director of Social and Spirit shall be as follows:

- * To be extremely energetic and high-spirited throughout all assigned tasks, events, and games
- * To be group leader of chants at sporting events
- * Encourage and inspire fellow fans to be energetic and passionate about Rutgers
- * Plan various chant and runs around campus throughout the school year

- * Creatively find new ways to incorporate new chants and cheers for game days to increase spectator enthusiasm
- * Work with executive board to come up with themed games for each sport before seasons start at specific home games
- * Creation of all cheer sheets and Scarlet Scroll for game day

Executive Director of Recruitment

The duties of the Executive Director of Recruitment shall be as follows:

- * To plan, organize, and coordinate a year-round recruitment program.
- * To assist the organization in seeking out new potential members
- * Find new ways to increase awareness/involvement of organization on campus
- * To hold 2 general interest meetings each semester to gain organizational membership
- * To guide an introductory program designed to prepare new members of the chants, cheers, and traditions of the Riot Squad.
- * Coordinate a schedule to ensure Riot Squad members to be at every New Student Orientation throughout the summer
- * To ensure every member participates in the recruitment program.
- * To coordinate all communications with potential members
- * To keep accurate records of all potential members.

Executive Director of Marketing

The duties of the Executive Director of Marketing shall be as follows:

- * To manage the making of all Rutgers Riot Squad Big Heads
- * To coordinate all public sign making events and set up days through which fans can come make signs and big heads
- * To create and design game day signage for all sporting events
- * To organize various tabling events throughout the semester
- * Creatively generate new ideas in which the decoration of campuses can be noticeably present on game days and during major school events

- *Create ideas for giveaways and contests to drive student awareness of events

Social Media Chair

The duties of the Social Media Chair shall be as follows:

- *Hold promotional give-a-ways on social media for public interactivity
- * Comment and Interact with users to create positive fan attitudes
- * Work with other Rutgers pages to promote their postings/announcements
- *Responsible for the usage of Facebook, Twitter, and Instagram
- * To relay information to the public regarding special events and game days via social media sources
- * To update Riot Squad social media accounts with all the latest news and information including but not limited to in-game updates
- * Responsible for posting fan of the week

Outreach Chair

The duties of the Outreach Chair shall be as follows:

- *Actively seek out sponsors (corporate or local) to donate promotional items or help with funding
- *Research how other universities run their student spirit organizations and fan sections
- * Contact other student run groups from other universities to compare and contrast effectiveness of organization

Executive Director of Finance and Fundraising

The duties of the Executive Director of Finance and Fundraising shall be as follows:

- * To collect, record, and preserve all moneys earned and raised for the organization, and relay all money directly to the President.
- * To work with all officers and to plan a budget for events, promotional items, and Riot Squad gear.

- * To record and maintain all organizations financial operations using a legitimate bookkeeping system (must hold all receipts).
- * To seek out and supervise all organizations fundraising activities.
- * To organize all fundraising events.

Graphic Design Chair

The duties of the Graphic Design Chair shall be as follows:

- * To create a graphic for every event for promotional purposes
- * To work with Marketing and Social media to distribute this graphic
- * To work on designs for special event t-shirts and other merchandise
- * To create new ideas for graphics for the promotion of events

Attendance Chair

The duties of the Attendance chair shall be as follows:

- * To take attendance at every event
- * To keep a running list of members and their points
- * To use the QR code scanning system as the method of signing in
- * To uphold integrity of who attended each event
- * To relay the list of points to the President for each meeting

New Member Education Chair

The duties of the New Member Education Chair shall be as follows

- * To inform all new members of all the events that are happening
- * To inform all new members of chants done at events
- * To inform all new members of the rules that the Riot Squad adheres to
- * To inform all new members of how they can be more involved members of the Rutgers community as a whole

Scheduling Chair

The duties of the Scheduling Chair shall be as follows

- * To schedule events in cooperation with the President
- * To keep a list of events for the year and post them to the calendar
- * To ensure that members know of each and every event and when they will be

Email Chair

The duties of the email chair shall be as follows

- * To send out a weekly or bi weekly email stating events and meetings that are taking place
- * To know each point value for each event so that it can be put in each email for the members
- * To be able to send out an email in a moments notice if a big event or meeting needs to be called

SECTION 2 – POSITION PROCEDURES

The filling of positions will be treated as a professional job. It process will goes as follows:

1. Application Process
2. Resumes
3. Interviews
4. Executive Board Vote

SECTION 3 - VOTING

- a. A member can run only for an office in which they have fulfilled position procedures
- b. A majority is needed to secure an office, even if there is only one member nominated.

SECTION 4 - TERM OF OFFICE

- a. The term of office for the positions are one year starting with the fall semester.
- b. Officers may choose to run again for the same position if they feel best suitable for the job

SECTION 5 - VACANT OFFICE

- a. In the case that the office of President has been vacated for any reason, the Vice President shall take the position of President *immediately*. If they refuse, an emergency election shall be held immediately.
- b. If an office is vacated for any reason, the President may appoint someone to temporarily fill the position until a position application process may be fulfilled

SECTION 6 – IMPEACHMENT

- a. In the case of an executive board member/chair not fulfilling their position guidelines or bringing harm to the wellbeing of the group, a vote shall be cast to impeach this member from power.
- b. A 2/3rd - majority vote must be in agreement in order for the vote to pass.
- c. The impeached member may maintain general membership in the group if he/she chooses so.

ARTICLE IV – AMENDMENTS

SECTION 1 - PROCEDURE TO MAKE AMENDMENTS

- a. To amend these bylaws, a proposal must be presented to the organization and a unanimous decision must be met by the members
- b. A 2/3-majority vote of the active members present shall constitute approval of the said amendment. The amendment shall immediately go into effect.
- c. In special cases president may implement new procedures if need be

ARTICLE V – CONDUCT

SECTION 1 - PERSONAL CONDUCT

- a. Each member shall conduct himself as a representation of Rutgers University and of the Rutgers Riot Squad.
- b. Failure to properly conduct oneself at events can face dismissal from Riot Squad and further punishment from the University

SECTION 2 - CONDUCT WITH MEMBERS

- a. Every active member shall treat other members with a high respect and esteem emulating that which one deserves.
- b. Any member in violation of the aforementioned shall be subject to the disciplinary action of the Executive Committee and at their discretion

ARTICLE VI – GENERAL

SECTION 1 - DISTRIBUTION OF BYLAWS

- a. Each member shall be provided a copy of these bylaws. In addition, copies shall be given to any Rutgers University Staff who asks forth. Availability of the bylaws shall be the responsibility of the President

SECTION 2 – RECORD KEEPING

- a. In planning, organizing, or otherwise conducting major events the following is required of the officer in charge:
 1. Written set of goals and objectives
 2. Budget detailing expected incomes and/or expenses
 3. Name of advisors of resources to be contacted
 4. Outline detailing how and when the goals will be completed

SECTION 3 – COMMUNICATION

- a. All communication to outside sources by any member shall be reviewed by the president prior to sending as well as president copied into email.
- b. Any communication by the president shall be reviewed by the vice president prior to sending and vice president should be copied into email.