

Constitution and Bylaws:

Historically, these documents have proved helpful, especially during times of initial club organization and transition. In order to be an officially recognized organization, each club must have a constitution and bylaws. Each club should review its constitution and bylaws regularly, and a copy of the club’s current constitution and bylaws must be shared with the Alumni Affairs staff.

Appendix 1: Sample Constitution for Cornell Clubs

CONSTITUTION

The Cornell Club of _____

Article I - Name and Purpose

SECTION 1.

This organization shall be known as the Cornell Club of _____ (hereinafter referred to as the club.) Its purpose is to promote in all respects the welfare and to extend the influence of Cornell University in the _____ area. The club shall provide a forum for the university to conduct its fundraising efforts, recruit students, and foster friendship and sociability of persons who are currently or have been connected with Cornell University.

SECTION 2.

A copy of this constitution and bylaws shall be maintained on file at the Office of Alumni Affairs, Cornell University.

Article II - Membership

SECTION 1.

Any person who is now or has been a registered student in any department or course at Cornell University and any person who has been connected in any official capacity with the academic or administrative staff of Cornell University shall be eligible for membership in this club.

SECTION 2.

The spouse of any person who is a member under SECTION 1 shall be eligible for membership in this Club. Any person interested in Cornell University, including parents of current students, is eligible for membership in the club.

Article III - Officers

SECTION 1. Board of Directors.

The officers shall be a president, outreach vice president, program vice president, secretary, treasurer, and webmaster. These six together with at least an additional seven [but not more than twelve] individuals shall serve as the Board of Directors, who shall be elected to terms as specified in the bylaws. Members of the Board of Directors, as outlined in the bylaws shall have the authority to appoint the chairs of all standing committees, transact all business of the club, and fill any vacancies in its composition for the remainder of the term. Officers shall be elected at the annual meeting and shall serve until the expiration of their terms and until their successors are duly elected and qualified.

SECTION 2. President.

The president shall call and preside over all meetings of the club and of the Board of Directors and shall perform other duties pertaining to that office. The president shall serve ex-officio on all committees.

- Preferably has knowledge of Club/Alumni Association operation from past experience
- Responsible for overall programs, developing a Club/Alumni Association sense of purpose, new initiatives, and represents the Club/Alumni Association in the community
- Establishes dates and times for board meetings; prepares agenda in consultation with other board members
- Communicates regularly with Regional Office and Alumni Office staff contacts
- Appoints committee chairs and keeps current on committee activities
- Delegates responsibility and holds officers accountable
- Ensure that CAA is in good standing with the local jurisdiction if the club is incorporated.
- Facilitates communication among all board members
- Responsible for the return of all requested forms sent from the Alumni Office (Annual Report, Annual Plan, list of new officers, Zinck's Night, etc.) by specified date
- Actively grooms his/her successor during second year of two-year term
- Writes letters of appreciation to University speakers
- Encourages a good representation of board members to attend Cornell Alumni Association Regional Workshops and/or special training workshops (CALC)
- Plans year-end thank you event for Club/Alumni Association board members
- Writes thank you letters to board members

SECTION 3. The Vice Presidents.

The vice presidents in order shall perform the duties of the president in his or her absence or inability to act. Should the office of president be vacated, the outreach vice president shall succeed followed by the program vice president.

a. Outreach Vice President. The outreach vice president shall chair the outreach committee and promote participation and engagement in the club to all alumni in the _____ area. The vice president for outreach shall maintain the official roll of participants. Should the office of president be vacated, the outreach vice president shall succeed as president.

b. Program Vice President. The program vice president shall chair the program committee and shall coordinate all of the educational, professional and social programs of the club. The vice president is responsible for communicating event plans with the regional programs staff. Should the office of outreach vice president be vacated, the program vice president shall succeed.

SECTION 4. The Secretary.

The secretary shall give notice of all meetings of the club and the Board of Directors and shall keep accurate minutes of such meetings. Minutes should be sent to board members and Alumni Affairs Regional staff members within 10 days of a meeting. He or she shall conduct the general correspondence and keep the records of the club.

SECTION 5. The Treasurer.

The treasurer shall have custody of all the funds and securities of the club. He or she shall collect all money due to the club. The treasurer shall make disbursements only at the direction of the Board of Directors, or of officers or committees to whom the Board of Directors may delegate such authority. He or she shall keep an accurate record of all receipts and disbursements, and shall make reports thereof at

the regular meetings of the Board of Directors and at meetings of the club. The treasurer shall keep all scholarship, loan, and all other funds separate and distinct from each other and from the operating funds of the club. Either the treasurer or the president shall sign all withdrawals and transfers of funds. At the expiration of each fiscal year, after the books have been duly audited, the treasurer shall make a full report of the financial affairs of the club and the alumni affairs office. The treasurer with the president is also responsible for submitting an annual budget to the alumni affairs office every July 1.

SECTION 6. The Webmaster.

The webmaster shall create, maintain and monitor all club electronic communications techniques. This includes, but is not limited to, a club web page, social media and electronic mailing list(s). This person works very closely with other officer's communication efforts, and the Cornell webmaster. Any work produced on a club website becomes the club's and/or university property.

Article IV - Committees

SECTION 1.

The standing committees shall be Outreach, Program, Cornell Alumni Admissions Ambassador Network (CAAAN) and such other committees as the Board of Directors shall deem necessary.

SECTION 2.

The work of each committee shall be under the direction of the Board of Directors. At each regular meeting of the Board of Directors, a report shall be required from each committee chair.

Article V - Meetings

SECTION 1.

The fiscal year of the club shall be July 1 through June 30, in keeping with the fiscal year of Cornell University.

SECTION 2.

The number of regular meetings to be held each year shall be determined by the Board of Directors.

SECTION 3.

The Board of Directors shall meet at least four times in a club year or as often as deemed necessary for the transaction of business. All members of the Board of Directors must be notified of all meetings.

SECTION 4.

The annual meeting shall be held during the second half of the club year for the election of officers, reports, and any other business that may properly come before such a meeting.

SECTION 5.

Special meetings of the outreach and of the Board of Directors may be called by the president or three members of the Board or by ten members of the Cornell Club of _____.

SECTION 6.

Robert's Rules of Order, Revised shall govern all business meetings on matters not otherwise covered in this constitution or bylaws.

SECTION 7.

Five members of the Board of Directors shall constitute a quorum for its meeting.

Article VI - Elections

SECTION 1.

Election of officers shall take place at the annual meeting.

SECTION 2.

A candidate for office shall be a member in good standing. Advance consent of all persons nominated for office shall be obtained.

SECTION 3.

The Nominating Committee shall consist of the president of the club and five other members in good standing. The duty of the Nominating Committee shall be to nominate a slate of officers, directors, and the subsequent year's Nominating Committee to be voted upon at the annual meeting.

SECTION 4.

Other nominations, in addition to those submitted by the Nominating Committee, may be filed with the president or the secretary not later than ten days prior to the election on petition of ten members in good standing. No nominations will be received from the floor.

SECTION 5.

Officers and directors shall be elected by a majority of the votes cast. The president may serve no more than two consecutive terms.

Article VII - Amendments

This constitution may be amended by a two-thirds vote of those members in good standing present at the annual meeting or a special meeting of the club called for the purpose. The secretary shall email a copy of the proposed amendment to each member of the club in good standing at his or her address as shown in the records of the club and/or university, at least fifteen and not more than thirty days prior to the date of the meeting at which the proposed amendment is to be voted on. Amendments may be proposed by majority vote of the Board of Directors or petition signed by ten members in good standing of the club submitted to the secretary.

Article VIII - Bylaws

The Board of Directors, by majority vote, shall have the power to adopt, change, or amend bylaws as it deems necessary.

Article IX - Other Moneys

SECTION 1. Bank Account.

All bank accounts shall be in the name of the club. A separate account for scholarship purposes shall be maintained.

SECTION 2. Salaries and Fees.

No officer is to receive compensation for services to or on behalf of the club. Reimbursement of reasonable expenses, fully documented and approved by the university, may be allowed.

Article X - Dissolution

SECTION 1.

Upon the dissolution or other termination of the club, the balance of the assets, after the payment, or provision for payment, of its debts and expenses of dissolution, shall be transferred to any non-profit

organization which may succeed it as the university-recognized general alumni organization of Cornell University, or if there be no such successor organization, then to Cornell University.

SECTION 2.

In the event that ARTICLE X, SECTION 1, shall become operative, the Scholarship Fund of the club shall be neither invaded nor otherwise diminished and shall be turned over intact to the successor organization or to the university.

BYLAWS

Cornell Club/Alumni Association of _____

SECTION 1. CALENDAR OF MEETINGS

The president shall, prior to July 1, draw up a calendar of meetings and activities scheduled for the club year, which calendar shall be circulated to the members promptly.

SECTION 2. COMMITTEES

Paragraph 1. When not mandated in Section 3, the president shall appoint the chair of each committee, except that a vice president shall serve as chair of the Program Planning Committee.

Paragraph 2. The president may establish such other committees as he or she may deem necessary.

SECTION 3. DUTIES OF COMMITTEES [amend as appropriate]

Paragraph 1. Finance Committee. The treasurer shall be the chair of the Finance Committee, and the Scholarship and Fundraising Committee chair shall also be a member. The Finance Committee shall prepare a budget for the approval of the Board of Directors and make recommendations for distribution of all funds not specified in the budget.

Paragraph 2. Outreach and Engagement Committee. The outreach vice president shall be the chair of the Outreach and Engagement Committee. The Outreach Committee shall contact alumni and encourage participation within the Club. It shall, in cooperation with the Alumni Office of Cornell University, maintain a list of all persons qualified to be members of the club.

Paragraph 3. Program Committee. The program vice president shall be the chair of the Programming Committee. The Programming Committee shall plan, arrange, and conduct the activities of the club, for the purpose of promoting and carrying out the aims of the club and for promotion and betterment of Cornell University.

Paragraph 4. Communications Committee. The Communications Committee shall, whenever possible, prepare and send to local newspapers and other media, notices of any major club events, including the names of speakers and other distinguished guests. The Committee shall also be responsible for preparing a periodic newsletter for distribution to the club area.

Paragraph 5. Cornell Alumni Admissions Ambassador Network. (CAAAN) The Cornell Alumni Admissions Ambassador Network shall contact, interest, and recruit prospective students from secondary schools. It shall be responsible to Cornell's Office of Undergraduate Admissions.