

### **Organizing a Cornell University Regional Club:**

Setting up a regional Cornell club is a tremendous way to make a lasting and positive impact on both Cornell and your local alumni base, but it does involve a big commitment. The key to having a strong club is gathering a strong group of leaders who have a genuine desire to see a club run and thrive long term. One person cannot and should not do it alone. The seven elements listed below must be followed to be formally recognized as a Cornell club and receive Alumni Affairs staff support and services.

### **Protocol for the Establishment and Maintenance of Club Status:**

The university will recognize an organization as a Cornell club if:

1. It has an alumni base of more than 350 alumni in a club area (as defined by the Office of Alumni Affairs).
2. It establishes, follows, regularly reviews, and submits to its Regional Office staff contact a constitution and set of bylaws\*\*, which must contain clauses pertaining to:
  - a. A leadership succession plan and the election or appointment of new leaders
  - b. Officer positions and descriptions
  - c. Meeting schedules and the taking, distribution, and archiving of board meeting minutes
3. It sponsors a minimum of two events open to all alumni each year (July 1-June 30). The format of one of those events must fall into one of the below categories, and attendance lists from all events must be forwarded to the club's Regional Office staff contact.
  - a. Networking and career development
  - b. Current student gathering
  - c. Family-focused event
4. It sends at least two emails per programming year to all alumni within its club area (July 1-June 30)
5. It maintains an active website with an active webmaster and updates it at least once a quarter (July 1-July 30)
6. Communicates all events with details to their Regional contact in a timely manner
7. It submits an annual report on all club events and activities, in a timely manner, for each year it is in operation. Report questions and format are provided by your Regional Office staff contact.

\*\*See club's by-law link in Governance