

Constitution Cornell University Class of 2012

Article I: Name

This organization shall be known as the Cornell University Class of 2012, herein referred to as the “Class of 2012”.

Article II: Purpose

The purpose of the Class of 2012 shall be to promote the interests of Cornell and of the Class of 2012 identity through the exchange of information and the performance of activities beneficial to its membership.

Article III: Definitions

“Class of 2012” shall consist of any person listed on the official records of Cornell University as having entered with or transferred into the Class of 2012;
“Class Council Executive Board,” herein “Executive Board,” shall consist of the duly elected or appointed Co-Presidents, Treasurer, and Secretary of the Class of 2012;
“Class of 2012 Alumni Council,” herein “Alumni Council,” shall be made up of members of the Class of 2012 and may consist of any person so designated as a member by a majority of the Executive Board;
“Present” shall mean physical presence unless otherwise noted.

Article IV: Class Organization and Governance

Section 1: The daily business of the Class of 2012 shall be conducted by the Executive Board and Alumni Council

Section 2: The Co-Presidents may appoint officers from the Alumni Council as they deem appropriate, including the following positions:

- a Membership Chair
- b Reunion Chairs (2)
- c Class Correspondents (3)
- d Regional Representatives
- e Annual Fund Liaison
- f Web Community Manager
- g Historian

Section 3: Such appointments shall be announced to the full Alumni Council within two (2) weeks of their enactment. All Alumni Council officer appointments may be subject to a vote by the petition of at least ten (10) percent of the Alumni Council submitted to the Co-Presidents in writing or email within thirty (30) days of the aforementioned announcement.

Section 4: The Alumni Council shall meet at least once each year in accordance with the provisions of Article V

Article V: Meetings and Voting

Section 1: The Co-Presidents may call regular general body meetings at the following enumerated University-sponsored events whenever at least five (5) members of the Class of 2012 and at least half of the Executive Board are present

a General body meetings may be held at the following events pursuant to Article IV, Section 1:

- i Cornell Alumni Leadership Conference
- ii Class of 2012 Reunion
- iii Homecoming

b A mandatory general body meeting shall be held at least once every five (5) years during the University-sponsored Class of 2012 Reunion in Ithaca, NY

Section 2: The Class of 2012 may hold special general body meetings in a location and at a time it so chooses pursuant to the following rules:

- a The special meeting is called in response to an urgent or pressing need that must be addressed prior to the next possible regular general body meeting;
- b A majority of the Executive Board calls for such a meeting;
- c A majority of the Alumni Council consents to such a meeting in writing or by email; and
- d Notice of such meeting is provided to the Class of 2012 at least sixty (60) days prior to the meeting

Section 3: The Alumni Council and Executive Board may hold meetings via physical, telephonic, or electronic means whenever so called by a majority of the Executive Board in order to conduct the business of the Class of 2012

Section 4: All members shall have the right to vote at Class of 2012 general body meetings

Section 5: The right to vote at a general body meeting shall be limited to those present or voting by proxy at such meeting

- a Exceptions to this rule due to extraordinary circumstances shall be determined when necessary by a majority of Executive Board members present with the approval of two-thirds of Class of 2012 members present

Section 6: Only current dues paying members of the Class of 2012, as determined by the Cornell University Office of Alumni Affairs, shall have the right to vote by proxy at general body meetings

Section 7: The Secretary or, in the absence of the Secretary, a temporary secretary jointly designated by the Co-Presidents shall be responsible for counting and determining the validity of votes at all Class of 2012, Alumni Council, and Executive Board meetings

Section 8: All official meetings of the Class of 2012, Alumni Council, or Executive Board shall be governed by majority rule unless otherwise noted in this document

Section 9: Quorum shall be established accordingly

- a For the conduct of any general body meeting, quorum shall be no less than five (5) members of the Class of 2012 and at least half of the Executive Board
- b For the conduct of any Alumni Council meeting, quorum shall be no less than three (3) members of the Alumni Council and at least half of the Executive Board
- c For the conduct of any Executive Board meeting, quorum shall be no less than a majority of the Executive Board

Section 10: Notice shall be given to all relevant members at least two (2) weeks prior to any meeting that they may attend

- a Notice shall consist of an agenda and all anticipated votes

- b Unanticipated votes may be added to the agenda by a unanimous vote of the Executive Board with approval by at least two-thirds of the members present

Article VI: Appointment and Removal of Officers

Section 1: All Executive Board shall be elected at the mandatory general body meeting for a term of five consecutive years, coinciding with the University's fiscal calendar (July 1st of Reunion year until June 30th of the next Reunion year).

Section 2: Elections for Executive Board positions shall be conducted as follows:

- a At least ninety (90) days prior to the start of Reunion, the Reunion Chairs shall jointly appoint an Elections Committee of three (3), five (5), or seven (7) dues-paying members of the Class of 2012
- b The Elections Committee's first act of business shall be to designate an Elections Chair from among the committee members
- c The Elections Committee shall issue guidelines for, solicit and compile written letters of intent from all parties interested in running for an Executive Board position to be made available to the Class of 2012 upon arrival at Reunion
- d The Elections Committee shall work with the Cornell University Office of Alumni Affairs to determine the manner and timing of voting at Reunion
- e The Elections Chair shall tally and announce the results in a timely manner during the mandatory general body meeting
- f Elections shall be conducted according to CACO election procedure and process guidelines, including in instances where they contradict this document

Section 3: The Alumni Council may petition for the removal of any officer or Executive Board member for cause. Such petition shall be submitted to the Secretary or, if it be for the removal of the Secretary, to the Co-Presidents, and shall be successful if it garners the support by writing or email of at least three-fourths of the Alumni Council. The Alumni Council may then elect a replacement until the subsequent mandatory general body meeting. Any vacancy due to resignation or other valid reason may be filled in a like manner.

Section 4: No Executive Board member or Alumni Council officer may be elected or appointed to serve more than two consecutive terms in the same position

Article VII: Duties of Class Officers

Section 1: Two (2) Co-Presidents are the chief executive officers of the class and chairpersons of the Executive Board and Alumni Council. The Co-Presidents shall:

- a Establish and supervise Class activities
- b Preside over and plan all meetings of the Class of 2012 and Alumni Council
- c Ensure that Alumni Council members are performing their duties in the best interest of the Class of 2012
- d Ensure that at least one request for dues are mailed to the entire Class of 2012 each year, along with a State of the Class message
- e Attempt to attend at least one Cornell event quarterly.

Section 2: The Secretary shall preside over all meetings described in this document in the absence of the Co-Presidents. The Secretary's main responsibility is the maintenance of

the membership rolls of the Class of 2012, including addresses and contact information. In addition, the Secretary is responsible for:

- a Writing all Class of 2012 correspondence
- b Maintaining Class of 2012 records and documents
- c Serving as a liaison between Class membership and the Alumni Council and Executive Board
- d Recording the minutes of all official meetings and activities and posting them for review by those invited to the meeting
- e Assisting the Treasurer and Web Community Manager when requested
- f Collecting Alumni Council updates from the Co-Presidents and working with the Web Community Manager to ensure they are published on the website
- g Attending at least one Cornell event each semester

Section 3: The Treasurer shall be the principle financial officer and is responsible for receipt, custody, management, investment, and disbursement of all Class of 2012 funds.

The Treasurer shall also be responsible for:

- a Furnishing an annual itemized account of the treasury to the class officer team for examination
- b Reviewing the treasury monthly with the Co-Presidents on a designated day every month, as well as semi-annually
- c Supervising the *Cornell Alumni Magazine* subscription plan and the solicitation and account for the annual Class of 2012 spending
- d Developing Class of 2012 dues participation and seeking budgetary agreement with the Alumni Council
- e Authorizing payment of all Class of 2012 bills by the Cornell University Office of Alumni Affairs and working to ensure that the Class of 2012 follows all University financial and budget policies
- f Updating and enforcing the expense policy as necessary
- g Educating officers and Alumni Council members who will be making purchases with Class funds about the University rules and guidelines for purchasing and maintaining tax exempt status
- h Assisting Reunion Chairs with budget/financial planning issues
- i Assisting the Co-Presidents and Executive Board with developing yearly budgets
- j Attending at least one Cornell event each semester

Section 4: The Membership Chair shall assist the Co-Presidents in designated responsibilities and:

- a Plan three or four mailings per year for dues solicitation
- b Work with Alumni Council members for needed outreach in specific regional areas and among particular affinity groups
- c Be responsible for all marketing scheduling for the Alumni Council
- d Attend at least one Cornell event quarterly

Section 5: The Regional Chairs shall:

- a Encourage and coordinate the regional Alumni Council members and their local fundraising, dues solicitation, and event planning efforts
- b Maintain contact with the various Cornell regional offices and advise them of Class of 2012 programming
- c Remain apprised of Cornell regional activities and disseminate the information to the Alumni Council and the Web Community Manager
- d Work toward having each Cornell region represented on the Alumni Council
- e Attend at least one Cornell event each semester

Section 6: The Annual Fund Liaison shall:

- a Coordinate with the Membership Chair to gather a list of VIP donors and assist with thank-you letters
- b Conduct the annual solicitation
- c Send a monthly update to the Co-Presidents
- d Attend at least one Cornell event each semester

Section 7: Three (3) Class Correspondents shall submit a bi-monthly news column for the *Cornell Alumni Magazine* and prepare a Class of 2012 newsletter when so directed by the Alumni Council, as well as:

- a Create a schedule of which Correspondent will be handling which class column
- b Notify the Secretary of any events that require follow up from the Class (birth, deaths, weddings, major awards, etc.) by the first Tuesday of every month
- c Send a monthly update to the Co-Presidents
- d Attend at least one Cornell event each semester

Section 8: Two (2) Reunion Chairs shall plan the official Class of 2012 Reunion in conjunction with the University and with the support and cooperation of the Executive Board and Alumni Council, as well as:

- a Include an open class meeting and Class elections on the Reunion agenda
- b Work closely with the Co-Presidents, Treasurer, Secretary, and the Cornell University Office of Alumni Affairs
- c Send a monthly update to the Co-Presidents
- d Attend at least one Cornell event each semester, including Reunion in the year prior to the Class of 2012 Reunion

Section 9: The Web Community Manager will be responsible for keeping the Class website current with information submitted by Class of 2012 members and Alumni Affairs and Development. The Web Community Manager will:

- a Maintain the Class Electronic Mailing List and publish messages as appropriate
- b Publish regional events and updates electronically when appropriate
- c Work with the Class Correspondents, Membership Chair, Historian, and Co-Presidents on appropriate timing and information flow
- d Send a monthly update to the Co-Presidents
- e Attend at least one Cornell event each semester

Section 10. The Historian shall:

- a Create a record of interesting Cornell information and class events
- b Work with the Class Correspondents as a resource for their class columns
- c Sending a monthly update to the Co-Presidents
- d Attend at least one Cornell event each semester

Section 11: Alumni Council members shall:

- a Represent specific regions of the country
- b Conduct regional outreach efforts with dues and gift solicitation and/or regional class events
- c Assist the Membership Chair and Regional Representatives with membership drives locally
- d Assist other officers with anything in which they have a particular interest
- e Send a monthly update to the Co-Presidents
- f Attend at least one Cornell event each semester

Article VIII: Finances

Section 1. The fiscal year for the Class of 2012 shall commence on January 1st and end on the succeeding December 31st

Section 2. The Executive Board shall determine the dollar amount of Class dues

Section 3. Officers with budgetary responsibility that overstep their constraints shall assist the Co-Presidents and Treasurer in ameliorating any issues

Article IX: Amendment

Section 1. This Constitution may be amended at any general body meeting by an affirmative vote of two-thirds of the members present and voting

Article X: Enactment

This Constitution shall be considered ratified at the first general body meeting and at each subsequent mandatory general body meeting upon the affirmative vote of two-thirds of the Class of 2012 members present and voting. Coincident with this action, any existing constitution governing the Class of 2012 shall be abrogated.

Article XI: Non-Discrimination

Any form of discrimination based on race, color, sex, sexual orientation, national or ethnic origin, gender identity, religion, age, political beliefs, veteran status, marital status or disability unrelated to the business of the Class of 2012 is contrary to the principles and policies of this Constitution and the Class of 2012.

This Constitution was unanimously approved by the Alumni Class Council on January 19th, 2013 at 5:00PM.