

Cornell Military Network

CONSTITUTION & BYLAWS

ABSTRACT

The official Constitution & Bylaws of Cornell
Military Network

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CONSTITUTION

THIS IS THE CONSTITUTION OF THE CORNELL MILITARY NETWORK.

ARTICLE I - NAME AND PURPOSE

SECTION 1

This organization shall be known as the Cornell Military Network (hereinafter referred to as organization). Its purpose is to promote Cornell University's land-grant mission by organizing military-affiliated Cornell alumni across generations in support of the educational, professional, and social advancement of service-minded Cornellians.

SECTION 2

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

ARTICLE II - MEMBERSHIP

SECTION 1.

Membership may include anyone who attended Cornell University for at least one day, taught at or otherwise, been employed by Cornell University.

Members will be in good standing if they complete the membership application. No person shall be denied membership based on reason of their race, religion or creed, sex, national origin, age, ethnicity, residence or sexual orientation.

Members are those eligible persons who have paid dues in full for the current membership year or who have submitted a membership form and are otherwise exempt from paying dues in the current year.

ARTICLE III - OFFICERS

SECTION 1. BOARD OF DIRECTORS.

The officers shall be a President, Secretary, Treasurer, Vice President of Events and Programming, Vice President of Alumni Relations, Vice President of Communications, and Vice President of Campus Stakeholders. These seven together with any at-large members [totaling no more than 12 directors total] shall serve as the Board of Directors, who shall be elected to terms as specified in Article VI. To be eligible for the Board of Directors, members must be in good standing. Members of the Board of Directors shall have the authority to transact all business of the organization.

SECTION 2. PRESIDENT.

The President shall call and preside over all meetings of the organization and of the Board of Directors and shall perform other duties pertaining to that office. The President shall serve as ex-officio, voting member on all committees.

The President's responsibilities entail but are not limited to the following:

- Program oversight, network development, and purpose, new initiatives
- Establishment of dates and times for board meetings; prepares agenda in consultation with other board members
- Communication with Alumni Affairs and Development
- Delegation of responsibility and accountability
- Sustainment of program operations within local jurisdiction if the organization is incorporated
- Report Annual Plan, list of new officers, Zinck's Night, etc. by a specified date
- Development and training of successor during the second year of the two-year term
- Vocal or written communication between University speakers
- Representation of board members in attendance of Cornell Alumni Association meetings
- Mentor the chair of each committee to develop a calendar of events and meetings

SECTION 3. THE SECRETARY.

The Secretary shall give notice of all meetings of the organization and the Board of Directors and shall keep accurate minutes of such meetings. The Secretary shall conduct the general correspondence and keep the records of the organization. This person works very closely with other officer's communication efforts, and the Cornell webmaster.

SECTION 4. THE TREASURER.

The Treasurer shall authorize Alumni Affairs and Development (AA&D) to make disbursements of less than \$500. Larger disbursements require the approval of the President and a majority of the Board of Directors.

AA&D shall provide periodic and annual financial statements to the Treasurer to be presented to the Board of Directors at meetings of the organization.

The Treasurer and President will submit an annual budget to AA&D every July 1.

The Treasurer also chairs the Finance Committee[Article IV].

SECTION 5. VICE PRESIDENT OF EVENTS AND PROGRAMMING

The Vice President of events and programming shall plan and execute events concurrent with major University gatherings such as Cornell Homecoming, Cornell Reunion, and Cornell Alumni Leadership Conference. They shall provide planning support to member-led initiatives, such as regional events.

SECTION 6. VICE PRESIDENT OF ALUMNI RELATIONS

The Vice President of Alumni Relations shall maximize engagement (both in breadth and depth) within the organization, facilitating connections between members, lead development and fundraising efforts in support of the organization’s mission, maintain the agency database, and coordinate with the Campus Stakeholder Committee to leverage the organization in support of student-veterans, ROTC Cadets and ROTC Midshipmen enrolled at Cornell.

SECTION 7. VICE PRESIDENT OF CAMPUS STAKEHOLDERS

The Vice President of Campus Stakeholders shall leverage the organization in support of the professional and educational advancement of military-affiliated Cornell students. They shall engage Cornell’s administration to identify opportunities to align the organization’s initiatives with Cornell’s priorities. They shall onboard graduating military-affiliated students into the organization. They shall coordinate and lead annual stakeholder meetings.

SECTION 8. VICE PRESIDENT OF Communications

The Vice President of Communications shall lead communications efforts to inform, promote, and inspire the Cornell Military-affiliated community. The VP Communications will coordinate with all committees of the CMN in support of the organization’s mission, including membership, fundraising, and general information about the work of CMN. In addition, the VP Communications will lead CMN efforts to recognize and celebrate important milestones and achievements, internally and externally, of the Military, Alumni, student-veterans, ROTC Cadets and ROTC Midshipmen enrolled at Cornell.

SECTION 9. VACANCIES

Any vacancy on the board of directors can be filled by a simple majority vote of the Board of Directors for the duration of the original term. The nomination of the interim Director shall abide by Article III section I.

SECTION 10. INABILITY TO PERFORM DUTIES

In the event of a temporary absence of the President, a Vice President designated by the President or Board of Directors shall perform the duties of President.

If any member of the Board of Directors misses more than two meetings, then their seat will be considered vacant, and shall be filled according to Article III Section I.

ARTICLE IV - COMMITTEES

SECTION 1.

Officers are encouraged to carry out their duties by chairing a committee of volunteers. At each regular meeting of the Board of Directors, a report shall be required from each officer. Each officer is responsible for maintaining a list of volunteers on their committee.

ARTICLE V - MEETINGS

SECTION 1.

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

SECTION 2.

The number of board meetings 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 fiscal 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 at least thirty days in advance.

SECTION 4.

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

SECTION 5.

Special meetings of the Board of Directors may be called by the President or a simple majority of the Board of Directors.

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.

A simple majority of the Board of Directors shall constitute a quorum for its meeting.

SECTION 8.

All meetings will include options for virtual participation if requested by any participant.

ARTICLE VI - ELECTIONS

SECTION 1.

Election of officers shall conclude and will be announced at the annual meeting. The Communications Committee will digitally disseminate elections results no later than seven days after the election concludes.

SECTION 2.

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

SECTION 3.

The duty of the Nominations Committee shall be to nominate a slate of Board of Directors no later than thirty days before an election.

SECTION 4.

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

SECTION 5.

Officers shall be elected by a simple majority of the votes cast. All officers and directors will serve terms of two years. The President may serve no more than two consecutive terms. All other members of the Board of Directors may serve no more than two consecutive terms, which can be extended on an individual basis by a unanimous vote of the board of directors. Within 30 days of an election, the outgoing Board of Directors will elect the incoming Board of Directors as the board of directors of the holding corporation.

SECTION 6.

The Nominations Committee will use CUVolunteer to manage the nominations process, and voting will occur digitally.

SECTION 7.

The initial Board of Directors will consist of:

- Matthew Zirkle President
- Charlotte Levine VP Events and Programming
- Robert Callahan VP Alumni Relations
- Ronald Demer Treasurer
- Seamus Murphy Secretary
- Anne Catlin Johnson Member at Large
- Brian Pickerall Member at Large
- Steven Kantrowitz Member at Large
- Luisa Santiago Member at Large
- Charles Stuppard Member at Large

ARTICLE VII - BOARD OF ADVISORS

The Board of Directors can appoint members in good standing to the Board of Advisors by a simple majority vote. The Board of Advisors will include a maximum of 11 members and will be selected for their ability to provide expertise to the Board of Directors.

ARTICLE VIII - AMENDMENTS

This constitution may be amended by a two-thirds majority vote of board members present at the annual meeting or a special meeting of the organization called for the purpose. The Secretary shall email a copy of the proposed amendment to each member of the organization in good standing at his or her address as shown in the records of the organization 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 a simple majority vote of the Board of Directors or a petition signed by forty members in good standing of the organization submitted to the Secretary.

ARTICLE IX - BYLAWS

The Board of Directors, by a two-thirds majority vote, shall have the power to adopt, change, or amend

bylaws as it deems necessary.

ARTICLE X - OTHER MONEYS

SECTION 1. BANK ACCOUNT.

All bank accounts shall be in the name of the organization.

SECTION 2. SALARIES AND FEES.

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

ARTICLE XI - DISSOLUTION

Upon the dissolution or other termination of the organization, 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 allocated to funds aligned with the organization's purpose.

BYLAWS

This is the bylaws of the Cornell University Military Network.

SECTION 1: CALENDAR OF MEETINGS

The President shall, prior to July 1, draw up a calendar of meetings and activities scheduled for the organization's fiscal year, which calendar shall be circulated to the members promptly.

SECTION 2: COMMITTEES

PARAGRAPH 1.

The President may establish such other committees as he or she may deem necessary.

PARAGRAPH 2.

The chairs of each committee can choose the size and sub-organization of their respective committees unless otherwise stated in the descriptions below. To be inclusive of the diverse backgrounds of the organization, all committees will have representation from at least three Uniformed Services. They will also include at least one member who matriculated to Cornell as a student-veteran and one member who pursued military service after graduation. Any of these requirements can be waived at the discretion of the President.

SECTION 3: DUTIES OF COMMITTEES

PARAGRAPH 1.

Finance Committee. The Treasurer shall be the chair of the Finance Committee. The Finance Committee shall prepare a budget for the approval of the Board of Directors and make recommendations for the distribution of all funds not specified in the budget. The Finance Committee will collaborate with the organization's other committees to provide financial resources in support of their initiatives.

PARAGRAPH 2.

Events and Programming Committee. The Vice President of Events and Programming will chair the Events and Programming Committee. The Events and Programming Committee shall plan and execute events concurrent with major University gatherings such as Cornell Homecoming, Cornell Reunion and Cornell Alumni Leadership Conference. Events and Programming Committee shall provide planning support to member-led initiatives, such as regional events.

PARAGRAPH 3.

Alumni Relations Committee. The Vice President of Alumni Relations shall chair the Alumni Relations Committee. The Alumni Relations Committee shall maximize engagement (both in breadth and depth) within the military-affiliated alumni community, facilitate connections between members, lead development and fundraising efforts in support of the organization's mission, maintain the network database, and coordinate with the Campus Stakeholder Committee to leverage the organization in support of student-veterans, ROTC Cadets and ROTC Midshipmen enrolled at Cornell.

PARAGRAPH 4.

Communications Committee. The Vice President of Communications is chair of the Communications Committee. The Communications Committee shall assemble and disseminate a digital newsletter at a regular interval. The Communications Committee shall receive and respond to external correspondence in a timely manner.

PARAGRAPH 5.

Campus Stakeholders Committee. The Vice President of Campus Stakeholders shall chair the Campus Stakeholders Committee. The Campus Stakeholders Committee will include as ex-officio members: a representative from the Cornell Undergraduate Veteran's Association, a representative from the Tri-Service ROTC Brigade, and representatives from graduate student-veteran associations at Cornell. The Campus Stakeholders Committee shall leverage the organization in support of the professional and educational advancement of military-affiliated Cornell students. The Campus Stakeholders Committee shall engage Alumni Affairs and Development to identify opportunities to align the organization's initiatives with Cornell's priorities. The Campus Stakeholders Committee shall onboard graduating military-affiliated students into the organization. The Campus Stakeholders Committee shall coordinate and lead annual stakeholder meetings.

PARAGRAPH 6.

Nominations Committee. The initial Nominations Committee will be selected by the President, consist of 3 members of the Board of Directors, and be subject to simple majority approval of the Board of Directors.

Subsequent Nominations Committee will consist of outgoing members of the Board of Directors, subject to a simple majority approval of the Board of Directors.

The duty of the Nominations Committee shall be to nominate a slate of officers to be voted upon at the annual meeting. The Nominations Committee is also responsible for determining eligibility for any prospective member of the organization and the criteria defining "good standing" within the organization.