

# Constitution

## Cornell University Class of 1962

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### Article I: Name

This organization shall be known as the Cornell University Class of 1962 (hereinafter "Class").

### Article II: Purpose

The purpose of the Class shall be to promote the interests of Cornell University and Class identity through the exchange of information and by involving Class members in activities that foster class participation and unity as well as goodwill towards the University and each other.

### Article III: Membership

Any person listed on the official records of Cornell University as having matriculated in the fall of 1958 with the intent of graduating in 1962, having subsequently transferred into the Class of 1962, having graduated with the Class of 1962 (1963 for 5 year program graduates) or having received a Cornell degree subsequent to 1962 is automatically a member.

### Article IV: Voting and Meetings

- Section 1: All members of the Class shall have the right to vote at general Class meetings that they attend.
- Section 2: The President shall call a general Class meeting at least once every five years, which shall normally be held during the June Class reunions in Ithaca.
- Section 3: Voting on new or replacement Officers or Council and other communications on matters before the Class Officers and Council may be conducted in person at a Class Meeting, or by proxy or by regular and/or electronic mail timely sent to the Secretary or President. If a proxy vote is solicited, only current dues paying Class members shall have the right to vote by proxy.

### Article V: Class Organization and Governance

- Section 1: The Class shall be governed by Officers and a Class Council.
- Section 2: The Officers shall consist of President, Immediate Past President, Secretary, Treasurer, and Vice Presidents including Class Correspondent, Reunion Chair(s), Cornell Fund Representative, Newsletter Editor, Historian(s), Webmaster and Membership/Outreach.
- Section 3: The Class Council shall consist of prior Officers who have completed at least one full five-year term of office and who wish to continue their participation in Class leadership. Other classmate(s) who wish to participate in the Class Council may do so as described in Section 7 below.
- Section 4: University staff assigned to the Class from the Office of Alumni Affairs and Development will serve as ex-officio members of the Class Officer group in a non-voting, advisory capacity.

- Section 5: The Class Officers and Council shall hold a meeting at least once a year that shall normally coincide with the annual CACO-sponsored Mid-Winter Meeting.
- Section 6: The Class Officers and Council shall be responsible for and vote on all policy matters affecting the Class, including amendments to this Constitution.
- Section 7: The Class Officers shall accept Class members to serve on the Class Council on the basis of their interest and/or special abilities. Any members of the Class may suggest a nominee, or express an interest in joining the Council themselves, to a Class Officer.
- Section 8: A regional organization may be established and coordinated under the leadership of the Class Officers to promote and coordinate regional Class activities.

### **Article VI: Election, Appointment and Removal of Officers**

- Section 1: All Class Officers shall be elected at the designated quinquennial Class Meeting for a term of five consecutive years. The term of office shall coincide with the Class Fiscal Year (Article VIII, Section 1).
- Section 2: At least ninety days prior to the quinquennial Class Meeting, the Class Officers shall designate a Nominating Committee (Article X, Section 1) to bring before the Meeting a slate of nominees for each elected position to be filled. In the event that the Nominating Committee is unable to identify candidates for the Officer positions defined in Article V, Section 1, the President may combine two or more positions, with the agreement of a majority of the other Class Officers and of the person who would occupy the combined position.
- Section 3: Only dues paying members will be eligible for election as Class Officers or to serve on the Class Council. Class Officers and Council members are required to be dues payers throughout their term of office.
- Section 4: Any Class Officer or Council member who believes that the performance or action(s) of another Officer or Council member is detrimental to the effective and harmonious functioning of the Class, the Class Officers or the Class Council, may contact the President (or, in the case that the President is the Officer whose performance/actions is questioned, the Immediate Past President) about their concern(s). After consultation with as many Officers and Council members as the President (Immediate Past President) deems necessary to substantiate the concerns raised, the President (Immediate Past President) will contact the Officer/Council member and notify him/her of the actions and/or performance deemed unacceptable. The Officer/Council member will be afforded the opportunity to explain to the President (or Immediate Past President) his/her position and provide a justification therefore. The Officer/Council member may also request to present his/her position to the Officers and Council, which may be accomplished by email if the annual Class Meeting is not imminent. The remaining Class Officers and Council, after hearing the statement of the Officer/Council member in question, may, by a 3/4 vote of a quorum (50%) of Officers and Council, (1) allow a period of time for the Officer/Council member to improve his/her performance and/or cease the detrimental activities or (2) may remove the Officer/Council member in question. Any permanent vacancy due to resignation or removal may be filled until the date of the next Class Meeting from the current Council, by a vote of the remaining Class Officers and Council.
- Section 5: For further specific election procedures and processes refer to CACO's Guidelines.

## **Article VII: Responsibilities of Officers**

- Section 1: The President is the Chair of the Class Officers and Council. The President shall be responsible for:
- A. Working with the other Officers and the Council to establish procedures and plan Class activities
  - B. Presiding at all general Class Meetings as well as at meetings of the Class Officers and Council.
  - C. Assisting the Officers and Council to perform their duties in the best interest of the Class.
  - D. Working with the Outreach Vice President to insure that an appropriate number of requests/thanks for dues are sent to the entire Class each year.
  - E. Issuing, at least once per calendar year, a State of the Class message.
  - F. In conjunction with the Officers and Council, appointing the Nominating Committee.
- Section 2: The Immediate Past President shall:
- A. Act for the President in his/her absence.
- Section 3: The Immediate Past President, the Officers and the Class Council shall assist the President in their designated responsibilities, as enumerated below, and including, as appropriate:
- A. Responsibility for the planning and execution of all Class and Council meetings and other informal activities.
  - B. Encouraging and coordinating the Class regional organizations and their activities.
  - C. As assigned by the President, preparing News and Dues letters, follow-up postcards, and special mailings to non-renewals.
  - D. Handling special projects as assigned by the President
- Section 4: The Secretary shall preside at the Class Meeting(s) in the absence of the President and Immediate Past President. The Secretary shall be responsible for:
- A. Recording and distributing the minutes of all Class Meetings to the Class Officers, the Class Council, and the Office of Alumni Affairs.
  - B. In conjunction with Alumni Affairs staff, maintaining Class records and documents, including the Class Constitution and Bylaws.
  - C. Preparing and sending Class related thank-you, congratulatory, and sympathy notes.
  - D. Soliciting and registering proxy votes and advising the Nominating Committee of the results if the votes concern election of Class officers.
- Section 5: The Treasurer shall be the principal financial officer and is responsible (along with Alumni Affairs staff) for the tracking, management, and disbursement of all Class funds. The Treasurer's responsibilities shall also include:
- A. Preparing a summary of the Class finances for review by the Class Officers and Council at each annual Class Meeting.
  - B. Authorizing payment of all Class bills by the Office of Alumni Affairs and ensuring that the Class follows all University financial and budgetary policies.
  - C. Updating and insuring adherence with the Class expense policy
  - D. Educating Class Officers and Council members making purchases with Class funds about University rules and guidelines for purchasing and maintaining tax-exempt status.
  - E. Assisting Reunion Chairs with budgeting/financial planning issues.
  - F. As may be appropriate according to the Class fiscal status, making recommendations to the Officers and Council regarding changes to the Class dues structure.

Section 6: The Cornell Fund Representative shall work closely with the Cornell Fund staff in Alumni Affairs and Development and with the Class Officers and Council. The Fund Representative shall:

- A. Receive Class giving reports from the Cornell Fund and report to the Officers and Council on Class progress in funds raised
- B. In conjunction with the Cornell Fund Office and Class Officers, set goals and develop and implement strategies for Reunion fund raising efforts as well as non-Reunion year campaigns
- C. Work with the Outreach VP and Treasurer to coordinate solicitations and educate classmates on the difference between gifts to the University and Class dues.

Section 7: The Class Correspondent shall:

- A. Submit a bi-monthly news column for the *Cornell Alumni Magazine*.
- B. Submit appropriate news to the Class Webmaster for posting on the Class website.
- C. Forward all used News & Dues forms to the Class Secretary for appropriate follow-up.

Section 8: The Reunion chair(s) shall plan the quinquennial Class Reunion in conjunction with Alumni Affairs staff and with the support of and input from the Class Officers and Council.

Section 9: The Webmaster shall:

- A. Be responsible for keeping the Class website current with information submitted by the Class Correspondent, Class members and Alumni Affairs and Development.
- B. Own and maintain the Class Electronic Mailing List and publish messages as appropriate.

Section 10: The Outreach Vice President will be responsible for coordinating all activities that are directed towards increasing Class membership, including:

- A. Developing and implementing a solicitation plan for class dues from current dues payers,
- B. Developing and implementing a membership solicitation plan for non-renewing dues payers and for classmates who have never been dues payers,
- C. Overseeing the *Cornell Alumni Magazine* subscription plan and accounting for annual Class dues payments.

Section 11: The Newsletter Editor will be responsible for:

- A. Producing a class newsletter at least twice in a 12 month period or other interval as decided by the Officers and Council.
- B. Soliciting information about class officers, class projects and activities, and any other material deemed necessary for keeping classmates informed and interested in activities and programs of the Class.
- C. Working with University and the Outreach Vice President to determine the most cost-effective and efficient ways for disseminating the newsletter, including hard copy print, e-mail and/or the class web site.

Section 12: The Class Historian(s) shall:

- A. Keep accurate records of Class Officers, Class Gifts, and Class Fund Gifts.
- B. Produce class history projects for selected reunions and other events.

### **Article VIII: Fiscal**

- Section 1: The fiscal year for the Class shall commence on July 1 and end on June 30.
- Section 2: Class dues shall be payable annually no later than the end of the second quarter.
- Section 3: The amount of Class dues shall be reviewed at least every five years and the amount set by the Class Officers and Council with advice from the Treasurer.

### **Article IX: Amendments**

- Section 1: This Constitution may be amended at any Class Meeting by an affirmative vote of 2/3 of the members present and voting including those voting by proxy, or by acceptance by a 2/3 majority of the Class Officers and Council at a regular Officer/Council meeting upon prior advice to Class members eligible to vote.
- Section 2: Quorum: A quorum of fifty percent of the Class Officers & Council members must be present to officially amend the Constitution. If fewer than fifty percent are present, the Amendment may be enacted as a Provisional Amendment until such time as either a) a quorum approves it at a subsequent meeting of the Class Officers and Council or b) the Class approves it at its next Class meeting according to Section 1 of this Article.
- Section 3: Any dues paying member may suggest an Amendment by sending their request in writing to the President along with twenty signatures from other dues paying Class members at least 90 days before a Class meeting.

### **Article X: Committees**

- Section 1: Nominating Committee - Shall be composed of at least four Officers including the President and Immediate Past President. The Committee shall be formed at least ninety days prior to the Class meeting held during Reunion. Responsibilities include preparing the slate, distributing the slate to Class members, and facilitating the approval process. If the President and/or any of the Officers plan on serving additional terms, they may serve on the Nominating Committee but not work on the slate for the office they seek.
- Section 2: The Class Officers are empowered to create any additional committees necessary to discharge the responsibilities or promote the programs and activities of the Class.

### **Article XI: Enactment**

This Constitution shall be considered ratified in February 2003 upon the affirmative vote of 2/3 of the Class Officers and Council members voting.

### **Certificate of Enactment**

This Constitution was approved by an affirmative email vote of at least 2/3 of the members of the Class of 1962 Officers and Council in February 2003.