Constitution of the Campus Club at Cornell Inc.
Approved at May 5, 2016 Annual Meeting

Article I – Name

This organization shall be known as the Campus Club at Cornell Inc. It may also be referred to as the Campus Club or the Club.

Article II – Purpose

The purpose of the Campus Club at Cornell Inc. shall be to promote the social and cultural interests of women, to extend a welcome to newcomers and to promote wider acquaintance and friendship.

Article III – Executive Board Officers

Section 1. The elected officers of the Campus Club shall be known as the Executive Board, consisting of: President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Activity Chair, Assistant Activity Chair, Social Chair, Assistant Social Chair, Program Chair, Assistant Program Chair, Membership/Publicity Chair, Assistant Membership/Publicity Chair.

Section 2. Duties of the officers are defined in Article III of the Bylaws.

Section 3. The officers shall be elected at the Annual Meeting and shall not be eligible to succeed themselves, unless approved by the Board. Officers shall be nominated from the membership.

Section 4. The elected officers shall be known as the Executive Board of the Campus Club at Cornell Inc. The Executive Board shall be the policy-making body of the Club.

Section 5. The immediate past president of the Campus Club shall be an ex-officio member of the Executive Board.

Section 6: Participation by teleconference or other electronic or digital means in any regular or special meeting of the Executive Board is permissible if all persons participating in the meeting simultaneously can hear or read each other’s communications during the meeting. Such participation by teleconference or other digital means shall constitute the presence of the member at the meeting and shall entitle the member to vote.

Article IV – Committees

Section 1. There shall be a Program Committee selected by the Program Chair and Assistant Program Chair. They will develop a schedule of programs/lectures and present it to the Executive Board for approval in time for including in the annual schedule of events and activities.

Section 2. There shall be a Nominating Committee headed by the most recent Past President. Nomination planning is to be completed at least one month before the Annual Meeting.
Section 3. Any other committees deemed necessary may be appointed by the President.

Article V – Membership

Section 1. Eligible for membership are women of the Cornell community and/or women of the Ithaca area interested in the program/lectures, social events and activities sponsored by the Campus Club at Cornell Inc.

Section 2. Membership is attained and retained by the payment of annual dues. An individual may be reinstated to paid membership status upon payment of dues for the current program year.

Section 3. For any social event for which an invitation will be sent, the paid member list as confirmed by Membership/Publicity Chair and Treasurer will be the basis for the invitation. The current Board will determine the date of membership eligibility to be used for any invitation.

Section 4. Those who have paid dues by March 15 of the current program year shall have voting privileges at the Annual Meeting held in April or May.

Article VI – Dues

Section 1. Prior year members shall be sent the schedule of events and activities for the upcoming program year prior to registration for activity groups at the Fall Coffee. Dues may be mailed to the Membership/Publicity Chair or Treasurer of the Campus Club at Cornell Inc. in advance of Fall Coffee or paid at time of registration.

Section 2. All individuals participating in programs/lectures, social events, and/or activity groups are required to be members by paying annual dues to the Treasurer of the Campus Club.

Section 3. Notice of the Annual Meeting, shall be sent to members who have paid dues by March 15 of the current year.

Article VII – Meetings

Section 1. A schedule of programs/lectures and social events of the Campus Club at Cornell Inc. shall be announced in the Fall. Announcements of meetings shall be made on the Campus Club website, through its list-serve and in local media.

Section 2. Each activity group shall decide upon the date, time, and place of its meeting and shall publicize this information to its members.

Section 3. The Annual Meeting shall be held in either April or May at the discretion of the Executive Board. The election of officers and presentation of Annual Report will take place at this meeting. The Annual Meeting may be held at the Spring Luncheon.

Section 4. Special meetings may be held at the request of the President or a majority of the Executive Board or at the request of twenty-five (25) club members.
Article VIII – Groups

Section 1. Activity Groups
A. All participants in activity groups must be members of the Campus Club at Cornell Inc. and are subject to the policies established by the Executive Board.

B. All activity groups shall maintain open membership. Any group with closed membership will lose the sponsorship of Campus Club.

Section 2. Service Groups
Participation or sponsorship with local service groups needs the approval of the Executive Board of the Campus Club at Cornell Inc. (i.e. City Federation of Women’s Organizations, Friends of the Library).

Article IX – Amendments

Section 1. This Constitution may be amended at any annual, or special meeting by a two-thirds vote of those members present and voting, provided that the proposed amendment(s) shall have been submitted to the members in writing at least two weeks in advance of the meeting where it is to be voted upon.

Section 2. This Constitution may also be amended by submitting proposed amendments and ballots by mail to the membership. A two-thirds majority of those returning ballots within a three-week period is necessary to amend.

Article X – Exempt Purposes

Section 1: Disposal of Property at Dissolution
If, for any reason, the Campus Club at Cornell Inc. is disbanded, after paying or adequately providing for the debts and obligations of the Club the Executive Board shall determine the distribution of the remaining assets to one or more exempt entities with the same general aims and purposes as the Campus Club at Cornell Inc. and within the meaning of the Internal Revenue Code.

Section 2: Non-inurement
No part of the net earnings of the organization may inure to the benefit of any member or officer of the Campus Club at Cornell Inc. or to any private individual other than reasonable compensation paid for services rendered to or for the organization.
No member or officer of the Club will be entitled to a share in the distribution of any of the assets upon dissolution of the organization.

Section 3: Restrictive Legislation
The Club will not devote funds or activities to influencing legislation or political campaigns.
Bylaws  
of the  
Campus Club at Cornell Inc.  
Approved at May 5, 2016 Annual Meeting

Article I - Dues

Annual dues shall be reviewed by the Board each year along with a preliminary budget in the July timeframe. Any update to annual dues deemed necessary to successfully deliver the objectives and programs of the Campus Club at Cornell will be published in the Fall Brochure, Membership Form and on our website.

Article II - Executive Board

Section 1. The Executive Board shall have general charge of the affairs of the Campus Club at Cornell Inc. and shall approve any contribution made from general funds.

Section 2. A majority of the Board (eight officers) shall constitute a quorum for the transaction of business at any meeting.

Article III - Duties of Officers

Section 1. The President shall preside at all meetings of the Campus Club at Cornell Inc. and the Executive Board. She is an ex-officio member of all committees. She is responsible for the historical file. The President is empowered to fill any vacancies on the Board after suggestions from the Executive Board have been considered.

Section 2. The Vice-president shall assist the President and preside in her absence. She will oversee Campus Club’s relationships with Service Groups.

Section 3. The Secretary shall record all meetings and send copies of all minutes to the Executive Board members. She shall maintain the records of the Campus Club and handle all correspondence. She shall prepare the annual Fall Brochure outlining the programs/lectures, social events, activity groups and their leaders, officers and membership information, in time for a mailing to prior year members before the Fall Coffee/Registration.

Section 4. The Assistant Secretary shall be responsible for the compilation of the Newsletter and the Annual Report. She shall assist the Secretary.

Section 5. The Treasurer shall be responsible for the collection of dues, payment of bills and financial record keeping. She shall report the paid membership to the Executive Board, as needed. She shall prepare materials for a self-audit to be conducted by Incoming Assistant Treasurer. She shall submit required forms to the IRS prior to the due date, (January 15th), consistent with the Club’s August 31st fiscal year end, to maintain sales tax exempt status.

Section 6. The Incoming Assistant Treasurer will conduct an audit of the finances of the Club for the 12 months prior to May 31st, before assuming duties on the Board. She will present her findings to the Board at the July Board meeting. Additionally, she shall assist the Treasurer, as needed.
Section 7. The Activity Chair shall initiate and coordinate activity groups. She shall serve as a liaison between the Executive Board and the activity groups. She shall coordinate inputs from activity groups for the Newsletter.

Section 8. The Assistant Activity Chair shall assist the Activity Chair.

Section 9. The Social Chair shall make all arrangements for the social events, namely, the Fall Coffee, Winter Tea, and Spring Luncheon/Annual Meeting of the Campus Club.

Section 10. The Assistant Social Chair shall share the duties of the Social Chair.

Section 11. The Program Chair shall arrange the programs and lectures of the Campus Club.

Section 12. The Assistant Program Chair shall share the duties of the Program Chair.

Section 13. The Membership/Publicity Chair shall keep the membership file up-to-date and report membership numbers to the Board. She will provide mailing labels when required. She shall be responsible for the maintenance of the Campus Club’s list-serve and for notifications to members of upcoming programs and events and all other publicity, plus the maintenance of the publicity file.

Section 14. The Assistant Membership/Publicity Chair shall supervise the distribution of the Fall Brochure and/or the Campus Club informational postcard prior to the Fall Coffee. The Assistant Membership/Publicity Chair maintains the supplies of the Executive Board. She shall share the duties of the Membership/Publicity Chair.

Article IV – Guests

Guests are welcome at the lectures of the Campus Club at Cornell, as all are open to the public. Members may invite guests to the Spring Luncheon and the luncheon admission fee will be charged for each guest invited.

Article V – Amendments

The Bylaws may be amended at any Annual Meeting of the Campus Club at Cornell Inc. by a majority vote of those members present and voting.

Article VI - Membership list

The membership list shall not be released to any organization or individual outside the Executive Board, without the approval of the Executive Board.

Article VII - Operating Procedure

The Executive Board may clarify the wording of the Constitution with a simple majority vote of those in attendance and voting at any Annual Meeting provided that the intent of the Constitution is not changed. The membership shall retain the option of requesting a full ballot vote.