

CONSTITUTION

Cornell Club of Monmouth & Ocean Counties

Article I - Name and Purpose

SECTION 1. This organization shall be known as the Cornell Club of Monmouth & Ocean Counties (hereafter referred to as CCMO). Its purpose is to promote in all respects the welfare and to extend the influence of Cornell University in Monmouth and Ocean Counties, New Jersey. CCMO shall (1) foster friendship and sociability of people who are currently, or have been, connected with Cornell University, hereafter referred to as Cornellians, and (2) help recruit freshman applicants to Cornell.

SECTION 2. A copy of this constitution and bylaws shall be maintained on file at the Office of Alumni Affairs, Cornell University.

Article II – Cornellians

SECTION 1. Any person who is now or who has been a registered student in any department or course at Cornell University and any person who has been connected in any official capacity with the academic or administrative staff of Cornell University shall be considered a Cornellian.

SECTION 2. The spouse, partner, other family member or friend of any person who is a Cornellian under SECTION 1 may participate in CCMO activities. Any person interested in Cornell University, including parents of current and former students, may participate in CCMO activities.

Article III – Officers and Directors.

SECTION 1. Board of Directors.

The Board of Directors shall consist of ten to fifteen individuals, who shall be elected to terms as specified in the bylaws. All officers shall be members of the Board of Directors. The Board of Directors shall have the authority to transact all business of CCMO and fill any vacancies in its membership for the remainder of their terms. All Directors shall be Cornellians.

SECTION 2. Officers.

The officers shall be a President, Participation Vice President, Program Vice President, Communications Vice President, Secretary, Treasurer and CAAAN Chair. All officers shall be Cornellians in the sense of Article II, Section 1.

SECTION 3. Election of Directors and Officers.

Directors and officers shall be elected at annual meetings held in alternate years and shall serve until the expiration of their terms and until their successors are duly elected and qualified.

SECTION 4. Officers

Paragraph 1. The President. The President shall call and preside over all meetings of the Board of Directors and shall perform other duties pertaining to that office. The President shall serve ex-officio on all Committees.

Paragraph 2. The Participation Vice President. The Participation Vice President shall promote participation in the CCMO to all Cornellians in the Monmouth and Ocean Counties area. The Participation Vice President shall maintain the list of Cornellians and record with the Secretary.

Paragraph 3. The Communications Vice President. The Communications Vice President shall chair the Communications Committee and shall create and manage all communications with area Cornellians, including email newsletters and the CCMO web site, and any additional media.

Paragraph 4. The Program Vice President. The Program Vice President shall chair the Program Committee and shall coordinate all CCMO educational and social programs.

Paragraph 5. The CAAAN Chair. The Cornell Alumni Admissions Ambassador Network (CAAAN) General Chair for Monmouth and Ocean Counties shall chair the CAAAN Committee and shall coordinate all admissions-related programs of CCMO. The CCMO General Chair and CAAAN

Chairs are appointed by the Office of Admissions, Cornell University. If there is no General Chair, the Board of Directors shall appoint one of the local CAAAN Chairs to this position.

Paragraph 6. The Secretary. The Secretary shall give notice of all CCMO meetings and the Board of Directors and shall keep accurate minutes of such meetings. He/she shall conduct the general correspondence and keep the records of CCMO. He/she shall, with the President, execute all written contracts made by CCMO.

Paragraph 7. The Treasurer. The Treasurer shall have custody of all CCMO funds. He/she shall make disbursements only at the direction of the Board of Directors, or of officers or Committees to whom the Board of Directors shall delegate such authority. He/she shall keep an accurate record of all receipts and disbursements, and shall make reports at regular meetings of the Board of Directors. The Treasurer shall keep all scholarship funds separate and distinct from CCMO operating funds. Either the Treasurer or the President shall sign all withdrawals or transfers of funds. At the expiration of each fiscal year, the Treasurer shall make a full report of CCMO financial affairs.

SECTION 5. Succession of Officers

Should an office be vacated, the Board of Directors shall elect a successor.

Article IV - Committees

SECTION 1. The standing committees shall be Participation, Communications, Program, CAAAN, Scholarship and Nominating, and such other Committees as the Board of Directors shall deem necessary.

SECTION 2. The work of each Committee shall be under the direction of the Board of Directors. At each regular meeting of the Board of Directors, a report shall be required from each Committee chair.

Article V - Meetings

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

SECTION 2. The Board of Directors shall meet at least three times in a fiscal year or as often as deemed necessary by the Board of Directors for the transaction of business.

SECTION 3. Members of the Board of Directors shall be notified of all meetings.

SECTION 4. In alternate years, an election meeting shall be held during the second half of the fiscal year, for the election of officers and Directors, 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 three members of the Board of Directors or by ten Cornellians.

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. Five members of the Board of Directors shall constitute a quorum for its meeting.

Article VI - Elections

SECTION 1. Election of officers shall take place at the election meeting.

SECTION 2. A candidate for office shall be a Cornellian. Consent of all persons nominated for office shall be obtained.

SECTION 3. The Nominating Committee shall consist of the President and two other Directors. The duty of the Nominating Committee shall be to nominate a slate of officers and Directors, to be voted upon at the election meeting.

SECTION 4. Other nominations, in addition to those submitted by the Nominating Committee, may be filed with the President or the Secretary not later than ten days prior to the election on

petition of ten Cornellians. No nominations will be received from the floor.

SECTION 5. Officers and Directors shall be elected by a majority of the votes cast.

SECTION 6. An individual may hold more than one officer position concurrently in order to fill each position.

SECTION 7. Two individuals may co-hold an officer position.

Article VII - Amendments

This constitution may be amended by a two-thirds vote of Cornellians present at the annual meeting or a special meeting of CCMO called for the purpose. The Secretary shall send a copy of the proposed amendment to each Director, 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 majority vote of the Board of Directors or petition signed by twenty Cornellians submitted to the Secretary.

Article VIII - Bylaws

The Board of Directors, by majority vote, shall have the power to adopt, change, or amend Bylaws as it deems necessary.

Article IX - Monies

SECTION 1. Bank Account. All bank accounts shall be in the name of CCMO. A separate accounting for Scholarship purposes shall be maintained.

SECTION 2. Compensation and Expenses. No officer is to receive compensation for services to or on behalf of CCMO. Reimbursement of reasonable expenses, incurred on behalf of CCMO, fully documented and approved by the Board, may be allowed.

Article X - Dissolution

SECTION 1. Upon dissolution or other termination of CCMO, 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 organization within three years, then to Cornell University.

SECTION 2. In the event that Article X, Section 1 shall become inoperative, the CCMO Scholarship Fund shall be neither invaded nor otherwise diminished and shall be turned over intact to the successor organization or to Cornell University.

BYLAWS

Cornell Club of Monmouth & Ocean Counties

SECTION 1. CALENDAR OF MEETINGS

The President shall, prior to October 1, draw up a calendar of meetings and activities scheduled for the CCMO year, which shall be circulated to the Board members promptly.

SECTION 2. COMMITTEES

Paragraph 1. Vice Presidents shall serve as Chairs of their respective committees: Program Committee, the Communications Committee and the Participation Committee.

Paragraph 2. The CAAAN General Chair and CAAAN Chairs are appointed by the Office of Admissions, Cornell University.

Paragraph 3. The President shall appoint chairs of the Nominating and Scholarship Committees.

Paragraph 4. The President may establish such other Committees as he/she may deem necessary and shall then appoint the chair of each such committee.

SECTION 3. DUTIES OF COMMITTEES

Paragraph 1. Participation Committee. The Participation Vice President shall be the Chair of the Participation Committee. The Participation Committee shall contact and encourage Cornellians to participate in CCMO activities. It shall, in cooperation with the Office of Alumni Affairs, Cornell University, maintain a current list of all Cornellians in the CCMO area, including contact information. It shall propose programs that appeal to various Cornellian constituent groups.

Paragraph 2. The Communications Committee. The Communications Committee plan, create and all communications with area Cornellians, including email newsletters and the CCMO web site, and any additional media.

Paragraph 3. Program Committee. The Program Vice President shall be the Chair of the Program Committee. The Program Committee shall plan, arrange and conduct CCMO activities, other than CAAAN activities, for the purpose of promoting and carrying out the aims of CCMO and for promotion and betterment of Cornell University. The Program Committee shall, when appropriate, send notices of major CCMO events to local media.

Paragraph 4. Cornell Alumni Admissions Ambassador Network (CAAAN) Committee. The CAAAN Chair shall chair the CAAAN Committee. CAAAN volunteers shall contact, interest and meet with prospective students from area secondary schools. It shall be responsible to the Undergraduate Admissions Office, Cornell University.

Paragraph 5. Scholarship Committee. The Scholarship Committee shall be responsible for the solicitation and distribution of funds to help support current Cornell University students from the Monmouth and Ocean Counties area of New Jersey, and shall consult with Cornell University in the selection of scholarship recipients.

Paragraph 6. Nominating Committee. The Nominating Committee shall be responsible for planning the succession of officers, for obtaining consent of all persons to be nominated, and for presenting a slate of officers and directors at election meetings.

SECTION 4. TERMS OF OFFICE.

Officers and Directors shall serve terms of two years. Terms of office are coincident with the fiscal year of CCMO, July 1 through June 30.

SECTION 5. ENACTMENT

This Constitution was approved by the Board of Directors on June 20, 2011 and is enacted as of this date.

3/2/17: Minor update to show new name of the Club.