

Constitution

Cornell University Class of 1964

Article I: Name

This organization shall be known as the Cornell University Class of 1964.

Article II: Purpose

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

Article III: Membership

Any person listed on the official records of Cornell University as having entered with or transferred into the Class of 1964 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. In case of absence, only current dues-paying members shall have the right of voting by proxy.
- Section 3. A general Class meeting must be called by the President at least once every five years to coincide with the University-sponsored Class reunion in Ithaca.

Article V: Class Organization and Governance

- Section 1. Between general Class meetings, the Class shall be governed by an Executive Committee consisting of at least a President, Vice President(s), Secretary, Treasurer, Class Correspondent(s), and Cornell Fund Representative(s).
- Section 2. This Executive Committee shall meet at least once a year, coinciding with the annual CACO-sponsored meeting in New York City, and it shall be responsible for all policy matters affecting the Class.
- Section 3. To assist in their programs, the Executive Committee shall appoint additional Class members, on the basis of their interest and special abilities, to serve on a Class Council and in positions such as Reunion Chair(s), Newsletter Editor, and Webmaster, and on committees as needed.
- Section 4. Regional organizations may be established to coordinate Class activities with the regional offices of the University.

Article VI: Election and Removal of Officers

- Section 1. All executive officers shall be elected at the designated quinquennial Class meeting for a term of five consecutive years. At least ninety days prior to that Class meeting, the President shall appoint a nominating committee

- (at least three members) to bring before the meeting a roster of nominees for each elected position to be filled.
- Section 2. Only dues-paying Class members shall be eligible for election as officers, and they must continue to be dues payers throughout their terms.
- Section 3. A _ majority vote by the Executive Committee may suspend any member of the Executive Committee for cause and may appoint a replacement until the subsequent election. Any vacancy due to resignation or other valid reason may be filled in a like manner.
- Section 4. The Cornell University Class of 1964 shall have term limits on its officers:
 A. The Vice President(s), Secretary, Cornell Fund Representative(s), and Class Correspondent(s) cannot serve more than three consecutive terms (15 consecutive years).
 B. The President and Treasurer cannot serve more than two consecutive terms (10 consecutive years).
 C. Under extenuating circumstances, this section of Article VI of the Constitution may be suspended by unanimous consent of the Nominating Committee and _ majority vote by the Executive Committee.
- Section 5. For further specific election procedures and processes, refer to CACO's Guidelines.

Article VII: Duties of Class Officials (Elected and Appointed)

- Section 1. The President is the chief executive officer of the Class and chair of the Class Council. The President shall be responsible for:
 a. Working with the Executive Committee and Class Council to establish and supervise Class activities.
 b. Presiding at all meetings of the Class and Class Council.
 c. Ensuring that Executive Committee and Class Council members are performing their duties in the best interest of the Class.
 d. Ensuring that at least two requests for dues are mailed to the entire Class each year, along with a State of the Class message.
- Section 2. The Vice President(s) shall assist the president in designated responsibilities and:
 a. Act as the President in the absence of the President
 b. Be responsible for the planning and execution of all Class and Council meetings and other informal activities.
 c. Encourage and coordinate all the regional organizations and their activities.
- Section 3. The Secretary shall preside at Class meetings in the absence of the President and Vice President. The Secretary's main responsibility shall be the maintenance of the current roster with addresses of the Class membership. In addition, the Secretary is responsible for:
 a. Recording and distributing the minutes of all official meetings and activities.
 b. Maintaining Class records and documents
 c. Writing all Class correspondence (i.e. thank-you, congratulatory, and condolence letters) .

- Section 4. The Treasurer shall be the principal financial officer and responsible for the receipt, custody, management, investment and disbursement of all Class funds. The Treasurer shall also be responsible for:
- a. Furnishing an annual itemized account of the treasury for examination by
 - the Executive Committee and Class Council at each annual meeting.
 - b. Overseeing the *Cornell Alumni Magazine* subscription plan and supervising
 - the solicitation of and accounting for the annual Class dues.
 - c. Assisting Reunion Chairs with budget/financial planning issues.
- Section 5. The Cornell Fund Representative(s) shall conduct the annual solicitation, working closely with the Executive Committee and the Cornell Fund staff. The Representative(s) shall monitor Class progress in funds raised and provide leadership for the annual and Reunion-year campaigns.
- Section 6. The Class Correspondent(s) shall submit a news column as required for the
the
Cornell Alumni Magazine.
- Section 7. The Reunion Chair(s) shall plan the official Class reunion in conjunction with
with
the University and with support and cooperation of the Executive Committee and Council.
- Section 8. The Webmaster shall be responsible for keeping the website current with input from Class members and the University.
- Section 9. The Newsletter Editor shall produce, in cooperation with the Treasurer and with input from Class Council, a newsletter to be distributed with the annual dues solicitation.

Article VIII: Finances

- Section 1. The fiscal year for the Class shall commence on July 1 and end on the succeeding June 30. The fiscal year also dictates the inaugural and terminal dates of any five-year elective office.
- Section 2. Annual Class dues shall be payable not later than the end of the second fiscal quarter.
- Section 3. The amount of Class dues shall be determined by the Executive
Committee
and Council with advice from the Treasurer.

Article IX: Amendment

- Section 1. This Constitution may be amended at any stated meeting of the Class by an affirmative vote of 2/3 of the members present and voting, or by acceptance by 2/3 majority of the Class Council at their annual meeting .
- Section 2: Quorum: A quorum of five Class officers must be present to officially amend the Constitution. If fewer than five 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 Council or
b) the Class approves it at its stated Class meeting.

Article X: Enactment

This Constitution shall be considered ratified in 2004 upon the affirmative vote of 2/3 of the Class Council members present and voting. Coincident with this action, any existing constitution governing this Class of 1964 shall be abrogated.

Certificate of Enactment

This Constitution was approved by acclamation and without dissent by all members of the Class of 1964 Council at the annual meeting on January 24, 2004.