Bylaws
of the
Campus Club at Cornell Inc.
Approved by Membership and Adopted on May 2, 2013

Article I - Dues
Annual dues shall be twenty-five ($25) dollars for regular members and ten ($10) dollars for women graduate students or wives of graduate students.

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 schedule of activities and events (a/k/a 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, financial record keeping, and reporting the paid membership to the President, Secretary, and the Membership Chair. She shall present an audit of the Campus Club at Cornell to the Executive Board. She shall submit required forms to IRS prior to the due date to maintain tax-exempt status.
Section 6. The Assistant Treasurer shall send dues reminders to participants of activity groups whenever notified by Activities or Membership that an active participant has not yet paid her dues. Dues reminder notifications resulting from a reconciliation of lists collected by the Assistant Activities Chair by November 15th will be sent to activities participants by December 15th. She shall assist the Treasurer.

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 be responsible for filing with the Assistant Treasurer by November 15th a list of all individuals attending activity groups. She shall help the Assistant Treasurer compare lists of activity group participants with the paid membership list. She shall distribute to and obtain from each activity group leader an Annual Expenditure Form and file it with the Treasurer by June 30th. She 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 Chair shall keep membership files up to date and provide the list to Executive Board members, as needed.

Section 14. The Assistant Membership Chair shall supervise the distribution of the schedule of events and activities in the Fall and of notices for the Annual Meeting in the Spring. She shall assist the Membership Chair.

Section 15. The Publicity Chair shall be responsible for the Campus Club’s website, e-list, and all other publicity plus the maintenance of the publicity file.

Section 16. The Assistant Publicity Chair shall share the duties of the Publicity Chair. The Assistant Publicity Chair maintains the supplies (i.e., stationery, etc.) of the Executive Board.

Article IV–Guests

Members may bring guests to any of the program/lecture meetings of the Campus Club. Guests may be invited to the Spring Luncheon, a per-person charge 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.