

College of Veterinary Medicine Alumni Association

By-Laws

Article I – Duties of Officers

President

The president shall preside at all meetings and perform all duties incumbent upon that office.

Vice-President

The Vice-President, in the absence of the president, shall assume the duties of that office.

Secretary/Treasurer

With the aid of the Office of Alumni Affairs and Development, the secretary shall have available an up-to-date list of all members with their addresses and such other statistics as are available. The secretary shall keep a record of minutes of all official meetings, have charge of correspondence and give due notice of any meeting of the Association.

The treasurer shall have charge of all monies, pay bills as approved, and create an annual statement and financial report to be submitted to the membership for review. The treasurer shall also submit a proposed budget at the beginning of each fiscal year to be approved by the Executive Board.

Executive Board

The Executive Board shall have general supervision of the Association and act as an advisory board. In the absence of the president and the vice-president, the Executive Board shall appoint a presiding officer from one of its members.

Article II - Meetings

The annual meeting shall be held in Ithaca on a date to be determined by the Executive Board; at least 45 days notice of the proposed date shall be given to all members. Special meetings may be called upon request of members who give 60 days notice to the president in writing. A quorum at any meeting shall consist of at least 35 members of the Association. This number may include votes submitted by ballot or proxy. No business or assessment shall be voted at any meeting at which a quorum is not present. Non-board members may attend executive board meetings as non-voting participants with prior notification given to the board.

Article III - Dues

No dues shall be assessed for membership.

In case of any deficit caused by the approved programs of the Association, the required amount may be met by an assessment upon the members of the Association. Any assessment shall require 60 days notice of the intended assessment and be passed by a 3/4 majority of the members either present or voting by proxy or ballot at the meeting.

Article IV – Amendments

Proposed amendment(s) shall be submitted to the membership by the secretary-treasurer at least 60 days prior to the next annual meeting at which the amendment(s) may be adopted only by a majority vote.