

## CVM Annual Meeting

1:15pm 10.10.2025

AAEB members in person: Scott Kaplan, Mara DiGrazia, Andrew Massaro, Julio Lopez, Trish Grinnell, Mark Chmielewicz, Mark Helfat, Leslie Diaz, Jeremy Salvatore, Michele Barrett, Matthew Antkowiak, Ed Gschrey, Shadi Ireifej, Chereese Sullivan, Paula Ospina, plus Alumnus Tom Nytech in person attendee, Online: Amanda Nicklin

Welcome and overview of AAEB mission and structure

Activities and Support: Salmon Award, White Coat Ceremony, Career Conversations in the Fall, Student Organizations, SAVE, Mentoring, SAVMA, Alumni receptions at national conferences

Meetings: two a year, committees, volunteer groups, engagement sessions

Term: July 1 – June 30

Treasurer report and overview: \$20K from university annual allocation

- \$4K student organizations
- \$5K for White Coat
- \$6K for Alumni receptions
- ~\$5K for AAEB meetings and events
- Other expenses outside annual allocation: Salmon Award celebration, Dean's portrait

Bylaws change discussion:

Why?:

We have both a CONSTITUTION and a BYLAWS

- No mention of electronic meetings
- Vague descriptions of Officer and At-Large member duties
- Vague description of AAEB responsibilities
- Excessive number of term 'renewals' for Secretary and Treasurer
- No mention of quorums for AAEB and Annual Meeting
- Amendments to the Bylaws and all AAEB elections are the responsibility of the Alumni Association membership

Update needed to mission and alumni association membership definition

No mention of ex officio members (faculty/students)

No mention of election procedures for AAEB members

How?:

AAEB established a Bylaws Committee

Held numerous meetings over the last 18 months

Goal was to present to the AAEB a total revision of the Bylaws

Committee presented reports to the AAEB at each of its meetings and encouraged discussion and feedback

Final draft was presented to the AAEB in May '25 and the document was approved by a majority vote

Placed on the agenda for the October '25 CUCVM Alumni Association Annual Meeting

At the Annual Meeting, this document is presented as a Revision of Bylaws after the proper notice is given. The document is presented seriatim, that is, article by article. Questions and amendments are entertained at the time each article is presented. Finally, the Revision of Bylaws is voted on as a whole and needs a 2/3 's vote of approval to be adopted.

Revised Bylaws:

Article I - NAME

The name of the Association shall be known as "The Alumni Association of the College of Veterinary Medicine at Cornell University", hereafter referred to as the "Alumni Association", or the "Association".

Article II - MISSION

The Association shall advance the educational and charitable interests of the Cornell University College of Veterinary Medicine (CUCVM) and shall promote the personal and professional development of its alumni and students.

Article III - STRUCTURE

The Alumni Association operates under the supervision and guidance of the CUCVM Office of Alumni Affairs and Development.

## Article IV – MEMBERS

All CUCVM graduates who have received their D.V.M. degree shall be members of the Alumni Association.

### •Article V - Meetings

#### •Section 1. Annual Meeting

•The annual meeting of the Association shall be held at such time and place as determined by the Alumni Association Executive Board (AAEB). The meeting may be held electronically. The annual meeting will not conduct any formal business or voting. The Alumni Association Executive Board is the governing body of the Association

#### Section 2. Notice

Notice of the annual meeting shall be delivered to the membership by mail, email or posting on the Association website no more than 60 days and not less than 5 days prior to the meeting.

## Article VI - ALUMNI ASSOCIATION EXECUTIVE BOARD (AAEB)

The AAEB (also referred to as the “Board”) shall be the governing body of the Association and shall be responsible for the administration and the fiscal affairs of the Association.

### Section 1. Members

The AAEB shall be composed of five Officers, four or more At Large Members, and three Ex Officio members. The AAEB shall not exceed a membership of twenty-three members.

### Section 2. Officers: Duties and Terms

**President.** The duties of the President shall include acting as the principal officer of the Association, presiding at all AAEB and Alumni Association meetings, appointing AAEB committees and task forces and their Chairs, administering elections, participating as an ex-officio member of all AAEB committees, working with CUCVM staff to organize the Association and AAEB meeting dates and agendas, chairing the AAEB Executive Committee, serving as the official spokesperson for the Alumni Association and the AAEB, and acting as the chief liaison between the Alumni Association and the CUCVM. The President shall serve a two-year term and thereafter shall immediately move into the office of Immediate Past President.

**President-elect.** The duties of the President-elect shall include assuming the powers and duties of the President should the President be absent, serving on the Executive Committee, assisting the President as needed in serving the Alumni Association and the

AAEB, observing the duties associated with the office of the President, and serving as an Ex Officio Member of the CUCVM Advisory Council. The President-elect shall serve a two-year term and thereafter shall move immediately into the office of President. Should there be a vacancy in the office of President, the President-elect shall fill that position and thereafter serve a full term as President.

Secretary. The duties of the Secretary shall include recording the minutes of all AAEB and Alumni Association meetings, presenting the minutes for review at such meetings and noting any corrections, working with CUCVM staff to maintain accurate Association membership contact information, notifying the Association membership of Association meetings, issuing official Association correspondence, ensuring that there is a quorum at the AAEB meetings and the Association meetings, and serving on the Executive Committee. The Secretary shall serve a two-year term which may be renewed one time.

Treasurer. The duties of the Treasurer shall include working with CUCVM staff to pay all Association bills, maintain and supervise all Association investment and checking accounts, provide a yearly Association budget for review by the AAEB, present a Treasurer's report at AAEB and Association meetings when requested, and assist with all financial reports and audits. The Treasurer will also serve on the Executive Committee. The Treasurer shall serve a two-year term which may be renewed one time.

Immediate Past President. The duties of the Immediate Past President shall include assisting the President, providing leadership and mentorship for the AAEB and Association members, and serving on the Executive Committee. The Immediate Past President shall serve a two-year term.

## Section 2. At Large Members: Duties and Terms

The duties of At Large Members shall include assisting the Officers and staff in conducting the official business of the Association, establishing policy, serving on committees and task forces, interacting with students, and representing the Association and the AAEB when needed. At Large members shall serve a two-year term which may be renewed one time.

## Section 3. Ex Officio Members: Definition, Terms and Duties

One member of the CUCVM faculty who is a member of the Association. This individual will be chosen by the Office of the Dean in consultation with the Office of Alumni Affairs and Development, shall serve until such time as a replacement is chosen, and shall be a voting member of the AAEB.

Two students currently enrolled in the CUCVM and who are chosen by the SAVMA leadership with the approval of the Office of the Dean. Each individual will serve until such time as a replacement is chosen and shall be non-voting members of the AAEB.

The duties of the Ex Officio Members shall include assisting the Officers, At Large Members, and staff in conducting the official business of the Association and establishing policy, serving on committees and task forces, interacting with alumni and students, and representing the Association and the AAEB when needed.

#### Section 4. Meetings

The AAEB shall hold a minimum of two regularly scheduled meetings a year (referred to as the Spring Meeting and the Fall Meeting), the place and time to be determined by the President and the staff. Meetings may be held in person and electronically. Members may attend and vote electronically if unable to attend in person. All motions will require a majority vote for approval. Special Meetings may be called at the direction of the President or the Executive Committee with a minimum of 5 days notice. The five-day notice may be waived at the discretion of the Executive Committee.

#### Section 5. Quorum

A majority of the AAEB membership shall constitute a quorum for the transaction of AAEB business at all Board meetings. In the event that there is no quorum, a majority of those present may vote to hold a meeting where no formal business is conducted.

#### Section 6. Elections

The President shall announce anticipated open seats for the next year in any AAEB Officer and/or At Large positions at the Fall Meeting. To be nominated for an Officer Position, or to self-nominate, that individual must have served a minimum of one full year on the Board. The Nominating Committee will then bring forth all eligible candidates for the Officer and At Large open seats within 120 days. Once the candidates are announced by the Nominating Committee the Board will hold elections electronically within 30 days. The new AAEB members and /or Officer(s) will be announced at the Spring Meeting and will take office on July 1. All terms of office end on June 30. Upon leaving the Board, AAEB members must wait 2 years before rejoining the AAEB except when a Board member in their last year has been elected to an Officer position which will commence on July 1 of the same year. All nominations and elections will be conducted under the guidelines established by the Nominating Committee.

#### Section 7. Committees and Task Forces

The AAEB shall establish standing Committees and Task Forces. Their membership and Chairs shall be appointed by the President. All recommendations from the Committees and Task Forces must be voted upon by the Board.

**Executive Committee:** The members of the Executive Committee shall be the AAEB Officers. The Executive Committee shall act on behalf of the Board only in the event of a time sensitive matter which may not wait until the next scheduled meeting of the full Board. All Executive Committee actions will be reported immediately to the full Board. The Executive Committee may not remove any Board members. The Executive Committee may choose to nominate a candidate or candidates for any vacant At Large seats on the Board, to be voted on by the whole Board within 30 days. The Executive Committee will nominate a present Board member or members to fill any vacancies in the Officer positions of Secretary, Treasurer, and President Elect, to be voted on by the whole Board within 30 days. The Executive Committee may present amendments and motions to the Board.

**Nominating Committee:** The Nominating Committee shall establish the rules for conducting the nominations and elections for open Officer and At-Large seats on the AAEB and shall be responsible for announcing the candidates for such open seats on the Board as described under Article VI, Section 6: Elections.

**Salmon Award:** The Salmon Award Committee shall be responsible for establishing the protocol and process for nominating a candidate for the Salmon Award. The Salmon Award Committee shall be responsible for selecting the Salmon Award recipient.

#### Section 8. Vacancies

Vacancies in the offices of Secretary, Treasurer, and President Elect as well as any At Large vacancies shall be filled by the Executive Committee, as described under Article VI,

Section 7. (Executive Committee) and these individuals must receive a majority vote of approval from the AAEB. Partial terms shall not count against a member's full number of terms allowed for that office.

#### Section 9. Removal from Office

AAEB members may be removed from office after missing 2 consecutive board meetings upon a majority vote of the Board. Members of the Board or the Association may be removed by a majority vote of the Board for conduct detrimental to the good of the Association.

#### Section 10. Dues

There shall be no Association dues.

## Article VII - AMENDMENTS

Proposed amendments to the Bylaws may only be submitted by AAEB members and the Executive Committee with a minimum notice of 45 days prior to the meeting at which they will be voted upon. Proposed amendments require a 2/3 vote of approval. Approved amendments are effective immediately upon approval.

## Article VIII - FISCAL YEAR

The Association fiscal year shall be July 1 through June 30.

## Article IX - ORDER

All questions of order not defined in these bylaws shall be decided by the most recent edition of Robert's Rules of Order.

Bylaws approved unanimously.

Move to Adjourn 1:46pm