ARTICLE I:  NAME

The name of this organization shall be the Cornell Retirees Association (CRA).

ARTICLE II:  PURPOSE

CRA exists to provide social/educational opportunities for all staff and faculty retirees and to maintain and enhance relations between retirees and with the University. The primary administrative connection with the University is through the Division of Human Resources (DHR).

ARTICLE III:  MEMBERSHIP

Members shall be any person who has retired from Cornell University. Such members shall have voting privileges and may pursue an executive office. Membership shall also include surviving spouses/partners of retirees. No dues are charged for membership.

ARTICLE IV:  OFFICERS, DUTIES, ELECTIONS

Section I
The officers shall include President, Vice President, Treasurer, and Secretary who together shall comprise the Executive Committee. All positions shall be elected annually.

Section II  The Duties of Officers:

President:
• Presides at meetings and events;
• Sets agendas;
• Provides overall leadership

Vice President:
• Chairs Program Committee;
• Serves in President’s absence.

Secretary:
• Creates and distributes meeting minutes and agendas;
• Handles association correspondence.

Treasurer:
• Prepares and administers annual program budget in conjunction with designated Human Resources liaison.
Section III
A Nominating Committee chosen by the Executive Committee from the CRA membership shall consist of the chair and 3-4 members. See Article VIII for duties.

Section IV
Officers shall be elected for one-year terms by the majority of the votes cast by mail ballot. Should one candidate not receive a majority of votes, a run-off election shall be held between the two candidates receiving the most votes. No individual may be elected for more than three consecutive terms to the same office. No individual shall hold more than one office at a time. Write-in names are allowed.

Section V
The election shall be held by mail ballot prior to the annual business meeting. The results will be announced at the annual meeting.

ARTICLE V: MEETINGS
The CRA shall hold at least two membership meetings per calendar year, including a May/June meeting which shall be the Annual Meeting.

The CRA Board schedules monthly meetings. Individual meetings may be canceled by action of the Executive Committee.

Special membership or board meetings may be called by the President or by the Executive Committee. Except in cases of emergency, at least two-weeks written notice shall be given.

Board meetings shall be open to the membership.

A quorum for board meetings shall be a simple majority of voting members present.

ARTICLE VI: CRA BOARD AND DUTIES
The CRA Board shall consist of the elected officers, the standing committee chairpersons, liaisons to affiliated organizations, At-Large members, and an ex-officio non-voting representative from the Division of Human Resources.

The duties shall include:
- Conduct the CRA’s business.
- Fill vacancies between annual meetings.
- Assure that the candidates submitted by the Nominating Committee are qualified.

ARTICLE VII: REPRESENTATIVE FROM THE DIVISION OF HUMAN RESOURCES
The duties shall include:
- Assure that the CRA Board is acting within the policies and practices of Cornell University and the Division of Human Resources.
- Report to the Board any changes in the policies and practices of CU and/or DHR.
- Insure the accuracy of the membership list and keep it up-to-date.
• Distributes a newsletter to the membership at least twice a year.
• Coordinates communications and publicity with Cornell and local community.

ARTICLE VIII: STANDING COMMITTEES AND DUTIES

The Executive Committee shall consist of the elected executive officers.

Nominations/Recruitment Committee:
• Chaired by member of the Board with 3 or 4 Association members;
• Recruits and nominates executive officers and Board members;
• Presents Executive Committee nominations to the Board at its March meeting;
• Presents Board and standing committee nominations to the Board at the May meeting;
• Provides to the Executive Committee nominations to fill vacancies as needed.

Program Committee:
• Chaired by Vice President with 3 or 4 Association members;
• Creates annual calendar for both social and educational programs;
• Selects luncheon speakers with Board approval;
• Insures event arrangements are made on a timely basis.

Newsletter Committee:
• Chaired by coordinator with 3 or 4 Association members;
• Determines content, recruits writers, insures deadlines;
• Coordinates production and mailing with Human Resources staff;
• Manages three publications per year.

ARTICLE IX: AFFILIATED ORGANIZATIONS

The Affiliated Organizations, the liaison representatives and how they are chosen are listed in an Addendum developed by the CRA Board. Voting Board members may take on a liaison role.

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules specified in the current edition of Robert’s Rules of Order Newly Revised shall govern the CRA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the CRA may adopt.

ARTICLE XI: AMENDMENT OF BYLAWS

These bylaws may be amended by a two-thirds affirmative vote conducted by mail ballot returned, provided that the proposed amendment has been reviewed and approved in advance by the CRA Board. The amendment shall be submitted to the membership with the CRA Newsletter preceding the annual meeting.
ADDENDUM

Affiliated Organizations, the liaison representatives, and how the liaisons are chosen

Association Board members are appointed annually by approval of the Executive Committee.

Benefits Coordinator* – Represents the CRA on the Cornell Benefits Advisory Committee.

Cornell Association of Professors Emeriti – CAPE – Provides continuing connections between CRA and CAPE. The liaison is appointed by CAPE.

Cornell Retirees Volunteering in Schools – CRVIS – Provides opportunities for Cornell and local community retirees to serve as aides and mentors in county elementary schools and provides continuing connection between CRA and CRVIS. The liaison is appointed annually by the CRVIS Board.

Development Coordinator – Represents CRA on Cornell United Way Cabinet and serves as CRA liaison to Cornell Development Office.

“Jack Lewis” Visiting Program Coordinator* – Develops and sustains an effective nursing home visitation program.

Newsletter Coordinator – Chairs Newsletter Committee and manages creation of three newsletters annually.

Nominations Recruitment Chair – Recruits an annual slate of Executive Committee officers and members of the Association Board and standing committees.

Retired & Senior Volunteer Program – RSVP – Encourages and facilitates volunteerism by persons 55 years and older to improve lives, strengthen communities, and foster civic engagement. The liaison* represents CRA as a member of the RSVP Advisory Board.

Website Coordinator* – Develops and maintains content for CRA website in conjunction with designated Human Resources Staff.

*Positions may be held by persons holding other positions on the CRA Board.

Original Bylaws were approved at the Annual Meeting in May 1993. This copy of Bylaws revised by the CRA Board and presented to CRA membership for approval May 1, 2009.