

## **ILR Alumni Association—Chapter Guidelines**

These guidelines, effective February 5, 2001, have been adopted by the Board of Directors of the Cornell ILR Alumni Association pursuant to Article VIII of the Association's by-laws.

**CHAPTER MISSION-** ILR Alumni Association Chapters offer alumni a local mechanism for “staying in touch” with fellow alumni, the School and the national Association. Chapters are intended to connect alumni and friends to the School and to assist in building the membership of the Association, usually through sponsoring local events, both social and educational. The role of the local Chapter is to complement, not to compete with, other School and / or national Association activities and events.

**CHAPTER CHARTER-** Where appropriate, local Chapters will be issued formal Charters approved by the Board of Directors.

The initial Charters issued under these guidelines are for the following Chapters:

- |                  |                            |
|------------------|----------------------------|
| 1. Albany        | 8. Philadelphia            |
| 2. Boston        | 9. Rochester               |
| 3. Buffalo       | 10. San Francisco          |
| 4. Chicago       | 11. South Florida          |
| 5. Los Angeles   | 12. Southwest (Phoenix)    |
| 6. New Jersey    | 13. Washington, DC         |
| 7. New York City | 14. Westchester/ Fairfield |

The roster of Chartered Chapters will be submitted annually for renewal at the meeting of the Board of Directors which immediately precedes the annual spring membership meeting. The Charter of any Chapter which has been inactive for the past twelve months may be restricted at this meeting.

The Association President may authorize the creation of new Chapters during the fiscal year and may issue an interim Charter to any such new Chapter, subject to approval by the aboard of Directors at its next regular or special meeting.

## **CHAPTER STRUCTURE**

**CHAPTER CHAIR**- each chapter shall be headed by a “Chair” appointed by the Association President and approved by the Executive Committee and the Board of Directors.

**Eligibility**- Chapter Chairs must maintain Association membership in good standing.

**Responsibilities**- The Chapter Chair is a hands-on working position, not an honorary title. The Chair is responsible for providing opportunities for alumni in his/her local area to maintain relationships with the School, the national Association, and with each other.

**Term of Office**- The current roster of Chapter Chairs will be reviewed and approved by the Board of Directors annually at its meeting immediately preceding the annual Spring Membership Meeting. Chapter Chairs are expected to serve for not less than two years and, as is the case with elected Directors, may serve for a maximum of six consecutive years. If a vacancy occurs or a new Chapter is formed during the fiscal year, the Association President is authorized to appoint an interim Chapter Chair, subject to approval by the Board of Directors at its next regular or special meeting.

**Board Seat**- Pursuant to Article V, Section 2G of the Association’s By-Laws, each Chapter Chair shall also serve as a member of the Association’s Board of Directors. As such, the Chapter Chair is expected to participate actively in Board activities, including: serving on Board Committees, taking part in telephone conference calls convened by the Association President, and attending Board meetings whenever possible.

**VICE-CHAIR**- Where appropriate, and as approved by the Board of Directors, a Chapter Chair may designate a single Vice-Chair who will assist the Chair and who may represent the Chair in his/her absence; however, at any meeting of the Board of Directors, each Chapter shall have only one single vote. As is the case with the Chapter Chair, a Chapter Vice-Chair is expected to be a working position and not an honorary title.

**STEERING COMMITTEE**- Each Chapter Chair is encouraged to form a Steering Committee of three to five alumni to assist the Chair in the planning, promotion, and production of events and in other Chapter activities.

**Note**: In forming a Steering Committee, the Chapter Chair is encouraged to seek out alumni who are prominent in the local ILR/HR community, preferably individuals who have been active Association members or who have participated in other Cornell-related activities (CAAAN, CACO, local Cornell Club, etc.). The Chair should make an effort to ensure that the diverse alumni interests, i.e. labor, management, private sector, public

sector, not-for-profit, etc. are represented and also should be mindful of the Association's commitment to demographic diversity.

## **CHAPTER EVENTS**

**TYPES OF EVENTS**- Appropriate events for Chapter sponsorship will vary in nature according to local circumstances. Possibilities include, but are not limited to: luncheon or dinner meetings with the Dean; a faculty member or other speaker; strictly social gatherings such as a cocktail reception, picnic with families or attendance at a sporting event; or more formal events such as a symposium or panel discussion. Co-sponsorship with the School, with other Cornell alumni groups, or with professional organizations is encouraged.

**PLANNING**- Chapter Chairs are urged to plan events well in advance. Ample lead time- often several months- is essential in order to accommodate participants' schedules, minimize costs, and improve attendance. Chapter Chairs should contact the Association President and the School's External Relations office for advance assistance in scheduling events, particularly if an event involves participation of the Dean or a faculty member.

**RESPONSIBILITIES**- The primary responsibility for a Chapter event rests with the Chapter Chair, who is encouraged to enlist the assistance of the local Steering Committee or to set up a separate planning committee for each event. Necessary tasks include determining the type of event, setting a date, locating a suitable venue, budgeting and pricing the event, promotion (including Alumni Bulletin announcements and possible local mailing and telephone campaigns) and the actual logistics of holding the event. The External Relations office and designated members of the Board of Directors will provide advice and assistance in all of these areas.

**FINANCIAL GUIDELINES**- Chapters are expected to be financially self-sufficient. Chapter events should be budgeted and priced accordingly. Guidance and assistance in this regard will be provided by the External Relations office and designated members of the Board of Directors. The ILR Alumni Association will contribute a maximum of \$500 to support each Chapter event. Note: Expenses incurred in connection with serving as a Chapter Chair, Vice-Chair, or on a Steering Committee are not reimbursable by the Association.

**AWARDS**- The Alumni Association, in conjunction with the School's Advisory Council, sponsors just two alumni awards: the Judge William B. Groat Alumni Award and the Jerome Alpern Distinguished Alumni Award. Conferral of local alumni awards by Association Chapters is discouraged; any such proposal must be discussed in advance with the Association President.

**REPORTING**- Following each chapter event, the chapter Chair should submit a written report to the Association President and the External Relations office describing the event in detail, including costs and an attendance list. Chapter Chairs also are required to

submit an Annual Report to the Board of Directors covering Chapter activities over the past twelve months. This report should be submitted at least ten days prior to the Board meeting immediately preceding the annual Spring meeting of the Association membership.