**ILR Alumni Association-Chapter Guidelines**

These guidelines, effective February 5, 2001, and revised on June 20, 2005 and \_\_\_\_\_\_\_\_\_\_, 2017, have been adopted by the Board of Directors of the Cornell ILR Alumni Association (ILRAA) pursuant to Article VIII of the ILRAA’s by-laws.

**CHAPTER MISSION**- ILRAA Chapters offer alumni a local mechanism for communicating with fellow alumni, the School and the ILRAA. Chapters are intended to connect alumni and friends to the School and to assist in building the membership of the ILRAA, 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 ILRAA activities and events, including Affinity Groups.

**I. CHAPTER CHARTERS**-

**A. Initial Chapter Charters**

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

1. Albany

2. Boston

3. Buffalo

4. Chicago

5. Los Angeles

6. New Jersey

7. New York City

8. Philadelphia

9. Rochester

10. San Francisco

11. South Florida

12. Southwest (Phoenix)

13. Washington, DC

14. Westchester/ Fairfield

**B. Formation of New Chapters**

1. In order to form a new Chapter, interested alumni must submit a written application to the ILRAA Executive Committee.
2. The proposed Chapter must have a mission statement that is consistent with the mission statement/purpose of the ILRAA and demonstrate a relevant impact to the overall goals of the ILRAA.
3. In addition to a mission statement as described above, applications to establish a Chapter should include the following:

a. Name of the proposed Chapter

b. Brief description of the Chapter and the geographic location in which it intends to operate, including a description of the expected interest level among alumni in that location.

c. Name(s) and contact information for the lead person(s)

d. Benefits this Chapter will provide to ILRAA and its members

e. Proposed initial activities

f. Relevant history concerning the group or related groups

4. All Chapter applications will be reviewed by the ILRAA Executive Committee. The Executive Committee will recommend approval/denial of the application to the Board of Directors. The ILRAA Board of Directors has the discretion to approve or deny any application to become a Chapter of the Association. With the written consent of the Executive Committee, a Chapter may operate temporarily pending approval of the Board of Directors.

5. The ILRAA Board of Directors has the right to withdraw its approval and authorization from any Chapter, should the group fail to adhere to these or other ILRAA guidelines or its actions are not consistent with the mission and purpose of the ILRAA.

**II. CHAPTER OPERATION AND GOVERNANCE**

1. ILRAA Chapters may determine their own structure and activities, but must comply with the guidelines set forth herein and the ILRAA By-Laws concerning the group’s operation.
2. Each Chapter shall have a spokesperson or “Chair;” use of Co-Chairs is encouraged. The Chapter will nominate and recommend a spokesperson for approval to the ILRAA Executive Committee. If approval is denied, it can be appealed within 10 days of notice of the denial to the Board of Directors and will be considered at the next regularly scheduled meeting of the Board.
3. Each Chapter 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.
4. ILRAA Chapters must use approved ILRAA communication templates and formats for all communication, including using the “ILRAA” in the group’s name, the ILRAA logo and any other ILRAA approved branding.
5. ILRAA Chapters may not exclude any interested alumni from participation on the basis of any legally protected characteristic or class.

6. ILRAA Chapters must report regularly on the activities of the group to the Board of Director’s President or the President’s designee, including but not limited to, meeting dates, locations and topics discussed. In addition, a formal written and oral report on the membership and activities of the group shall be made twice each year to the Board of Directors. One of these reports will be made at the Board’s annual Fall Meeting. The Executive Committee may require a Chapter to provide more frequent updates.

1. ILRAA Chapters must follow all Cornell University policies and rules concerning their operation that the ILRAA is required to follow.

8. Alumni or sponsored speakers of a Chapter may not represent the ILRAA on political or other issues without express permission of the Board of Directors.

9. Board Seat- Pursuant to Article V, Section 2G of the ILRAA’s By­Laws, each Chapter Chair shall also serve as a member of the ILRAA'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 ILRAA President, and attending Board meetings whenever possible. Chapter Co-Chairs may both participate in the Board of Directors meetings and committees, but each Chapter can have only one vote on the Board.

10. In order to encourage participation in the ILRAA from as many Alumni as possible, Chapter Chairs do not have term limits.

11. Chapters are encouraged to host at least one event per calendar year. The Executive Committee may deem Chapters that do not hold one annual event to be “inactive.” In that event, the Executive Committee will advise the Chair(s) of an inactive Chapter of its decision and give the Chair notice that s/he is no longer a voting member of the Board of Directors. In addition, upon notice to the Chapter Chair(s), the Executive Board may replace a Chair or co-chairs because the Chapter has been inactive.

**III. CHAPTER EVENTS**

1. 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 cocktail receptions, picnics with families or sporting events; or more formal educational events such as symposia or panel discussions. Co­sponsorship with the School, with other Cornell alumni groups, or with professional organizations is encouraged.

2. PLANNING- Chapters will have access to the resources of the ILRAA, including but not limited to the ILRAA web site, and financial support. 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. ILRAA Chapters must endeavor to follow the ILRAA’s Event Planning Guidelines. .

3. FINANCIAL GUIDELINES- Chapters are encouraged and 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.

Upon request, the ILRAA may contribute a maximum of $500 to support each Chapter event. ILRAA support is limited by its budget and operational needs; therefore ILRAA contributions are not guaranteed. Requests for contributions and accountings of ILRAA contributions used will be made consistent with the Event Planning Guides and University rules. Note: Expenses incurred in connection with serving as a Chapter Chair, Vice-Chair, or on a Steering Committee are not reimbursable by the ILRAA.

The Board of Directors or Executive Committee may deny any request for funding based on a Chapter’s failure to adhere to these guidelines or any action by a Chapter that is not consistent with the mission and purpose of the ILRAA.

4. AWARDS- The ILRAA, 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 Chapters is discouraged; any such proposal must be discussed in advance with the ILRAA President.