

CONSTITUTION OF MIXED AT CORNELL

Article I: Name

This organization shall be formally known as MiXed at Cornell, or MiXed for short.

Article II: Affiliation

MiXed shall be affiliated with the Asian and Asian-American Center (A3C).

Article III: Purpose, Aims, and Functions

Mixed at Cornell is a Cornell University organization that aims to create a support network and community for multiethnic, multiracial, multicultural, and multinational individuals for which we serve as the homebase for facilitating dialogue and function to give a platform to our members/community.

Article IV: Membership Eligibility

Membership to MiXed at Cornell is open to all students, staff, and faculty of Cornell University, and/or residents of Ithaca, regardless of ethnic heritage.

Article V: Officers and Requirements for Election

Section A: Officers

MiXed shall have the following appointed officers:

- President
- Vice President
- Treasurer
- Secretary
- Creative Director
- Community Outreach Chair
- Social Chair

These prior offices compose the Executive Board of MiXed and will always be held by registered students of Cornell University. The organization of these offices are not hierarchical, but rather share the responsibility of the club's organization equally.

Section B: Executive Board Appointment Requirements

Officers of MiXed shall be nominated from among the active members and shall be appointed by a majority vote (50% + 1 vote) of the current Executive Board student officers. Faculty/Staff advisor will be asked for their opinion and advice during the course of appointing, and said comments will be considered heavily by the Executive Board Students. Voting shall be conducted by secret ballot during an Executive Board Meeting. It will be allowed to abstain from voting if an officer presents a reasoned and logical argument, and if such abstaining results in a tie, then the Faculty/Staff Advisor will vote for a tie breaker.

Section C: Terms of Office

All officers shall hold office for a period of one year to be effective immediately after their appointment to office.

Exceptions to this include, but are not limited to: study-abroad, fall graduation, medical leave of absence, and dismissal from the University. If such conditions are known during time of the General Election, they must be stated. If these details are knowingly withheld from the General

Body, the officer will be subject to a hearing by the Executive Board.
The appointed replacement officer will fulfill the position until the following election.

Article VI: Advisor(s)

Section A: Duties

MiXed shall have at least one advisor who shall act as senior counselors to MiXed. Advisors shall always be active participants of MiXed who are also members of the faculty or staff of Cornell University. Advisors shall understand university policies affecting MiXed, and assist MiXed in realizing its objectives.

Section B: Appointment

Advisors shall be appointed by student members of the executive board after the officers have been elected, and before the commencement of the new academic term. Advisors shall serve for a period of one year effective immediately after their appointments to office.

Article VII: Meetings and Elections

Section A: General Meetings

General Meetings should be held at least twice a semester. Meetings shall officially be called by the Executive Board, while taking into consideration the schedule of MiXed at that time.

Section B: Executive Board Meetings

Executive Board Meetings shall be held weekly.

Section C: General Election

The General Election shall be held during the spring academic term.

Section D: Special Meetings

Special General Meetings, Special Executive Board Meetings, Special Elections shall be called anytime during the school year by the Executive Board. Constitutional/Bylaws Revision Meetings shall be called no more than twice a semester by the Executive Board.

Article VIII: Executive Board Quorum

A quorum at an Executive Board Meeting shall consist of the Executive Board. Exceptions to this requirement may be made by the President in special circumstances.

Article IX: Amendments

The following procedure shall be followed in amending any article in the Constitution:

1. A motion for amendment of the Constitution may be put forth by any Active Member of the General Body.
2. Deliberation of the amendment shall take place at a Constitutional Revision meeting, which will be announced to the General Body at least a week in advance. This meeting requires all officers of the Executive Board to be present. Attendance is optional to Advisors and the Active Members of the General Body.
3. Amendments to the Constitution may be carried only with the approval of two-thirds of the Active Members present at the Constitutional Revision meeting, excluding Advisors.

Article X: Ratification

This constitution shall take effect at the conclusion of the Constitutional Revision Meeting, with approval of two-thirds of the Active Members present at the meeting.

BYLAWS OF MIXED AT CORNELL

Article I: Membership Requirements, Rights, Duties, and Limitations

Section A: Active Members

Active Members are those individuals who show a sufficient level of participation in MiXed events and efforts. The sufficient participation level, determination of members' levels of participation, and official list of Active Members, shall be subject to the discretion of the Executive Board's consensus.

Active Members shall be eligible for appointment to office. Active Members who are registered students, staff, or faculty of Cornell University shall be eligible to nominate other members for appointment. Advisors shall be involved in the consideration of all applicants.

Section B: Inactive Members

Inactive Members are those individuals who are or have become ineligible for active membership "non-participation in MiXed activities". Determination of members' levels of participation shall be subject to the discretion of the Executive Board's consensus. Inactive members shall not be eligible to nominate others for appointment, shall not be counted as part of the membership necessary to constitute a quorum, and shall not be eligible for appointment to office.

Article II: Duties of Officers, Loss of and Removal from Office

Section A: Executive Board Duties

1. The President shall:
 - Formally represent the interest of MiXed before administration and administrative bodies
 - See that all decisions and resolutions of the body are properly implemented
 - Oversee club activities
 - Attend all meetings necessary for funding and membership
 - Meet with Advisor to review club progress
 - Delegate responsibilities
 - Oversee big projects (eg. conference)
 - Manage the E-Board
 - Complete co-sponsorship applications
 - Work with Treasurer to determine stipends for guest speakers

2. The Vice President shall:
 - Formally represent the interest of MiXed before administration and administrative bodies in the absence or incapacity of the President
 - Preside over any meetings or events in the absence or incapacity of the President

- Monitor tasks and progress of E-board members
 - Assist in taking on miscellaneous roles to help President/Co-Presidents
 - Coordinate correspondence with guest speakers and visiting universities
 - Complete co-sponsorship applications
 - Plan monthly G-body content
3. The Treasurer shall:
- Supervise the collection of fees, including but not limited to: merchandise, activities fees, admittance charges, and ticket sales
 - Manage and supervise the safekeeping of funds
 - Keep a record of all financial transactions and regularly render an accounting of all funds
 - Undertake all functions relative to the procurement and disbursement of funds
 - Formally represent the interest of MiXed before all external bodies and organizations relating to finance, such as SAFC or ALANA
 - Apply for funding from groups and grants (i.e. SAFC funding)
 - Allocate resources appropriately
 - Develop a comprehensive understanding of funding at Cornell
4. The Secretary shall:
- Keep minutes of all Executive Board Meetings, Special Meetings, and General Body meetings
 - Maintain membership of MiXed through the listserve
 - Distribute information and updates about MiXed to the General Body through the listserv and Groupme
 - Maintain the listserve, MiXed email, and groupme through regular checks and updates
 - Schedule and confirm meetings for the Executive Board and General Body at times when most or all members will be available
 - Manage reservations of rooms, auditoriums, and event spaces
 - Fill out Event Registration Forms (ERFs) when needed for club events
 - Communicate through the MiXed email to other listservs for the purpose of event promotion
5. The Community Outreach Chair shall:
- Maintain and increase relations with other organizations including co-sponsorship interest
 - Coordinate calendar of events held by other organizations/umbrella organizations
 - Develop/create efforts for the overall increase of community and awareness
 - Check social media to facilitate relationships with other groups
 - Maintain and increase relations with off and on campus organizations
 - Formally represent the interest of MiXed before all on and off-campus bodies and organizations
 - Seek out opportunities to organize with other on and off-campus organizations

- Maintain open and respectful dialogue with other on and off-campus organizations
6. The Creative Director shall:
- Oversee the timely design of MiXed advertisements and paraphernalia
 - Serve as the intermediary with other organizations when creating material, e.g. collaborating with Slope Media, *The Cornell Daily Sun*
 - Manage the publishing of all external printed and electronic media
 - Head any and all artistic ventures of MiXed
 - Ensure photography/videography of events
 - Design posters, quarter cards, cover photos, and other necessary materials
 - Plan and execute new campaigns to publicize and increase awareness of events, projects and the Mixed community
 - Manage the MiXed Facebook, Instagram, and website
 - Ensure the printing of promotional materials
 - Coordinate distribution of promotional materials (planning who distributes where)
 - Explore new opportunities for advertising
7. The Social Chair shall:
- Plan internal social events to foster community
 - Keep club members updated about social events, primarily via GroupMe
 - Engage socially in the community
 - Plan mixers with other organizations
 - Collaborate with the Community Outreach Chair
 - Communicate to other eboard members important information about social events

Section B: Shared Duties

In addition to their respective duties, the Officers shall:

- Assist in all functions of MiXed, including, but not limited to: recruitment and retention.
- Attend General and Executive Board Meetings, and assist in the interview and consideration processes of Executive Board appointment.
- Hear all proposals from the Active Members concerning MiXed as a whole.
- Pre-approve resolutions to be presented before the Active Members for final approval.
- Oversee the Constitution and/or Bylaws Revision process.

Section C: Loss of and Removal from Office

- Resignation of good cause, incompetence as conduct impairing the capabilities of the office, and gross misconduct which brings discredit or anything undesirable to the name and integrity of MiXed, are grounds for vacating or shortening the term of office.
- Any Active Member may present written charges for impeachment of any Officer to the Active Membership. The accused Officer shall be presented a copy of the charges against him or her. The Campus Coordinator shall call an Impeachment Meeting open to

all Active Members only. In the case that the accused Officer is the Campus Coordinator, the Executive Board minus the Campus Coordinator shall have the authority to call an Impeachment Meeting. The Active Members shall discuss the validity of the charges and vote upon the action to impeach the accused Officer. A two-thirds vote of the members present shall be required for impeachment of an Officer.

- In the event of any vacancy, the Executive Board shall appoint a replacement to serve the remainder of the term of office.

Article IV: Order of Business

Section A: Agenda for an Executive Board Meeting

The Agenda for an Executive Board meeting shall be determined by the President. In the case of the first Executive Board meeting of the academic year, the Agenda will be set immediately prior to the meeting. The Agenda for an Executive Board meeting may be altered by a member of the Executive Board with the consent of the President. The Agenda will be distributed to all members of the Executive Board at that time.

Section B: Agenda for a General Meeting

The Agenda for a General Meeting shall be determined at an Executive Board meeting prior to the General Meeting under the direction of the Vice President. The Agenda may be altered by a member of the Executive Board with the consent of the Vice President.

Article V: Amendment Procedures

The following procedure shall be followed in amending any article in the Bylaws:

1. A motion for amendment of the Bylaws may be put forth by any Active Member of the General Body.
2. Deliberation of the amendment shall take place at a Bylaws Revision meeting, which will be announced to the General Body at least a week in advance. This meeting requires all officers of the Executive Board to be present. Attendance is optional to Advisors and the Active Members of the General Body.
3. Amendments to the Bylaws may be carried only with the approval of two-thirds of the Active Members present at the Bylaws Revision meeting, excluding Advisors.

Ratified as of 4/26/2020