

Recommended Constitution for Classes

Each class must adopt a constitution at its first class meeting. Passage requires a two-thirds majority of those present at the meeting. Classes should feel free to modify the following recommended constitution as needed. A copy of each class's most recent constitution should be kept on file in the Office of the Alumnae Association.

Article I. Name and Purpose

This organization shall be known as the Wellesley College Class of _____. Its purpose is to preserve the unity of the class as an effective alumnae body in the service of the College, and in furtherance of that purpose, it shall operate exclusively for charitable and educational purposes.

Article II. Composition and Membership

Section 1. Active Members

Any graduate of the College who entered with the class or would have expected to receive her degree with the class when she entered shall be considered an active member of the class. Any graduate who received her degree in another year may instead become an active member of that year's class by notifying the Office of the Alumnae Association. Any non-traditionally aged graduate who received her degree with a class is considered an active member of that class unless she notifies the Office of the Alumnae Association otherwise. Any non-graduate who completed one term with the class and left in good standing is considered an active member of the class unless she notifies the Office of the Alumnae Association otherwise.

Section 2. Honorary Members

Any person who is nominated by the class executive board may become an honorary member upon election by a two-thirds majority of votes received from a ballot circulated to the class. Honorary members are non-voting members of the class.

Article III. Officers

Section 1. Executive Board

The class officers shall be president, vice president, secretary, treasurer, and annual giving representative. These five officers shall constitute the class executive board, which shall have the authority to transact all class business between class meetings, and shall fill any vacancies in its membership during the remainder term.

Section 2. Tenure

Class officers shall serve five-year terms from time of election or until their next reunion whichever comes first.

Section 3. Duties

a. President. The president shall call and preside over executive board meetings. She shall keep herself informed of College and Alumnae Association activities and organize methods for disseminating that information to her classmates. In consultation with the executive board, she shall appoint the chairs of all class committees and fill any vacancies in the executive board. She shall serve *ex officio* on all class committees except the nominating committee and produce an annual report for the Office of the Alumnae Association.

b. Vice President. The vice president shall, in the event of the absence, disability, or resignation of the president, perform the duties of the president.

c. Secretary. The secretary shall preserve all minutes of class and executive board meetings, copies of publications, and documents of importance to the class, and shall perform other duties pertaining to that office. She shall prepare class notes for the *Wellesley* magazine four times per year.

d. Treasurer. The treasurer shall send out dues notices, receive class funds, and disburse class funds in accordance with her duties. She shall submit an annual financial report to the class president and Office of the Alumnae Association.

e. Annual Giving Representative. The annual giving representative shall serve as the fundraising officer of her class. In that capacity, she shall work with the Annual Giving Office in encouraging classmates to make an annual gift to the College.

Section 4. Resignation and Removal

Any class officer may resign with a written resignation delivered to the other members of the executive board or the Alumnae Association. Such resignation is effective upon receipt unless it is specified to be effective at a later time. Any class officer may be removed from office, with or without cause, by affirmative vote of all other members of the executive board.

Article IV. Committees

Section 1. Standing Committees

There shall be the following standing committees:

a. Nominating Committee. It shall be the duty of this committee to nominate a slate of candidates for class officers.

b. Reunion Committee. It shall be the duty of this committee to organize and oversee reunion.

c. Record Book Committee. It shall be the duty of this committee to produce a record book for reunion.

Section 2. Appointment and Tenure of Standing Committees

The president in consultation with the executive board shall appoint the chairs of standing committees. Each chair shall appoint her committee. The terms of all standing committee members shall expire when the executive board leaves office.

Section 3. Special Committees

The president, in consultation with the executive board, may appoint special committees and designate their purpose and term.

Article V. Meetings

Section 1. Executive Board Meetings

Executive board meetings shall be held each year, either in person or by conference call.

Section 2. Class Meetings

Class meetings shall be held at the time of reunion, which follows the quinquennial plan.

Section 3. Special Meetings and Resolutions

The executive board may call special meetings, to be held whenever and wherever it designates, or may instead submit resolutions to class members by mail. Both require the secretary to mail a notice of the board's action to classmates before the meeting. In the case of a special meeting, the notice shall state the meeting's time, place, and purpose; in the case of a "meeting by mail," the notice shall be accompanied by a ballot and shall set forth the text of each resolution, briefly stating its effect and purpose. The notice must be mailed to class members at least 30 days before (a) the date of the meeting, or (b) the date by which completed ballots must be received in order to be counted.

Section 4. Quorum

One-tenth of the living members of the class shall constitute a quorum. A two-thirds majority is required for passage.

Article VI. Nominations and Elections

Section 1. Nominations by Committee

The nominating committee shall nominate a slate of candidates for office. Candidates' names shall be given to the Office of the Alumnae Association by Feb. 1 of the reunion year and shall be sent to members of the class approximately eight weeks before elections are scheduled to take place. The annual giving representative position presents a special case, as the nominating committee must submit the names of several qualified candidates to the Annual Giving Office for approval. The nominating committee shall then select the final candidate from the list of those who have been approved.

Section 2. Nominations by Petition

Nominations may also be made by at least 15 members of the class and submitted to the Alumnae Association at least three weeks before elections are scheduled to take place. In the event that there are nominations by petition, a complete list of all candidates for each office shall be printed on a ballot and sent to the class before elections are held.

Section 3. Elections

All officers shall be elected at the class meeting at reunion or at a special meeting called by the executive board. (See Article V, Section 3.) The vote shall be by voice unless there is more than one candidate for any office, in which case the vote shall be by ballot. Candidates who receive a plurality of votes shall be declared elected.

Article VII. Activities

The class shall not circulate propaganda or otherwise attempt to influence legislation, nor shall it participate in, or intervene in, any political campaign on behalf of a candidate for public office (including the publishing or distributing of statements). The class shall not perform any other activities not permitted by (a) a corporation exempt from federal income taxes under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law) or (b) a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law).

Article VIII. Class Dues and Other Monies

Section 1. Class Dues

There are two types of class dues, annual dues and life-membership dues. Dues may be increased, decreased, eliminated, or reinstated pending unanimous approval of the class executive board.

Section 2. Annual Dues

Annual dues directly support class activities.

Section 3. Life Membership

The opportunity to become a life member of the class is available at any time. Life-membership principle is invested with the College, and the interest it generates is used to support class activities.

Section 4. Bank Accounts

All bank accounts shall stand in the name of the class, with funds payable on order of the treasurer or the president, whose signatures shall be kept on file with the bank. A record of all account numbers and locations shall be supplied to the Office of the Alumnae Association to be kept in the permanent class file.

Section 5. Earnings

No part of the net earnings of the class shall be used to benefit any individual.

Section 6. Disposition of Assets

At the time of its 60th reunion, a class may turn over its treasury to the Alumnae Association, whereby the Association will maintain the account and act as the class treasurer. If and when the class's treasury is dissolved, all of its net assets shall be distributed to the Wellesley College Alumnae Association or, if the Wellesley College Alumnae Association is no longer in existence, solely to organizations qualified as exempt under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law). The distribution shall be made by the executive board of the class or by a court of equity of competent jurisdiction.

Article IX. Governing Rules of Organization

Roberts' Rules of Order Revised may govern this organization in all cases to which it applies and is consistent with this constitution.

Article X. Amendments

This constitution may be amended at any business or special meeting, provided that:

1. Notice of the proposed amendment, with ballot, is sent to the class at least 30 days before the meeting at which action is to be taken, and
2. Two-thirds of all ballots received before the meeting favors the amendment