

Class Officers Handbook

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Annual Class Officer Responsibilities

June	<p>In reunion years, new class officers are elected at class meeting. Outgoing officers arrange for transfer of class materials to new officers*.</p> <p>*Outgoing treasurer is responsible for paying class bills until September 1, so she can close out the books after reunion.</p>
July 1	<p>Beginning of Wellesley College fiscal year. Executive board meeting (in person or via conference call) to review success of previous year's goals and establish responsibilities, set goals, and identify and appoint chairs and volunteers needed to successfully implement the coming year's class activities.</p>
Fall	<p>Publication: Class newsletter (ideally via postal mail) with dues notice and calendar of mini reunions for the coming year.</p>
Year-round	<p>Vice president oversees the organization and implementation of mini reunions around the country.</p>
Aug. 15	<p>President submits annual report to WCAA. Treasurer submits financial report to WCAA. <i>We strongly recommend the treasurer complete and submit form 990 to both the IRS and the WCAA at this time.*</i></p> <p>*Note that in reunion years, the treasurer has until September 15 to complete reunion reconciliation, submit the financial report and IRS form 990, and turn the books over to her successor.</p>
October	<p>In first and fifth year* of office, officers attend Alumnae Leadership Council to receive training for their volunteer positions.</p> <p>*Note that the 50th reunion class attends ALC in the fourth, rather than fifth, year of their cycle.</p>
Nov. 15	<p>Federal deadline for IRS form 990. Treasurer sends original to IRS and a copy to assistant director of classes if this was not done in August.</p>
Spring	<p>In year three, the president appoints nominating, record book, and reunion chairs, and informs the Alumnae Association of the appointments. Chairs report to the president quarterly.</p>

Executive Board Overview

Every five years beginning in the year of graduation, alumnae classes elect a new set of officers to lead the class through its next reunion. The officers are a president, vice president, secretary, treasurer, and annual giving representative. The executive board's primary role is to facilitate communication among class members and deepen connections to the College, building to a successful reunion.

The primary responsibilities of class officers are:

- Keep your classmates connected with each other, your class, and the College
- Organize mini reunions
- Build the class treasury
- Attend ALC in year 1 and 5

To keep classmates connected, executive boards send out class communications, hold mini reunions (small get-togethers in different cities that are scheduled between big campus reunions), and utilize online tools, including a class web site and the Wellesley email marketing system. The board is encouraged to appoint chairs, as necessary, to facilitate workflow. Chairs to consider include newsletter chair and webmistress. Alumnae Association staff members are available to help with class planning. In order to pay for class initiatives, each class collects dues to maintain its class treasury. Dues notices are sent each year, especially by younger classes. One of the executive board's key responsibilities is ensuring that the class has a healthy treasury.

Class officers do not have any official reunion duties aside from delivering a report during the class meeting, but they work in conjunction with classmates who organize reunion and produce the class record book (a compilation of entries from classmates including current contact information, personal narratives, and pictures) to build excitement leading up to reunion.

Note: Please update your contact information should there be changes at any point during your five-year term.

President

The president is responsible for ensuring successful class operations. She drives class goal setting and supports her officers in the completion of their duties. Additionally, the president is responsible for class communication. She may generate these herself, or appoint others (a webmistress and a newsletter chair, for example) to aid her in the execution of these important communication pieces. The president appoints the nominating chair, record book chair, and reunion chair by April 30th of the third year of her term and submits an annual report each year by August 15.

Duties of the President

1. Attend Alumnae Leadership Council

All elected class officers attend Alumnae Leadership Council in the fall after taking office and again 8 months before their next reunion to receive training for their volunteer positions. The class treasury pays for transportation expenses to and from Council. The Alumnae Association provides room and board. It is important that class officers attend Council.

* The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion). The maximum amount reimbursed for each class officer is \$500.00.

2. Coordinate Production of Class Communications

The president is responsible for the entirety of the class communication plan. A comprehensive plan includes several of the following: email, postal mail, website, Facebook, discussion group, phone tree. She may appoint volunteers to assist with any of these responsibilities. It is strongly recommended that the communication plan include one postal mail item per year, preferably a class newsletter. Other class officers often contribute to such letters and the job of class letter editor may be delegated to a classmate.

3. Conduct Annual Executive Board Meeting

The president schedules at least one executive board meeting per year. If geography precludes a face-to-face meeting, conference calls (<http://www.freeconferencecall.com/>) are a convenient option. The

president sets the agenda for these meetings (accepting input from the rest of the board) and sends it out at least one week prior to the meeting. (See Suggested Agenda for Class Executive Board Meeting, page 6.)

4. Appoint Committee Chairs

The president appoints the nominating chair, record book chair, and reunion chair in consultation with the executive board. These positions report back to the president on a quarterly basis. She should make these appointments by April 30, two years before reunion, and notify the Office of the Alumnae Association as soon as the positions have been filled.

5. Oversee Class Meeting at Reunion

The president conducts a class meeting at reunion. The reunion chair and the president, along with the Office of the Alumnae Association staff, should decide on the time and location of the meeting; traditionally, it is held on the Saturday morning of reunion. (See Suggested Agenda for Class Meeting at Reunion, page 7.)

6. Fill Executive Board Vacancies

In consultation with class officers, the president appoints classmates to fill all vacancies in the executive board. For the annual giving representative position, the president must consult with the Office of Resources before appointing a replacement.

If the president resigns, the vice president assumes the position of president. It is important to notify the Office of the Alumnae Association of any changes in the composition of the class executive board.

7. Act as *Ex-officio* Member of All Class Committees (Except Nominating Committee)

8. File Annual Report with Office of the Alumnae Association

In order to maintain the class's nonprofit status, the president must submit an annual report to the Office of the Alumnae Association each year by August 15, providing an overview of the class's activities during the previous year. The annual report is posted as an online survey on the WCAA website. Alternately, a copy can be mailed or emailed upon request. Minutes of the annual executive board meeting may be submitted along with this report.

Suggested Topics for Class Executive Board Meeting

The following items are discussed at annual board meetings:

1. The state of the class treasury and what, if any, steps should be taken to improve it.
2. A communications plan for the year to make sure classmates are connected to one another, informed of college news and events, and involved in class activities. Topics include the production and timing of class newsletters, emails, and maintenance of the class web site, discussion group, Facebook group, etc.
3. Consider drafting a questionnaire (postal mail or www.surveymonkey.com) to send to classmates soliciting ideas for activities and asking for volunteers.
4. Mini reunion plans, including potential events, locations, hostesses, and the timing of invitations; or a structure for delegating such responsibilities through regional and local mini reunion chairs.
5. Preliminary reunion and record book plans (when applicable). Consider discussing an approximate budget, possible committee members, ideas for reunion activities, and ways to keep classmates active leading up to reunion (letters, mini reunions, and online tools).
6. Any other goals and steps to reach classmates.
7. A deadline and specific classmate responsible for each item approved, and a date for the next class executive board meeting.

Suggested Agenda for Class Meeting at Reunion

1. Greetings from President

2. Minutes of Last Meeting

If the outgoing secretary is not at reunion, the president obtains minutes of the previous meeting and appoints a secretary pro tem for the reunion meeting. Minutes are approved as read or amended,

3. Treasurer's Report

The president asks for a motion to accept the report, a call to second the motion, and a vote. This occurs after each report is read.

4. Annual Giving Representative's Report

5. Report of Class Officer Activities

At this time any other activities may be presented.

6. Committee Chair Reports

Chairs of the record book, reunion, nominating, and leadership gift (10th, 25th, 40th, 50th reunions only) committees, as well as any other committee that was previously appointed present their reports and submit written documents to the secretary:

The president may state that, unless there is an objection, a vote to accept the reports as a group will be held after all chairs have presented.

7. Old and New Business

Participants address anything that was reported at the last meeting and left for further consideration (refer to the secretary's minutes from the previous meeting). They may also bring up new topics of discussion.

8. Election of Class Officers

The vote is by voice unless there is more than one candidate per office, in which case the vote shall be by ballot. Candidates who receive a plurality of votes are declared elected.

9. Moment of Silence for Deceased Classmates

10. Adjournment

Vice President

The vice president's role is a critical one. She sustains enthusiasm between reunions and keeps classmates in touch with one another by directing the mini reunion program. We recommend she recruit additional volunteers to aid her in the execution mini reunions.

Duties of the Vice President

1. Attend Alumnae Leadership Council

All elected class officers attend Alumnae Leadership Council in the fall after taking office and again 8 months before their next reunion to receive training for their volunteer positions. The class treasury pays for transportation expenses to and from Council. The Alumnae Association provides room and board. It is important that class officers attend Council.

* The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion). The maximum amount reimbursed for each class officer is \$500.00.

2. Organize Mini Reunions

Mini reunions are a vital way to build class unity. It is the vice president's responsibility to identify classmates to host mini reunions in various geographic areas. It is recommended that she recruit mini reunion chairs around the country to support her in this work. These regional chairs, in turn, recruit women to host and organize mini reunions in their areas. A mini reunion is any gathering of classmates and can be as simple as three women meeting at a local coffee shop or as involved as a trip to Paris. A mini reunion could be planned in conjunction with a local Wellesley club event, or can be a social hour at a local restaurant, a potluck at the home of a classmate, or a holiday tea. Request a class list from the Office of the Alumnae Association to identify areas of alumnae concentration to organize mini reunions.

3. Assume Role of President if Necessary

The vice president will assume this role if the current president resigns or cannot perform her duties.

4. File Annual Report with Office of the Alumnae Association

The vice president is responsible for submitting an annual report of mini reunions around the country, including attendance, to the President by July 15 each year so the president can, in turn, submit this information as part of her annual report to the WCAA, which is due on August 15.

Mini Reunions

Mini reunions are an important class activity as they strengthen old friendships, establish new ones, build class identity, and reinforce ties to Wellesley.

1. Planning

In order to broaden her reach, it is recommended that the vice president recruit state chairs to assist her in the implementation of the mini reunion program. These state chairs, in turn, review the list of classmates in their states to identify areas of highest alumnae concentration as potential locations for mini reunions. The state chair can then ask one or more alumnae in the areas identified to host minis. These events can be as simple as a pay-your-own-way meal at a local restaurant or pot luck at an alumna's home. Mini reunions can also be held in conjunction with a local Wellesley Club event, or, in sparsely populated areas, together with another class. Names of officers in a companion class can be downloaded from *Volunteer Connect*.

The vice president may also solicit volunteer hostesses in class letters, surveys, or on the class website or discussion group.

2. Ideas for Mini Reunions

A mini reunion can take many forms. Suggestions for successful mini reunions include:

- Dining Events: Organize a social hour or dinner at a restaurant, or perhaps plan a tea, potluck, barbecue, brunch, or wine tasting.
- Cultural Events: Take a museum, garden, or architectural tour, or attend a musical or theatrical performance.
- Wellesley Club Events: Gather a group of classmates together and participate in one of the many Wellesley club events that occur across the country each year.
- Outdoor Events: Take a trip that involves sailing, whitewater rafting, skiing, spending a weekend in the country, bird watching, or touring a vineyard.
- Resort/Historic Locations: Plan a longer trip to a popular

destination. Classes have traveled to Portugal, Santa Fe, the Pacific Northwest, and Toronto, among others.

3. Invitations

The earlier in advance mini dates are set, the easier it will be to provide adequate marketing. The vice president should communicate with all her state chairs regularly to remain informed of minis taking place around the country and then submit event information to the president to include in any class newsletters and to the class webmistress to place on the website.

Email is an especially cost effective way to promote minis, and can be restricted to classmates in and around the location of the mini reunion. Additional information on Wellesley email marketing is provided in this handbook.

Don't underestimate the power of a personal invitation – phone trees can be an extremely effective way to encourage attendance, while at the same time engaging more classmates in a personal way. We recommend inviting classmates to minis by email and / or print invitation, and then, in either case, following up with a phone call.

If you'd like to send invitations via postal mail, download an Excel list of classmates from *Volunteer Connect* to use in a mail merge for a personalized invitation and for mailing labels or envelopes. We can also send the list directly to a mail house or big box retailer if you'd like to outsource the copying and / or mailing.

If you would like the WCAA to assist in the printing and mailing of mini reunion invitations, reach out to your class contact six to eight weeks before the event. See the communications section of this handbook for additional information on how to send class communications by mail and or email.

If working through the WCAA, remember that requests placed within three weeks of Alumnae Leadership Council or Reunion may take much longer to process. There is also a blackout period in January, May, and early June.

4. Cost

Mini reunions can be self-sufficient or paid for by the class treasury. Many minis are pay-you-own-way, or classes can defray the cost of an

event by charging for attendance, accepting voluntary donations, or asking each person to bring a dish or other item to share.

We recommend using the Wellesley email marketing system and phone trees to promote mini reunions. This will save money on paper and postage, facilitate further engagement and conversations, and help the class be environmentally friendly.

5. Boosting Attendance

The more the merrier! Involving classmates in organizing the event not only decreases your workload but also helps boost attendance and makes classmates feel part of the mini reunion. Calling classmates a week to 10 days before the mini reunion often increases attendance, as this personal contact goes a long way in making people feel welcome at the event.

6. Guest Book

Set out a guest book at the mini reunion to obtain updated address, email address, and career information, as well as personal news for the secretary's class notes column. Be sure to pass along any updated contact information to the Office of the Alumnae Association.

7. Evaluations

The hostess should solicit feedback from attendees and share those thoughts along with her own on the success of the venue, date, and any other relevant information with the class vice president. These reports must also include attendance numbers.

8. Wellesley College Policy on Off-campus Facilities

The Wellesley College Alumnae Association strongly urges all classes to make a positive effort to use only those facilities that clearly do not discriminate against women and minorities and that comply with the College's nondiscrimination policy.

Secretary

The secretary's main job is to solicit news and write four class notes columns a year for *Wellesley*, the alumnae magazine. The secretary is also responsible for taking minutes at meetings and may be responsible for updating notes on the class webpage or appointing someone to do so.

Duties of the Secretary

1. Attend Alumnae Leadership Council

All elected class officers attend Alumnae Leadership Council in the fall after taking office and again 8 months before their next reunion to receive training for their volunteer positions. The class treasury pays for transportation expenses to and from Council. The Alumnae Association provides room and board. It is important that class officers attend Council.

* The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion). The maximum amount reimbursed for each class officer is \$500.00.

2. Write Class Notes

The secretary writes four class notes columns per year for *Wellesley* magazine. Each column can be no more than 500 words in length and should include news from as many different classmates as possible.

Wellesley magazine is published four times a year:

Fall (published mid-November)	September 1
Winter (published mid-February)	December 1
Spring (published mid-May)	March 1
Summer (published mid-July)	May 1

Note that photographs are welcome, and are included on a first-come, first-served basis. Specific guidelines for photo submission are available on the *Wellesley* magazine website:

<http://www.wellesley.edu/Alum/Magazine/submissions.html>

3. Take Minutes at Executive Board and Class Meetings

At the end of each fiscal year, the secretary submits a copy of all meeting minutes to the Office of the Alumnae Association for placement in the permanent class file.

Treasurer

The treasurer oversees class finances, managing both revenue and expenses and overseeing the class budget. She solicits annual dues from classmates and is responsible for promoting the lifetime membership program. It is the treasurer's responsibility to communicate the state of the class treasury to the executive board on an annual basis.

Duties of the Treasurer

1. Attend Alumnae Leadership Council

All elected class officers attend Alumnae Leadership Council in the fall after taking office and again 8 months before their next reunion to receive training for their volunteer positions. The class treasury pays for transportation expenses to and from Council. The Alumnae Association provides room and board. It is important that class officers attend Council.

* The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion). The maximum amount reimbursed for each class officer is \$500.00.

2. Maintain Class Bank Account

After a newly graduated class receives its employer ID number, the treasurer should open a bank account in the class's name at a bank of her choice. Successive treasurers can either maintain the original bank account and file a new signature card, or close the account and open a new one. The treasurer and the president should be account co-signers whenever possible. Information about the bank account and class signatories should be kept on file in the Office of the Alumnae Association. To open a bank account, you may need a letter from the WCAA, on our letterhead, verifying the non-profit status of the class and or the class's employer ID number, the Alumnae Association's Articles of Incorporation, proof of the Association's nonprofit status, and proof of your role as class treasurer. Please contact the Office of the Alumnae Association if you need to obtain these materials.

3. Set and adhere to class budget

Together with the rest of the class board, the Treasurer is responsible for establishing a class budget. Budgets may be set annually or on a five year cycle. The treasury must contain a minimum of \$3,000 to cover

transportation expenses for Alumnae Leadership Council, seed money for the next reunion, and other anticipated expenses.

3. Manage Class Treasury

Purpose of Class Treasury

The class treasury funds class activities such as mailings, mini reunions, memorials, executive board conference calls, and travel expenses for Alumnae Leadership Council delegates. It also provides seed money for the class record book (a compilation of entries from classmates that include current contact information, personal narratives, and pictures) and reunion, and covers other class expenses approved by the executive board. It is very important that the treasurer keep accurate records of all treasury matters during her term in office as well as the records for the previous 10 years.

Sources of Revenue:

Class treasuries are built using annual dues payments from classmates and investment income from life membership dues. Class dues, which include annual dues and life memberships, are initially set by the first group of class officers. Thereafter, dues may be increased, decreased, or eliminated pending approval of the class executive board. The treasurer, with support from the rest of the class board, is responsible for soliciting annual and lifetime dues and ensuring a healthy treasury.

Annual Dues

Annual dues, typically between \$20 and \$45, are used directly to pay for class activities. As the name suggests, classmates pay this fee annually and the checks are deposited directly into the class treasury bank account.

Life Memberships

All classes offer life membership programs that allow classmates to contribute to a class endowment. Typically a one time investment between \$200 and \$1000, these funds are collected and deposited into the class treasury by the treasurer. She then cuts one check for the total amount of all new life memberships for the year and sends it, along with a list of new life members*, to the Association for investment in the general endowment fund by June 15. The class receives an annual dividend check that can either be reinvested or deposited into the class

treasury bank account. If the life membership dues are increased at any point, life members are not required to pay the new amount or the difference, though they may opt to do so.

*The treasurer is responsible for keeping track of class life members. She forwards the names of new life members to the Assistant Director of Classes along with one check for all new lifetime membership dues by June 15. It is vital that the treasurer keep a record of class life members and forward the names of new life members and a check for all new life membership dues to the Assistant Director of Classes every year by June 15.

Dues Notices

Each year the treasurer should send a dues notice to classmates, asking for annual and life membership dues and explaining that class dues are used solely to support class activities and do not count as gifts to the College. This message of the distinction between dues paid to the class and donations made to the college is extremely important. Dues solicitations should be sent out with the class newsletter, as well as via email. How to submit dues should also be evident on the class website. To increase efficiency and ease of dues paying, consider accepting PayPal for dues, and posting a PayPal link on your website and in all electronic communication. It should be noted in all dues solicitations that class dues are tax-deductible.

Initial Dues Solicitation

The WCAA will pay for one hard copy mailing (printing and postage) of up to three 8.5 x 11 pages (six sides) to all alumnae in the most recently graduated class *after the class builds a website and a discussion group* providing the mailing includes the following:

- Dues solicitation
- News solicitation
- Information about at least 2 mini-reunions at different locations in the coming 12 months
- A request for additional mini reunion hostesses
- A link to the class website
- A link to the class discussion group
- Contact information for the class officers

- Directions of how to update your contact information with the College

The WCAA pays this expense as a way to jump start class connectedness, and as an incentive to set up a class website and discussion group.

The 60th Reunion Class

After the 60th reunion, the class treasury is turned over to the WCAA to be managed according to the class wishes and specifications.

Sources of Expense:

Alumnae Leadership Council

The class treasury pays for class officers' transportation expenses to and from Alumnae Leadership Council, while the Alumnae Association provides room and board.

* The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion). The maximum amount reimbursed for each class officer is \$500.00.

Mini Reunions

A portion of class treasury funds may be used to subsidize mini reunions.

Class Communications

Class treasurers will be billed quarterly for any class communication expenses incurred by the WCAA, including printing, postage, and other processing costs. All communications invoices require payment within 30 days. The treasurer is encouraged to seek out alternative means of printing and mailing class communications that are more cost effective and / or offer a quicker turn around than working with the WCAA.

Reunion and Record Book

The class treasury provides seed money for reunion and the class record book (a compilation of entries from classmates that include

current contact information, personal narratives, and pictures). The treasurer ensures that funds are set aside for these initiatives as part of setting the class budget. Reunion and the record book must be self-supporting unless the class officers elect to subsidize some portion of the projects.

4. Facilitate Use of Treasury Funds for Class Gifts

The class may elect to add a portion of treasury funds to the total class gift to the College at reunion. A vote on this matter should be held at the class meeting during reunion. A quorum of one-tenth of the living members of the class must vote. A two-thirds majority is required for passage. When determining the amount of any such gift, class officers should remember that the treasury must contain a minimum of \$3,000 to cover transportation expenses for Alumnae Leadership Council, seed money for the next reunion, and other anticipated expenses.

If the executive board recommends making any type of gift from the class treasury in between reunions, including gifts to the Students' Aid Society in memory of a deceased classmate, all class members must receive written notice of the recommendation. Again, a quorum of one-tenth of the living members of the class must vote, and a two-thirds majority is required for passage.

5. Keep Employer ID Number on File

At graduation, the Office of the Alumnae Association files an application with the IRS for an employer ID number. The IRS assigns each class an employer ID number, identifying the class as a tax-exempt nonprofit subordinate of the Wellesley College Alumnae Association under the 501 (c) (3) tax code. A copy of the certificate is mailed to the first class treasurer and remains with the class's files, which are passed on to successive treasurers. If the exemption certificate is missing, a new copy may be obtained from the Office of the Alumnae Association.

6. File Annual Reports

Class Financial Records

The treasurer must keep track of all financial transactions and life members and record all dues payments made by classmates. She may download an Excel spreadsheet of classmates from *Volunteer Connect* to facilitate record keeping. A list of fully paid life members who have been

added during the previous fiscal year and a check for the total lifetime dues amount is due each year by June 20.

Annual Financial Report

At the close of each fiscal year (ending June 30) the treasurer is required by the IRS to submit an annual financial report to be kept on file in the Office of the Alumnae Association. The form must be completed and received no later than August 15th after all class activities have been completed.

The annual financial report template is available for download online:

<http://www.wellesley.edu/Alum/Volunteer/Classes/index.html>

IRS Form 990

The treasurer is required by law to submit a form 990 to the IRS, with a copy to go to the WCAA, each year by November 15. Failure to do so jeopardizes the class tax-exempt status and may result in fines. We **strongly** urge treasurers to complete and submit the 990 when they are preparing their financial reports for the WCAA August 15th deadline.

Audit

Once the treasurer has closed her books after reunion in the fifth year, she must have the books audited. A classmate can complete the audit, since it does not need to be completed by a professional accountant.

Important Dates for Treasurers

June 20	Due date for list of new lifetime members and check for all new lifetime membership dues
June 30	End of fiscal year
Aug. 15	Financial annual report due (complete online or request a hard copy); recommended due date for IRS form 990 to both the IRS and WCAA
Nov .15	IRS form 990 must be received at the IRS prior to this date (we strongly urge it be completed and submitted by August 15, when the financial annual report is due to WCAA); send copy of form 990 to WCAA *

*Note: In reunion years only, the outgoing class treasurer is responsible for closing out the books on reunion by September 1. The annual financial report and IRS form 990 are still both due on August 15, as the fiscal year still ends on June 30. The treasurer has until September 1 to close out the books on reunion. Any financial transactions that take place after July 1 are in the new fiscal year. As such, when transferring the books, the outgoing and incoming treasurers must review these transactions carefully, as the incoming treasurer is responsible for reporting on and accounting for them at the end of the fiscal year.

Class Finances Q&A

During past Alumnae Leadership Councils, class officers have posed a number of thoughtful questions concerning class finances, dues, and investments. The following questions and answers are meant to provide practical solutions for similar class concerns.

Who is responsible for deciding what resources my class will need to finance its activities?

Your executive board is responsible for setting goals each year and determining the amount of income that will be needed to cover projected expenses. The treasurer then prepares a budget for the board to review. Once the budget is approved by the board, the treasurer is responsible for ensuring the class stays on budget and should work with each board member to meet her particular income and expense goals.

What if we don't have adequate funds to support our class activities?

To solve this problem, you can take a number of steps, which include a combination of raising income and controlling costs. You may want to consider increasing your dues rates, encouraging more classmates to pay dues (specifically life membership dues), and/or reducing certain expenses. For instance, you can plan mini reunions in conjunction with other club or College events and use free online communication tools to stay in touch with classmates. Feel free to contact the Office of the Alumnae Association to discuss these and other strategies.

How can we control costs?

Be mindful that classmates have a range of financial resources, and be sure to plan events and projects that the majority of them can afford. To control costs, we suggest that class officers:

- Plan mini reunions that tie into Wellesley-affiliated events like Alumnae Leadership Council and club events
- Hold meetings via conference call or in conjunction with mini reunions to cut down on travel expenses
- Take advantage of Standard A refined bulk mailing rates that can help you save on postage for class mailings
- Choose a simple format and use technology wisely when producing the record book

How can we motivate classmates to pay class dues?

Send out a dues invoice each year and set a dues deadline. Remind classmates that class dues are used to build and maintain class unity and to fund class activities such as mailings, mini reunions, memorials, and travel expenses for Alumnae Leadership Council delegates. They also provide seed money for the class record book and reunion, and cover other class expenses approved by the executive board. Emphasize that without class dues, there are no class activities. It is also very helpful to mention that all class dues are tax deductible.

How can I best explain the difference between contributing to the class by paying class dues and giving money to the College?

When explaining class finances to classmates, emphasize that:

- There is no membership fee to belong to the Alumnae Association
- Class dues are used to support class activities only
- Class dues are not used as gifts to the College
- Gifts to the College are not used to support alumnae class activities
- Class dues support vital training for class officers, cover the cost of class communications, and provide seed money for class programs.

Are class dues tax deductible for classmates?

Yes. Under Section 501 (c) (3) of the IRS tax code, all Wellesley classes are tax-exempt, nonprofit subordinates of the Wellesley College Alumnae Association. Therefore, all class dues are tax deductible as long as they are used in a manner that is consistent with the IRS code provisions for nonprofit organization activities.

What should our class do to promote life memberships?

The earlier your class can accumulate a sizable life membership fund to invest, the better. It is well worth encouraging each alumna to consider becoming a life member as soon as she can afford to do so. You may want to:

- Remind classmates that becoming a life member is a bargain compared to paying dues annually
- Describe how the income from life memberships supports class activities
- Publish the list of fully paid life members in an annual class letter to acknowledge these classmates and encourage others to become life members

Is it practical to offer life membership dues payable in five annual installments?

No. The Office of the Alumnae Association advises classes to discontinue this practice because it does not increase life membership participation. We strongly recommend that classes accept only life memberships paid in full.

What is the best way to invest our life membership dues?

All life membership funds are invested with the College in its pooled endowment fund. Classes receive a check for the income that is generated each year, which grows through investment returns and additional life memberships. Your class is free to choose how it wants to allocate these dividend funds.

How much money should we leave in the class treasury for incoming officers to inherit?

Every class leaves at least \$3,000 in the class treasury after reunion to provide start-up funds for incoming officers. This usually covers a class mailing and travel expenses for all five new class officers to attend Alumnae Leadership Council before dues are collected in the fall.

Should our class make a gift to the College at our next reunion using a portion of our treasury funds?

The purpose of your class treasury is to support class activities, not to raise money for the College. The College would prefer that you reinvest your class funds to generate more money for class activities rather than use that money to make gifts to the College. If your executive board is in full agreement and wants to consider donating a portion of treasury funds to the College, you should contact the Annual Giving Office to ask about guidelines for such gifts. The class must vote to approve a gift from the class treasury. All class members must receive written notice of the recommendation. A quorum of one-tenth of the living members of the class must vote, and a two-thirds majority is required for passage.

Where can we turn for help regarding class finances?

In addition to the treasurer's specific duties in this handbook, you may contact the Office of the Alumnae Association at anytime.

Annual Giving Representative

The annual giving representative's primary responsibility is to work with the Annual Giving Office to coordinate and implement the class's annual fund-raising efforts, leading to the reunion gift. She recruits a team of annual giving assistants, who help communicate the College's priorities and needs to the class and thank classmates for their annual contributions. The annual giving representative stays in touch with the class via class letters, annual appeals letters, phone calls, and notes. Her most important goal is to help her class achieve a high level of annual giving participation each year. Near the time of reunion, she collaborates with the Annual Giving Office to recruit a special gifts chair; together the annual giving representative and special gifts chair set the reunion gift and participation goals and lead the fund-raising team's effort to achieve them. Lastly, the annual giving representative reports on the status of fund-raising efforts at the class meeting held during reunion weekend. (See *Especially for Fund-Raising Volunteers: Making the Case for Annual Giving*, the annual giving representative handbook.)

Duties of the Annual Giving Representative

1. Attend Alumnae Leadership Council and Other Volunteer Conferences as Appropriate

All elected class officers attend Alumnae Leadership Council in the fall after taking office and again 8 months before their next reunion to receive training for their volunteer positions. The class treasury pays for transportation expenses to and from Council. The Alumnae Association provides room and board. It is important that class officers attend Council.

* The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion). The maximum amount reimbursed for each class officer is \$500.00.

2. Support Wellesley College Financially Every Year

3. Manage Class Annual Fund-Raising Campaign

With the help of an Annual Giving Office staff liaison, the annual giving representative determines the annual fund-raising dollar amount and participation goals for the class and develops strategies to reach them.

4. Recruit Annual Giving Assistants

The annual giving representative recruits and manages a team of annual giving assistants, who help communicate the College's priorities and needs to the class and thank classmates for their annual contributions.

5. Contribute to Class and Appeals Letters, Report Gift Results

The annual giving representative contributes to class letters by explaining how gifts to the College may be used and publishing current class giving statistics if they are available from the Annual Giving Office. She also assists in personalizing annual giving appeals and reporting reunion gift results at the class meeting during reunion weekend. She should take particular care to explain that gifts to the College are separate from class dues and club dues.

6. Appoint Additional Fund-Raising Volunteers

In the third year of her term, and in consultation with the Annual Giving Office staff, the annual giving representative recruits a special gifts chair to help manage the reunion campaign. (This appointment is optional after a class's 50th reunion.)

Class Communications

Regular communication is vital to the health of all classes. Under the direction of the president, class officers create a comprehensive marketing plan, taking into account the communication preferences of their classmates. A robust marketing plan includes several of the following:

- printed newsletters
- emails sent through the Wellesley email marketing system
- a website
- a discussion group
- phone trees
- a Facebook group

The goals of class communications are as important as they are simple: to provide your classmates with important information, to make them feel connected, to have fun. We encourage the class officers to recruit additional classmates in the implementation of the class marketing plan. Specifically, we strongly encourage each class to appoint a webmistress responsible for making regular (at least monthly) updates to the class website.

There are many different ways to communicate with your classmates throughout the years. You should consider print, email, phone trees, and your class website and discussion group as you think about how to keep your classmates up-to-date and engaged.

Printed Newsletters:

Class letters sent via postal mail are a vital form of communication as they reach all alumnae for whom we have a valid mailing address (and who have not opted out of communications). This is often a larger percentage of the class than just those with email addresses.

The president is responsible for ensuring a printed piece goes out to all alumnae annually, and she may recruit help from the board or a newsletter chair in doing so.

Class letters can be as varied as the class itself. Some common topics and/or features include:

- Class officer contact information, including addresses, home and work phone numbers, and email addresses
- Executive board plans—have each class officer write about her area of responsibility
- Class news
- Recent college news, such as Board of Admission statistics and college events
- A personal piece written by a class member about a topic that is relevant to others in the class. Remember to formulate an editing process for contributing writers and discuss it with them before printing their material.
- Letters to the editor
- Explanation of online tools, including class web sites, alumnae online Community registration, and ways to update contact information with the College
- A notice of upcoming mini reunions
- A dues notice from the class treasurer, emphasizing the importance of lifetime dues and explaining the difference between class and club dues and gifts made to the College
- A postcard from the class secretary requesting news for class notes
- A note on the importance of keeping contact information updated with the College and directions on how to do so (<http://www.wellesley.edu/Alum/update.html> or 1-800-339-5233)
- Questionnaires to find mini reunion volunteers and reunion committee members or request ideas for class projects and reunion
- Links to the class website, discussion group, and Facebook page

Birthday Cards

Some classes may choose to send a birthday or holiday card to classmates. In evaluating whether to include this as an item in the class budget, officers should consider the state of their treasury, the indented goal of the card, and the likely return on investment. Any mail piece sent out to all alumnae should include the URL for the class website. Class lists with birthdates can be pulled from *Volunteer Connect*.

Classes are encouraged to print and (postal) mail communications independently, seeking out the most cost effective vendors. Consider big box retailers, mom and pop copy shops, and online vendors in researching

options. Please download an updated class list from *Volunteer Connect* before sending anything via postal mail.

Please include the assistant director of classes on your distribution list so she can add the mailing to your class file.

Use of Class Lists

Class lists may only be used for official Wellesley Class purposes. Sanctioned purposes include sending class communications via postal Mail, conducting phone trees, and compiling class directories or record books.

The class list may not be used for emailing. Address books and CC or BCC fields are not appropriate for group emails. All class email communications must be sent via the WCAA email marketing tool.

Data Disclaimer

This disclaimer will be sent to you and must be included with any list sent to anyone other than the direct recipient (mail house or other class officer.) To protect your privacy, and that of all of your classmates, please do not distribute any class lists/labels to other classmates.

Alumnae data is for official Wellesley College Alumnae Association use only. Use of the information for any non-WCAA purpose—including but not limited to solicitation of any kind; reproducing and storing in a retrieval system by any means, electronic or mechanical; photocopying; or use of the addresses or other information for any communication other than alumnae-related events—is strictly prohibited without written permission of the WCAA. The information provided is maintained by the WCAA database and is accurate as of the date it was retrieved. If you discover any errors or omissions, please contact the Alumnae Association.

Email Marketing

Email marketing is a powerful and cost effective way of communicating with your class. All emails must be sent through the WCAA email marketing system.

If a class officer sets up the email herself, a class may send up to one email every month. Directions on to use email marketing are on the home page of *Volunteer Connect*.

Alternately, the WCAA can set up the email. To request that the WCAA send out an email, complete this form:

http://www.wellesley.edu/Alum/Volunteer/Classes/Forms/class_bcast_email_request.html

If going this route, plan ahead and submit your request at least two weeks in advance. Class emails are sent on the 5th and 20th of the month.

- The subject must begin with the words “Wellesley Class of ____”.
- Subjects should be brief and clear, such as “Wellesley Class of 1993 Mini Reunions: Atlanta, Dallas, San Diego, Chicago” or “Wellesley Class of 1964 Fall Newsletter”.
- Open the email so it is clear to whom the communication is being sent: i.e. “Dear Class of _____,”.
- If email is announcing an event, include:
 - What (for ex: Wellesley Class of 1963 Mini Reunion)
 - When (day, date, and time in am or pm: Sunday, October 25 at 6 pm)
 - Where (including directions, address, and phone number if applicable)
 - RSVP information (email and phone)
 - Event contact information in case an alumna has questions

Most importantly, keep the message brief. Long email messages are unlikely to be read. Bulleted lists with a link to additional information on the class website are most effective.

Note: We need your help in obtaining and retaining accurate contact information for your classmates. Please include directions for how to update personal contact information in all print and email communication to your classmates. The more accurate the contact information in our database is, the more effective your messages will be.

If email communication is new to your class, include a note about your intent to use email as a significant means of communication in a printed newsletter. Assure classmates that an annual printed newsletter will continue (if that is, indeed, the case) and that information is always available on your website (again, be sure to keep this resource updated). Reinforce the importance of providing the college with an accurate email address and assure classmates that they are always welcome to contact their class officers directly.

Every email should include links to your other communication tools: website; discussion group; Facebook group, etc.

Please contact us if you would like to discuss the benefits of email as a means of communication.

Websites

Your class web site is a vital communications tool. Classmates look to it as a source of information and as a place to reconnect. Ideally it provides classmates with both the information you have already sent through other means (acting as an archive) and with new, interesting, and engaging content.

Consider including the following information on your class website:

- A welcome from the class executive board
- An officer roster including photo, bio, contact information and a brief description of each officer's role
- Information for all upcoming mini reunions, and the next Class reunion at Wellesley
- Photos from your undergraduate years as well as your time as alumnae (these can be on the site, or hosted externally at a site such as <http://photobucket.com/> or www.picasaweb.google.com/)
- Dues information including the case for lifetime membership, a link to pay dues (consider www.PayPal.com or www.checkout.google.com/), and a list of dues paying members (annual and lifetime listed separately)
- Links to the class discussion group, Facebook group, and any other communication tools
- Content from all past newsletters and email blasts
- A request for class news
- Ways for classmates to get involved (hosting a mini reunion, as part of the phone tree, etc.) and who to contact for information about doing so
- Information on how to update your class record with the college is located on page 35 of this handbook.

We strongly recommend having a classmate dedicated to maintaining the content of the class web site. The class webmistress need not be an expert in web technology but should be comfortable with communications, computing, and have the ability to scan images (big box retailers such as Staples can do this). We provide a variety of options when it comes to supporting class web sites. Further details are available online:

<http://www.wellesley.edu/Alum/Volunteer/Web/index.html>

The Office can create a Portable Document Format (PDF) version of any printed or emailed class letter and post it (working with your class web volunteer) on the class web site. You can then send an email to all classmates for whom we have email addresses, giving them a web link where they can view the most recent printed class letter online.

Discussion Groups

A discussion group is an online forum in which subscribers can post, read, and reply to messages from other subscribers. Discussion groups can be limited such that only group owners can post messages (though all subscribers can read them) or so that all subscribers can post. We encourage that groups be set up so that any subscriber can post a message.

Wellesley College alumnae discussion groups are a valuable supplement to emails. They should not replace emails sent through the Wellesley email marketing system, however, because discussion group postings only go to subscribers, whereas emails go to all alumnae with an email address listed with the College.

If your class creates a discussion group, pre-populate it with conversations before launching the group publicly. Have your officers recruit a few ‘super-users’ to start discussions and make posts. Then, once the discussion group has content in it, promote it on your website and in an email. Remember – classmates must subscribe to your group in order to read posts.

Information on setting up and using Wellesley College alumnae discussion groups is available online:

<http://www.wellesley.edu/Alum/Volunteer/Clubs/discussiongroups.html>

Phone Tree

Phone trees can be an especially effective means of connecting with classmates. Phone trees can be used to:

- Invite classmates to a mini reunion
- get feedback on programs or events
- solicit ideas for new events
- say thank you to dues paying members

For a class that does one annual postal mailing, and uses email for communication for the rest of the year, a phone tree is a great way to communicate the information included in the email to classmates without

email accounts.

Phone trees can be captain led, in which a few callers make multiple calls; or classmate to classmate, where each woman who gets a call, makes a call. Both methods engage more classmates more deeply, as women are tasked with being informed of class happenings and then sharing that by connecting with other classmates.

Facebook Groups

Facebook (www.Facebook.com) is a free, global, social networking website. Users connect to others by 'adding friends' who can read their status updates, see personal profiles, and send messages. Of particular use to classes is the groups feature, through which users can create and join networks. Members of a group can promote the group by inviting friends to join, thus recruiting classmates as promoters of the group, and enabling the class to capitalize on individual connections. A class Facebook group facilitates connections between classmates, allows users to ask questions and get answers or start discussions, and even has an events feature. Events can be set up in Facebook much in the same way as in Evite - allowing users to track RSVPs, invite others, and discuss the event. Facebook has over 300 million active users, and the fastest growing demographic is those 35 and older. More of your classmates may be out there than you realize -- if you want to be where your classmates are, consider starting a Facebook group.

Wellesley College Alumnae Association

www.wellesley.edu/Alum

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Alumnae Association Mission Statement

The mission of the Wellesley College Alumnae Association is to further the interests of Wellesley College and its alumnae by connecting alumnae to the College and to each other. The Association will serve as a lifelong resource to alumnae and will encourage alumnae to contribute to the continued excellence of the College.

Relationship to the College

The Association is an independent, self-governing organization created by the alumnae of Wellesley College in 1880. It maintains substantial representation on the board of trustees of the College, with four alumnae trustees, a young alumnae trustee, and the president of the Association, who serves *ex officio* and with vote on the board of trustees. On administrative and programming fronts, Association volunteers and staff work closely with the Admission Office, the Center for Work and Service, the Office for Resources, the President's Office, and other College offices.

In 1952, during the 75th Anniversary Fund campaign, the Alumnae Association board and the board of trustees began to rethink the fund-raising role of the Association. The decision was made to change the Association's mission and since then, all fund-raising for the College has come through the Office of Resources. The Alumnae Association continues to work closely and have a strong partnership with the Office of Resources as we serve these distinct roles.

Wellesley College Nondiscrimination Policy

Wellesley College admits students, without regard to race, color, religion, or national origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. The College does not discriminate on the basis of race, color, religion, national origin, or sexual orientation, in administration of its education policies, scholarship and loan programs, athletic and other college-administered programs or in its employment policies... [The College] does not discriminate on the basis of sex against its students in the educational programs or activities which it operates and does not discriminate on the basis of sex in its employment policies... nor does the College discriminate

on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973.

Wellesley College Bulletin
September 2007

The board of directors of the Wellesley College Alumnae Association is committed to fostering wide participation in alumnae activities by women of all ages, religions, sexual orientations, and racial and ethnic backgrounds. The Association's compliance with the College's nondiscrimination policy, as printed above, promises that all Wellesley alumnae, guests, and representatives from the College will be made to feel comfortable and welcome at all class and club gatherings.

Alumnae Address Information and Updates

The Alumnae Association abides by strict standards in order to maintain the integrity of alumnae data. Many alumnae contact the College with distinct requests regarding the management of their personal information. The College and the Alumnae Association are dedicated to respecting all of these requests. We carefully monitor the method by which the College receives alumnae data and the policies governing its use. We protect and distribute this information based on criteria designed to honor alumnae privacy. Our commitment to every alumna is to take all reasonable precautions to shield her from unapproved solicitation and contact. We ask that our volunteers do the same.

How to Update Your Record

Alumnae can update the contact information on file with the College using one of three methods. To help us keep our alumnae information up-to-date, please publicize the update email address, web address, and telephone line in class communications.

- Email Address: updates@alum.wellesley.edu. This address is to be used exclusively for updates to alumnae's personal information: mailing address, employment or educational information, name changes, etc.
- Online Community: www.wellesley.edu/Alum/Community. Alumnae can view and update their personal information in the online directory of the online Community. Alumnae need only to

register with their ID number in order to access the community; this number can be found on the label of any college mailing.

- Update Telephone Line: 1-800-339-5233. This update telephone line can be used in the same manner as the email address to update alumnae's personal information.

College Policy on Acceptable Update Sources

- Alumnae may submit name changes and preferred first names (nicknames) in writing by mail, email, or phone.
- Address and phone-number changes can come from the alumna, from a friend or relative, from class or club officers, or from the post office. Be wary of address and phone-number information found online, as it is often outdated or inaccurate.
- Information on employment, graduate degrees, spouses, children, birth dates, and non-Wellesley volunteer activities can come from the alumna, from a friend or relative, from class or club officers, or from magazines or newspapers.
- Information regarding ethnicity and social security numbers must come from the alumna.
- Wellesley volunteer information can come from the alumna, the group for which the alumna volunteers, or the office that works with that group.
- Information on deaths can come from relatives, executors of estate, assisted living facilities, class officers, or other alumnae who have proof of the date of death (such as an obituary or letter from a relative). An alumna cannot be marked deceased until we have a confirmed date of death.

Office of the Alumnae Association Information Online

The Alumnae Association web site is a great resource for class volunteers and all alumnae. Here is a short list of sections you may want to explore under our home page www.wellesley.edu/Alum/:

www.wellesley.edu/Alum/Community

The Wellesley College Alumnae Association offers an online community that is free for all alumnae. Visit the site to:

- Search for other Wellesley alumnae in a secure directory

- Register for a permanent @alum.wellesley.edu email forwarding address
- Communicate with your class via message boards
- Update your personal record
- Post class E-notes (electronic class notes)

www.wellesley.edu/Alum/Wnetwork

Networking in its truest sense is about making a connection with someone. The Wellesley Network is designed to foster connections across a wide range of life experiences. Alumnae profiles will include not only career information, but volunteer work, hobbies, areas of expertise, professional memberships, services offered, and a variety of affiliations. Alumnae can indicate their networking preferences and affiliations along with their life experiences. In addition, alumnae can mark their interests in a variety of life topics, ranging from dealing with aging parents to going through menopause or raising a child with special needs.

www.wellesley.edu/Alum/Volunteer

This section contains reference materials for all Association volunteers. It includes handbooks, forms, ALC presentations, and more.

www.wellesley.edu/Alum/Classes

This section contains links to class pages.

www.wellesley.edu/Alum/ALC

This section contains Alumnae Leadership Council information, dates, and registration.

www.wellesley.edu/Alum/About

This page links to a list of Office of the Alumnae Association staff, their phone numbers, and email addresses. Also linked here is a short history of the Alumnae Association, and the current Wellesley College Alumnae Association Board of Directors.

Recommended Constitution for Classes

Each class must adopt a constitution at its first class meeting. A two-thirds majority of those present at the meeting is required for passage. 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 class of _____ of Wellesley College. 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 executive board of the class 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 a president, vice president, secretary, treasurer, and annual giving representative. These five officers shall constitute the executive board of the class, which shall have the authority to transact all class business between class meetings, and shall fill any vacancies in its membership during the remainder of the term.

Section 2. Tenure

Class officers shall serve a five-year term from the 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 by delivering a written resignation to the other members of the executive board. Such resignation is effective upon receipt unless it is specified to be effective at some later time. Any class officer may be removed from office, with or without cause, by the 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 offices of the class.
- 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 chairs of standing committees shall be appointed by the president in consultation with the executive board. Each chair shall appoint her own 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 Dec. 1 prior to reunion and shall be sent to members of the class at least 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 nominating committee 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, or eliminated 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, so the Association can 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 favor the amendment