

Chairperson
President

RECOMMENDED CONSTITUTION FOR CLASSES

Accepted by Class of 1973 on May 3, 1973
~~not~~ chairman - chairwoman throughout

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 who when she entered would normally have expected to receive her degree with the Class, shall be considered an active member of the Class. Any such graduate who in fact received a degree in another year may instead become an active member of the class with which she received her degree by notifying the Alumnae Office that she desires to become a member of that class. Any non-graduate who has completed one term with the class and left in good standing is considered an active member of the class unless she notifies the Alumnae Office to the contrary.

Section 2. *Honorary Members.* Any person nominated for honorary membership by the Executive Board of the Class may become an honorary member of the Class upon election by a two-thirds majority of the votes received from a circularized ballot.

ARTICLE III OFFICERS

Section 1. *Executive Board.* The Class Officers shall be a President, a Vice President, a Secretary, a Treasurer and a Class Representative. These five shall constitute the Executive Board of the class. The Executive Board shall have the authority to transact all business of the Class between Class meetings, and shall fill any vacancies in its membership for the remainder of the term.

Section 2. *Tenure.* Officers shall serve for a five-year period from the time of election.

Section 3. *Duties.*

a. *President.* The President shall call and preside over Executive Board meetings, and shall perform other duties pertaining to that office. She shall keep herself informed about the activities of the College and the Alumnae Association and organize within her Class methods for disseminating this information. In consultation with the Executive Board, she shall appoint the chairmen of all Class committees and fill any vacancies on the Executive Board. She shall serve ex officio on all Class committees except the Nominating Committee.

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. She may serve as the chairman of a committee.

c. *Secretary.* The Secretary shall perform the duties pertaining to that office and shall preserve all minutes of Class meetings, copies of publications and documents of importance to the Class. She shall prepare Class Notes for the Wellesley Alumnae Magazine.

d. *Treasurer.* The Treasurer shall send out dues notices, receive the funds of the Class and disburse them in accordance with her duties. She shall submit a report to the Class in the

Class Record and an annual report to the Class President.

e. *Class Representative.* The Class Representative shall serve as the Fund Officer of her Class, and in that capacity shall work with the Development Fund Office of the College in encouraging Classmates to support the College.

Section 4. *Membership on Alumnae Council.* The Class shall be represented on the Alumnae Council in accordance with the provisions found in the Bylaws and Procedures of the Alumnae Association.

ARTICLE IV COMMITTEES

Section 1. *Standing Committees.* There shall be the following standing committees:

a. *Class Record.* It shall be the responsibility of this committee sometime during each reunion year to publish a report which shall contain a record of the Class, including a financial statement, and biographical information about Class members. The date of publication and the means of defraying the cost of publication shall be determined by the Executive Board of the Class. Four copies of the publication shall be sent to the Alumnae Office.

b. *Nominating.* This committee shall have charge of nominations for the offices of the Class, and shall prepare the ballot as provided in Article VI.

c. *Reunion.* It shall be the duty of this committee to arrange for and take charge of Class reunion.

Section 2. *Appointment and Tenure of Standing Committees.* The chairmen of standing committees shall be appointed by the President after consultation with the Executive Board of the Class and each chairman shall appoint her own committee. The terms of all standing committees shall expire at the end of the term of that Executive Board.

Section 3. *Special Committees.* The President, after consulting with the Executive Board, may appoint special committees and designate their purpose, and term.

ARTICLE V MEETINGS

Section 1. *Business Meetings.* Regular business meetings shall be held at the time of Reunion. A Class reunion shall be held on the quinquennial plan.

Section 2. *Special Meetings.* The Executive Board may call special meetings, which may be held whenever and wherever it designates, or may submit particular resolutions to the members by mail instead of calling such a meeting. In either case the Secretary shall mail a notice of the Board's action to the members at the latest address shown on the alumnae records. In the case of a special meeting the notice shall state its time, place, and purpose; and 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 and briefly state its effect and purpose. The notice must be mailed to the members at least thirty days before: (a) the date of the meeting, or (b) the date by which ballots must be received in order to be counted.

Section 3. *Quorum.* One-tenth of the living members of the Class shall constitute a quorum.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1. *Nominations by Committee.* Nominations for all offices shall be made by the Nominating Committee. Only one candidate shall be presented for each office. The names of such nominees shall be given to the Alumnae Office by February 1 of the Reunion year and shall be sent to members of the class approximately eight weeks before the date of the meeting at which the election will take place. In the special case of the Class Representative, the Nominating Committee must submit the names of several qualified candidates for approval by a designated representative of the National Development Fund Committee. The final nominee shall be selected by the Nominating Committee from those approved.

Section 2. *Nominations by Petition.* Nominations may also be made by not less than fifteen (15) members of the Class and submitted to the Nominating Committee not less than three weeks before the date of the meeting at which the election will take place. In the event of nominations by petition, a complete list of all candidates for each office shall be printed on a ballot and sent to the Class before the meeting.

Section 3. *Elections.* All officers shall be elected at the regular business meeting, or at a special meeting which may be called by the Executive Board (see Article V, Section 2). The vote shall be by voice unless there is more than one candidate for any office in which case the elections shall be by ballot. Candidates receiving a plurality of all votes cast shall be declared elected.

ARTICLE VII ACTIVITIES

No substantial part of the activities of the Class shall be carrying on propaganda, or otherwise attempting, to influence legislation; and the Class shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office. The Class shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax 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) by 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. *Annual Dues.* The annual dues for membership in the Class shall be payable at such time as shall be designated by the Executive Board of the Class. Any change in the amount of annual dues shall be recommended by the Executive Board and submitted to the Class for action.

Section 2. *Life Membership.* The opportunity of becoming a life member of the Class is available at any time, and precludes further annual solicitation from the Class Treasurer.

Section 3. *Bank Accounts.* All bank accounts shall stand in the name of the Class, with funds payable on order of either the Treasurer or the Class President, both signatures to be on file with the bank. A record of the location and number of the account(s) shall be supplied to the Alumnae Office for the permanent class file.

Annual Dues \$3.00
Life Membership - in one payment \$40.00
" " - in 5 payments \$10.00 ea.

Section 4. *Earnings.* No part of the net earnings of the Class shall inure to the benefit of any private individual.

Section 5. *Disposition of Assets.* At the time of the 60th reunion the Class shall turn over its treasury to the Alumnae Association for payment to the College. If the Class is dissolved, all its net assets shall be distributed to Wellesley College or, if Wellesley College is no longer in existence, solely to organizations qualified at that time as exempt organizations under the section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States internal revenue law). The distribution required by the preceding sentence shall be made by the Executive Board of the Class or, to the extent not made by them, by a court of equity of competent jurisdiction.

ARTICLE IX GOVERNING RULES OF ORGANIZATION

Roberts' Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution.

ARTICLE X AMENDMENTS

This Constitution may be amended at any regular or special meeting, provided:

1. That notice of the proposed amendment, with ballot, be sent to each member of the Class at least thirty days previous to the meeting at which action is to be taken, and
2. That two-thirds of all returns received at or before the time of the meeting favor the amendment.