

*Baileau R. Holtz*  
President

# MODEL CONSTITUTION

For the Use of Alumnae Classes of Wellesley College

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(Revision of 1959)

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## ARTICLE I NAME AND PURPOSE

This organization shall be known as the Class of 1960 of Wellesley College. Its purpose shall be to preserve the unity of the class and to make it an effective body in the service of the College.

## ARTICLE II MEMBERSHIP

Section 1. **Active Members.** Any graduate of the College in the class year or any graduate who entered with the class but received a degree in another year shall be considered an active member of the organization unless a request to the contrary be made by the graduate to the class secretary. Any non-graduate member of the class may become an active member of the organization.

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. **Officers.** The officers of this organization 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.

Section 2. **Tenure.** Officers shall serve from one reunion to the next, except that if the term between reunions shall be less than four years, they shall serve until the second subsequent reunion.

### Section 3. Duties.

a. **President.** The President shall perform the duties usually pertaining to that office and shall keep herself informed about the activities of the College and the Alumnae Association and organize within her class, methods for disseminating this information. She shall be an **ex-officio** member of all class committees except the Nominating Committee. (See Section 4.)

b. **Vice President.** The Vice President shall, in the absence or disability of the President, perform the duties of the President.

c. **Secretary.** The Secretary shall perform the duties incident 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 Magazine.

d. **Treasurer.** The Treasurer shall receive the funds of the organization and disburse them on order of the President or any member of the Executive Board. She shall submit a report to the class in the Class Record and to the President at any time upon request.

e. **Class Representative.** The Class Representative shall serve as a member of the subcommittee of the Development Fund Committee and shall create in her class an informed interest concerning the needs of the College and the work of the Alumnae Association as well as assist the Development Fund Committee in securing contributions to the Development Fund. (See Section 4.)

f. **Executive Board.** The Executive Board of the class shall have charge of all class affairs in the interim between regular meetings, shall serve as a Nominating Committee for the office of Class Representative, and shall fill any vacancies in its membership for the remainder of the term. (See Section 4.)

### Section 4. Membership on Alumnae Council.

The class shall be represented on the Alumnae Council by the class representative, and one of the other class officers, in rotation. They shall take a helpful part in the deliberative work of the Council and in its sectional and committee work. If either one is unable to attend, a substitute shall be appointed by the president and the class representative in conference. If possible, the substitute shall be a class officer or committee chairman.

## 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 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 (except for the office of Class Representative), 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 Executive Board of the class and each chairman shall appoint her own committee. The term of the committee members shall correspond to those of the Class Officers. (See Article III, Section 2.)

Section 3. **Special Committees.** The Executive Board may appoint special committees, designating their purpose and powers.

## ARTICLE V MEETINGS

Section 1. **Business Meeting.** Regular business meetings shall be held at the time of reunion. A class reunion shall be held as provided by the Alumnae Association.

Section 2. **Special Meetings.** Special meetings, including "meetings-by-mail," may be held with the consent of the Executive Board at any time and any place, provided adequate notice is given.

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 Committees.** Nominations for all offices, with the exception of that of Class Representative, shall be made by the Nominating Committee. (Nomination of the Class Representative shall be made by the Executive Board of the class subject to the approval of the Development Fund Committee.) Only one candidate shall be presented for each office and the names of such nominees shall be sent to the members of the class approximately six weeks before the date of the meeting at which the election will take place.

Section 2. **Nominations by Petition.** Nominations may also be made by petition signed by not less than fifteen (15) members of the class and submitted to the Nominating Committee (or in the case of the Class Representative, to the Class Executive Board) 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.) Elections shall be by ballot unless there is only one candidate for each office, in which case the vote shall be by voice. Candidates receiving a plurality of all votes cast shall be declared elected.

## ARTICLE VII DUES

The annual dues of membership shall be \$<sup>2</sup>....., payable at such time as shall be designated by the Executive Board of the class.

## ARTICLE VIII 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 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.