

## **WELLESLEY COLLEGE CLASS OF 2006 CONSTITUTION**

Each class must adopt a constitution at its first class meetings (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 2006 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**

Graduates of the College who entered with the Class of 2006 or would have expected to receive their degrees with the class when they entered shall be considered active member members of the class. Graduates who received their 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 a degree with a class is considered an active member of that class unless the Office of the Alumnae Association is notified. Any non-graduate who completed one term with the class and left in good standing is considered an active member of the class unless the Office of the Alumnae Association is notified 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 *Wellesley* alumnae 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 fund-raising 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.

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### **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. The chairs of standing committees shall each appoint members to their own committees and serve as chair. 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, by conference call or other collaborative forum as the board deems fit.

### **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 send 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 sent to class members at least 30 days before (a) the date of the meeting, or (b) the date by which completed ballots must be received in order to be counted.

### **Section 4. Quorum**

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

# ARTICLE VI. NOMINATIONS AND ELECTIONS

## **Section 1. Nominations by Committee**

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

## **Section 2. Nominations by Petition**

Nominations may also be made by at least 15 members of the class and submitted to the 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) 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. 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 60<sup>th</sup> 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**

*Robert's 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 the total votes cast (ballots received before the meeting as well as votes from members present at the meeting) favor the amendment.