

**Bylaws of the
Wellesley Jewish Alumnae**
Approved September 25, 2018

Article I: Name and Purpose. The name of the organization will be Wellesley Jewish Alumnae (WJA). The purpose of WJA shall be to strengthen the connections among alumnae who self-identify as Jewish with each other and the College by supporting and promoting Jewish life among alumnae, current students, and other members in order to foster a vibrant Jewish community. WJA supplements the connections of the Wellesley College Alumnae Association (WCAA) classes, clubs, and other shared identity groups.

Article II: Membership and Composition

Section 1. Active Members. Any alumna of Wellesley College, as defined by the WCAA bylaws, who self-identifies as Jewish is considered an active member of Wellesley Jewish Alumnae, unless she notifies the WCAA office.

Section 2. Honorary Members. Any person nominated for honorary membership by the governing board of WJA may become an honorary member upon election by a two-thirds majority of the votes cast. Wellesley College students, faculty, staff, community advisors, and family members of students are eligible to be honorary members of WJA. Honorary members are non-voting members of WJA but may serve on advisory panels and, committees, and are entitled to receive information.

Article III: Governing Board and Officers

Section 1: Governing Board. The administration and general management of WJA will be vested in a governing board.

Section 2: Qualifications and Tenure of Governing Board Members. Any person who is an active member of WJA may serve on the governing board. Governing board members shall serve for a three-year term, and no governing board member may serve more than two consecutive full terms in the same position.

Section 3: Composition. The WJA governing board shall consist of a president, secretary, treasurer, vice-president for programs, vice-president for membership, vice-president for communications, and religious life advisor. No more than two members may hold each office at one time, and the office of president shall be held by only one member.

Section 4: Duties of Officers.

- A. The president will provide the governing leadership to the organization. She shall call and preside over meetings of the governing board and membership. She shall keep herself informed of College and WCAA activities and policies and ensure the information is disseminated appropriately to WJA. The president acts as a liaison between WJA and the WCAA and submits an annual report of the organization's activities to the WCAA office as required. In consultation with the governing board, the president shall appoint the chairs of all committees. The president shall have the authority to establish ad hoc committees and to appoint their chairs, and shall serve *ex officio* on all committees, except the nominating committee.
- B. The secretary shall issue notices for all meetings, preserve all minutes, including attendance, notices, and copies of communications, publications, and documents of importance to WJA. She shall oversee the governing board election process.

C. The treasurer oversees all WJA financial matters, including dues, gifts, bank accounts, investments, and reimbursements. She shall be responsible for developing fundraising for WJA programming and for coordinating communication to members about donations to the College. If applicable, the treasurer shall prepare and submit periodic financial statements and the WCAA annual financial report to the president, governing board, and the WCAA office and shall file appropriate tax forms, as required by the IRS.

D. The vice-president for programs oversees the program activities of the organization in furtherance of its mission and purpose. She works closely with appropriate College staff and others to plan and implement WJA programs; maintains a calendar of activities; and provides this information to the vice-president of communications for inclusion in appropriate communications. The vice-president for programs can work with the president to appoint committees as necessary and is an ex officio member of all programming committees. The vice-president for programs fulfills the duties of the president if the president is absent.

E. The vice-president for membership is responsible for promoting and enhancing the participation of members in WJA through creative and effective member recruitment, tracking, and engagement initiatives. In addition, she will be responsible for board development. Activities will include, but not be limited to, welcoming new alumnae, the cultivation of graduating seniors, outreach to lost members, and maintenance of a comprehensive directory of active members through the WJA website.

F. The vice-president for communications oversees the organization's communication Vehicles, including websites, newsletters, emails, and/or blogs. She shall keep the website up to date and coordinate a newsletter. The vice-president for communications works with the other governing board members to collect, write, and disseminate news about WJA, the College, WCAA, and campus activities of interest and relevance to the WJA membership.

G. The religious life advisor shall have a good understanding of the various forms of Jewish identity and practice in order to serve as a resource to help take into account the diverse range of religious and cultural observances and traditions of the Jewish community for the purpose of planning WJA programs and events.

Section 5: Geographic Representatives. Geographic representatives shall be identified by the governing board to promote WJA, help plan and implement activities, and facilitate communication among members, WCAA clubs, and others in the region. They are non-voting members of the board, and the board shall determine the number and boundaries of the regions and shall make adjustments in the regions when necessary.

Section 6: Obligations of Officers. Officers are obligated, by virtue of their offices, to support the mission of WJA; to act in the best interests of the WJA, WCAA, its members, and the College; and to refrain from communicating personal religious or political views on behalf of WJA. Attendance at 75% of board meetings and at least two WJA programs each year are expectations of the roles.

Section 7: Resignation and Removal. Any WJA governing board member may resign with a written resignation delivered to the president and secretary of the organization. Such resignation is effective upon receipt unless it is specified to be effective at a later time. Any WJA governing board member who has failed to comply with her obligations to WJA or WCAA shall be subject to warning and subsequent removal from the board. Such a warning or removal from the board shall take place after a motion from an officer of the governing board and unanimous approval of the governing board, excluding the person in question. The president and governing board shall have the authority to fill any vacancies for the remainder of the term. If the governing board

chooses to let the office remain vacant for the remainder of the removed officer's term, then at the end of such term a new officer will be elected as per the by-laws set forth in Article VI.

Article IV: Committees

Section 1. Standing Committees. The nominating committee shall be a standing committee. It shall be the duty of this committee to nominate a slate of candidates for officers. The president, in consultation with the governing board, shall appoint the chair of the nominating committee.

Section 2. Special Committees. The president, in consultation with the governing board, may appoint special committees and designate their purpose and terms. Honorary members may serve on standing and special committees.

Article V: Meetings

Section 1. Governing Board Meetings. The governing board shall meet at a minimum of three times a year, either in person, by telephone, or other electronic means where a dialogue can be conducted. Additional meetings may be called by the current board. Meetings of the governing board shall be held whenever called by the president. Two-thirds of the governing board shall constitute a quorum.

Section 2. WJA Meetings. There shall be one meeting of WJA annually. Meetings may be in person or by electronic or other virtual means where a dialogue can be conducted.

Section 3. Special Meetings and Resolutions. The governing board may call special meetings to be held whenever and wherever it designates or may instead submit resolutions to WJA members by mail (including electronic mail). Both require the secretary to send a notice of the board's action to WJA members before the special meeting, including the meeting's time, place, and purpose; in the case of a meeting by email, 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 WJA members at least 21 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. A quorum shall consist of WJA members participating in regular and special meetings for which notices have been sent to all members. A simple majority is required for passage, except in the case of amendments to these bylaws.

Article VI: Nominations and Elections

Section 1: Nominations. The governing board shall call for candidates who wish to stand for election to the governing board prior to the conclusion of a term. Nominations for officers may be made by members of WJA and submitted to the nominating committee at least 21 days before the election is scheduled to take place. The nominating committee shall interview applicants and nominate a slate of candidates for officers. If two candidates are running jointly to share an officer position, then they will be presented as a team. The nominated slate shall be posted on the WJA website before the election is held.

Section 2: Elections. All officers shall be elected by a plurality of all votes cast.

Article VII: Finances

Section 1: Dues. Annual dues may be set by the governing board each year after a review of the organization's proposed programs and finances. Payment of dues is not a requirement for membership.

Section 2: Fiscal Year. The fiscal year of this organization shall coincide with the WCAA's July 1-June 30 fiscal year.

Section 3: Bank Accounts. All bank accounts shall stand in the name of WJA with funds payable by order of the treasurer or president whose signatures shall be kept on file with the bank. A record of all account numbers and locations shall be supplied to the WCAA Office to be kept in the permanent WJA file.

Article VIII: Compliance with WCAA. To maintain the status as a shared identity group of the Wellesley College Alumnae Association and be officially recognized, WJA must be renewed with the WCAA at the time and frequency determined by the WCAA. WJA shall comply with all requirements established by the WCAA for shared identity group renewals and operations.

Article IX: Limitations

Section 1. Purpose. The organization is organized and shall be operated exclusively for charitable and educational purposes as a supporting organization of the Wellesley College Alumnae Association.

Section 2. Activities. WJA 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). WJA shall not perform any other activities not permitted by (a) 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) 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 X: Amendments

These bylaws may be amended at any business or special meeting provided that: 1) notice of the proposed amendment is provided to WJA membership at least 21 days before the meeting at which action is to be taken, and 2) two thirds of the ballots cast favor the amendment.

ARTICLE XI: Dissolution

If WJA is not renewed by the WCAA or is dissolved by its members, all of its net assets shall be distributed to the College to be used for a purpose specified in writing by the governing board at the time of dissolution.