CONSTITUTION FOR THE WELLESLEY COLLEGE CLASS OF 1983
Submitted to the Class by Wendy Salz, Class President, on behalf of the Executive Board

May 26, 2023

ARTICLE I -- NAME AND PURPOSE

This organization shall be known as the Wellesley College Class of 1983. Its purpose is to preserve the unity of the class as an effective alumnae body in the service of the College and to foster engagement within the class of 1983 and between members of the class of 1983 and other alumnae. Toward that end, 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 that 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 2/3 majority of the votes received from a circulated ballot.

ARTICLE III -- OFFICERS

Section 1. Executive board. The class officers shall be a president, a vice president (optional), a magazine correspondent (formerly class secretary), a treasurer, a communications chair (formerly website manager), and a class fund representative. These six shall constitute the executive board of the class. Any position can be co-led by two classmates upon the nominees’ discretion. In this instance, the number of executive board members will increase accordingly. The executive board shall never be greater than twelve. 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. Each officer is required to vote on all business put forth to the executive board either in person or by email. A vice president is not required for any term. Should this occur, the duties of the vice president shall be absorbed by the president.

Section 2. Tenure. Officers shall serve for a five-year period from the time of election—that is, from the first of July after reunion through to the 30th of June after the next reunion.

Section 3. Duties. All officers are required to vote on all business of the class.

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 chairs 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 chair of a committee. She is solely responsible for organizing, promoting, at least by emails and Facebook group posting, and encouraging classmates to organize and attend “mini reunions” in her and their own cities and towns. A “mini reunion” is defined by the alumnae office to be a gathering of three or more classmates and must be documented and counted at the end of each year. The vice president shall create and maintain records of these events including lists of those who attend along with photos whenever possible. This data is to be shared with the alumnae office and the following slate of officers. She shall provide the photos to the communications chair for including on the website.

c. Magazine Correspondent. The magazine correspondent shall perform the duties pertaining to that office and shall preserve all minutes of all class meetings, copies of publications, and documents of importance to the
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class. She shall prepare class notes for the Wellesley alumnae magazine four times annually and make requests for contributions from classmates in a timely fashion and in accordance with the publication schedule of the Wellesley alumnae magazine. She shall also coordinate with the Communications chair to ensure the class is kept abreast of events, mini reunions, etc. via the class Facebook page. At the end of her term, she shall share copies of these documents electronically or in print with the alumnae office for the class permanent file as well as with the incoming executive board.

d. Treasurer. The treasurer shall manage the funds of the class as held by the College and request disbursements in accordance with her duties. She shall submit an annual report to the class president. The entire executive board should be made aware of larger expenditures, such as those for reunion weekend. Nevertheless, the president and treasurer hold ultimate approval.

e. Class Representative. The class representative shall serve as the Wellesley Fund officer of her class, and in that capacity shall work with the Wellesley Fund office of the College in encouraging classmates to give financial support the College. She will work closely with the assigned staff member in the Wellesley Fund office. She will create a committee of volunteers to help with the annual fund campaign to meet and try to exceed the goals they set for the year.

f. Communications Chair. The communications chair shall perform the duties pertaining to that office and shall maintain, develop, and expand the website of the class, securing the privacy of the information shared by and about our classmates while maintaining an informative and engaging user experience. Together with the fellow members of the executive board, she will align the content of the website, the class Facebook group, and all other forms of media and communication to be current, of interest to the class, and consistent with the objectives of this organization.

Section 4. Meetings and Minutes. The executive board shall meet by phone, virtually, or in person on a quarterly basis in accordance with the College fiscal year or calendar year. Meeting notes shall be taken by the magazine correspondent and shared with the executive board. These minutes will become
CONSTITUTION FOR THE WELLESLEY COLLEGE CLASS OF 1983
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part of the class permanent file and a copy will be given to the alumnae office at the end of the five-year term. The class will meet once, every five years, at reunion or virtually before reunion to vote on the forthcoming slate of officers and any other business and proposals the executive board deems appropriate.

Section 5. Membership on alumnae council. The class shall be represented on the alumnae council in accordance with the provisions found in the by-laws and procedures of the alumnae association.

ARTICLE IV -- COMMITTEES

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

A. Record Book (formerly class record). It shall be the responsibility of this committee at some point during each reunion year to support a record book chair, selected by the executive board, to publish a report that shall contain a record of the class. The Record Book shall include a letter from the College President, a letter from the class president, and entries from our classmates that include contact information, personal stories, and photos they wish to share. Participation is voluntary, but heartily encouraged. The record book chair shall manage, with the utmost concern for privacy and security, the collection of classmates’ data and any other shared personal information. The date of the release of the electronic publication shall be determined by the executive board of the class, usually at the beginning of reunion. The record book shall be made available to our classmates electronically, on only our class website, and at no charge. The class will not incur expenses to print and bind copies. One (1) electronic copy of the publication shall be sent to the alumnae office when ready unless otherwise requested.

B. Nominating Committee. This committee shall have charge of nominations for the offices of the class and shall prepare the slate and submit it to the executive board for approval, then to the alumnae office by May 1st. The slate will be voted upon at the class meeting during or by the reunion. The
chair of this committee shall be appointed by the executive committee by the end of the year prior to reunion.

C. Reunion. It shall be the duty of this committee to arrange for and take charge of class reunion, which ordinarily includes these responsibilities:
   i. Providing a rough draft and final budget for the president and treasurer to approve prior to making any purchases.
   ii. Spending responsibly these class funds as specifically budgeted while bearing in mind the future financial needs of the class.
   iii. Engaging as many classmates as possible in the planning and executing the events and programming throughout the weekend.
   iv. Continuing class traditions enjoyed in prior reunions whenever possible.
   v. Hosting an in-person class discussion Saturday morning on a topic relevant to the members of the class. Ideally, the host or facilitator of the discussion will be a classmate.
   vi. Attempting to collaborate with the alumnae office to create innovative programming that will engage our classmates as supplements to the faculty lectures.
   vii. Creating a report critiquing the successes and failures of reunion. This will include a budget reconciliation and spending report. This will be shared with the incoming executive board.

All content from reunion, including the record book and photos from reunion weekend, shall remain on the class website until the next reunion. At that time, it all will be archived on the class website.

At the discretion of the executive board, planning can begin any time before, but no later than, the fall before the year of reunion.

Section 2. Appointment and tenure of standing committees. The chairs of standing committees shall be appointed by the president after consultation with the executive board, and each chair shall appoint her own committee. The terms of all standing committees shall expire at the end of the term of that executive board.
CONSTITUTION FOR THE WELLESLEY COLLEGE CLASS OF 1983
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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 executive board business meetings shall be held on a quarterly basis yearly, and more frequently, when necessary, at the time of reunion. A class reunion shall be held on the quinquennial plan, and a class meeting will be held during reunion.

Section 2. Special meetings. The executive board may call special meetings, which may be held whenever and wherever it designates, or may submit resolutions to the members by email instead of calling such a meeting. In either case, the magazine correspondent shall email all class members, at the latest email address recorded in the class or alumnae records, a notice of the board's action. In the case of a special meeting, the notice shall state its time, place, and purpose; and in the case of a meeting by email or Zoom, 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 emailed to the members at least (5) five days before (A) the date of the meeting or (B) the date by which emailed ballots must be received to be counted.

Section 3. Quorum. A quorum, a minimum number of people attending in person or virtually so that the class can conduct business, is required for the class meeting at reunion as well as any special meetings called. For these purposes, a quorum is comprised of classmates and executive board members and must total at least 20% of classmates registered for reunion (see Section 1.) or 20% of living classmates (see Section 2.). In order to determine the number of classmates required in either situation, the Magazine Correspondent shall obtain the information from the Alumnae Office and forward to the executive board. A 2/3 quorum is required for executive board meetings.

ARTICLE VI -- NOMINATIONS AND ELECTIONS
CONSTITUTION FOR THE WELLESLEY COLLEGE CLASS OF 1983
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May 26, 2023

Section 1. Nominations by committee. An email blast from the nominating chair to the class in the fall or winter of the year prior to reunion shall ask for nominations to be submitted in writing or by email. If, by the end of that calendar year, no nominations have been received, a search involving the executive board will ensue until nominees have been identified with begging, pleading, and negotiating. Nominations for all offices shall be made by the nominating chair, and the nominees must provide consent. Only one nominee (or set of co-nominees) shall be presented for each office. The nominee names shall be given to the alumnae office by May 1st of the reunion year and shall also be emailed to members of the class in advance of the class meeting held at reunion. The voting to pass the slate of officers is to occur during this class meeting. If any classmate will not be attending reunion in person, and attendance is not possible by Zoom or other virtual platform, the classmate may submit her vote by email to the nominating chair to be counted at the in-person vote. Should any nominee be unanimously rejected, the nominating chair must fill that position with the approval of the incoming president.

Section 2. Nominations by petition. Nominations may also be made by petition (in hard copy or electronic form) by not fewer than 15 members of the class and submitted to the nominating committee by April 1st of the reunion year. In the event of nominations by petition, a complete list of all candidates for each office shall be emailed to the class by May 1st when it is also submitted to the alumnae office.

Section 3. Elections. All officers shall be elected at the regular class meeting during reunion or at a special meeting which may be called by the executive board (see Article V, Section 2). The nominating chair shall ask for a motion to take the vote, then ask for a second. The magazine correspondent (formerly the class secretary) shall record these actions as part of the class meeting notes. The nominating chair will ask for a vote by voice if there is more than one candidate for any office, in which case, the election shall be by printed ballot. The printed ballots shall be counted by the outgoing executive board. Candidates receiving a simple majority of all votes cast shall be declared elected. There need not be a quorum. The new executive board begins its term on July 1st of the reunion year.
CONSTITUTION FOR THE WELLESLEY COLLEGE CLASS OF 1983
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ARTICLE VII – ACTIVITIES

Section 1. No substantial part of the activities of the class shall support, oppose, or otherwise attempt to influence legislation; and the class shall not participate in, or intervene in (by publishing or distributing statements or in any other way), a 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 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) by a corporation, contributions to which are deductible under section 170, section 2 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law). For example, the class monies cannot be used to contribute to any other non-profit organizations.

Section 2. Communications. The class has three formats for conveying information to its members, two of which are extensions of those utilized and maintained by the College. All users agree to always abide by the Honor Code when using these and any future means of appropriate communication available.

A. Email or Eblasts. The College provides access and training to the communications application that holds our class list. This is a separate system from that used for the Wellesley Fund campaign. Only the executive board shall have access to its use to send information to the class at large. Use of personal emails for all-class emails is prohibited.

B. Class website. This is a sub-site of the alumnae website created and maintained by the alumnae office which is a sub-site of the larger WellesleyCollege.edu site created and maintained by the College. The communications chair will work with the alumnae office to keep abreast of the capabilities of the site and to maximize user engagement as a source of current and pertinent information. The executive board shall collaborate to keep the content and accessibility fresh.

C. Facebook group. “Wellesley 1983” is a closed and private Facebook group administered by the class president and other executive board members as determined by the executive board and their roles and responsibilities. It serves to connect with classmates simply in a different and more accessible
CONSTITUTION FOR THE WELLESLEY COLLEGE CLASS OF 1983
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way. Determined by the executive board, both the magazine correspondent and the communications chair are responsible for maintaining content in this medium. Any classmate can post on this group page.

D. Other media. Additional social and professional media may be added with the full approval of the executive board when that media aligns with the College requirements of this organization and meets the criteria for private and secure communication with our class.

E. Solicitations and Fundraising. These communications media are dedicated to the sole use of the Class of 1983. No classmate(s) shall utilize these platforms for their own personal monetary gain nor shall any classmate or group with whom any classmate is affiliated outside of the class engage in fundraising activities for that or any other organization. Any classmate who uploads content to the class media platforms or consumes such content must abide by the Honor Code of Wellesley College.

F. Privacy and Sharing of Information. There shall be no sharing of images, contact information, or photos by screenshots or any other means outside the class media platforms.

ARTICLE VIII -- CLASS DUES AND OTHER MONIES

Section 1. Annual dues. The annual dues for membership in the class have been waived based on direction from the Alumnae Office. Should any future executive board elect to reinstate them with the approval of the alumnae office, it is free to do so with a class 2/3 or 67% majority vote.

Section 2. Life membership dues. The class is no longer collecting life membership dues.

Section 3. Bank accounts. All class bank accounts are maintained and held by the College with the assets of our class held separately from other classes and never comingled. Any disbursements or receipts shall be executed electronically whenever possible. The treasurer or the president must approve any disbursements in advance. Services rendered must accompany a purchase order or proposal to be kept in the class permanent file held by the alumni office.
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 assets shall be distributed to Wellesley College. However, if Wellesley College is no longer in existence or is no longer a women’s college, its assets shall be distributed solely to organizations that promote the equality, visibility, and rights of women and are 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 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 (A) that notice of the proposed amendment, with ballot, be emailed to each member of the class at least 30 days in advance of the meeting, held in person at reunion or via Zoom or other virtual platform, at which action is to be taken, and (B) that a simple majority rule received at or before the time of the meeting favors the amendment.