



**MOUNT HOLYOKE
COLLEGE
CLASS OF 2002**



BYLAWS

Article I: Name

The name of this organization will be the Class of 2002 of Mount Holyoke College.

Article II: Purpose

The purpose will be: (1) to preserve the unity and fellowship of the Class; (2) to promote sustained interest in and support of the College; (3) to function as a sub-group of the Alumnae Association of Mount Holyoke College and to aid in its mission and goals to support the College and connect alumnae with one another and the College.

Article III: Membership

Section 1. *Members.* Any graduate (or matriculate who attended the College for at least one year, and others on written request to the Alumnae Association of Mount Holyoke College) of the class year, whose name and address are on record, is a member unless they notify the class president or Alumnae Association to the contrary.

Section 2. *Honorary Members.* Honorary members of the Class elected before graduation will continue as honorary members. Other honorary members may be elected at a Class meeting by a two-thirds vote of those members present and voting.

Section 3. *Dues.* May be levied by a vote of the Class. If dues are voted in, then they will be voluntary and will not affect the status of an alumna with the Class in regard to mailings, notices, and participation in class events. Dues will be established every five years for that period. For example, if an amount of five dollars per year per alumna is established, then an alumna who pays \$25.00 in 2001 owes nothing until the year 2006 when the dues will be reassessed for the following five years. Dues may be paid in increments if an alumna does not wish to pay the full amount at one time. Dues are to be used for Class purposes only.

Article IV: Officers

Section 1. *Officers.* The officers will be: president, vice president, reunion chair(s), scribe(s), treasurer, head class agent(s), and such others the Class or its officers vote to include. The

officers will form the Executive Committee (also known as the “Board”). See Article V, Section 1 for more information about the Board.

Section 2. *Elections/Appointments.*

A. The officers will be elected in their senior year to serve through the fifth reunion meeting. Elections will be held at each subsequent reunion meeting beginning with the fifth-year reunion.

B. Elections may also be held by electronic vote to enable members who cannot be present at the reunion meeting to participate in Class decisions. If electronic voting is used, a deadline for voting will be announced when the ballot is released. The board will work to ensure the integrity of electronic voting by using a system that limits each member of the Class to a single vote.

C. Should any positions remain unfilled following an election, the president—with the approval of the Executive Committee—may appoint a member of the Class to fill the vacant position(s).

Section 3. *Resignation.* The President may resign by written notice to the Executive Committee. Any other officer may resign by written notice to the President.

Section 4. *Removal.* Any officer may be removed from office, for cause (i.e., inactivity or failure to uphold the duties of her office), by a two-thirds vote of all the members of the Board, provided that the officer shall have an opportunity to be heard at the meeting of the Board at which the motion on removal is made. Any officer may raise the issue of another officer’s removal.

Section 5. *Duties.* In addition to the usual duties pertaining to the above offices, the following special duties will pertain:

A. The president will be informed of the activities of the College and the Alumnae Association and communicate such information to the membership. Reciprocally, she will keep the Alumnae Association informed of Class activities. The president will be a member *ex officio* of all committees except the Nominating Committee. The president will also share custody of the Class funds with the treasurer.

B. In the event of the disability of the president and until the question of her disability is resolved, the vice president will perform the duties of the president, and if the office of the president becomes vacant, the vice president will become president of the Class for the remainder of the term.

C. The scribe(s) will gather and prepare news items for the *Alumnae Quarterly*.

D. The treasurer will have custody of all Class funds and will collect dues and other monies owed the Class. She will disburse those funds with the authorization of the president, other Board members as delegated by the president, or, during Reunion year, the reunion chair(s). The treasurer also will submit yearly reports to the Alumnae Association and Class president and a summary report to the Class at each reunion. She

will be responsible for completing “Form C” and other tax-related documentation as required by the Alumnae Association and other entities.

E. The head class agent(s) will be the financial liaison between the Development Office and the members of the Class.

Section 6. *Terms/Transitions.* An officer’s term will be five years— from reunion to reunion (e.g., from the 5th Reunion to the 10th Reunion)— except for the treasurer, who will serve until the conclusion of the fiscal year of her term’s final year. All officers, prior to leaving office, are expected to complete any projects they begun within their terms. When feasible, officers concluding terms will meet at reunion with officers beginning new terms in order to transfer materials and knowledge. If such transfer is not possible in person at reunion, outgoing officers will determine alternate methods of sharing information.

Article V: Boards and Committees

Section 1. *Executive Committee.* The Executive Committee (also known as the “Board”) will consist of the officers and will act on the affairs of the organization between meetings. A majority will constitute a quorum.

Section 2. *Nominating Committee.* The Nominating Committee will consist of five members: three elected by the Class and two appointed by the president, who will also appoint one member as chair (preferably from the three elected). They will prepare a slate of nominees beginning with the fifth reunion. The Nominating Committee shall be formed no less than one year prior to the reunion Class meeting, and the Committee shall disband following the reunion Class meeting (unless positions on the newly elected Board remain unfilled, in which case the Committee may be called upon to continue working until the Board is fully staffed). Nominating Committee members are not limited to one term, nor are they obligated to serve more than one term.

Section 3. *Reunion Committees.* The reunion chair(s) will form her own Reunion Committee by extending to all members of the Class a call for volunteers no less than one year prior to reunion. The size of the Reunion Committee and the duties of its members will be at the discretion of the reunion chair(s).

Section 4. *Other Committees.* Other committees may be established by vote of the Class or by the Board. Upon establishment, a committee’s composition will be designated.

Section 5. *Vacancies.* The president, with the approval of the Executive Committee, may fill any vacancies.

Article VI: Meetings

Section 1. *Regular Meetings.* A regular meeting will be held at every reunion of the Class. The number present at any regular Class meeting will constitute a quorum.

Section 2. *Other Meetings*. Questions initiated by the Executive Committee may be voted on by the Class by mail, email, or website poll. The number of ballots returned within the time indicated on the ballot will constitute a quorum.

Article VII: Robert's Rules of Order, Revised

"Robert's Rules of Order, Revised" will be the parliamentary authority for Class meetings. Procedures and practices may be found at www.rulesonline.com.

Article VIII: Dissolution

Upon dissolution of this organization or the completion of its affairs, the assets will be distributed exclusively to (a) the Alumnae Association of Mount Holyoke College, located in South Hadley, Massachusetts, for its general purposes, or (b) if said Association for any reason does not qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code, then to the trustees of Mount Holyoke College, a Massachusetts educational corporation located in South Hadley for its general purpose, or (c) if said trustees of Mount Holyoke College for any reason do not then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code, then to any charitable, religious, scientific, literary, or educational organization which would qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they hereafter be amended.

Article IX: Amendments

These bylaws may be amended at any Class meeting or via mail, email, or website poll by a two-thirds vote of those members voting, provided the proposed changes have been included in the notice of said meeting.

Submitted: March 11, 2008

Approved: April 30, 2008