**CLASS OF 1975 OF MOUNT HOLYOKE COLLEGE**

**CLASS BY-LAWS**

**Article I.** **NAME.**

The name of this organization shall be the “Class of 1975 of Mount Holyoke College.”

**Article II.** **PURPOSE.**

The purpose shall be: 1) to promote sustained interest in and support of Mount Holyoke College (the “College”) and 2) to preserve the unity and fellowship of the Class of 1975 (the “Class”).

**Article III.** **MEMBERSHIP.**

Section 1. Members. Any graduate of the College who was assigned to the Class, any non-graduate of the College who was assigned to the Class and who attended the College for at least one year, and any others on written approval of the Alumnae Association of the College (the “Alumnae Association”), each of whom has her name on record at the College or with the Alumnae Association, is a member of the Class unless she notifies the Class Secretary, in writing, to the contrary.

Section 2. Honorary Members. Honorary members of the Class elected before graduation shall continue as honorary members. Other honorary members may be elected at a Class reunion meeting (“reunion meeting”) by a two-thirds (2/3) vote of those members present and voting.

**Article IV**. **OFFICERS.**

Section 1. Designation. The officers of the Class (singly the “Officer” and collectively the “Officers”) shall be a President, Vice-President, Secretary, Scribe, Treasurer, Head Class Agent and such others as the Class may elect; any office may be filled by two or more persons who shall each serve as the designated Co-Officer.

Section 2. Elections.

1. The Officers shall be elected in their senior year to serve through the fifth reunion meeting. Elections of Officers shall be held at each subsequent reunion meeting as provided in Section 1 of Article VI.
2. If voting for election of Officers by mail or by electronic means is used, a deadline for voting must be announced when the ballot is released and such deadline shall provide a reasonable opportunity for members of the Class to cast their ballots; the quorum requirements set forth in Section 1 of Article VI will apply. The Executive Committee will work to ensure the integrity of voting by mail or by electronic means by using a system that limits each member of the Class to a single vote.

Section 3. Duties & Succession.

1. The President shall be informed on the activities of the College and of the Alumnae Association and shall communicate such information to the membership. Reciprocally, she shall keep the Alumnae Association informed of Class activities. The President shall be a member ex offiicio of all committees except the Nominating Committee. During any disability of the President, and until the question of her disability shall be resolved by the Executive Committee (excluding the President whose disability is in question), any remaining Co-President(s) shall serve alone; in the absence of any remaining Co-President(s), the Vice-President(s) shall perform the duties of the President. If the office of the President shall become vacant for any reason (including because of the determination of disability by the Executive Committee as provided above), any remaining Co-President(s) shall serve alone; in the absence of any remaining Co-Presidents, the Vice-President(s) shall thereupon become President of the Class for the duration of the unexpired term.
2. The Vice-President shall assist the President with Class issues. During any disability of a Vice-President, and until the question of her disability shall be resolved by the Executive Committee (excluding the Vice-President whose disability is in question), any remaining Co-Vice President(s) shall serve alone; in the absence of any remaining Co-Vice-President(s), the office of Vice-President shall remain vacant until the next reunion meeting or until earlier filled in accordance with Section 4 of this Article. If the office of a Vice-President shall become vacant for any reason (including because of the determination of disability by the Executive Committee as provided above), any remaining Co-Vice-President(s) shall serve alone; in the absence of any remaining Co-Vice-President(s), the office of Vice-President shall remain vacant until the next reunion meeting or until earlier filled in accordance with Section 4 of this Article.
3. The Secretary shall keep the permanent records of the Class, take minutes of all meetings and maintain records of all class members. During any disability of the Secretary, and until the question of her disability shall be resolved by the Executive Committee (excluding the Secretary whose disability is in question), any remaining Co-Secretary(ies) shall serve alone; in the absence of any remaining Co-Secretary(ies), the Scribe(s) shall perform the duties of the Secretary. If the office of the Secretary shall become vacant for any reason (including because of the determination of disability by the Executive Committee as provided above), any remaining Co-Secretary(ies) shall serve alone; in the absence of any remaining Co-Secretary(ies), subject to Section 4 of this Article, the Scribe(s) shall thereupon also become Secretary of the Class for the duration of the unexpired term.

1. The Scribe shall gather and prepare news items for the *Quarterly* published by the Alumnae Association or for whatever publication of the College or of the Alumnae Association features “Class Notes.” During any disability of the Scribe, and until the question of her disability shall be resolved by the Executive Committee (excluding the Scribe whose disability is in question), any remaining Co-Scribe(s) shall serve alone; in the absence of any remaining Co-Scribe(s), the Secretary shall perform the duties of the Scribe. If the office of the Scribe shall become vacant for any reason (including because of the determination of disability by the Executive Committee as provided above), any remaining Co-Scribe(s) shall serve alone; in the absence of any remaining Co-Scribe(s), subject to Section 4 of this Article, the Secretary shall thereupon also become Scribe of the Class for the duration of the unexpired term.
2. The Treasurer shall have custody of the Class funds and securities and shall collect dues and other moneys owed to the Class. She shall disburse said funds upon authorization of the President or at least one member of the Executive Committee excluding herself. She shall submit yearly written reports to the President and a summary report to the Class at each reunion. She shall submit financial reports to the Alumnae Association, as requested. During any disability of a Treasurer, and until the question of her disability shall be resolved by the Executive Committee (excluding the Treasurer whose disability is in question), any remaining Co-Treasurer(s) shall serve alone; in the absence of any remaining Co-Treasurer(s), the Vice-President(s) shall perform the duties of the Treasurer. If the office of a Treasurer shall become vacant for any reason (including because of the determination of disability by the Executive Committee as provided above), any remaining Co-Treasurer(s) shall serve alone; in the absence of any remaining Co-Treasurer(s), subject to Section 4 of this Article, the Vice-President shall thereupon also become Treasurer of the Class for the duration of the unexpired term.
3. The Head Class Agent shall be the financial liaison between the College Office of Advancement (or its successor) and the members of the Class. During any disability of a Head Class Agent, and until the question of her disability shall be resolved by the Executive Committee (excluding the Head Class Agent whose disability is in question), any remaining Co-Head Class Agent(s) shall serve alone; in the absence of any remaining Co-Head Class Agent(s), the office of Head Class Agent shall remain vacant until the next reunion meeting or until earlier filled in accordance with Section 4 of this Article. If the office of a Head Class Agent shall become vacant for any reason (including because of the determination of disability by the Executive Committee as provided above), any remaining Co-Head Class Agent(s) shall serve alone; in the absence of any remaining Co-Head Class Agent(s), the office of Head Class Agent shall remain vacant until the next reunion meeting or until earlier filled in accordance with Section 4 of this Article.

Section 4. Vacancies. The President, with the approval of a majority of the members of the Executive Committee, may fill any vacancies in an office except the office of the President.

**Article V.** **COMMITTEES.**

Section 1. Executive Committee. The Executive Committee shall consist of the Officers and shall act on the affairs of the Class in the interim between reunion meetings. For purposes of voting, each Officer position shall have one vote except that the Offices of Secretary and Scribe shall be combined so as to have only one vote together. In the case of Co-Officers, the holders of such Co-Office shall designate one of them to cast a single vote for that Class Office; provided, however, that if the holders of such Co-Office cannot agree on who should be the designated voter, such designated voter shall be selected by lot. A majority of those members of the Executive Committee designated to cast a vote shall constitute a quorum for purposes of such vote.

Section 2. Nominating Committee. The Nominating Committee shall consist of five members: Three elected by the Class and two appointed by the President, who shall also appoint one member as their Chair. They shall prepare a slate of nominees for Officers commencing with the fifth reunion.

Section 3. Reunion Committee. The Reunion Chair shall be appointed by the President in consultation with the Executive Committee and shall in turn appoint her own committee chairs.

Section 4. Other Committees. Other committees may be established by a vote of the Class which shall also designate their composition.

Section 5. Vacancies. The President, with the approval of a majority of the members of the Executive Committee, may fill any vacancies in committees.

**Article VI.** **MEETINGS.**

Section 1. Reunion Meetings and Voting. A meeting in person at the College shall be held at every reunion of the Class if the President and the Alumnae Association deem such meeting to be reasonably feasible. In the absence of a reunion meeting in person at the College, reunion meetings may be held by electronic means at which members of the Class gather in an electronic forum. The number of members of the Class present at any reunion meeting (whether in person or in an electronic forum) shall constitute a quorum. In the absence of a reunion meeting held in person at the College or in an electronic forum, voting for Officers of the Class can be by a ballot using mail or electronic means such as email, and such voting shall be deemed to have been held at a reunion meeting. The number of ballots returned (whether by mail or electronic means) within the time indicated on the ballot shall constitute a quorum.

Section 2. “Other Meetings and Voting”. Additionally, questions initiated by the Executive Committee, including, but not limited to, amendment of these By-laws as provided in Article IX, may be voted on by mail, by electronic means such as email or in an electronic forum. The number of ballots returned (whether by mail or electronic means) within the time indicated on the ballot or the number of members of the Class present at a meeting held electronically shall constitute a quorum.

**Article VII.** **ROBERTS RULES OF ORDER, REVISED.**

“Robert’s Rules of Order” as revised from time to time shall be the parliamentary authority at all times.

**Article VIII.** **DISSOLUTION.**

Upon dissolution of this organization or the winding up of its affairs, the assets shall 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 provision of Section 501(c)(3) of the Internal Revenue Code, as amended, then to the Trustees of Mount Holyoke College, a Massachusetts educational corporation located in South Hadley, Massachusetts, for its general purposes; or (c) if the said Trustees of Mount Holyoke College for any reason does not qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, as amended, 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, as amended, and the regulations thereunder.

**Article IX.** **AMENDMENTS.**

These By-laws may be amended at any meeting as provided in Article VI by a two-thirds (2/3) vote of those members of the Class present and voting, provided that notice of the proposed amendment has been included in the notice of said meeting.

Adopted 5/20/2000

Revised 4/27/2020