Constitution of the All Class Board of Mount Holyoke College

Revised Feb 2011

Statement of Purpose:

In order to provide a forum for all class officers and a vehicle for communication and support, the All Class Board of Mount Holyoke College is established.

The members of the All Class Board will:

1. Monitor the class election process
2. Serve as a link between the student body and the Administration
3. Strive to unify the undergraduate community of Mount Holyoke College through coordinating class activities and Class Board functions.

Article I: Name

The name of this organization will be the All Class Board of Mount Holyoke College

Article II: Membership

The membership of the All Class Board of Mount Holyoke College will consist of all elected or appointed officers of all four class boards as defined by the most current bylaws contained herein

Article III: Role of the All Class Board

The President of the Senior Class will be the Chair of the All Class Board. The duties of the Chair include, but are not limited to:

1. Call and preside over All Class Board meetings or designate another officer to do so
2. Act as the official voice of the Class Board in accordance with the procedures and systems contained within the Constitution
3. Coordinate All Class Board events and serve as an authorized signer on the All Class Board finance account
4. Provide guidance for cross-class board communication and work with class board advisors to facilitate leadership trainings
5. Perform other duties appropriate to the position as needed

Article IV: Advisor(s)

Section A: The primary Advisor(s) shall be a member of the Mount Holyoke College community, preferably a professional staff member from the Office of Student Programs

Section B: The responsibilities of the Advisor include, but are not limited to:

1. Serve as a liaison between the Administration and the All Class Board
2. Meet regularly with the members of the individual Class Boards as necessary and requested
3. Assist in the event planning and leadership development of the Class Boards
4. Provide administrative support for the Class Boards and the election of Class Board officers

**Article V: Amendments**

Section A: Amendments to this Constitution may be proposed by any Class Board member in a letter addressed to the Chair of the All Class Board.

Section B: All amendment proposals and constitutional ratifications will be valid when passed by a simple majority vote of a quorum (constituted by fifty percent plus one) of the Class Board officers.

**Article VI: Human Rights Policy**

The Constitution shall be governed by the Mount Holyoke College Human Rights Policy which states that the College has a non-discrimination policy in all matter of race, religion, color, sexual orientation, nationality, age, or physically disabling condition in the administration of its educational policies and programs.

**Article VII: Adoption**

Ratification of this Constitution by a simple majority vote of a quorum (constituted by fifty percent plus one) of all those present of the All Class Board will establish this Constitution of the All Class Board and will nullify any pre-existing Constitution.

**Bylaws of the All Class Board of Mount Holyoke College**

Section A: The officers of each undergraduate class will consist of the President, Vice President, Secretary, Treasurer and two Social Chairs. The Senior Class will have two additional officers serving as Head Class Agents.

Section B: Composition, Duties, and Terms of the Class Officers

1. The general responsibilities for all Class Officers include, but are not limited to:
   a. Remain in good academic and social standing during their term in office
   b. Serve for one full academic year unless otherwise noted
   c. Attend all class meetings and functions
   d. Serve as a member of the All Class Board
   e. Assist in the transition of new class officers
   f. Maintain accurate records and documentation to be passed to future officers
   g. Represent their class at official class ceremonies and events

2. President
   a. The duties of the President include, but are not limited to, that that person will:
      i. Preside over all class and officer meetings
      ii. Call any special meetings
      iii. Act as the official voice of the class in accordance with the procedures and systems contained within this Constitution
iv. Meet with the Class Board advisor(s) regularly
v. Have the authority to use the official class email list and to do so in compliance with the college’s policies
vi. Perform other duties appropriate to the position as needed

b. Senior Class
i. Act as Chair of the All Class Board
ii. Work with the college staff to plan Convocation and Commencement
iii. Assist the Vice President in appointing a Commencement Committee
iv. Have the option to sit on the Commencement Committee and/or Honorary Degree Committee
v. Coordinate a function with the Career Development Center, alumnae Association and the Academic Dean’s office
vi. Serve as President of the class until the second year reunion

c. Junior Class
i. Oversee the Big Sister/Little Sister Program.
ii. Appoint a committee to oversee Junior Show and ultimately take responsibility for the production
vii. Work with the college staff to coordinate ushers for Baccalaureate and Commencement.

viii. Organize the voting for the class’s Commencement Speaker for their upcoming commencement
iii. Coordinate a function with the Career Development Center, Alumnae Association and the Academic Dean’s office
iv. Serve as President of the class for one academic year

d. Sophomore Class
i. Oversee the Elfing Program.
ii. Work with the College staff to coordinate ushers for Fall Convocation.
iii. Coordinate a function with the Career Development Center, Alumnae Association and the Academic Dean’s office
iv. Serve as President of the class for one academic year

e. First-Year Class
i. Coordinate an event for the class to welcome second semester incoming first year students
ii. Coordinate a function with the Career Development Center, Alumnae Association and the Academic Dean’s office
iii. Serve as President of the class from the time of election until the end of the academic year

3. Vice President
a. The duties of the Vice President include, but are not limited to:
   i. Serve as President of the class in the event that the President cannot fulfill her/his duties, resigns, or is removed from office
   ii. Serve on the All Campus Elections Taskforce
   iii. Assist the other class officers whenever called upon to do so

b. Senior Class
   i. Appoint and chair the Commencement Committee
   ii. Have the option to serve on the honorary degree committee
iii. Oversee the planning and implementation of the First-Year/Senior Disorientation.

iv. Serve as Vice President of the class until the second year reunion

c. Junior Class

i. Assist with the Big Sister/Little Sister Program

ii. Serve as Vice President of the class for one academic year

d. Sophomore Class

i. Assist with the Elfing Program

ii. Coordinate the Sophomore Class Ring & Rose ceremony

iii. Serve as Vice President of the class for one academic year

e. First Year Class

i. Serve as Vice President of the class from the time of election until the end of the academic year

4. Treasurer

a. The duties of the treasurer include, but are not limited to:

i. Attend SGA Authorized Signers training,

ii. Maintain and keep an updated class ledger and bank account

iii. Prepare the class books for the end of the semester audits by the Student Government Association

iv. Design and coordinate fundraiser for the class

v. Prepare budgets for major class events

vi. Make all financial transactions for the class with the assistance of the President as needed.

b. Senior Class

i. Plan ahead to ensure adequate amount of funding for Commencement activities and the class after graduation

ii. Serve as a member of the Commencement Committee

iii. Coordinate the Finals Care Packages fundraiser

iv. Serve as a member of the Senior Ball Committee

v. Serve as Treasurer for the All Class Board

vi. Serve as treasurer of the class until the second year reunion

c. Junior Class

i. Plan ahead to ensure an adequate amount of funding for Junior Class

ii. Coordinate the fundraising elements of the Junior Show

iii. Serve as Treasurer for the class for one academic year

d. Sophomore Class

i. Plan ahead to ensure an adequate amount of funding for the Semi-Formal

ii. Coordinate the Cakes and Cookies fundraiser

iii. Serve as Treasurer of the class for one academic year

e. First-Year Class

i. Coordinate a second semester fundraiser for the class

ii. Serve as treasurer of the Class from the time of election until the end of the academic year

5. Secretary

a. The duties of the Secretary include, but are not limited to:
i. Take minutes at all class and officer meetings and distribute minutes within 48 hours of the meeting
ii. Archive a copy of the minutes for class records
iii. Distribute class notices, posters, and other information.
iv. Will compose and distribute a per semester newsletter to the class
v. Keep in contact with all of the Class Representatives.
vi. Lead all Class Representatives meetings.
vii. Create and maintain class website

b. Senior Class
   i. Have the option to sit on the Commencement Committee
   ii. Serve as Secretary of the class until the second year reunion

c. Junior Class
   i. Serve as Secretary of the class for one academic year

d. Sophomore Class
   i. Serve as Secretary of the class for one academic year

e. First Year Class
   i. Serve as Secretary of the class from the time of the election until the end of the academic year

6. Social Chair(s)

a. The duties of the Social Chair(s) include, but are not limited to:
   i. Oversee the planning and implementation of all aspects of class social events
   ii. Be familiar with all event planning and facility use policies provided by Student Programs

b. Senior Class
   i. Plan a Fall Convocation social and Breakfast for the class
   ii. Plan a Junior Show after party for Senior Night of Junior Show
   iii. Have the option to sit on the Commencement Committee
   iv. Oversee and serve on the Senior Ball Committee
   v. Plan the second year reunion
   vi. Serve as Social Chairs of the class until the second year reunion

c. Junior Class
   i. Coordinate all Big Sister/Little Sister social events
   ii. Assist with Junior Show social events
   iii. Serve as Social Chair of the class for one academic year

d. Sophomore Class
   i. Assist the Vice President with all Elfing & class ring ceremony as necessary
   ii. Oversee the Semi-Formal
   iii. Serve as Social Chair of the class for one academic year

e. First Year Class
   i. Plan a welcoming social event for the second semester incoming First Years
   ii. Serve as Social Chair of the class from the time of election until the end of the academic year

7. Senior Head Class Agents
a. The duties of the Senior Head Class Agents include, but are not limited to:
   i. Create and implement a senior giving fundraising plan with the Office of Development, with the option of a senior gift
   ii. Meet regularly with the Annual Funds and Special Gifts Officer of the Office of Development and Giving assigned to Class Gifts to outline and schedule strategies
   iii. Coordinate the vote for the class gift, in which each member of the class will have one vote.
   iv. Attend Alumnae Association meeting at Reunion I to announce the Senior Gift and to accept the 50th Reunion Trust Check
   v. Facilitate the selection of the Senior Tree with the Botanical Gardens
   vi. Have the option to serve on the Commence Committee
   vii. Serve as Head Class Agents until the second year reunion

Article II. Class Representatives

Section A: Each class will strive to have one representative from each residence hall.

Section B: Elections/Sign Ups for Class Representatives is coordinated with the Hall Senator Elections of the Student Government Association, with the exception of the First Year Class Board.

Section C: The Class Secretary retains the right to appoint Class Representatives if no Class Representatives can be found for a given Residence Hall.

Section C: The power to remove Class Representatives from their position is retained by the Class Board.

Section D: The duties of the Class Representatives include, but are not limited to, that they will:

1. Attend Class Representative meetings for the respective class
2. Assist with the planning, implementation, and advertising of class events
3. Inform their constituents in a timely fashion of class information and class events
4. Act as a liaison between their constituents and the class officers
5. Serve as Class Representative from the time of selection until the end of the academic year

Article III: Meetings

Section A: The Class Officers will meet weekly, as well as for special meetings called by the President.

Section B: The Class Officers and Representatives will meet jointly at least two times each semester.
Section C: Each class will hold at least one open meeting every academic year.

Article IV: Class Officer Elections

Section A: The All Campus Elections (ACE) Taskforce, comprised of Class Board and Student Government Association representatives, will coordinate and execute the elections of all rising class board officers, including the Fall Elections of the First Year Board, and the elections of the out-going Senior Class Board officers of two Co-Scribes and two Young Alumnae Trustee Nominees

Section B: The duties of the Senior Head Class Agents include, but are not limited to:

1. The scribe is responsible for gathering, verifying, and preparing class news items, which are forwarded to the Mount Holyoke Alumnae Quarterly notes staff person four times a year (February 1, May 15, August 15, and November 15). The scribes’ guide, available from the Quarterly office (413-538-2301) or on the Alumnae Association's Web site, provides instructions for preparing class notes.
2. Maintaining a file on each participating class member that contains: -- all correspondence received for class notes from a class member, -- copies of newspaper clippings (originals are sent to the Alumnae Association), and current address.
3. Informing the Alumnae Association of address changes for class members.
4. Notifying the Alumnae Association of the death of any class member (news of a death must be verified by a dated newspaper clipping or a letter from a near relative) and arranges for the publication of a tribute. (A personal tribute by a classmate who knew the deceased is desirable, but the scribe may wish to contact a family member for a tribute.)
5. The Scribes may appoint regional assistants, who relay news from each region.

Section C: Young Alumna Trustee Nominee: The Young Alumna Trustee is a full voting member of the Board of Trustees. Every three years the Trustees elect an alumna of one of the three most recent graduating classes to serve a three-year term. Candidates for Young Alumna Trustee are nominated by their classmates in an election that takes place during their senior year. The names of the top two candidates from each class are forwarded to the Assistant to the President/Secretary of the College, who keeps a file of nominees until the year of election.

At least two months prior to the election in March each of the candidates will be alerted to the upcoming vote and invited to write a letter of interest in the position. The Secretary of the College also will ask the four nominees who have been off campus for one or two years to update the Board on their activities since leaving Mount Holyoke. The candidates’ records while in College are also reviewed through recommendations on file in the Career Development Center, the Dean of Students Office, and the candidates’ major departments.

The information compiled and the letters from the candidates are forwarded to the Trusteeship Committee of the Board. This committee reviews each candidate and
recommends to the full Board the name of one to be elected. The entire Board then votes on the recommendation.

Essential to effective performance as a Trustee is an understanding of and commitment to the work of the Board. Among the pressing issues facing the Board at present are: reducing reliance on the College’s endowment; oversight of the implementation of *The Plan for Mount Holyoke 2010*; monitoring the College’s admissions success and its financial aid expenditures; and increasing the visibility of the College.

1. Trustees are required to attend the Board’s three regular meetings a year, periodic retreats, and any off-cycle meetings of the committees to which they belong;
2. Trustees serve on at least three committees and are expected to contribute to the deliberations of those committees, and the Board as a whole, in a substantive and informed manner;
3. Trustees are expected to contribute to the development and alumnae relations efforts of the College;
4. Trustees should be prepared to represent the Board and the College to a variety of off-campus and on-campus constituencies, and publicly to support decisions of the Board;
5. Trustees are expected to commit themselves to continuing education about higher education issues, particularly those which affect small liberal arts colleges and women’s colleges

**Article V: Removal and Replacement of Class Officers**

**Section A: Honor Code.**

1. All removal proceedings shall operate under the provisions of the Mount Holyoke College Honor Code
2. The student filing for removal, the respondent, and all witnesses shall receive copies of the Honor Code prior to presenting before the All Class Board and Class Board Advisor(s)

**Section B: Officers**

1. Initiated by a fellow officer
   i. An officer who feels that a fellow class officer should be removed from office must present her/his case in writing to the Class Board Advisor(s). The Class Board Advisor(s) will then schedule a meeting of the Class Board. The complainant officer and the respondent officer shall be notified no less than 48 hours prior to the meeting and shall be requested to attend. Both parties shall present a written statement and be available for questioning
ii. If sufficient cause is not found by the Advisor(s), the case shall be dropped and remain confidential, with the opportunity to re-evaluate the situation if new information is brought forward by the complaintant.

iii. If sufficient cause is found by the Advisor(s), the case shall be brought before the Class Board in question. The Class Board in question will be presented with the case for removal by the student filing the complaint and the statement of defense by the complainant. The respondent and the complainant may each ask up to three witnesses to speak on their behalf and to be available for questioning. The names of witnesses must be submitted to the Class Board Advisor forty-eight hours prior to the hearing. Any class officer who serves as a witness will not be able to vote on the case. Removal from office occurs upon an unanimous decision by the Class Board in question.

iv. If an unanimous decision by the Class Board in question is not reached, then the case will be presented to the All Class Board within 5 days of the decision. The Class Board Advisor(s) will be in attendance at the meeting to ensure due process. Witnesses for the respondent and the complainant will remain the same. Any class officer who serves as a witness will not be able to vote on the case. Removal from office occurs upon approval by two-thirds vote of a simple majority of the All Class Board.

2. Initiated by an at-large member of the class

i. Classmates who feel that a class officer should be removed from office must submit a petition detailing the reason for removal from at least one-tenth of the class requesting such removal. This petition must be submitted to the Class Board Advisor. Within one week the case must be brought before the All Class Board. The Advisor(s) will be in attendance at the meeting to ensure due process. The All Class Board will be presented with the case for removal by the student filing the complaint and the statement of defense by the accused. The respondent and the complainant may ask up to three witnesses to speak on their behalf and to be available for questioning. The names of witnesses must be submitted to the Class Board Advisor forty-eight hours prior to the hearing. Any class officer who serves as a witness will not be able to vote on the case. Removal from office occurs upon approval by a two-thirds vote of a simple majority of the All Class Board.

ii. The petition and its signature are subject to verification by the Class Board Advisor(s).

3. Replacement of Vacated Office Positions

a. Eligible Candidates
i. If the position of President of the class is vacated, the Vice President shall become President for the duration of the term of office. The position of Vice President will subsequently be opened to the class.

ii. If the position of a class board officer is vacated prior to the Fall Elections of the First Year Class Board Officers, a new election will be held for the empty seat with the elections and procedures will be overseen by the All Campus Elections Taskforce.

b. Procedure

i. Applications for vacant positions will be made available for one week in Blanchard Campus Center and must also be placed into mailboxes of class members and must also be sent through email attachment.

ii. Students will have a minimum of one week to return complete applications to the Office of Student Programs.

iii. Selection of replacement officers shall be based on the written application and an interview by the existing officers of the class.

iv. If the class has fewer than three existing officers, the President of the All Class Board may designate two additional officers to assist with the selection process.

Section D: Board of Appeals.

A Board of Appeals, comprised of each of the Class Presidents, except for the class in question, and the Class Board Advisor(s) may be requested to review all removal proceedings. Appeals must be submitted to the Class Board Advisor(s) within 3 days following the vote of the Class Board in question. An unanimous vote must be obtained in order to grant an appeal. The Class Board Advisor(s) will be an ex officio member of the Board, without the ability to vote. The Board’s decision is final.

**Article VII Suspension of Rules**

The All Class Board Constitution and Bylaws may be suspended for a specific purpose and stated duration whenever deemed necessary. The All Class Board or an individual Class Board may propose suspension of the rules, and it must be approved by a simple majority vote of a quorum (constituted by fifty percent plus one) of those members present of the All Class Board.