

Constitution of the Class Boards of Mount Holyoke College

Revised Spring 2016

ARTICLE 1: STATEMENT OF PURPOSE

The Class Boards will carry out a student-led mission under the guidance of the Mount Holyoke College Office of Student Programs. First, the Class Boards will serve as a community-building organization focused on forging unity amongst members of each individual classes at Mount Holyoke College. Secondly, they shall serve as a bridge between the classes to create campus-wide community. Finally, the Class Boards shall serve to develop the traditions of Mount Holyoke and strengthen student ties to the College both while they are students and once they have graduated as Alumni.

ARTICLE II: MEMBERSHIP

1. Members of the Class Board shall be defined based on the positions in Article III. Students shall be elected to the Class Board through the All Campus Elections unless otherwise noted.
2. All full-time undergraduate students of Mount Holyoke College are eligible to be a Class Board Officer through All Campus Elections which does not discriminate on the basis of sex, race, gender, color, religion, ability, status as a veteran, sexual orientation, gender identity, gender expression, national or ethnic origin.
3. Changes relating to Class Board Officer Positions outlined in Article III will take effect upon the spring All Campus Elections post ratification of this document.
4. The Class Boards commit to abiding by the Mount Holyoke College nondiscrimination statement and practice openness and inclusion. Failure to adhere to this clause could result in consequences pursuant to the non-discrimination statement.
5. Hazing will not be used as a condition of membership in this organization, and all organization members must sign the Mount Holyoke College Non-hazing Agreement. Failure to adhere to this clause could result in consequences pursuant to the non-hazing agreement.

ARTICLE III: OFFICERS and RESPONSIBILITIES

1. Each Class Board shall be structured to allow each class to take ownership of their own events and activities by allowing the entire Class Board to assist with the planning and execution.
2. All positions come with a year long commitment except the senior Class Board which comes with a three year commitment (until the two year reunion).
3. The general responsibilities for all Class Board Officers include, but are not limited to:
 - a. Remain in good academic and social standing during term in office.
 - b. Serve for one full academic year unless otherwise noted.
 - c. Attend all Class Board meetings and functions.
 - d. Serve as a member of the All Class Board.
 - e. Maintain accurate records and documentation to be passed to future officers.
 - f. Represent their class and Mount Holyoke College at official ceremonies and events.
4. The members of the Class Board shall be composed of the following six positions for each of the four Class Boards (First Year, Sophomore, Junior, Senior):
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Two Social Chairs
5. In addition to said positions, the Senior Class Board will also appoint two Head Class Agents during the All Campus Elections at the end of their Junior year.

6. At the end of senior year, the graduating class elects two Young Alumni Trustee Nominations, a Web Coordinator, and two Scribes through All Campus Elections.

ARTICLE IV: MEETINGS/ATTENDANCE

1. Each Class Board will meet at least once a week, as well as for special meetings called by the President.
2. The Class Officers will meet jointly at least once a semester, at the beginning of each semester, for an All Class Board training hosted by the Office of Student Programs.

ARTICLE V: ALL CLASS BOARD

1. All Class Board will consist of all the members of the Class Boards lead by the Senior Class Board President.
2. The All Class Board occurs anytime the four class boards are brought together, such as for semester-ly training.
3. The All Class Board shall be composed of the Senior Class Board President, the Senior Class Board Secretary and the Senior Class Board Treasurer with the remaining Class Board Officers from every year as the membership.
4. The All Class Board will be primarily advised by the Director of Student Programs with the assistance of the other advisors of the Class Boards.
5. Any meeting called must be called in collaboration with Advisor(s), and can be asked for by any class officer.
6. The All Class Board fund will have a separate account that is allotted funds each year by the Student Government Association.
 - a. In special circumstances this fund will be available to each Class Board with the approval from the other three class boards. A notification will go out from the requesting Class Board's Treasurer, from which a meeting will be convened of all the Class Board treasurers. The request will be reviewed and then voted on by the three non-requesting Class Board Treasurers. Majority vote passes.
 - b. The Senior Class Board Treasurer will be in charge of the account and be the point person to release approved funds.
 - c. Funds can also be utilized for training and other materials that benefit all members of the class boards, advisors will purchase in consultation.

ARTICLE VI: ADVISOR(S)

1. The Class Boards will have a primary advisor(s) which will be selected from within, or with consultation from, the Office of Student Programs.
2. The job of the advisor(s) will include:
 - a. Attending the All Class Board training at the beginning of each semester.
 - b. Attending at minimum three meetings per semester, decided in collaboration with the Class Board.
 - c. Weekly or bi-weekly one-on-one advising with the Class Board President.
 - d. Overseeing a yearly evaluation process for each Class Board member.
 - e. Assisting the Class Board in the planning stages for events.
 - f. Recommend resources to the Class Board to use in the planning and execution of events.
 - g. Regularly meet with the members of the individual Class Boards as necessary or when requested.
 - h. Assisting the Class Board treasurer with financial advising with creating a realistic and responsible budget.
 - i. Facilitating a positive relationship between the Class Board and the Administration.
 - j. Ensuring that there is a historical perspective and experience available to the Class Board, informing the Class Boards of previous precedents and information in regards to the traditions of the Class Board.

ARTICLE V: AMENDMENT PROCEDURE

1. An amendment to the Constitution may be proposed by any Class Board member to their advisor who then will create a ballot and send it to every Class Board member providing them at least 2 business days to vote on the amendment.
2. 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 all Class Boards. Upon receipt of a simple majority vote, the amendment shall be considered a formal part of the Class Board Constitution.

ARTICLE VI: Class Officer Elections

1. The All Campus Elections (ACE) Taskforce, comprised of 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.

ARTICLE VII: APPOINTMENTS

1. Internal appointments (whether for internal positions or to fill vacant elected positions) must be made within the first month following elections or notification of an opening.
2. The Class Board shall conduct its own appointments according to Section II of the Class Board Bylaws.

ARTICLE VIII: ADOPTION

1. 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 Class Boards and will nullify any pre-existing Constitution.

Bylaws for the First Year Class Board of Mount Holyoke College

Revised Spring 2016

Section I: First Year Positions, Duties and Responsibilities:

- A. The President shall:
 - a. Call and Preside over all Class Board Meetings.
 - b. Create an agenda and share with the rest of the Class Board 24-hours in advance of each meeting.
 - c. Act as the official voice of the class in accordance with the procedures and systems contained within this Constitution.
 - d. Meet with the Class Board advisor(s) regularly.
 - e. Have the authority to use the official class email list and to do so in compliance with the college's policies.
 - f. Coordinate an event for the class to welcome second semester incoming first year students
 - g. Coordinate a function with the Career Development Center, Alumnae Association and the Academic Dean's office
 - h. Serve as President of the class from the time of election until the end of the academic year.
- A. The Vice President shall:
 - a. Serve as President of the class in the event that the President cannot fulfill her/his duties, resigns, or is removed from office.
 - b. Assist the other class officers whenever called upon to do so.
 - c. Serve as Vice President of the class from the time of election until the end of the academic year
- B. The Treasurer shall:
 - a. Attend SGA Authorized Signers training.
 - b. Maintain and keep an updated class ledger and bank account.
 - c. Prepare the class books for the end of the semester audits by the Student Government Association.
 - d. Design and coordinate at least one fundraiser for the class.
 - e. Prepare budgets for major class events.
 - f. Make all financial transactions for the class with the assistance of the President as needed.
 - g. Coordinate a second semester fundraiser for the class
 - h. Serve as treasurer of the Class from the time of election until the end of the academic year
- C. The Secretary shall:
 - a. Take minutes at all class and officer meetings and distribute minutes within 48 hours of the meeting.
 - b. Archive a copy of the minutes for class records.
 - c. Distribute class notices, posters, and other information.
 - d. Serve as Secretary of the class from the time of the election until the end of the academic year
- D. The Social Chairs shall:
 - a. Oversee the planning and implementation of all aspects of class social events.
 - b. Be familiar with all event planning and facility use policies provided by Student Programs.
 - c. Plan a welcoming social event for the second semester incoming First Years
 - d. Serve as Social Chair of the class from the time of election until the end of the academic year.

Section II: Removal and Replacement of Class Board Positions

- 1. All removal proceedings shall operate under the provisions of the Mount Holyoke College Honor Code.

- a. 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).

2. Removal of an Officer

a. 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 complainant.
- 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 a 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.

b. 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 100 members 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 Officers

a. Eligible Candidates

- i. If the position of President of the class is vacated at any point, 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 Task Force
 - iii. In certain instances with the approval of the Class Board Advisor, a Class Board may decide not to fill a vacancy.
 - 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 completed 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, who will make a majority vote (50% + 1) decision as to their selection.
 - 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.
- 4. Board of Appeals.
 - a. 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.

Section III: Suspension of Rules

- 1. The Class Board Constitution and Bylaws may be suspended for a specific purpose and stated duration whenever deemed necessary. The individual Class Boards 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.

Bylaws of the Sophomore Class Board of Mount Holyoke College

Revised Spring 2016

Section I: Sophomore Year Positions, Duties and Responsibilities:

- A. The President shall:
 - a. Call and Preside over all Class Board Meetings.
 - b. Create an agenda and share with the rest of the Class Board 24-hours in advance of each meeting.
 - c. Act as the official voice of the class in accordance with the procedures and systems contained within this Constitution.
 - d. Meet with the Class Board advisor(s) regularly.
 - e. Have the authority to use the official class email list and to do so in compliance with the college's policies.
 - f. Oversee the Elfing Program.
 - g. Work with the College staff to coordinate ushers for Fall Convocation.
 - h. Coordinate a function with the Career Development Center, Alumnae Association and the Academic Dean's office
 - i. Serve as President of the class for one academic year
- B. The Vice President shall:
 - a. Serve as President of the class in the event that the President cannot fulfill her/his duties, resigns, or is removed from office.
 - b. Assist the other class officers whenever called upon to do so.
 - c. Assist with the Elfing Program.
 - d. Coordinate the Sophomore Class Ring & Rose ceremony.
 - e. Serve as Vice President of the class for one academic year
- C. The Treasurer shall:
 - a. Attend SGA Authorized Signers training.
 - b. Maintain and keep an updated class ledger and bank account.
 - c. Prepare the class books for the end of the semester audits by the Student Government Association.
 - d. Design and coordinate at least one fundraiser for the class.
 - e. Prepare budgets for major class events.
 - f. Make all financial transactions for the class with the assistance of the President as needed.
 - g. Plan ahead to ensure an adequate amount of funding for the Semi-Formal
 - h. Coordinate the Cakes and Cookies fundraiser
 - i. Serve as Treasurer of the class for one academic year
- D. The Secretary shall:
 - a. Take minutes at all class and officer meetings and distribute minutes within 48 hours of the meeting.
 - b. Archive a copy of the minutes for class records.
 - c. Distribute class notices, posters, and other information.
 - d. Serve as Secretary of the class for one academic year
- E. The Social Chairs shall:
 - a. Oversee the planning and implementation of all aspects of class social events.
 - b. Be familiar with all event planning and facility use policies provided by Student Programs.
 - c. Assist the Vice President with all Elfing & class ring ceremony as necessary
 - d. Oversee the Semi-Formal

- e. Serve as Social Chair of the class for one academic year

Section II: Removal and Replacement of Class Board Positions

1. All removal proceedings shall operate under the provisions of the Mount Holyoke College Honor Code.
 - a. 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).
2. Removal of an Officer
 - a. 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 complainant.
 - 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 a 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.
 - b. 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 100 members 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 Officers
 - 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 Task Force
 - 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 completed 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, who will make a majority vote (50% + 1) decision as to their selection.
 - 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.
4. Board of Appeals.
 - a. 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.

Section III: Suspension of Rules

1. The Class Board Constitution and Bylaws may be suspended for a specific purpose and stated duration whenever deemed necessary. The individual Class Boards 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.

Bylaws of the Junior Class Board of Mount Holyoke College

Revised Spring 2016

Section I: Junior Year Positions, Duties and Responsibilities:

- A. The President shall:
 - a. Call and Preside over all Class Board Meetings.
 - b. Create an agenda and share with the rest of the Class Board 24-hours in advance of each meeting.
 - c. Act as the official voice of the class in accordance with the procedures and systems contained within this Constitution.
 - d. Meet with the Class Board advisor(s) regularly.
 - e. Have the authority to use the official class email list and to do so in compliance with the college's policies.
 - f. Oversee the Big Sister/Little Sister Program.
 - g. Appoint a committee to oversee Junior Show and ultimately take responsibility for the production
 - h. Work with the college staff to coordinate ushers for Baccalaureate and Commencement.
 - i. Organize the voting for the class's Commencement Speaker for their upcoming commencement
 - j. Coordinate a function with the Career Development Center, Alumnae Association and the Academic Dean's office
 - k. Serve as President of the class for one academic year
- B. The Vice President shall:
 - a. Serve as President of the class in the event that the President cannot fulfill her/his duties, resigns, or is removed from office.
 - b. Assist the other class officers whenever called upon to do so.
 - c. Assist with the Big Sister/Little Sister Program
 - d. Serve as Vice President of the class for one academic year
- C. The Treasurer shall:
 - a. Attend SGA Authorized Signers training.
 - b. Maintain and keep an updated class ledger and bank account.
 - c. Prepare the class books for the end of the semester audits by the Student Government Association.
 - d. Design and coordinate at least one fundraiser for the class.
 - e. Prepare budgets for major class events.
 - f. Make all financial transactions for the class with the assistance of the President as needed.
 - g. Plan ahead to ensure an adequate amount of funding for Junior Class
 - h. Coordinate the fundraising elements of the Junior Show
 - i. Serve as Treasurer for the class for one academic year
- D. The Secretary shall:
 - a. Take minutes at all class and officer meetings and distribute minutes within 48 hours of the meeting.
 - b. Archive a copy of the minutes for class records.
 - c. Distribute class notices, posters, and other information.
 - d. Serve as Secretary of the class for one academic year
- E. The Social Chairs shall:
 - a. Oversee the planning and implementation of all aspects of class social events.
 - b. Be familiar with all event planning and facility use policies provided by Student Programs.
 - c. Coordinate all Big Sister/Little Sister social events.
 - d. Assist with Junior Show social events.
 - e. Serve as Social Chair of the class for one academic year.

Section II: Removal and Replacement of Class Board Positions

1. All removal proceedings shall operate under the provisions of the Mount Holyoke College Honor Code.
 - a. 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).
2. Removal of an Officer
 - a. 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 complainant.
 - 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 a 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.
 - b. 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 100 members 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 Officers
 - a. Eligible Candidates

- i. If the position of President of the class is vacated at any point, 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 Task Force
 - iii. In certain instances, with the approval of the Class Board Advisor, a Class Board may decide to not fill a vacancy.
 - 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 completed 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, who will make a majority vote (50% + 1) decision as to their selection.
 - 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.
4. Board of Appeals.
 - a. 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.

Section III: Suspension of Rules

1. The Class Board Constitution and Bylaws may be suspended for a specific purpose and stated duration whenever deemed necessary. The individual Class Boards 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.

Bylaws of the Senior Class Board of Mount Holyoke College

Revised Spring 2016

Section I: Senior Year Positions, Duties and Responsibilities:

- A. The President shall:
 - a. Call and Preside over all Class Board Meetings.
 - b. Create an agenda and share with the rest of the Class Board 24-hours in advance of each meeting.
 - c. Act as the official voice of the class in accordance with the procedures and systems contained within this Constitution.
 - d. Meet with the Class Board advisor(s) regularly.
 - e. Have the authority to use the official class email list and to do so in compliance with the college's policies.
 - f. Act as Chair of the All Class Board.
 - g. Work with the college staff to plan Convocation and Commencement.
 - h. Assist the Vice President in appointing a Commencement Committee.
 - i. Have the option to sit on the Commencement Committee and/or Honorary Degree Committee.
 - j. Coordinate a function with the Career Development Center, Alumnae Association and the Academic Dean's office.
 - k. Serve as President of the class until the second year reunion.
- B. The Vice President shall:
 - a. Serve as President of the class in the event that the President cannot fulfill their/his duties, resigns, or is removed from office.
 - b. Assist the other class officers whenever called upon to do so.
 - c. Appoint and chair the Commencement Committee.
 - d. Have the option to serve on the honorary degree committee.
 - e. Oversee the planning and implementation of the First-Year/Senior Disorientation.
 - f. Serve as Vice President of the class until the second year reunion.
- C. The Treasurer shall:
 - a. Attend SGA Authorized Signers training.
 - b. Maintain and keep an updated class ledger and bank account.
 - c. Prepare the class books for the end of the semester audits by the Student Government Association.
 - d. Coordinate the Finals Care Packages fundraiser.
 - e. Design and coordinate at least one other fundraiser for the class.
 - f. Prepare budgets for major class events.
 - g. Make all financial transactions for the class with the assistance of the President as needed.
 - h. Plan ahead to ensure adequate amount of funding for Commencement activities and the class after graduation.
 - i. Serve as a member of the Senior Ball Committee.
 - j. Serve as Treasurer for the All Class Board.
 - k. Serve as treasurer of the class until the second year reunion.
- D. The Secretary shall:
 - a. Take minutes at all class and officer meetings and distribute minutes within 48 hours of the meeting.
 - b. Archive a copy of the minutes for class records.
 - c. Distribute class notices, posters, and other information.
 - d. Create and maintain class website.
 - e. Have the option to sit on the Commencement Committee.
 - f. Serve as Secretary of the class until the second year reunion.

- E. The Social Chairs shall:
 - a. Oversee the planning and implementation of all aspects of class social events.
 - b. Be familiar with all event planning and facility use policies provided by Student Programs.
 - c. Plan a Fall Convocation social and Breakfast for the class
 - d. Plan a Junior Show after party for Senior Night of Junior Show
 - e. Have the option to sit on the Commencement Committee
 - f. Oversee and serve on the Senior Ball Committee
 - g. Plan the second year reunion
 - h. Serve as Social Chairs of the class until the second year reunion
- F. The Senior Head Class Agents shall:
 - a. Create and implement a senior giving fundraising plan with the Office of Development, with the option of a senior gift
 - b. 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
 - c. Attend Alumnae Association meeting at Reunion I to announce the Senior Gift and to accept the 50th Reunion Trust Check
 - d. Facilitate the selection of the Senior Tree with the Greenhouse.
 - e. Have the option to serve on the Commencement Committee.
 - f. Serve as Head Class Agents until the second year reunion.
- G. Before graduating, the Senior Class Board shall:
 - a. Convert the class bank account into an alumnae account.
 - b. Craft, disperse for review, and have the class vote on bylaws to be utilized as your Alumnae Class Bylaws.
 - c. Ensure the election of two Scribes, two Young Alumnae Trustee Candidates, and a Web/Communications Coordinator through the All Campus Election process.
 - d. Create a class homepage via the Alumnae Association website.
 - e. Update Class Board contact information via the Alumnae Association online directory.

Section II: Removal and Replacement of Class Board Positions

- 1. All removal proceedings shall operate under the provisions of the Mount Holyoke College Honor Code.
 - a. 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).
- 2. Removal of an Officer
 - a. Initiated by a fellow officer
 - i. An officer who feels that a fellow class officer should be removed from office must present their/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 complainant.
 - 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 a 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.

b. 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 100 members 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 Officers

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 Task Force.

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 completed 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, who will make a majority vote (50% + 1) decision as to their selection.
- 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.

4. Board of Appeals.

- a. 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.

Section III: Suspension of Rules

1. The Class Board Constitution and Bylaws may be suspended for a specific purpose and stated duration whenever deemed necessary. The individual Class Boards 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.

Section IV: Post Graduation Positions and Duties until the two year reunion:

1. The President shall:
 - a. Oversees new officers and ensures continuity from previous officers
 - b. Leads development and implementation of five-year plan for the class
 - c. Maintains regular contact with the class board and makes decisions about class activities
 - d. Works with the communications coordinator on class outreach and communications plan
 - e. Approves budget and bills for payment
 - f. Leads class reunion planning
 - g. Writes at least one class letter and calls class board meetings
 - h. Attends a reunion planning workshop prior to Reunion
 - i. Presides over the reunion class meeting and presents the class history at the Association's formal reunion meeting
 - j. Informs the Association of class honoraries and invites them to the class social hour and dinner
 - k. Works with head class agent and Advancement Office as needed and helps to foster a positive fundraising environment
 - l. Appoints Nominating Committee chair and selects two other members
 - m. Delivers final class officer slate to the Association by Sunday of Reunion, notifies all newly elected officers, and helps with the transition of records and the treasury
 - n. Writes a letter to the class after Reunion to thank reunion organizers and announce the new class board -
2. The Vice President shall:
 - a. Fulfill duties as assigned by the president (duties should be outlined by class board prior to soliciting candidates for position)
 - b. Works closely with president and may assume presidential role as necessary
 - c. May chair Reunion, organize and promote mini-reunions, and write class letters
3. The Secretary shall:
 - a. Preserves class records, keeps minutes of board and class meetings, and retains meeting minutes book
 - b. Supervises the collection and storage of all permanent class records and memorabilia, except for the records kept by the scribe, class agent, and treasurer (contact Archives & Special Collections at the College for advice)
 - c. Assists the executive committee with the preparation of letters and publications

- d. Occasionally assists the president and reunion chair, as requested, in preparing a letter to the class
4. The Treasurer shall:
 - a. Maintains permanent, accurate records of all class funds, and transfers them to their successor at the end of their term
 - b. Establishes and maintains bank account. See treasury guidelines.
 - c. Completes and submits an Annual Financial Report (Form C) to the Alumnae Association by July 31 each year
 - d. Collects dues authorized by the class. (A minimum of \$35.00 for every five-year period is recommended, although many classes ask \$35 to \$75 for a five-year period.)
 - e. Records and promptly deposits all receipts
 - f. Promptly pays all bills approved by the class president (approval may be indicated via email, attached to the paid bill, and filed)
 - g. Reconciles bank statements on a monthly basis Sends financial reports to the president at least every six months (format should match the Annual Financial Report)
 - h. Attends class board meetings or provides written accounting reports
 - i. Transfers the treasury and records to the new class treasurer by September 15 following Reunion
 - j. Schedules meeting with new treasurer to update their on the state of the class treasury
 - k. Has books reviewed by another class officer or someone appointed by the president at least once every five years. See treasury guidelines.
 - l. Arranges to have sufficient reserve funds available preceding Reunion, so that bills may be paid promptly for expenses incurred before reunion fees are paid
 - m. Deposits all checks for class fees and pays all reunion bills
 - n. Brings the class checkbook to Reunion to reimburse volunteers as needed
 - o. Settles balance due to the Alumnae Association immediately after receipt of bills
 - p. Reports on reunion finances to the class president and the incoming class treasurer by August following Reunion
 5. The Social Chairs, or Reunion Chairs, shall:
 - a. Upon graduation, the senior class social chairs become the class reunion chairs for the two-year reunion
 - b. Attends the Reunion Planning Workshop 8 months prior to Reunion
 - c. Organizes the class's reunion, with assistance from the president and reunion committee
 - d. Appoints the reunion committee chairs, outlines their duties and responsibilities, consults with them frequently, follows up on plans, and makes deadlines clear
 - e. Serves as the primary contact to Alumnae Association staff
 - f. Writes or co-writes two reunion class letters—due in October and February Develops the reunion budget with assistance of the treasurer, class board, and reunion committee
 6. The Head Class Agents shall:
 - a. Reports to MHC Advancement Office Responsible for class fundraising goal to The Mount Holyoke Fund each year
 - b. Motivates and manages team of class agents, Cornerstone callers, and reunion gift callers
 - c. Appoints planned giving chair in consultation with the Advancement Office after 20th reunion
 7. The Web Coordinator shall:
 - a. Creates, maintains, and updates the class website and/or other class social media channels
 - b. Works with other class officers, and the Association as needed, to market upcoming events and activities to classmates
 - c. Attends class board meetings

- d. Aims to increase engagement and communication among class members
 - e. Possesses basic skills/knowledge of photography, photo editing, web design and maintenance, and/or social media
8. The Co-Scribes shall:
- a. Gather, verify, and prepare 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.
 - b. Maintain 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
 - c. Inform the Alumnae Association of address changes for class members.
 - d. Notify 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.)
 - e. The Scribes may appoint regional assistants, who collect and share news from each region.
9. Young Alumna Trustee Nominee shall:
- a. Act as a full voting member of the Board of Trustees.
 - b. Every three years the Trustees elect an alumna of one of the three most recent graduating classes to serve a three-year term.
 - c. Candidates for Young Alumna Trustee are nominated by their class prior to All Campus Elections 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.
 - d. 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 candidate's' major departments.
 - e. 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.
 - f. 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.
 - i. 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.
 - ii. 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.
 - iii. Trustees are expected to contribute to the development and alumnae relations efforts of the College.

- iv. 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.
- v. 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.