Class Officers Handbook Table of Contents

Five-Year Calendar for Class Officers 2
Executive Board Term Review 4

Class Officer Job Descriptions/Information
President 5
Suggested Agenda for Class Executive Board Meeting 6
Suggested Agenda for Class Meeting at Reunion 7
Vice President 8
Secretary 11
Treasurer 12
Class Finances Q&A 17
Alumnae Association Annual Financial Report 20
Annual Giving Representative 22
Class Communications 24
Publications Price List 29

Wellesley College Alumnae Association Information and Services
Alumnae Office Contacts 31
Alumnae Association Overview 33
Alumnae Address Information and Updates 34
Alumnae Technology, Alumnae Websites 35
Alumnae Technology, Other Services 36
Alumnae Career Services and Programs 37
Other Ways to Be Involved with CWS 38

Appendix
Recommended Constitution for Classes
## Five-Year Calendar for Class Officers (July 1–June 30)

**Notes:**

### Year 1

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>Reunion. New class officers elected at class meeting. Outgoing officers arrange for transfer of class materials to new officers. Outgoing treasurer responsible for paying class bills until September 1, so she can close out the books after reunion.</td>
</tr>
<tr>
<td>July 1</td>
<td>Beginning of Wellesley College fiscal year. New class executive board takes office.</td>
</tr>
<tr>
<td>Fall</td>
<td>New class officers attend Alumnae Leadership Council to receive training for their volunteer positions.</td>
</tr>
<tr>
<td>Fall/Spring</td>
<td>Publication: Class letter with dues notice. We suggest including a report of Alumnae Leadership Council and executive board’s plan for future term. (If officers have not produced a communication piece by February, we will call to see how we can help.)</td>
</tr>
<tr>
<td>Fall/Spring</td>
<td>Organize and hold one mini reunion. Hold executive board meeting.</td>
</tr>
<tr>
<td>June 30</td>
<td>President and vice president submit annual report and treasurer submits annual financial report.</td>
</tr>
</tbody>
</table>

### Year 2

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring</td>
<td>Publication: Dues notice and one other type of class communication, such as a class letter, holiday card, or birthday card. (If officers have not produced a communication piece by February, we will call to see how we can help.)</td>
</tr>
<tr>
<td>Fall/Spring</td>
<td>Organize and hold one mini reunion. Hold executive board meeting.</td>
</tr>
<tr>
<td>June 30</td>
<td>President and vice president submit annual report and treasurer submits annual financial report.</td>
</tr>
</tbody>
</table>

### Year 3

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring</td>
<td>Publication: Class letter with dues notice. (If officers have not produced a communication piece by February, we will call to see how we can help.)</td>
</tr>
<tr>
<td>Fall/Spring</td>
<td>Organize and hold one mini reunion. Hold executive board meeting.</td>
</tr>
<tr>
<td>By April 30</td>
<td>President appoints nominating chair, record book chair, and reunion chair and informs the Office of the Alumnae Association of the appointments. These positions report back to the president on a quarterly basis.</td>
</tr>
<tr>
<td>June 30</td>
<td>President and vice president submit annual report and treasurer submits annual financial report.</td>
</tr>
</tbody>
</table>
Year 4

**Fall**
Class officers attend Alumnae Leadership Council with reunion chair and record book chair to receive training for their volunteer roles leading up to reunion.

**Fall/Spring**
Publication: Class letter including information about reunion and dues notice. (If officers have not produced a communication piece by February, we will call to see how we can help.)

**Fall/Spring**
Organize and hold one mini reunion. Hold executive board meeting.

**June 30**
President and vice president submit annual report and treasurer submits annual financial report.

---

**Year 5**

**September**

**November**
Publication: Record book follow-up letter.

**December 1**
Nominating chair sends new slate of class officers to Office of the Alumnae Association.

**February**
Office of the Alumnae Association mails reunion reservation materials and slate of nominated officers.

**March**
Publication: Reunion chair letter (optional).

**June**
Reunion: New class officers elected at class meeting.

**Summer**
All officers submit end-of-term report. Secretary submits class meeting minutes.

Turn over materials to new officers. Treasurers turn over materials in September, after the reunion reconciliation.

---

**Publication Blackout Dates**

Due to an increased volume of work, there are times of the year when we do not process any class requests (electronic and paper). Please adhere to the following blackout dates when planning your class communications:

- The month of January
- May through to the third week of June

During this time, only reunion communications will be processed.
Executive Board Term Review

Notes:

Every five years beginning in the year of graduation, alumnae classes elect a new set of officers to lead the class until its next reunion. The officers include a president, vice president, secretary, treasurer, and annual giving representative. The executive board’s primary role is to facilitate communication among class members and connection to the College, building to a successful reunion.

During the executive board’s five-year term, Office of the Alumnae Association staff members are available to help. Class executive boards are invited to attend Alumnae Leadership Council twice during their term, in their first and fourth years. ALC is an intensive, weekend-long training session for alumnae leaders providing a unique opportunity for alumnae to reconnect with the College and with other alumnae in leadership roles. Participants receive training relevant to their positions and learn about new initiatives within the Alumnae Association. Delegates are also provided with current information about Wellesley to use in their volunteer positions.

To keep classmates connected, executive boards are expected to send out class communications, hold mini reunions (small get-togethers in different cities that are scheduled between big campus reunions), and utilize online tools, such as a class website or broadcast email messages. The Office of the Alumnae Association staff members are available to help with all of these class activities. In order to pay for these projects, each class collects dues to maintain its class treasury. Dues notices should be sent each year, especially by younger classes. One of the executive board’s key responsibilities is ensuring that the class has a healthy treasury.

Class officers do not have any official reunion duties aside from delivering a report during the class meeting, but they work in conjunction with classmates who organize reunion and produce the class record book (a compilation of entries from classmates including current contact information, personal narratives, and pictures) to build excitement leading up to reunion. The Five-Year Calendar on page 2 gives executive boards an overview of ways they can successfully lead the class. We hope that it proves to be a useful guide.

The Office of the Alumnae Association recognizes the valuable role our class officers play in reaching out to our entire alumnae body. Please do not hesitate to contact us if you have questions or need help. And finally, please keep us informed if your contact information changes at any point during your five-year term.
President

Generating and sustaining class spirit and communicating regularly with classmates are among the president’s most important responsibilities. The president must also keep in close contact with class executive board members and appoint the nominating chair, record book chair, and reunion chair.

Notes:

Duties

1. **Attend Alumnae Leadership Council**

   All elected class officers attend Alumnae Leadership Council in the fall after taking office and again 20 months before their next reunion to receive training for their volunteer positions. The class treasury pays for transportation expenses to and from Council. The Alumnae Association provides room and board. It is important that class officers attend Council.

   * The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion).

2. **Coordinate Production of Class Communications**

   The president oversees the production of at least one class communication per year, such as a holiday card, mini reunion invitation, or class letter. Other class officers often contribute to such letters. In some cases, the job of class letter editor may be delegated to a classmate. The Office of the Alumnae Association is available to edit and format letters and process mailings. (See Class Communications, page 24.)

3. **Conduct Annual Executive Board Meeting**

   The president schedules at least one executive board meeting per year. If geography precludes a face-to-face meeting, conference calls are a convenient option. (A local telephone company can help set one up.) For a more effective meeting, send out an agenda in advance. (See Suggested Agenda for Class Executive Board Meeting, page 6.)

4. **Appoint Committee Chairs**

   The president appoints the nominating chair, record book chair, and reunion chair in consultation with the executive board. These positions report back to the president on a quarterly basis. She should make these appointments by April 30, two years before reunion, and notify the Office of the Alumnae Association as soon as the positions have been filled. The Office of the Alumnae Association will send presidents a reminder letter and brief job descriptions of each position in the spring before the appointments are due.
5. **Oversee Class Meeting at Reunion**

The president conducts a class meeting at reunion. The reunion chair and the president, along with the Office of the Alumnae Association staff, should decide on the time and location of the meeting; traditionally, it is held on the Saturday morning of reunion. (See Suggested Agenda for Class Meeting at Reunion, page 7.)

6. **Fill Executive Board Vacancies**

In consultation with class officers, the president appoints classmates to fill all vacancies in the executive board. For the annual giving representative position, the president must consult with the Office of Resources before appointing a replacement.

If the president resigns, the vice president assumes the position of president. It is important to notify the Office of the Alumnae Association of any changes in the composition of the class executive board.

7. **Act as Ex-officio Member of All Class Committees Except Nominating Committee**

8. **File Annual Report with Office of the Alumnae Association**

In order to maintain the class’s nonprofit status, the president must submit an annual report to the Office of the Alumnae Association each year by June 30, providing an overview of the class’s activities during the previous year. These reports need not be long or involved and may be submitted by mail or online. Minutes of the annual executive board meeting may serve as the annual report. The treasurer is required to send an annual financial report to the Office of the Alumnae Association by June 30.

---

**Suggested Agenda for Class Executive Board Meeting**

The executive board should discuss the following items at annual board meetings:

1. The state of the class treasury and what, if any, steps should be taken to improve it.
2. A communications plan for the year to make sure classmates are connected to one another, informed of college news and events, and involved in class activities. Topics include the production and timing of class letters, birthday cards, holiday cards, broadcast e-mails, and the creation of a class web site. Consider sending a questionnaire to classmates to solicit ideas for activities and ask for volunteers.
3. Mini reunion plans, including potential events, locations, hostesses, and the timing of invitations.
4. Preliminary reunion and record book plans (when applicable). Consider discussing an approximate budget, possible committee members, ideas for reunion activities, and ways to keep classmates active leading up to reunion (letters, mini reunions, and online tools).
5. Any other goals and steps to reach classmates.
6. A date for the next class executive board meeting.
Suggested Agenda for Class Meeting at Reunion

1. Greetings from President

2. Minutes of Last Meeting
   Minutes should be approved as read or amended. The president should say, “Unless there are additions or corrections, the minutes stand approved as read.” If the outgoing secretary is not at reunion, the president should obtain minutes of the previous class meeting in advance and appoint a secretary pro tem to record the minutes of the reunion meeting.

3. Treasurer’s Report
   The president should ask for a motion to accept the report, a call to second the motion, and a vote. This should occur after each report is read.

4. Annual Giving Representative’s Report

5. Report of Class Officer Activities
   At this time any other activities may be presented.

6. Committee Chair Reports
   Chairs of the following committees should present their reports and submit written documents to the secretary:
   - Record Book Committee
   - Reunion Committee
   - Nominating Committee
   - Leadership Gift Committee (10th, 25th, 40th, 50th reunion classes only)
   - Any other committee that was previously appointed
   The president may state that, unless there is an objection, a vote to accept the reports as a group will be held after all chairs have presented.

7. Old and New Business
   Participants should address anything that was reported at the last meeting but left for further consideration (refer to the secretary’s minutes from the previous meeting). They should also feel free to bring up new topics of discussion.

8. Election of Class Officers
   The vote shall be by voice unless there is more than one candidate per office, in which case the vote shall be by ballot. Candidates who receive a plurality of votes shall be declared elected.

9. Moment of Silence for Deceased Classmates

10. Adjournment
The vice president’s role is a social one. She should strive to sustain enthusiasm between reunions and keep classmates in touch with one another.

Duties

1. Attend Alumnae Leadership Council
   All elected class officers attend Alumnae Leadership Council in the fall after taking office and again 20 months before their next reunion to receive training for their volunteer positions. The class treasury pays for transportation expenses to and from Council. The Alumnae Association provides room and board. It is important that class officers attend Council.

   * The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion).

2. Organize Mini Reunions
   Mini reunions are one of the best ways to keep the class unified. It is the vice president’s responsibility to ask classmates to host mini reunions in various geographic areas. She should try to coordinate at least one mini reunion in a different city each year. Mini reunions don’t need to be complicated or formal, and can be as small as three classmates. A mini reunion could be planned in conjunction with a local Wellesley club event, or it could involve a social hour at a local restaurant, a potluck at the home of a classmate, or a holiday tea. Consider requesting a geographical class list from the Office of the Alumnae Association to help organize mini reunions.

3. Assume Role of President if Necessary
   The vice president will assume this role if the current president resigns or cannot perform her duties.

Mini Reunions

Mini reunions are an important class activity as they help classmates reinforce ties to Wellesley, strengthen old friendships, and establish new ones. We recommend that the class hold at least one mini reunion in a different city each year. In order to attract a number of classmates, it is a good idea to hold mini reunions in different geographic regions, however, as few as three classmates constitutes a mini reunion. For help in arranging mini reunions and producing and mailing invitations, contact the Office of the Alumnae Association two months before an event. Ideally, invitations should be mailed four weeks before an event.

1. Planning

The first step of planning a mini reunion involves asking classmates in various geographic regions to host events. Begin by asking for volunteer hostesses in class letters or surveys or contacting people directly to see if they would like to help organize an event. The Office of the Alumnae Association can run a list of all class members by geographic region. This will highlight regions that have concentrated groups of classmates and provide you with a pool of potential hostesses. In sparsely populated areas, consider holding a mini reunion with another class. Contact the Office of the Alumnae Association for the names of officers in a companion class.

2. Ideas for Mini Reunions

A mini reunion can take many forms. Suggestions for successful mini reunions include:

- Dining Events: Organize a social hour or dinner at a restaurant, or perhaps have a tea, potluck, barbecue, brunch, or wine tasting.
- Cultural Events: Take a museum, garden, or architectural tour, or attend a musical or theatrical performance.
- Wellesley Club Events: Gather a group of classmates together and participate in one of the many Wellesley club events that occur across the country each year.
- Outdoor Events: Take a trip that involves sailing, whitewater rafting, skiing, spending a weekend in the country, bird watching, or touring a vineyard.
- Resort/Historic Locations: Plan a longer trip to a popular destination. Recently, classes have traveled to Chicago, Santa Fe, the Pacific Northwest, and Toronto.

3. Invitations

The Office of the Alumnae Association can print and mail mini reunion invitations. For assistance, please contact the assistant director of publications at 781-283-2336 six to eight weeks before the event. The Office of the Alumnae Association can also supply lists or labels for classmates if you wish to mail invitations yourself. To place an order, contact the Office of the Alumnae Association at 781-283-2331 or alumnae@wellesley.edu or submit a form online at www.wellesley.edu/Alum/Labels. Requests will be completed in five to seven business days; requests placed within three weeks of Alumnae Leadership Council may take longer to process. Remember there is a blackout period of January, May and early June.
4. Cost
Mini reunions can be self-sufficient or paid for by the class treasury. Contact your class treasurer to see if treasury funds can cover the cost of printing and mailing invitations. Classes can defray the cost of an event by charging for attendance, accepting voluntary donations, or asking each person to bring a dish or other item to share.

5. Boosting Attendance
The more the merrier! Involving classmates in organizing the event not only decreases your workload but also helps boost attendance and makes classmates feel part of the mini reunion. You may want to ask classmates to assist with setup or cleanup, provide flowers or paper goods, or bring a dessert. Calling classmates a week to 10 days before the mini reunion often increases attendance, as this personal contact goes a long way in making people feel welcome at the event.

6. Guest Book
Set out a guest book at the mini reunion to obtain updated address and career information, as well as personal news for the secretary’s class notes column. Be sure to pass along any updated contact information to the Office of the Alumnae Association.

7. Wellesley College Policy on Off-campus Facilities
The Wellesley College Alumnae Association strongly urges all classes to make a positive effort to use only those facilities that clearly do not discriminate against women and minorities and that comply with the College’s nondiscrimination policy on page 33.
Secretary

The secretary’s main job is to write four class notes columns a year for Wellesley, the alumnae magazine. The notes keep classmates connected to one another and to the College. The secretary is also responsible for taking minutes at meetings.

Duties

1. **Attend Alumnae Leadership Council**

   All elected class officers attend Alumnae Leadership Council in the fall after taking office and again 20 months before their next reunion to receive training for their volunteer positions. The class treasury pays for transportation expenses to and from Council. The Alumnae Association provides room and board. It is important that class officers attend Council.

   * The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion).

2. **Write Class Notes**

   The secretary writes four class notes columns per year for Wellesley magazine. Each column should be no more than 500 words in length and should include news from as many different classmates as possible. *Wellesley* magazine is published four times a year, and the deadlines are as follows:

   - **Fall (published mid-November)**: Deadline: September 1
   - **Winter (published mid-February)**: Deadline: December 1
   - **Spring (published mid-May)**: Deadline: March 1
   - **Summer (published mid-July)**: Deadline: May 1

3. **Take Minutes at Executive Board and Class Meetings**

   At the end of each year, the secretary should submit copies of all meeting minutes to the Office of the Alumnae Association for placement in the permanent class file.
Treasurer

The treasurer oversees class finances, managing both revenue and expenses. It is the treasurer’s responsibility to communicate the state of the class treasury to the executive board on an annual basis.

Duties

1. Attend Alumnae Leadership Council

All elected class officers attend Alumnae Leadership Council in the fall after taking office and again 20 months before their next reunion to receive training for their volunteer positions. The class treasury pays for transportation expenses to and from Council. The Alumnae Association provides room and board. It is important that class officers attend Council.

* The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion).

2. Maintain Class Bank Account

After a newly graduated class receives its employer ID number, the treasurer should open a bank account in the class’s name at a bank of her choice. Successive treasurers can either maintain the original bank account and file a new signature card, or close the account and open a new one. The treasurer and the president should be account co-signers whenever possible. Information about the bank account and class signatories should be kept on file in the Office of the Alumnae Association. To open a bank account, you may need one or all of the following: the class’s employer ID number, the Alumnae Association’s Articles of Incorporation, proof of the Association’s nonprofit status, and proof of your role as class treasurer. Please contact the Office of the Alumnae Association if you need to obtain these materials.

3. Manage Class Treasury

Purpose of Class Treasury

The class treasury funds class activities such as mailings, mini reunions, memorials, executive board conference calls, and travel expenses for Alumnae Leadership Council delegates. It also provides seed money for the class record book (a compilation of entries from classmates that include current contact information, personal narratives, and pictures) and reunion, and covers other class expenses approved by the executive board. It is very important that the treasurer keeps accurate records of all treasury matters during her term in office as well as the records for the previous 10 years.
Sources of Revenue:

Class treasuries are built using annual dues payments from classmates and investment income from life membership dues. Class dues, which include annual dues and life memberships, are initially set by the first group of class officers. Thereafter, dues may be increased, decreased, or eliminated pending approval of the class executive board.

Annual Dues

Annual dues, typically between $20 and $45, are used directly to pay for class activities. As the name suggests, classmates pay this fee annually and the checks are deposited directly into the class treasury bank account.

Life Memberships

All classes offer life membership programs that allow classmates to contribute to a class endowment. Typically a one time investment between $200 and $1000, these funds are collected by the treasurer, and forwarded to the Association for investment in the general endowment fund. The class then receives an annual dividend check that can either be reinvested or deposited into the class treasury bank account. If the life memberships dues are increased at any point, life members are not required to pay the new amount or the difference.

The treasurer is responsible for keeping track of class life members. At the end of each fiscal year, she should forward the names of new life members to the Office of the Alumnae Association, as we continually enter life member names into the database. We can’t stress enough how important it is to keep a record of class life members and forward the names of new life members to the Office of the Alumnae Association.

The class may withdraw securities and/or principal cash representing its life membership funds from the general investments of the College as follows:

• With at least one year’s notice to the College, all of said securities and principal cash.
• With 90 days’ notice to the College, not more than 3 percent of the total value of invested class funds provided the terms of the funds permit such expenditure of principal.

Any withdrawals will be based on the market value of the securities and cash at the end of the quarter preceding the withdrawal.
Notes:

Dues Notices
Each year the treasurer should send a dues notice to classmates, asking for annual and life membership dues and explaining that class dues are solely used to support class activities and do not count as gifts to the College. This message cannot be repeated enough to classmates! Notices may include a tag line requesting news, which class secretaries appreciate. Treasurers should discuss the timing of the dues notice with the other class officers. Depending on the state of the treasury, the officers may want to send the dues notice with the class letter to save on postage.

Revolving Loan
The most recently graduated alumnae classes (those who have not yet celebrated a reunion) are eligible to receive a revolving loan from the Office of the Alumnae Association until the time of their 5th reunion. The office will pay for the class to print and mail two class communications per year, both of which must include a dues notice. The class must pay back the loan before its 10th reunion. The purpose of the loan is to help young classes build their treasuries.

The 60th Reunion Class
At the time of their 60th reunion, classes no longer need to raise money for activities or set aside major funds for upcoming reunions. Alumnae become guests of the Alumnae Association for all reunions starting with their 60th. At this stage in the life of a class, an executive board may elect to have the Alumnae Association manage their treasury. The class will then transfer remaining treasury funds to the Alumnae Association to draw against for any future expenses. Classes should contact the director of classes and reunion if they wish to make this transfer.

Sources of Expense:

Alumnae Leadership Council
The class treasury pays for class officers’ transportation expenses to and from Alumnae Leadership Council, while the Alumnae Association provides room and board.

* The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion).
Reunion and Record Book

The class treasury provides seed money for reunion and the class record book (a compilation of entries from classmates that include current contact information, personal narratives, and pictures). The treasurer should ensure that funds are set aside for these initiatives. Reunion and the record book should be self-supporting unless the class officers elect to subsidize some portion of the projects.

Mini Reunions
A portion of class treasury funds may be used to subsidize mini reunions.

Class Communications
Class treasurers will be billed quarterly for class communication expenses, including printing, postage, and other processing costs.

4. Facilitate Use of Treasury Funds for Class Gifts

The class may elect to add a portion of treasury funds to the total class gift to the College at reunion. A vote on this matter should be held at the class meeting during reunion. A quorum of one-tenth of the living members of the class must vote. A two-thirds majority is required for passage. When determining the amount of any such gift, class officers should remember that the treasury must contain a minimum of $3,000 to cover transportation expenses for Alumnae Leadership Council, seed money for the next reunion, and other anticipated expenses.

If the executive board recommends making any type of gift from the class treasury in between reunions, including gifts to the Students’ Aid Society in memory of a deceased classmate, all class members must receive written notice of the recommendation. Again, a quorum of one-tenth of the living members of the class must vote, and a two-thirds majority is required for passage.

5. Keep Employer ID Number on File

At graduation, the Office of the Alumnae Association files an application with the IRS for an employer ID number. The IRS assigns each class an employer ID number, identifying the class as a tax-exempt nonprofit subordinate of the Wellesley College Alumnae Association under the 501 (c) (3) tax code. A copy of the certificate is mailed to the first class treasurer and remains with the class’s files, which are passed on to successive treasurers. If the exemption certificate is missing, a new copy may be obtained from the Office of the Alumnae Association.
6. File Annual Reports

Class Financial Records

The treasurer must keep track of all financial transactions and life members and record all dues payments made by classmates. She may request an MS Excel spreadsheet of classmates from the Office of the Alumnae Association to facilitate record keeping.

Annual Report to Office of the Alumnae Association and IRS

At the close of each fiscal year ending June 30, the treasurer is required by the IRS to submit a financial report to be kept on file in the Office of the Alumnae Association. (See Alumnae Association Annual Financial Report, page 20.) The form is mailed in the spring and must be completed and received no later than June 30. Treasurers must also submit a list of fully paid life members who have been added during the previous fiscal year. In the fifth year, after the treasurer has filed her annual report, she should turn over the class’s treasury and all relevant documentation to the new treasurer. Please note that in the fifth year the treasurer is responsible for paying all bills until September 1, so she can close out the books after reunion.

Audit

Once the treasurer has closed her books after reunion in the fifth year, she should have the books audited. A classmate can complete the audit, since it does not need to be completed by a professional accountant.
Class Finances Q&A

During past Alumnae Leadership Councils, class officers have posed a number of thoughtful questions concerning class finances, dues, and investments. The following questions and answers are meant to provide practical solutions for similar class concerns.

**Question 1: Who is responsible for deciding what resources my class will need to finance its activities?**

Answer: Your executive board is responsible for setting goals each year and determining the amount of money that is needed to cover projected expenses. After taking office, the new executive board should review the funds that exist in the class treasury and estimate projected annual income from class life memberships, dues, and fund-raising projects.

**Question 2: What if we don’t have adequate funds to support our class activities?**

Answer: To solve this problem, you can take a number of steps, which include a combination of raising income and controlling costs. You may want to consider increasing your dues rates, encouraging more classmates to pay dues (specifically life membership dues), and/or reducing certain expenses. For instance, you can plan mini reunions in conjunction with other club or College events and use free online communication tools to stay in touch with classmates. Feel free to contact the Office of the Alumnae Association to discuss these and other strategies.

**Question 3: How can we control costs?**

Answer: Be mindful that classmates have a range of financial resources, and be sure to plan events and projects that the majority of them can afford. To control costs, we suggest that class officers:

- Plan mini reunions that tie into Wellesley-affiliated events like Alumnae Leadership Council and club events
- Hold meetings via conference call or in conjunction with mini reunions to cut down on travel expenses
- Take advantage of Standard A refined bulk mailing rates that can help you save on postage for class mailings
- Choose a simple format and use technology wisely when producing the record book

**Question 4: How can we motivate classmates to pay class dues?**

Answer: Send out a dues reminder each year and set a dues deadline. Remind classmates that class dues are used to build and maintain class unity and to fund class activities such as mailings, mini reunions, memorials, and travel expenses for Alumnae Leadership Council delegates. They also provide seed money for the class record book and reunion, and cover other class expenses approved by the executive board. Emphasize that without class dues, there are no class activities. It is also helpful to mention that all class dues are tax deductible.
Question 5: How can I best explain the difference between contributing to the class by paying class dues and giving money to the College?

Answer: When explaining class finances to classmates, emphasize that:

- There is no membership fee to belong to the Alumnae Association
- Class dues are used to support class activities only
- Class dues are not used as gifts to the College
- Gifts to the College are not used to support alumnae class activities

Question 6: Are class dues tax deductible for classmates?

Answer: Yes. Under Section 501 (c) (3) of the IRS tax code, all Wellesley classes are tax-exempt, nonprofit subordinates of the Wellesley College Alumnae Association. Therefore, all class dues are tax deductible as long as they are used in a manner that is consistent with the IRS code provisions for nonprofit organization activities. There is a sample receipt letter on the communications CD.

Question 7: What should our class do to promote life memberships?

Answer: The earlier your class can accumulate a sizable life membership fund to invest, the better. It is well worth encouraging each alumna to consider becoming a life member as soon as she can afford to do so. You may want to:

- Remind classmates that becoming a life member is a bargain compared to paying dues annually
- Describe how the income from life memberships supports class activities
- Publish the list of fully paid life members in an annual class letter to acknowledge these classmates and encourage others to become life members

Question 8: Is it practical to offer life membership dues payable in five annual installments?

Answer: Many classes still offer payment plans for life memberships that are payable in annual installments. The Office of the Alumnae Association advises classes to discontinue this practice because it does not increase life membership participation. We suggest that classes accept only life memberships paid up front, in full.

Question 9: What is the best way to invest our life membership dues?

Answer: The Office of the Alumnae Association recommends that classes invest their life membership funds with the College in its pooled endowment fund. Classes that do so receive a check for the income that is generated each year, which grows nicely through investment returns and additional life memberships. Your class is free to choose how it wants to invest these dividend funds, but remember that all life membership dues must be invested.
**Question 10: How much money should we leave in the class treasury for incoming officers to inherit?**

Answer: Ideally, your class should leave at least $3,000 in the class treasury after reunion to provide start-up funds for incoming officers. This usually covers a class mailing and travel expenses for all five new class officers to attend Alumnae Leadership Council before dues are collected in the fall.

**Question 11: Should our class make a gift to the College at our next reunion using a portion of our treasury funds?**

Answer: The purpose of your class treasury is to support class activities, not to raise money for the College. The College would prefer that you reinvest your class funds to generate more money for class activities rather than use that money to make gifts to the College. If your executive board is in full agreement and wants to consider donating a portion of treasury funds to the College, you should contact the Annual Giving Office to ask about guidelines for such gifts. The class must vote to approve a gift from the class treasury. All class members must receive written notice of the recommendation. A quorum of one-tenth of the living members of the class must vote, and a two-thirds majority is required for passage.

**Question 12: Where can we turn for help regarding other class financial issues?**

Answer: Your first step should be to review the treasurer’s specific duties in this handbook. If you still have questions, contact the Office of the Alumnae Association, and the staff will work with you to solve any problems you encounter.
Alumnae Association Annual Financial Report (page 1)

Class of

Tax Identification No. __________________________ For the year ended June 30, 20________

A. Receipts

   Annual dues
   New life membership payments (full and partial)
   Interest on bank accounts
   Interest on life memberships
   Class sales item proceeds
   Other receipts

   Total Receipts

B. Disbursements

   Operating expenses
   Class gifts to College
   Class memorials to Students’ Aid Society
   Life membership funds sent to College for investment
   Other disbursements

   Total Disbursements

C. Balance Sheet

   Assets
   Checking account balances as of 6/30
   Savings account balances as of 6/30
   Other assets

   Total Assets

   Liabilities

   Net Worth

Submitted by ___________________________, Treasurer Date ________________

Please complete and return this form to the Office of the Alumnae Association By June 30.
Alumnae Association Annual Financial Report (page 2)

Class of ________________

D. Life Membership Update

Please list all new fully paid class life members below or on a separate sheet of paper.

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

E. Bank And Investment Accounts

Please list bank and custodian names, account numbers, and signatories.

<table>
<thead>
<tr>
<th>Bank/Custodian</th>
<th>Account #</th>
<th>Signatories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitted by _________________________________________, Treasurer  Date ________________

Please complete and return this form to the Office of the Alumnae Association By June 30.
### Notes:
The annual giving representative’s primary responsibility is to work with the Annual Giving Office to coordinate and implement the class’s annual fund-raising efforts, leading to the reunion gift. She recruits a team of annual giving assistants, who help communicate the College’s priorities and needs to the class and thank classmates for their annual contributions. The annual giving representative stays in touch with the class via class letters, annual appeals letters, phone calls, and notes. Her most important goal is to help her class achieve a high level of annual giving participation each year. Near the time of reunion, she collaborates with the Annual Giving Office to recruit a special gifts chair; together the annual giving representative and special gifts chair set the reunion gift and participation goals and lead the fund-raising team’s effort to achieve them. Lastly, the annual giving representative reports on the status of fund-raising efforts at the class meeting held during reunion weekend. (See Especially for Fund-Raising Volunteers: Making the Case for Annual Giving, the annual giving representative handbook.)

### Duties

1. **Attend Alumnae Leadership Council and Other Volunteer Conferences as Appropriate**
   
   All elected class officers attend Alumnae Leadership Council in the fall after taking office and again 20 months before their next reunion to receive training for their volunteer positions. The class treasury pays for transportation expenses to and from Council. The Alumnae Association provides room and board. It is important that class officers attend Council.

   * The Office of the Alumnae Association and the Office for Resources cover the transportation, room, and board expenses for the most recently graduated alumnae class officers (those who have not yet celebrated a reunion).

2. **Support Wellesley College Financially Every Year**

3. **Manage Class Annual Fund-Raising Campaign**
   
   With the help of an Annual Giving Office staff liaison, the annual giving representative determines the annual fund-raising dollar amount and participation goals for the class and develops strategies to reach them.

4. **Recruit Annual Giving Assistants**
   
   The annual giving representative recruits and manages a team of annual giving assistants, who help communicate the College’s priorities and needs to the class and thank classmates for their annual contributions.
5. Contribute to Class and Appeals Letters, Report Gift Results

The annual giving representative contributes to class letters by explaining how gifts to the College may be used and publishing current class giving statistics if they are available from the Annual Giving Office. She also assists in personalizing annual giving appeals and reporting reunion gift results at the class meeting during reunion weekend.

6. Appoint Additional Fund-Raising Volunteers

In the third year of her term, and in consultation with the Annual Giving Office staff, the annual giving representative is asked to recruit a special gifts chair to help manage the reunion campaign. (This appointment is optional after a class’s 50th reunion.)
Mailings are one of the best ways to keep your class informed about the state of the College and important class business, such as class dues and reunion dates. They are also great vehicles to improve class unity and to let classmates know you are thinking about them. The goals of producing class communications are very simple: to provide your classmates with important information, to make them feel connected, to have fun. We recommend that each class send at least one class communication per year, following the time line on page 2 of this handbook. We also encourage you to divide the publication responsibility among members of your executive board and to send a variety of communications to grab classmates’ attention. Contact: Rebecca Woods, assistant director of publications for classes and reunion at 781-283-2336 or rwoods@wellesley.edu.

1. Recommended Publications Time Line
The Five-Year Calendar on page 2 of this handbook is designed to help class officers structure their time and energy, and help produce communications as efficiently as possible. The time line offers a framework that will complement class activities and initiatives and, in turn, strengthen class unity.

2. Production Process
Please follow this standard production process to generate a class communication piece:
- Check the Publications Price List on page 29 to estimate how much it will cost to prepare, print, and send your communication.
- Contact Rebecca Woods at 781-283-2336 or rwoods@wellesley.edu when you are ready to produce your class communication.
- Submit your text and photos/graphics, if applicable. Discuss a preferred design/layout for your communication or arrange to have us create a design in-house.
- Allow four to six weeks for production. Our office will layout and edit the text for grammar and spelling, check all classmates’ names, and send you a proof to approve. We will then make any additional changes you request and send the job to be printed and mailed.

3. Text Submission
When submitting text to Rebecca Woods, please include your name, address, and phone number and keep a copy in case it is lost in transmission. You may submit text in two ways. (Please do not fax your text.):
- (Preferred) E-mail an MS Word document to rwoods@wellesley.edu
- Mail a disk or hard copy to Wellesley College Alumnae Association, Attn: Classes and Reunion Publications, 106 Central Street, Wellesley, MA 02481-8203

4. Photo/Image Submission
We have the ability to scan photos and other artwork. We also accept photos and digital images that have a resolution of 200-300 dots per inch and are saved as TIFF, JPEG, EPS, or AI files.
5. Guidelines for Specific Publications

Class Stationery/Logo

It is a good idea to design class stationery and a class logo before producing any communications. This will lend your mailings a personal and consistent feel. You may ask an artistic classmate to design these items, or we can help create them.

Class Letters

Class letters are an important form of communication, and they don’t need to be long to be effective. We recommend that class letters be one to six pages. Feel free to find a volunteer class letter editor to help—this may be the perfect job for one of your classmates!

When creating a class letter, it is a good idea to send the Office of the Alumnae Association signature sheets for all of your class officers and to make sure that the timing of your letter does not coincide with the annual giving representative’s appeals. Class letters can be as varied as the class itself. Some common topics and/or features include:

- Class officer contact information, including addresses, home and work phone numbers, and e-mail addresses
- Executive board plans—have each class officer write about her area of responsibility
- Class news
- Recent college news, such as Board of Admission statistics and college events
- A personal piece written by a class member about a topic that is relevant to others in the class. Remember to formulate an editing process for contributing writers and discuss it with them before printing their material.
- Letters to the editor
- Explanation of online tools, including class web sites, alumnae online Community registration, and ways to update contact information with the College
- A notice of upcoming mini reunions
- A dues notice from the class treasurer—it is important for younger classes to include a dues notice in their class letters
- A postcard from the class secretary requesting news for class notes
- Questionnaires to find mini reunion volunteers and reunion committee members or request ideas for class projects and reunion

Birthday Cards

Birthday cards are another good way to reach classmates. In October, each president will receive a letter from the Office of the Alumnae Association asking whether her executive board would like to send birthday cards during the year. If the class decides to participate, the Office of the Alumnae Association will help design a birthday card incorporating the class logo or an old photograph and then automatically mail a package every quarter that contains a class list and labels in
Notes:

birth date order (for three-month periods), plus the necessary number of cards and envelopes. The class will have to purchase stamps for the project. This package will be mailed out according to the following schedule:

1st Quarter: Mailed in December for birthdays in January through March
2nd Quarter: Mailed in March for birthdays in April through June
3rd Quarter: Mailed in June for birthdays in July through September
4th Quarter: Mailed in September for birthdays in October through December

If each class officer volunteers to send out cards for three months of the year, no one person should feel overwhelmed.

Holiday Cards

Holiday cards are a fun way to let classmates know you’re thinking of them. Consider sending out a winter holiday card, Valentine’s Day card, or other special event card.

6. Online Communication Options

The Office of the Alumnae Association can automatically create a Portable Document Format (PDF) version of any class letter (to be read using Adobe Acrobat Reader) and post it on the class web site. At your request, we can then send a broadcast e-mail to all classmates for whom we have e-mail addresses, giving them a web link where they can view the most recent class letter online. If there is a class volunteer with technical expertise interested in exploring further online communication options, we are happy to talk with her.

7. Expenses

Class treasurers will be billed quarterly for class communication expenses, including printing, postage, and other processing costs.

8. Sending Class Communications Yourself

You may print and mail communications independently, but we ask that you send us a copy to proofread (free of charge) before mailing them, as we can check the spelling of classmates’ names and verify information about reunion and the College. If you choose to mail your communications independently, please call us to obtain an updated set of class labels. To place an order, contact the Office of the Alumnae Association at 781-283-2331 or alumnae@wellesley.edu or submit a form online at www.wellesley.edu/Alum/Labels. Requests will be completed in five to seven business days; requests placed within three weeks of Alumnae Leadership Council may take longer. Remember, there is a blackout period in January, May and early June. Lastly, please send us 10 copies of your mailing to keep on file.
9. Class Lists

Class lists include first, college last, current last name, class year, address, phone number, and e-mail address. The class list should not be used for publication. If you are interested in publication, please state that when making a request. E-mail addresses are not to be used for broadcast purposes. Address books and CC or BCC fields are not appropriate for large group e-mails and are against the Federal CAN SPAM laws. The Office of the Alumnae Association will gladly facilitate legal broadcast e-mail messages on behalf of the class. Please see page 28 for more information.

Class lists can be sent in several forms. We can send an MS Excel or MS Word file by e-mail. They can be sorted by zip code, college last name, or current last name. Alternately, a paper printout of the information can be sent by mail in either MS Word (block text) or MS Excel (spreadsheet) layout.

* Please note that only class officers may request/receive class lists.

10. Class Labels

Class labels are mailed with a class list including the first, college last, and current last name of each class member. If you are sending a class mailing, please request a new set of labels to ensure you have current information.

Class labels can be formatted the same as lists, sorted by zip code or current last name. An electronic file in MS Word, from which you can easily print your own labels (Avery 5160 recommended), can be e-mailed. An MS Excel file can also be e-mailed directly to a mail house. Lastly, a hard copy of the labels can be sent by mail.

Disclaimer

Alumnae data is for official Wellesley College Alumnae Association use only. Use of the information for any non-WCAA purpose—including but not limited to solicitation of any kind; reproducing and storing in a retrieval system by any means, electronic or mechanical; photocopying; or use of the addresses or other information for any communication other than alumnae-related events—is strictly prohibited without written permission of the WCAA. The information provided is maintained by the WCAA database and is accurate as of the date it was retrieved. If you discover any errors or omissions, please contact the Alumnae Association.
11. Broadcast E-mail Messages

In order to uphold the recent Federal CAN SPAM laws, we strongly suggest that you contact the Office of the Alumnae Association to send class-related broadcast e-mail messages to your classmates. This may be especially useful to promote upcoming activities or direct alumnae to the class’s web site or electronic class letters. Broadcast e-mail is a wonderful way of communicating with your class, however the Office of the Alumnae Association suggests you use this tool judiciously. While broadcast e-mail is a cost-effective means of communicating, it should not be over used.

Guidelines

Please notify the Office of the Alumnae Association 2–4 weeks in advance to put your e-mail on the broadcast calendar. Text for the message should be e-mailed to your Office of the Alumnae Association staff contact with at least three days’ lead time.

The text must be a complete e-mail including the following:

- A clear and concise subject line that begins with “Wellesley”
- Who is sending the e-mail
- Who is receiving the e-mail
- The e-mail’s purpose. If that e-mail is announcing an event, it must include what, when, who, where, and why.
- Contact information for questions
- The e-mail address from which e-mail is sent and (if it differs) the “reply to” e-mail address. We recommend that these be @alum.wellesley.edu addresses.

Each class may send a maximum of one e-mail per month or three e-mail messages per quarter. If a class exceeds this maximum, they may request to have additional e-mail messages sent. This request will be processed based on content approval and Office of the Alumnae Association staff availability.

All e-mail messages will be reviewed for content and are subject to Office of the Alumnae Association staff approval. However, e-mail messages will not be proofread for spelling, grammar, accuracy, and clarity. Office of the Alumnae Association staff may make minor modifications in the case of spelling, grammar, or clarity. If you would like to see changes before the e-mail is sent, please state this when you send the text. Please note that such requests will delay processing.

We use the online Community to facilitate the broadcast e-mail process. Please advise class members to update their e-mail addresses online.

* The above policy is subject to change at any time due to class e-mail volume.
# Publications Price List

## Printing Costs:
*(Printing and Letter Shop costs were last updated 07/06. Please note these prices are subject to change.)*

<table>
<thead>
<tr>
<th>Quantity</th>
<th>300</th>
<th>450</th>
<th>600</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.5 x 11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 side/1 color</td>
<td>$56</td>
<td>$59</td>
<td>$64</td>
</tr>
<tr>
<td>1 side/2 colors</td>
<td>$64</td>
<td>$72</td>
<td>$83</td>
</tr>
<tr>
<td>2 sides/1 color</td>
<td>$74</td>
<td>$84</td>
<td>$93</td>
</tr>
<tr>
<td>2 sides/2 colors</td>
<td>$96</td>
<td>$108</td>
<td>$123</td>
</tr>
<tr>
<td>11 x 17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 side/1 color</td>
<td>$62</td>
<td>$65</td>
<td>$71</td>
</tr>
<tr>
<td>1 side/2 colors</td>
<td>$70</td>
<td>$79</td>
<td>$91</td>
</tr>
<tr>
<td>2 sides/1 color</td>
<td>$80</td>
<td>$91</td>
<td>$103</td>
</tr>
<tr>
<td>2 sides/2 colors</td>
<td>$103</td>
<td>$114</td>
<td>$130</td>
</tr>
<tr>
<td><strong>Postcards:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 side/1 color</td>
<td>$84</td>
<td>$91</td>
<td>$96  (Using photo +$36)</td>
</tr>
<tr>
<td>2 sides/2 colors</td>
<td>$89</td>
<td>$98</td>
<td>$105 (Using photo +$36)</td>
</tr>
<tr>
<td><strong>Fold-over card:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 side/1 color</td>
<td>$93</td>
<td>$103</td>
<td>$110 (Using photo +$36)</td>
</tr>
<tr>
<td>2 sides/2 colors</td>
<td>$107</td>
<td>$117</td>
<td>$128 (Using photo +$36)</td>
</tr>
<tr>
<td><strong>Envelope with logo:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10 (mailing)</td>
<td>$62</td>
<td>$65</td>
<td>$70</td>
</tr>
<tr>
<td>#9 (insert)</td>
<td>$62</td>
<td>$65</td>
<td>$70</td>
</tr>
<tr>
<td>6 x 9</td>
<td>$66</td>
<td>$71</td>
<td>$78</td>
</tr>
<tr>
<td>9 x 12</td>
<td>$71</td>
<td>$78</td>
<td>$88</td>
</tr>
<tr>
<td>10 x 13</td>
<td>$75</td>
<td>$84</td>
<td>$96</td>
</tr>
<tr>
<td>A2 (4 3/8 x 5 3/4)</td>
<td>$77</td>
<td>$87</td>
<td>$100</td>
</tr>
<tr>
<td>9 x 12 Tyvek envelopes</td>
<td>$.38 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 x 13 Tyvek envelopes</td>
<td>$.38 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Letter Shop Costs:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affixing labels (each set)</td>
<td>$15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collating and stuffing</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bulk mail preparation</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing record books/directories</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ink jetting from digital class list:</td>
<td>$12.50 set-up, .02 per piece</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Copy Center Costs:
(Copy Center costs were last updated 09/07. Please note these prices are subject to change.)

<table>
<thead>
<tr>
<th>Service</th>
<th>Size</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular copies</td>
<td>8.5 x 11</td>
<td>up to 100 sheets</td>
<td>$.05/page</td>
</tr>
<tr>
<td></td>
<td></td>
<td>above 100 sheets</td>
<td>$.40/page</td>
</tr>
<tr>
<td>Color copies</td>
<td>8.5 x 11</td>
<td>up to 100 sheets</td>
<td>$.50/page</td>
</tr>
<tr>
<td></td>
<td></td>
<td>above 100 sheets</td>
<td>$.40/page</td>
</tr>
<tr>
<td></td>
<td>11 x 17</td>
<td>up to 100 sheets</td>
<td>$1/page</td>
</tr>
<tr>
<td></td>
<td></td>
<td>above 100 sheets</td>
<td>$.75/page</td>
</tr>
</tbody>
</table>

Postage Costs:
(Postage costs were last updated 09/07. Please note these prices are subject to change.)

First Class Letters:  $.41 for the first ounce  $.26 for each additional ounce
Three sheets and one return envelope equal one ounce. Approximate delivery time is two to three days, depending on destination. First class letters are forwarded.

Overseas Airmail:  $.90 for the first ounce, depending on destination.
Approximate delivery time is one week to 10 days.

Book Rate:  $2.13 for the first pound.
Approximate delivery time is one week to 10 days.

Standard A (bulk):  $0.191 cents for the first 3.3 ounces.
Seventeen sheets and two return envelopes equal 3.3 ounces. Approximate delivery time is 10–20 days, depending on destination. Any letters that need to be forwarded will be returned to the Office of the Alumnae Association.

Requirements for bulk rate: a minimum of 200 envelopes; weight cannot exceed one pound; materials cannot include advertisements for any products or services; mailing must be sent by the Office of the Alumnae Association; address and return envelope cannot be handwritten. The return address must be:

Class of __________
Wellesley College Alumnae Association
106 Central Street
Wellesley, MA 02481-8203
Wellesley College Alumnae Association

106 Central Street, Wellesley, MA 02481-8203
Phone: 781-283-2331 Fax: 781-283-3638
Alumnae Updates Line: 800-339-5233/www.wellesley.edu/Alum

Office of the Alumnae Association

Executive Director
TBA
781-283-2335

Clerk of the Board
Laura St. Germain Adamczyk ’87
781-283-2334, ladamczy@wellesley.edu

Office and Financial Administrator
Mary Porazzo
781-283-2339, mporazzo@wellesley.edu

Office Coordinator
Maggie Harris
781-283-2331, mharris2@wellesley.edu

Classes and Reunion

Director of Classes and Reunion
Sally Meredith CE/DS ’99
781-283-2333, smeredit@wellesley.edu

Assistant Director of Classes and Reunion
(Questions related to reunion and mini reunions)
Katie O’Hara
781-283-2332, kohara@wellesley.edu

Assistant Director of Classes and Reunion
(Questions related to reunion and mini reunions)
Cindy Tashjian
781-283-2343, ctashjia@wellesley.edu

Assistant Director of Publications for Classes and Reunion
(Questions related to class and reunion communications)
Rebecca Woods
781-283-2336, rwoods@wellesley.edu

Clubs

Director of Clubs
Susan Lohin
781-283-2330, slohin@wellesley.edu

Assistant Director of Clubs
Karen Kerns ’97
781-283-2310, kkerns@wellesley.edu
Special Programs

Director of Special Programs
TBA

Program Coordinator for Special Programs
Tricia Woodward 781-283-2398, twoodwar@wellesleu.edu

Technology

Director of Alumnae Technology Systems
Michelle Gillett ’95 781-283-2337, mgillett@wellesley.edu

Assistant Director of Alumnae Technology Systems
Anne Springsteen ’03 781-283-3417, asprings@wellesley.edu

Travel

Director of Travel and Regional Programs
Cy Britt 781-283-2338, cbritt@wellesley.edu

Assistant Director of Travel and Regional Programs
Jayne Lew 781-283-2389, jlew@wellesley.edu

Wellesley Magazine

Editor
Alice Hummer 781-283-2341, ahummer@wellesley.edu

Associate Editor
Francie Latour 781-283-2344, flatour@wellesley.edu

Associate Editor
Lisa Scanlon ’99 781-283-2342, lscanlon@wellesley.edu

Center for Work and Service

Director
Joanne Murray ’81 781-283-2006, jmurray@wellesley.edu

Associate Director of Alumnae Career Programs
Folly Patterson ’85 781-283-2358, fpatters@wellesley.edu

Assistant for Alumnae Career Programs
Ellie Gammons 781-283-2355, egammons@wellesley.edu
Alumnae Association Mission Statement

The mission of the Wellesley College Alumnae Association is to further the interests of Wellesley College and its alumnae by connecting alumnae to the College and to each other. The Association will serve as a lifelong resource to alumnae and will encourage alumnae to contribute to the continued excellence of the College.

Relationship to The College

The Association is an independent, self-governing organization created by the alumnae of Wellesley College in 1880. It maintains substantial representation on the board of trustees of the College, with four alumnae trustees, a young alumnae trustee, and the president of the Association, who serves ex officio and with vote on the board of trustees. On administrative and programming fronts, Association volunteers and staff work closely with the Admission Office, the Center for Work and Service, the Office for Resources, the President’s Office, and other College offices.

In 1952, during the 75th Anniversary Fund campaign, the Alumnae Association board and the board of trustees began to rethink the fund-raising role of the Association. The decision was made to change the Association’s mission and since then, all fund-raising for the College has come through the Office of Resources. The Alumnae Association continues to work closely and have a strong partnership with the Office of Resources as we serve these distinct roles.

Wellesley College Nondiscrimination Policy

Wellesley College admits students, without regard to race, color, religion, or national origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. The College does not discriminate on the basis of race, color, religion, national origin, or sexual orientation, in administration of its education policies, scholarship and loan programs, athletic and other college-administered programs or in its employment policies... [The College] does not discriminate on the basis of sex against its students in the educational programs or activities which it operates and does not discriminate on the basis of sex in its employment policies... nor does the College discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973.

Wellesley College Bulletin
September 2007

The board of directors of the Wellesley College Alumnae Association is committed to fostering wide participation in alumnae activities by women of all ages, religions, sexual orientations, and racial and ethnic backgrounds. The Association’s compliance with the College’s nondiscrimination policy, as printed above, promises that all Wellesley alumnae, guests, and representatives from the College will be made to feel comfortable and welcome at all class and club gatherings.
Alumnae Address Information and Updates

The Alumnae Association abides by strict standards in order to maintain the integrity of alumnae data. Many alumnae contact the College with distinct requests regarding the management of their personal information. The College and the Alumnae Association are dedicated to respecting all of these requests. We carefully monitor the method by which the College receives alumnae data and the policies governing its use. We protect and distribute this information based on criteria designed to honor alumnae privacy. Our commitment to every alumna is to take all reasonable precautions to shield her from unapproved solicitation and contact. We ask that our volunteers do the same.

1. How To Update Your Record

Alumnae can update the contact information on file with the College using one of three methods. To help us keep our alumnae information up-to-date, please publicize the update e-mail address, web address, and telephone line in class communications.

- E-mail Address: updates@alum.wellesley.edu. This address is to be used exclusively for updates to alumnae's personal information: mailing address, employment or educational information, name changes, etc.
- Online Community: www.wellesley.edu/Alum/Community. Alumnae can view and update their personal information in the online directory of the online Community. Alumnae need only to register with their ID number in order to access the community; this number can be found on the label of any college mailing.
- Update Telephone Line: 1-800-339-5233. This update telephone line can be used in the same manner as the e-mail address to update alumnae's personal information.

2. College Policy on Acceptable Update Sources

- Alumnae must submit name changes in writing by mail along with documented proof of legal name change. Preferred first names (nicknames) may be submitted by e-mail, phone, or mail.
- Address and phone-number changes can come from the alumna, from a friend or relative, from class or club officers, or from the post office. Be wary of address and phone-number information found online, as it is often outdated or inaccurate.
- Information on employment, graduate degrees, spouses, children, birth dates, and non-Wellesley volunteer activities can come from the alumna, from a friend or relative, from class or club officers, or from magazines or newspapers.
- Information regarding ethnicity and social security numbers must come from the alumna.
- Wellesley volunteer information can come from the alumna, the group for which the alumna volunteers, or the office that works with that group.
- Information on deaths can come from relatives, executors of state, assisted living facilities, class officers, or other alumnae who have proof of the date of death (such as an obituary or letter from a relative). An alumna cannot be marked deceased until we have a confirmed date of death.
Alumnae Association Web Sites

The Alumnae Association web site is a great resource for class volunteers and all alumnae. Here is a short list of sections you may want to explore under our home page www.wellesley.edu/Alum/:

www.wellesley.edu/Alum/Community
The Wellesley College Alumnae Association offers an online community that is free for all alumnae. Visit the site to:
- Search for other Wellesley alumnae in a secure directory
- Register for a permanent @alum.wellesley.edu e-mail forwarding address
- Communicate with your class via message boards
- Update your personal record
- Post class E-notes (electronic class notes)

www.wellesley.edu/Alum/Wnetwork
Networking in its truest sense is about making a connection with someone. The Wellesley Network is designed to foster connections across a wide range of life experiences. Alumnae profiles will include not only career information, but volunteer work, hobbies, areas of expertise, professional memberships, services offered, and a variety of affiliations. Alumnae can indicate their networking preferences and affiliations along with their life experiences. In addition, alumnae can mark their interests in a variety of life topics, ranging from dealing with aging parents to going through menopause or raising a child with special needs.

www.wellesley.edu/Alum/Volunteer
This section contains reference materials for all Association volunteers. It includes handbooks, forms, ALC presentations, and more.

www.wellesley.edu/Alum/Classes
This section contains links to class pages.

www.wellesley.edu/Alum/ALC
This section contains Alumnae Leadership Council information, dates, and registration.

www.wellesley.edu/Alum/Travel
Visit this site for information on past and future travel programs. It may provide you with content for class letters.

www.wellesley.edu/Alum/About
This page links to a list of Office of the Alumnae Association staff, their phone numbers, and e-mail addresses. Also linked here is a short history of the Alumnae Association, and the current Wellesley College Alumnae Association Board of Directors.
Other Services

Change Information
The Office of the Alumnae Association sends change reports to secretaries relaying name, address, and other status changes for classmates four times a year, one month before each class notes deadline.

Web Site Hosting/Linking
Class Web Pages
The Office of the Alumnae Association will create a default page for every class that contains contact information for the class and, if applicable, a link to a class maintained web site. At your request, we will post additional text to this page. Please send text to techadmin@alum.wellesley.edu along with your name, volunteer position, and class year.

Web Hosting
The Office of the Alumnae Association offers free web site hosting to all classes. Files must be submitted to our technology staff to then be posted on the web site. Unfortunately, we are unable to offer direct FTP access to the College’s server. Please contact the Office of the Alumnae Association for more information. Suggestions for making the most of this hosting service include:

• Use an HTML program to create standard HTML web pages
• Package your site in a single folder
• Include all images in an image folder within the main folder
• Send only compressed (.zip) files by e-mail to techadmin@alum.wellesley.edu
• Test the pages once the Office of the Alumnae Association sends notification they have been posted
• Make changes to your files and resubmit the entire site each time
• Follow up with the Office of the Alumnae Association team if anything is missing

Disclaimer
Alumnae data is for official Wellesley College Alumnae Association use only. Use of the information for any non-WCAA purpose—including but not limited to solicitation of any kind; reproducing and storing in a retrieval system by any means, electronic or mechanical; photocopying; or use of the addresses or other information for any communication other than alumnae-related events—is strictly prohibited without written permission of the WCAA. The information provided is maintained by the WCAA database and is accurate as of the date it was retrieved. If you discover any errors or omissions, please contact the Alumnae Association.
Alumnae Career Services and Programs

The Center for Work and Service offers comprehensive career preparation and resources for students and alumnae. Through the CWS, Wellesley alumnae can explore the world of work and community service, connect with other alumnae, and plan their next steps. Programs and services exist for alumnae at all stages of their life planning, from graduate school applications to job entry, re-entry, and career transitions.

Contact: Folly Patterson ’85, associate director of alumnae career programs at 781-283-2358 or fpatters@wellesley.edu.

1. The W Network

The W Network consists of over 34,000 US- and internationally-based alumnae who are willing to share career information and advice with students and other alumnae. Alumnae profiles are sorted by life experience rather than occupation, to include not only career information, but also volunteer work, hobbies, areas of expertise, professional memberships, services offered, and a variety of affiliations. In addition, alumnae can indicate their interest in discussing any number of life topics, such as caring for aging parents, women’s health issues, or re-entering the workforce. To search the Wellesley Network, indicate your networking preferences or update your profile, go to www.wellesley.edu/Alum/Wnetwork.

2. Career Counseling

Any alumna may schedule an in-person or telephone appointment by calling 781-283-2352 weekdays between 8:30 a.m. and 4:30 p.m., EST or e-mail brief questions using the “Ask the Counselor” link on the CWS web site by going to www.wellesley.edu/CWS and clicking on “Alumnae” and then “What We Offer.”

3. Reference Service

The CWS maintains files that contain faculty recommendations and employer references, and will send out designated letters upon request for a nominal processing fee.

4. CWS Web Site: www.wellesley.edu/CWS

The CWS web site features a user-friendly format and comprehensive career development advice so you can directly access the resources and information best suited to your particular interests and needs. In addition to offering online counseling and extensive job search resources, the web site includes graduate and professional study information, fellowship and internship listings, a bibliography of CWS library resources, job postings and job fair listings, community service and volunteer opportunities, and a calendar of events and programs offered on campus and through Wellesley alumnae clubs.

External Links

The CWS continually evaluates and updates all the external links on the CWS web site. In addition, the CWS subscribes to specific sites for targeted job search and career exploration. For access information and passwords to the web sites, go to www.wellesley.edu/CWS/cwssites or call 781-283-2352.
Other Ways to Be Involved with CWS

1. ACCESS Program
ACCESS is a student group, supported by the Alumnae Association and the CWS that strives to strengthen alumnae-student relations. ACCESS sponsors formal and informal events throughout the year, so students can experience the multifaceted lives of Wellesley alumnae, and alumnae can serve as career and life resources to students.
Contact: Ellie Gammons at 781-283-2355, egammons@wellesley.edu

2. The Shadow Program
The Shadow Program offers Wellesley students and alumnae the opportunity to spend a day with an alumna exploring her profession. To participate and indicate your willingness to be a Shadow sponsor, please go www.wellesley.edu/Alum/Wnetwork and update your networking preferences.
Contact: Ellie Gammons at 781-283-2355, egammons@wellesley.edu

3. Participate in On- or Off-campus Career Programming
Contact: Folly Patterson ’85 at 781-283-2358, fpatters@wellesley.edu

4. Notify the CWS of Job or Internship Opportunities
E-mail opportunities to postjobs@wellesley.edu or contact Joni Schneiderman at 781-283-2352, jschneid@wellesley.edu

5. Encourage Your Employer to Recruit at Wellesley
Contact: Irma Tryon at 781-283-2489, itryon@wellesley.edu

6. Create an Internship Opportunity
Contact: Teresita Ramos ’93 at 781-283-2607, tramos@wellesley.edu
Recommended Constitution for Classes

Each class must adopt a constitution at its first class meeting. A two-thirds majority of those present at the meeting is required for passage. Classes should feel free to modify the following recommended constitution as needed. A copy of each class's most recent constitution should be kept on file in the Office of the Alumnae Association.

Article I. Name and Purpose

This organization shall be known as the class of ______ of Wellesley College. Its purpose is to preserve the unity of the class as an effective alumnae body in the service of the College, and in furtherance of that purpose, it shall operate exclusively for charitable and educational purposes.

Article II. Composition and Membership

Section 1. Active Members
Any graduate of the College who entered with the class or would have expected to receive her degree with the class when she entered shall be considered an active member of the class. Any graduate who received her degree in another year may instead become an active member of that year's class by notifying the Office of the Alumnae Association. Any non-traditionally aged graduate who received her degree with a class is considered an active member of that class unless she notifies the Office of the Alumnae Association otherwise. Any non-graduate who completed one term with the class and left in good standing is considered an active member of the class unless she notifies the Office of the Alumnae Association otherwise.

Section 2. Honorary Members
Any person who is nominated by the executive board of the class may become an honorary member upon election by a two-thirds majority of votes received from a ballot circulated to the class. Honorary members are non-voting members of the class.

Article III. Officers

Section 1. Executive Board
The class officers shall be a president, vice president, secretary, treasurer, and annual giving representative. These five officers shall constitute the executive board of the class, which shall have the authority to transact all class business between class meetings, and shall fill any vacancies in its membership during the remainder of the term.

Section 2. Tenure
Class officers shall serve a five-year term from the time of election or until their next reunion, whichever comes first.

Section 3. Duties
a. President. The president shall call and preside over executive board meetings. She shall keep herself informed of College and Alumnae Association activities and organize methods for disseminating that information to her classmates. In consultation with the executive board, she shall appoint the chairs of all class committees and fill any vacancies in the executive board. She shall serve ex officio on all class committees except the nominating committee and produce an annual report for the Office of the Alumnae Association.
b. Vice President. The vice president shall, in the event of the absence, disability, or resignation of the president, perform the duties of the president.

c. Secretary. The secretary shall preserve all minutes of class and executive board meetings, copies of publications, and documents of importance to the class, and shall perform other duties pertaining to that office. She shall prepare class notes for the Wellesley magazine four times per year.

d. Treasurer. The treasurer shall send out dues notices, receive class funds, and disburse class funds in accordance with her duties. She shall submit an annual financial report to the class president and Office of the Alumnae Association.

e. Annual Giving Representative. The annual giving representative shall serve as the fundraising officer of her class. In that capacity, she shall work with the Annual Giving Office in encouraging classmates to make an annual gift to the College.

Section 4. Resignation and Removal
Any class officer may resign by delivering a written resignation to the other members of the executive board. Such resignation is effective upon receipt unless it is specified to be effective at some later time. Any class officer may be removed from office, with or without cause, by the affirmative vote of all other members of the executive board.

Article IV. Committees

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

a. Nominating Committee. It shall be the duty of this committee to nominate a slate of candidates for offices of the class.

b. Reunion Committee. It shall be the duty of this committee to organize and oversee reunion.

c. Record Book Committee. It shall be the duty of this committee to produce a record book for reunion.

Section 2. Appointment and Tenure of Standing Committees
The chairs of standing committees shall be appointed by the president in consultation with the executive board. Each chair shall appoint her own committee. The terms of all standing committee members shall expire when the executive board leaves office.

Section 3. Special Committees
The president, in consultation with the executive board, may appoint special committees and designate their purpose and term.
Article V. Meetings

Section 1. Executive Board Meetings
Executive board meetings shall be held each year, either in person or by conference call.

Section 2. Class Meetings
Class meetings shall be held at the time of reunion, which follows the quinquennial plan.

Section 3. Special Meetings and Resolutions
The executive board may call special meetings, to be held whenever and wherever it designates, or may instead submit resolutions to class members by mail. Both require the secretary to mail a notice of the board’s action to classmates before the meeting. In the case of a special meeting, the notice shall state the meeting’s time, place, and purpose; in the case of a “meeting by mail,” the notice shall be accompanied by a ballot and shall set forth the text of each resolution, briefly stating its effect and purpose. The notice must be mailed to class members at least 30 days before (a) the date of the meeting, or (b) the date by which completed ballots must be received in order to be counted.

Section 4. Quorum
One-tenth of the living members of the class shall constitute a quorum. A two-thirds majority is required for passage.

Article VI. Nominations and Elections

Section 1. Nominations by Committee
The nominating committee shall nominate a slate of candidates for office. Candidates’ names shall be given to the Office of the Alumnae Association by Dec. 1 prior to reunion and shall be sent to members of the class at least eight weeks before elections are scheduled to take place. The annual giving representative position presents a special case, as the nominating committee must submit the names of several qualified candidates to the Annual Giving Office for approval. The nominating committee shall then select the final candidate from the list of those who have been approved.

Section 2. Nominations by Petition
Nominations may also be made by at least 15 members of the class and submitted to the nominating committee at least three weeks before elections are scheduled to take place. In the event that there are nominations by petition, a complete list of all candidates for each office shall be printed on a ballot and sent to the class before elections are held.

Section 3. Elections
All officers shall be elected at the class meeting at reunion or at a special meeting called by the executive board. (See Article V, Section 3.) The vote shall be by voice unless there is more than one candidate for any office, in which case the vote shall be by ballot. Candidates who receive a plurality of votes shall be declared elected.

Article VII. Activities

The class shall not circulate propaganda or otherwise attempt to influence legislation, nor shall it participate in, or intervene in, any political campaign on behalf of a candidate for public office (including the publishing or distributing of statements). The class shall not perform any other activities not permitted by (a) a corporation exempt from federal income taxes under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the
corresponding provision of any future United States internal revenue law) or (b) a corporation, contributions
to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding
provision of any future United States internal revenue law).

Article VIII. Class Dues and Other Monies

Section 1. Class Dues
There are two types of class dues, annual dues and life-membership dues. Dues may be increased, decreased,
or eliminated pending unanimous approval of the class executive board.

Section 2. Annual Dues
Annual dues directly support class activities.

Section 3. Life Membership
The opportunity to become a life member of the class is available at any time. Life-membership principle is
invested with the College, and the interest it generates is used to support class activities.

Section 4. Bank Accounts
All bank accounts shall stand in the name of the class, with funds payable on order of the treasurer or the
president, whose signatures shall be kept on file with the bank. A record of all account numbers and locations
shall be supplied to the Office of the Alumnae Association to be kept in the permanent class file.

Section 5. Earnings
No part of the net earnings of the class shall be used to benefit any individual.

Section 6. Disposition of Assets
At the time of its 60th reunion, a class may turn over its treasury to the Alumnae Association, so the Association
can maintain the account and act as the class treasurer. If and when the class’s treasury is dissolved, all of
its net assets shall be distributed to the Wellesley College Alumnae Association or, if the Wellesley College
Alumnae Association is no longer in existence, solely to organizations qualified as exempt under section
501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States
internal revenue law). The distribution shall be made by the executive board of the class or by a court of equity
of competent jurisdiction.

Article IX. Governing Rules of Organization

Roberts’ Rules of Order Revised may govern this organization in all cases to which it applies and is consistent
with this constitution.

Article X. Amendments

This constitution may be amended at any business or special meeting, provided that:

1. Notice of the proposed amendment, with ballot, is sent to the class at least 30 days before the meeting at
which action is to be taken, and

2. Two-thirds of all ballots received before the meeting favor the amendment