

# **SAMPLE CLUB BYLAWS**

These bylaws are designed to meet the requirements of the bylaws of the Alumnae Association. Each club can and should modify the articles to fit its own needs, but must conform to the basic principles of Article VI, Sections 1-3 of the Alumnae Association Bylaws.

## **ARTICLE I. NAME**

This organization shall be known as the Mount Holyoke Club of \_\_\_\_\_ (“Club”).

## **ARTICLE II. PURPOSE**

The purpose of this Club shall be to support the Alumnae Association of Mount Holyoke College (“Association”) and Mount Holyoke College (“College”) by cultivating an active group of alumnae in the \_\_\_\_\_ area who are connected to, informed about and involved in the life and work of the College.

## **ARTICLE III. MEMBERSHIP**

Section 1. Active Member - Any alumna is eligible for Active Membership on the payment of annual dues.

Section 2. Associate Member - Any former or present member of the faculty or mother of a present or past student may become an Associate Member of the Club on payment of annual dues.

Section 3. Honorary Member - The Board of Directors of the Club may nominate special persons for Honorary Membership in the Club and such nominees shall become Honorary Members, enjoying all rights and privileges appertaining thereto, upon their election by a three-fourths (3/4) vote of the members present at an Annual Meeting.

## **ARTICLE IV. OFFICERS**

Section 1. The officers may include a president, vice-president, secretary and treasurer, but at a minimum, the officers shall include a president and secretary/treasurer.

Section 2. Half of the officers shall be elected at the Annual Meeting, for term(s) of two (2) years, from a single slate presented by the Nominating Committee. Terms of office shall commence on July 1. Officers shall be eligible to succeed themselves only once in their respective offices.

Section 3. The duties of the officers shall be consistent with those usually appertaining to those positions.

Section 4. The names, addresses, and telephone numbers of the officers shall be provided to the Alumnae Association and any changes in leadership will be communicated to the Association.

#### **ARTICLE V. BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the officers of the Club and the chairpersons of committees. Local Alumnae Trustees and local members of the Board of Directors of the Association may also be invited to be members of the Board of Directors.

Section 2. The Board of Directors shall conduct the business of the Club and direct its activities.

Section 3. The Board of Directors shall meet upon the call of the president or any two members of the board.

Section 4. Fifty percent of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

#### **ARTICLE VI. COMMITTEES**

Section 1. Standing committees will be formed based on the needs and interests of the Club.

Section 2. Committee chairpersons shall be [elected by the membership at Annual Meeting from a single slate presented by the Nominating Committee] OR [appointed annually by the president]

#### **ARTICLE VII. MEETINGS**

Section 1. The Annual Meeting shall be held in the spring, at which time elections shall take place. The number of members present at the annual meeting shall constitute a quorum.

Section 2. Questions initiated by the Board of Directors may be voted on by mail and/or electronically. The number of ballots returned within the time indicated on the ballot will constitute a quorum.

#### **ARTICLE VIII. ROBERT'S RULES OF ORDER, REVISED**

“Robert’s Rules of Order, Revised” will be the parliamentary authority.

ARTICLE IX. REPORTS

Section 1. The Club shall provide the designated staff liaison at the Alumnae Association of Mount Holyoke College with a copy of the minutes from the Club's Annual Meeting.

Section 2. The Club will file an annual report of its work with the designated staff liaison at the Alumnae Association of Mount Holyoke College.

Section 3. The treasurer of the Club will file an annual financial report with the with the designated staff liaison at the Alumnae Association of Mount Holyoke College.

ARTICLE X. DISSOLUTION

Upon dissolution of this organization or the winding up of its affairs, the assets shall be distributed exclusively to (a) the Alumnae Association of Mount Holyoke College, South Hadley, Massachusetts, for its general purposes or (b) if the said Association for any reason does not qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, then to the Trustees of Mount Holyoke College, South Hadley, Massachusetts, for its general purposes or (c) if said Trustees of Mount Holyoke College for any reason do not qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, then to any charitable organization which would qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

ARTICLE XI. AMENDMENTS

These bylaws may be amended at any meeting by a two-thirds vote of those present and voting, provided the proposed changes have been included in the notice of said meeting.

Club Officer: \_\_\_\_\_  
\_\_\_\_\_  
(full name, class year, and officer position)

Club Officer: \_\_\_\_\_  
\_\_\_\_\_  
(full name, class year, and officer position)

Date of adoption: \_\_\_\_\_