

Alumnae Association of Mount Holyoke College

Guidelines For Affiliate Groups

The Alumnae Association of Mount Holyoke College, in its effort to support an increasingly diverse alumnae body, encourages alumnae who are members of historically under-represented or under-served populations to form affiliate groups. Affiliate groups should be established with the intent to work in partnership with the Alumnae Association and the College, initiate and facilitate communication between alumnae and the College community on issues of common concern, and to strengthen alumnae identification and involvement with the Association and the College. As affiliates of the Alumnae Association, such groups should also work to fulfill the mission of the Association, which is to support Mount Holyoke by cultivating an association of alumnae who are connected, informed, and actively involved in the life and work of the College.

Groups of Alumnae Association members may organize in order to promote the purpose of the Association and may affiliate with the Association provided that such groups shall apply for recognition to the Board of Directors and shall comply with the following requirements:

1. Application

Any group of alumnae seeking affiliate status must submit a charter or by-laws to the Board of Directors. Affiliate status is granted by a majority vote of the voting members of the Alumnae Association Board of Directors. The charter/by-laws must include the following:

- a) Name of Group
The name may not include “Alumnae Association of Mount Holyoke College” or “Mount Holyoke College” as these words indicate specific legal entities. Groups may use the name “Mount Holyoke” in their title.
- b) Purpose of Group
This must be consistent with the mission of the Association.
- c) Leadership and Reporting Requirements
The charter or bylaws must specify the method of selecting officers and the titles and terms of the officers. The names, addresses and telephone numbers of the officers shall be provided on an annual basis to the Alumnae Association and any changes in leadership will be communicated to the Association.
- d) Terms and Criteria for Membership
Any alumna is eligible for active membership on the payment of annual dues.
Any former or present member of the faculty or staff or mother of a current or past student may become an associate member on payment of annual dues.
The Board of Directors of the affiliate group may nominate special persons for honorary membership in the affiliate group 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.
- e) Evidence of Interest
The charter/by-laws must be accompanied by evidence of interest in the form of signatures and addresses of twenty-five alumnae.

- f) Collaborative efforts with College departments
It is critical that affiliate members understand and use present policies and practices regarding such efforts as admissions and fundraising. The Alumnae Admissions Representatives (AAR's) are managed through the College Office of Admission and direct admission efforts need the approval of this office. The fundraising efforts for the College are managed through the College Office of Development and direct fundraising efforts must be cleared through this office. Other affiliate group fundraising activities related to alumnae outreach and activities are overseen by the Alumnae Association and must be cleared by the Executive Director or her designee.

2. Services provided by the Alumnae Association

- a) Staff Liaison
An Alumnae Association Office staff member shall be assigned as a liaison to each affiliate group.
- b) Membership and mailing list
The Alumnae Association can maintain a membership/ mailing list for each affiliate group, and will provide one free newsletter mailing annually to the entire group.
- c) Treasury
The group shall be a legal subgroup of the Alumnae Association entitled to the benefits of tax-exempt status and, as such, shall be required to file annual financial reports showing that its collections and disbursements were in accordance with the Internal Revenue Code Section 501(c)(3). The Alumnae Association will, upon written request of the authorized group officer(s), maintain the treasury of an affiliate group. The Executive Director of the Alumnae Association should be co-signer on all such bank accounts maintained by the Association.
- d) Annual Meeting
The group shall have an annual meeting and the Alumnae Association staff liaison and Association Executive Director shall receive minutes from this meeting.
- e) Alumnae Council Representatives
The group will periodically be invited to send a representative to Alumnae Council.
- f) Other
Services other than those specified in these guidelines may be provided to affiliate groups at the discretion of the Executive Director and the Association staff liaison.

3. Financial Support

- a) Affiliate groups may assess reasonable dues and other charges to cover costs of their activities and events. Financial or in-kind support shall only be provided in emergency situations as defined by and at the discretion of the Executive Director and the assigned staff liaison of the Alumnae Association.

4. Prohibited Activities

- a) Affiliate groups must not engage in activities that would jeopardize the tax exempt status of the Association under the Internal Revenue Code 501 (c) (3). For those guidelines, contact the Executive Director of the Alumnae Association.

5. Annual Reports

- a) Each affiliate group shall submit annual written reports to the Executive Director. These reports will include information about the group's finances, officers, membership, activities and agenda.

6. Dissolution

Revocation of affiliate status will occur if:

- a) The leadership of the affiliate group requests that the group be dissolved.
- b) It is found by the Board of Directors of the Alumnae Association that the group is not in compliance with its charter or with these guidelines. Such a finding may be made only after the group is afforded the opportunity for a hearing before the Board.