

(1988)

**CONSTITUTION  
of the  
ALUMNI ASSOCIATION OF THE  
SMITH COLLEGE SCHOOL FOR SOCIAL WORK**

*ARTICLE I – NAME*

The name of this organization shall be: ALUMNI ASSOCIATION OF THE SMITH COLLEGE SCHOOL FOR SOCIAL WORK.

*ARTICLE II – PURPOSES*

Section I       The purpose of the organization is to further the well-being of Smith College School for Social Work. Its functions are to offer advice and counsel to the School; to promote the highest standards of social work education and practice; to cooperate with the School in raising monies to support its various activities; to provide one of the channels of communication between the alumni, the School, and the undergraduate College; to assist students during their field placements; and to forward the continuing education of the alumni in partnership with the School.

Section II       Upon the dissolution of this organization or the winding up of its affairs, the assets shall be distributed exclusively to (a) the Trustees of Smith College, a Massachusetts education corporation, located in Northampton, Massachusetts, for its general corporate purposes, or (b) if said Trustees of Smith College for any reason does not then qualify under the provision of Section 501(c)(3) of the Internal Revenue Code, then to any charitable, religious, scientific, literary, or educational or educational organization which would then 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 III – MEMBERSHIP*

Section I       There shall be two classes of membership in the Association.

- A. **Regular:** All persons who have attended a degree-granting program or who have completed a certificate program of the Smith College School for Social Work.
- B. **Honorary:** Persons, not alumni of the School, who have rendered distinguished services to the Association or to the Smith College School for Social Work or who have otherwise attained distinction deserving of recognition by the Association. The unanimous vote of the Executive Committee shall be required for their election.

Section II       **Privileges and Duties of Members.** Regular members shall have the right to vote and hold office.

*ARTICLE IV – OFFICERS*

- Section I        The affairs of the Association shall be administered by the Executive Committee.
- Section II       The Officers shall consist of president, vice-president, and treasurer. They shall hold office for three years. No officer shall be elected to serve more than three consecutive years in one office.
- Section III      The Executive Committee shall consist of the incumbent officers, the president-elect, five regional representatives, chairperson of the nominating committee, the appointed chairperson of the Annual Fund, the appointed chairperson of the 1918 Fellowship and the alumna/us of color member-at-large. Hereafter, all references to the Executive Committee will include the president-elect. Serving as non-voting consultants to the Executive Committee and invited to attend its meetings shall be the Dean of the School, a faculty representative, the president or designate of the Student Organization, the president or designate of the Council for Students of Color, a representative from the Smith College Alumnae Association Board of Directors, and the staff of the alumni office of the School. A person cannot be elected to serve more than two consecutive terms any capacity.
- Section IV      **Regional Representatives.** Each regional representative shall represent one of five geographical areas. The areas shall be determined by the Executive Committee on the basis of geographic distribution and periodically reviewed. Representatives shall hold office for three years. No representative shall be elected to serve as a representative for more than three consecutive years.
- Section V       **Alumna/us of Color Member-at-Large.** There shall be one voting member of the Executive Committee of the Alumni Association elected by the entire membership, representing the interests of the ethnic minority alumni. This person shall be a member of an ethnic minority as defined by the policy of the Smith College School for Social Work\*. The Member-at-Large shall have the responsibility of attending the meetings of the appointed Alumni of Color Standing Committee and representing this committee to the Executive Committee. The alumna/us of color member-at-large shall be elected for a term of three years. No person shall be elected to serve more than three consecutive years in office. (\*Asian, Black, Hispanic, Native American, Puerto Rican, Mexican American.)
- Section VI      **President-elect.** There shall be one non-voting member of the Executive Committee who will be elected by the entire membership to serve a one-year term as president-elect. The term of the president-elect will begin the July of the president's last year on the Committee. S/he will then assume the office of president for a three-year term. The responsibilities of the president-elect will be to sit in on the Committee meetings to better inform her-/himself of issues of concern to the Committee and to serve on the Ad Hoc Planning Advisory Committee, which will run from July to June during the last year of the president's term.

## *ARTICLE V – MEETINGS*

Meetings of the Alumni Association, hereinafter referred to as the Alumni Assembly, shall be held in alternating intervals of three and two years, in order to coincide with five-year anniversaries of the founding of the School. This schedule commenced with the three-year interval 1985-1988. The meetings shall be held on the Smith College campus or an alternate location.

## *ARTICLE VI – AMENDMENTS*

- Section I      This Constitution can be amended by submitting the amendments to the membership by paper ballot. Notice of all the proposed amendments and a ballot shall be mailed to all members at their last known address not less than thirty (30) days prior to the date fixed for the closing of the polls. The ballots must be returned to the Director of Alumni Affairs and Development or her/his designate, unsigned, and in a sealed envelope bearing the voter's legible signature, who shall count the ballots.
- Section II      An affirmative vote by two-thirds of all ballots cast shall be necessary for amendments of the Constitution.
- Section III     Amendments may be proposed by the Executive Committee or by twenty (20) regular members. The Executive Committee shall be responsible for submitting any proposed amendments to the membership for action.

## BY-LAWS

### ARTICLE I – MEMBERSHIP YEAR

The membership year shall coincide with the fiscal year of the Smith College School for Social Work. Duly elected officers shall take office during July or summer meeting of the Association.

### ARTICLE II – OFFICERS

- Section I     **President.** The president shall preside at all meetings of the Association and of the Executive Committee. The president shall be an ex officio member of all committees except the nominating committee.
- Section II     **Vice-president.** In the absence of the president, the vice-president shall assume the duties delegated to the president by the Executive Committee. In addition, the vice-president shall assume responsibility for planning the Alumni Assembly that falls during her/his term of office.
- Section III    **Treasurer.** The treasurer shall have the custody of the Association's funds and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association. The treasurer shall deposit all monies in the name and to the credit of the Association in such depositories as may be designated by the Executive Committee. The treasurer shall render an annual financial report to the membership. There shall be an audit of the treasurer's books by the Association, on a fiscal year basis, by a qualified accountant appointed by the Executive Committee. A report of the audit shall be submitted to the Executive Committee.
- Section IV     **Regional Representatives.** The role of the regional representatives is to assist alumni who wish to organize, maintain, and develop new chapters; to serve as a conduit for information and ideas between alumni and the School; to assist in meeting the needs of students; to serve on the nominating committee of the Alumni Association; and to encourage and provide support for the goals and objectives of the School.
- Section V     In the event that an officer or other member of the Executive Committee is unable to serve, a successor shall be chosen by the remaining members of the Executive Committee with the exception of the office of president, which automatically shall devolve upon the vice-president. The successor so chosen shall hold office until the expiration of the term of appointment. This person can then be elected to serve one subsequent term of three consecutive years in this position.
- Section VI     **Duties of Officers may be delegated.** In case of the absence of any officer of the Alumni Association or for any other reason that the Executive Committee may deem sufficient, the Executive Committee may delegate, for the time being, the power or duties of such office to any members of the Executive Committee, or any regular member, provided a majority of the Executive Committee concurs therein.
- Section VII    **The Election of Officers,** president-elect, regional representatives, the alumna/us of color member-at-large, and the chairperson of the nominating committee shall take place annually, with three/four positions being filled each year. In the initial election upon enactment of this Constitution and By-Laws, the president, chairperson of the nominating committee and one regional representative will be elected for three-year terms; three

regional representatives will be elected for two-year terms; and the vice-president, treasurer, and one regional representative for one-year terms. Upon expiration of these one-, two-, and three-year terms, successors will be elected for each position and will serve for three years. No officer or member of the Executive Committee may serve for more than three consecutive years in one office, with the exception of those chosen by the Executive Committee to fulfill unexpired terms. A person cannot be elected to serve more than two elected terms in any capacity. In addition to regional representatives and the alumna/us of color member-at-large, alternates will be chosen for each region to serve upon the Executive Committee in the event of absence of the regular representative. The alternate representative will be nominated by that regional representative and the alternate alumna/us of color member-at-large will be nominated by the alumna/us of color member-at-large. Alternate names will be presented to the Executive Committee for its approval. Voting for officers, regional representatives, the alumna/us of color member-at-large and the chairperson of the nominating committee shall be by mail ballot. All regular members shall be eligible to vote and shall be sent ballots.

Section VIII A nominating committee shall consist of a chairperson who is a member of the Executive Committee and elected for three years, the regional representatives and the alumna/us of color member-at-large. It shall be the duty of said committee to solicit suggestions for nominees from the membership and the Executive Committee; to nominate candidates for election to each of the offices, the regional representatives, and the chairperson of the nominating committee.

Section IX **Ballot.** The candidates receiving a plurality of votes cast shall be declared elected to their respective offices. In the event of a tie, the president shall cast the deciding vote.

### *ARTICLE III – MEETINGS*

Section I There shall be a biennial meeting of the Alumni Association, hereinafter referred to as the Alumni Assembly, which may be scheduled to coincide with major School events and which shall be held on the Smith College campus or an alternate location. The purpose of this meeting shall be to review the affairs of the Alumni Association, to make recommendations of the Executive Committee, and to have a free exchange on matters of concern to the profession of social work and/or to allow for a presentation of educational material. Notice of the place and time shall be given to all members at least thirty (30) days prior to the meeting.

Section II **Special Meetings** for the transaction of business or for other purposes of the Association shall be held at such time and place as the Executive Committee may appoint. Notice of the time, place, and purpose of such meetings shall be sent to all members not less than thirty (30) days prior to the meeting. Such meetings may also be called by the president or other members of the Executive Committee upon the request of thirty (30) active members.

Section III **Quorum.** The members of the Association present at the Alumni Assembly shall constitute a quorum for the transaction of business.

Section IV Any member of the Executive Committee may call for an Executive Session of the Committee, attendance at which shall be limited to voting members of the Committee and the representative of the Alumni Office as needed.

*ARTICLE IV – EXECUTIVE COMMITTEE*

- Section I Except as otherwise provided in the Constitution and By-Laws, the affairs of the Association shall be administered by the Executive Committee consisting of the three elected officers, president-elect, five regional representatives, the chairperson of the nominating committee, the alumna/us of color member-at-large, the appointed Annual Fund chairperson, and the chairperson of the 1918 Fellowship.
- Section II Meetings of the Executive Committee shall be called by the president on five (5) days' notice to each member of the Committee. On the written request of three members of the Committee, the president shall call a meeting in the manner prescribed above.
- Section III The Executive Committee shall meet at least two times a year.
- Section IV The president of the Executive Committee shall represent the Alumni Association on the School's governing board. A second person shall be elected by the Executive Committee to represent the alumni on the School's governing board. The president in consultation with the Executive Committee shall make appointments to other committees as deemed necessary.
- Section V A majority of the Executive Committee shall be necessary and shall constitute a quorum for the transaction of business at all meetings of the Executive Committee. The act or vote of a majority present at any meeting at which there is a quorum shall be the act or vote of the Executive Committee, except as may be otherwise specifically provided by the Constitution and these By-Laws. In the event a quorum is not present at any meeting, any action taken by the majority of those present at such meeting shall be the action of the Executive Committee if submitted through polling to all members of the Executive Committee and assented to through polling by a majority of the entire Committee within ten (10) days.

*ARTICLE V – COMMITTEES*

- Section I Standing committees, except for the elected nominating committee, may be appointed by the Executive Committee.
- Section II Special committees shall be appointed by the president. All regular members shall be eligible for committee membership.
- Section III Any committee in the interval between meetings of the Executive Committee shall exercise powers and duties as prescribed by the Executive Committee. All committees shall be responsible to the Executive Committee.

#### *ARTICLE VI – LOCAL GROUPS*

Local groups of the Association shall be established by the members of the Association. Each group shall have a right to its own form of organization and shall communicate through the regional representatives or directly with the Executive Committee.

#### *ARTICLE VII – PARLIAMENTARY AUTHORITY*

The rules contained in *Robert's Rules of Order* (revised) shall govern this Association unless inconsistent with the By-Laws or the special rules of order of this Association.

#### *ARTICLE VII – AMENDMENTS*

- Section I      The By-Laws may be amended by submitting the amendments to the membership by paper ballots. Notice of all proposed amendments and a ballot shall be mailed to all members at their last known address not less than thirty (30) days prior to the date fixed for the closing of the polls. The ballots must be returned to the Director of Alumni Affairs and Development or her/his designate, unsigned, and in a sealed envelope bearing the voter's legible signature, who shall count the ballots.
- Section II      An affirmative vote of two-thirds of all ballots cast shall be necessary for the amendment of the By-Laws.
- Section III     Amendments may be proposed by the Executive Committee or by twenty (20) regular members. The Executive Committee shall be responsible for submitting any proposed amendments to the membership for action.