

**THE ASSOCIATION OF LATINA ALUMNAE OF SMITH COLLEGE**  
**\*\* BY-LAWS\*\***

*In this document, "ALAS" will be used to refer to the Association of Latina Alumnae of Smith College; "Latina" refers to all students of Latin American origin, be they from the United States or abroad; "Smith" or "the College" refers to Smith College; "alumnae" refers to Latina alumnae of the College; "AASC" refers to the Alumnae Association of Smith College.*

**ARTICLE I – NAME**

The Association's name is: Association of Latina Alumnae of Smith College (ALAS)

**ARTICLE II – MISSION AND PURPOSE**

**Section 1. Mission**

The Association of Latina Alumnae of Smith (ALAS) works to create community among Latina alumnae and the College.

**Section 2. Purpose**

This association is organized to further the well being of the Latina Alumnae of the College by increasing the interest of the members of the Association in Smith College and shall be operated exclusively for educational and charitable purposes. The Association shall serve in extending knowledge of the aims and achievements of Smith College; promote the interests of all alumnae in the academic and extracurricular activities of Smith College; and generally do all things to promote and encourage communications between Smith College, the Alumnae Association of Smith College; and alumnae in the Association of Latina Alumnae of Smith College; provided that no such activity may be undertaken which is not charitable or educational within the meaning of Section 501 (c) (3) of the Internal Revenue Code (the "Code").

In furtherance of such purposes, ALAS shall promote an effective and continued relationship between Smith College and its Latina alumnae as well as to be a vehicle for every alumna to continue to share in the life of the college community. It also strives to encourage and facilitate professional development and networking opportunities as well as enduring friendships and social activities.

ALAS will strive to ensure that alumnae efforts are consistent with the mission, policies, and procedures of Smith College. ALAS will work closely with the Alumnae Association of Smith College to support alumnae connections to Smith College while aiming to be a hub for the community of Latina graduates. The Association promotes and facilitates:

- Activities to increase alumnae participation and involvement in the community life of the College
- A newsletter to keep alumnae informed and connected to ALAS and the College to be published either in print or electronically
- The recruitment and retention of Latina students at the College
- Opportunities for alumnae networking through social events
- Recognition of alumnae of Latin American origin for their professional achievement, and community service
- Alumnae with up-to-date information about the College so they may serve as ambassadors in their communities

### **ARTICLE III - MEMBERSHIP**

#### **Section 1. Active Members**

All Smith College alumnae who are interested in supporting and furthering the purpose and mission of ALAS are automatically granted membership in the Association upon payment of dues. Any Smith alumna of Latin American origin is automatically a member of the Association.

#### **Section 2. Honorary Members**

All such persons considered to have rendered notable service to ALAS shall be conferred all rights as a member of the Association. Honorary membership shall be in the sole and absolute discretion of the ALAS Executive Board and shall require a majority vote of the Board. Honorary Members will be elected by ballot at the annual meeting.

#### **Section 3. Rights of Members**

Members have the right to participate in all activities sponsored by the Association and to receive all notices and publications, which may be sent by electronic means.

Members of the Association remain in Good Standing upon payment of annual Dues;

Members in Good Standing have the right to run for a position on the Executive Board.

### **ARTICLE IV - BOARD MEMBERS**

#### **Section 1. Governing Body**

The administrative duties, responsibilities and authority of ALAS shall be executed and implemented solely by the entity know as the "Executive Board," as defined below.

The Board shall conduct the day-to-day affairs of ALAS and is solely empowered to transact any business on behalf of ALAS.

**Section 2. Executive Board Composition**

The officers of the Board of Directors shall consist of a President, Vice-President, Treasurer, Secretary, (2) Program Co-Chairs, Alumnae Admissions Chair, Communications Director, Student Liaison, and Director of Fundraising.

**Section 3. Term of Board Officers**

The President, Vice-President, Treasurer, Program Chairs, Alumnae Admissions Chair, and Director of Fundraising will be elected every three years in March. The Student Liaison, Secretary, Communications Director, and Specific Program Chairs will be elected annually in March.

**Section 4. Elections**

Members of the Executive Board are invited to run automatically for election when their terms expire against other members in Good Standing who may be interested in serving on the Board. ALAS and the AASC will notify membership via email, the Association's newsletter, and/or other means about vacancies on the Board.

**Section 5. Candidate Qualifications**

Any Dues-paying member in Good Standing may be nominated and elected to serve on the Executive Board.

**Section 6. Installation of the Board**

The newly elected officers shall assume their respective offices in April. Formal installation of the officers will be held at the annual Board Meeting.

**Section 7. Duties of Board Members**

**A. President**

The President of ALAS is responsible for providing leadership and vision to the Board, and membership at large. She will work to build the Association's resources and strategies; enhance its visibility and relationships with membership, students, and the College and make volunteer leadership development an important area of the Association's work.

The President shall chair the Annual Meeting, all Executive Board meetings and any other duly called meetings and shall serve as the liaison to the AASC. The President will

oversee the activities of the Board. The President shall appoint all committees both standing and temporary.

All members of the Executive Board shall be responsible for other duties as requested by the President.

Primary responsibilities of this position, include:

- Development of a 3-year strategic plan
- Establishment of a productive relationship with the Board, Alumnae Association, general membership and the Smith community
- Provide leadership of the Association's fundraising efforts
- Management of the Association's budget
- Management of the Association's volunteers
- Promotion of the Association to the Latina community

#### **B. Vice President**

The Vice President shall fulfill the responsibilities of the President when the President is unavailable. She will work closely with the President and the Board to promote the activities of the Association. The Vice President shall Chair the Nominations process. She shall be responsible for preparing a slate of candidates for the election of a new Board; and presenting the candidate slate to the Association.

#### **Nominations Duties**

The Vice President shall issue a call for nominations to all Members by January 7<sup>th</sup>, 60 days prior to the annual elections held in March. This may be done via email, the Association's newsletter, or any other electronic means.

The Nominations Chair shall place at least one qualified candidate for each Board Officer position on the ballot.

The Nominations Ballot shall be distributed by the AASC via email in early March, and voted on in mid-March. The new board will assume responsibility in April.

## **Elections Procedures**

The elections of all Board Officers shall be conducted by email ballot through the AASC.

Those candidates receiving a majority of votes **cast by the general membership** shall be considered duly elected.

### **C. Secretary**

The Secretary will keep records of all association events, track attendance at events and take notes at any/all association meetings for the association records. She will send e-mail reminders to board members about meetings and conference calls. She will also e-mail minutes after each conference call takes place to the board. She puts together the agenda before and after each board meeting. She maintains historical records of association meetings and events.

### **D. Program Co-Chairs: (2 positions)**

The Program Chair(s) is responsible for developing, coordinating and planning programs and events. The responsibility of implementing such events will be shared by all members of the Executive Board.

The Program Co-Chairs shall assist with the preparation for the events held at the college such as:

- The Welcome to Smith Tea held during orientation
- Receptions and Speaker Series held at the College and in cities where we have a strong Smith Latina presence
- Work closely with local Smith clubs and ALAS chapters to promote programs and events where we have a strong Smith Latina presence

### **E. Student Liaison**

The Student Liaison must be a currently enrolled first-year, sophomore, or junior student who will report the suggestions, requests, and concerns of Latina and Latin American students on campus to the Executive Committee. She will work closely with the board to identify students to profile for the newsletter. She will also help implement events held on campus that further the mission and goals of the association.

**F. Communications Director**

The Communications Director is responsible for maintaining communication with membership about events, announcements, and initiatives of the association. The alumna will oversee publication of the ALAS newsletter published on a quarterly basis. This position requires strong writing and editing skills and the ability to meet deadlines. She shall work closely with the Web Manager on the content and material of the website. The website address of the Association is [www.ALAS.us](http://www.ALAS.us)

**G. Treasurer**

The Treasurer shall receive the funds of the Association, unless otherwise provided for, and shall disburse said funds on the authorization of the Board. She shall give a financial report at each meeting of the Association and at such other times as the Executive Board may direct. She shall maintain a record of all dues paying Members for the Association's Fiscal Year. She shall act as liaison with the Alumnae Association Office to ensure that all deposit and payment requests on behalf of ALAS are processed correctly. She shall assist the President in the preparation of the annual budget to be presented to the Executive Board. She shall also work closely with the Director of Fundraising and with the Executive Board to raise funds for ALAS, and encourage alumnae to contribute to the Women of Color Emergency Fund, and the Alumnae Fund. She shall perform other such duties of office as required.

**H. Director of Fundraising**

The Fundraising Director shall chair the annual membership drive. She is responsible for developing strategy, for drafting solicitation letters, planning and overseeing the annual membership drive and encouraging alumnae to contribute to the Women of Color Emergency Fund and the Alumnae Fund. The Fundraising Director will collaborate with the Treasurer to oversee a comprehensive annual giving program. She shall work closely with the Executive Board and fundraising committee to set realistic dollar participation goals each year for the membership drive. She shall develop a long range strategic plan that allows ALAS to become self-sufficient in its financial operations.

**I. Admissions Chair**

The Admissions Chair shall work with the Office of Admissions to assist the College in its efforts to recruit Latina and Latin American students. She will serve as a liaison to the

NAACS, AACCS, and to local club presidents, and will work to create a network of Latina alumnae volunteers who will assist with the following activities:

- Attend College fairs or career nights in their local areas
- Establish a connection with their local secondary school guidance or college/career counselors, or teachers in AP, Honors or IB programs;
- Provide a Smith Book Award in local high schools;
- Interview prospective applicants;
- Host gatherings for prospective students;
- Recognize admitted students by organizing send-off parties.

### **Section 8. Resignations**

Any Board member may resign through written notification to the President or the Secretary. It shall be effective upon receipt and approval by the Board or as otherwise stated in the resignation notification.

### **Section 9. Vacancies**

Should there be a vacancy on the Executive Board, the President shall appoint a replacement for the remainder of the unexpired term subject to the approval of the Executive Board. Should there be a vacancy in the position of the President, the Vice President shall take over the position of the President for the remainder of the unexpired term subject to a majority vote by the members of the Executive Board.

## **ARTICLE V - COMMITTEES**

### **Section 1. Standing Committees**

There shall be three standing committees of the Association. The Board may appoint additional special or temporary committees as may be deemed necessary to carry out the activities of the Association and shall prescribe their duties and membership. These committees shall be maintained in cooperation with appropriate Chairpersons and alumnae members. All other committees are ad hoc and created at the discretion of the President and the Board.

### **Section 2. Review**

The Board will review the Committee Chairperson assignments on an annual basis. Chairpersons shall select their own committee members with assistance from the executive board.

### **Section 3. Standing Committee Chairpersons**

It shall be the duty of the Chairpersons of the Standing Committees, or their designees, to present to the Executive Board summaries of their committees proceedings at all

Association meetings upon request of the Board at any time, and upon completion of their specific tasks.

The Standing Committees shall consist of:

**A) Nominations Committee**

Responsibilities include:

Preparing a slate of candidates for the election of a new Board; and  
Presenting the candidate slate to the Board. The Vice President shall chair this group.

**B) Admissions Committee**

Responsibilities include:

Recruitment and retention of Latina students. The Admissions Chair shall head this group.

**C) Fundraising Committee**

Responsibilities include:

Oversee and manage membership drive, encourage alumnae to contribute to the Women of Color Emergency Fund and Alumnae Fund. The Fundraising Director shall chair this group.

**D) Ad Hoc Committees**

Other committees may be created and members appointed as the Board deems necessary or advisable.

**ARTICLE VI – FINANCES**

**Section 1. Dues**

Annual Dues shall be in such amount as the Executive Board may from time to time determine.

In order to maintain membership in Good Standing, and qualify to run for the Board, all Members must make an annual contribution to ALAS each fiscal year (July 1- June 30).

**Section 2. Funds**

All ALAS funds shall be kept in an account at Smith College.



All transactions shall be made through Smith College on behalf of ALAS.

**Section 3. Use of Funds**

ALAS funds shall be used for operating expenses incurred by the Association, as well as other purposes as decided upon by the Board.

**Section 4. Unused Funds**

Funds not spent during the fiscal year will carryover to the following fiscal year.

**Section 5. Distribution of Assets**

In the event that ALAS shall cease active operation, all assets of ALAS shall be given to the Women of Color Emergency Fund.

**Section 6. Fiscal Year**

The fiscal year of ALAS shall begin on July 1 of each year.

**ARTICLE VII – PROHIBITION ON INUREMENT**

No part of the net earnings of the Association shall inure to the benefit of any member, director, officer, or other private individual except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes stated in Article II. No substantial part of the activities of the Association shall consist in carrying on propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office. Nothing contained in this Constitution and Bylaws shall be read as authorizing or permitting the Association to operate other than exclusively for charitable, scientific, literary, or educational purposes, within the meaning of Section 501 (c) (3) of the Code, and no amendment of this Constitution and Bylaws shall authorize or permit the Association to be organized or operated other than exclusively for the aforesaid purposes.

**ARTICLE VIII - MEETINGS**

**Section 1. Executive Board Meetings**

The Board shall meet in person, telephonically, or through any other electronic means, at least once a month, without exception. Board Officers should have at least one annual meeting. Board meetings may be called upon by any of its officers at any time.

**Section 2. General Meetings**

ALAS shall meet as an Association at least twice a year.

At any general meeting, provided a formal presentation has taken place, business may be transacted as presented by the Board and voted upon by the membership.

Special meetings may take place at any time. The results of special meetings must be conveyed to the membership of ALAS prior to the next ALAS Board meeting or the next general membership meeting, whichever comes first.

**ARTICLE IX - AMENDMENTS**

Review and vote on any proposed amendments to the bylaws will occur at the Annual Meeting or at any other such duly called meetings.

Only active members in Good Standing may propose amendments to the bylaws.

Proposed amendments (in draft or finalized form) to the bylaws must be submitted to the Executive Board two weeks before the Annual Meeting or any other such duly called meeting.

Adoption of proposed amendments shall require the affirmative vote of a majority of the board members (51%). In addition, the Board may adopt or amend these Bylaws as it deems necessary for the conduct of the business of this Association and the Board. Such adoption or amendment shall be by a majority vote of those present at the annual board meeting. Present at the meeting may be defined as being at the meeting by conference call or by submitting in writing to the Secretary a written ballot.