

OPERATING GUIDELINES

of the

Wells College Association of Alumnae and Alumni

Operating in partnership with
Hobart and William Smith Colleges

Adopted: _____ Last Amended: _____

ARTICLE I - NAME AND IDENTITY

1.1. Name

The name of this organization is the Wells College Association of Alumnae and Alumni (hereinafter “the Association” or “WCA”).

1.2. Identity and Partnership

The Association is the alumni organization of Wells College, established to honor its legacy following closure. Wells alumnae and alumni are a vibrant community who will participate with Hobart and William Smith Colleges (“HWS”) in preserving the Wells legacy. The Association derives from a Legacy Partner Agreement between the parties and any related schedules.

1.3. Affiliation

The Association operates as a volunteer committee affiliated with HWS rather than as an independent legal entity. It does not hold separate 501(c)(3) status. Administrative and financial functions are managed through HWS in accordance with the Legacy Partner Agreement. HWS will consult with the Volunteer Committee in shaping alumni engagement opportunities; however, HWS retains sole discretion in making decisions in light of its resources and programmatic ability.

ARTICLE II - MISSION AND PURPOSE

2.1. Mission

The mission of the Wells College Association of Alumnae and Alumni is:

- To honor the Wells identity and strengthen and promote the active network of Wells alumnae and alumni;
- To create opportunities for Wells alumnae and alumni to celebrate, preserve, and continue the legacy of Wells College; and
- To engage with Hobart and William Smith Colleges as the Wells College legacy institution.

2.2. Guiding Principle

In all of its activities, the Association shall serve as a proud steward of the Wells College name, identity, and community working in partnership with Hobart and William Smith Colleges to ensure the Wells experience is celebrated, preserved, and continued.

ARTICLE III - MEMBERSHIP

3.1. Membership

Any graduate of Wells College or former student who attended for at least one semester is a member of the Association. Membership is automatic and free of charge. No application, dues, or renewal is required.

ARTICLE IV - VOLUNTEER COMMITTEE

4.1. Purpose

The work of the Association is carried out by a Volunteer Committee which is a flat, collaborative group of engaged alumnae and alumni who share responsibility for planning and executing programming in the following areas:

- Events and traditions
- Regional gatherings
- Alumnae/Alumni Award
- Learning by the Lake virtual lecture series

Volunteers may contribute to one or more areas based on their interests and availability. There are no formal officer positions within the Volunteer Committee.

4.2. HWS Staff Support

The HWS Director of Engagement for Alumni and Alumnae Relations, or a designated HWS staff member, serves as the administrative liaison to the Volunteer Committee. This individual facilitates meetings, maintains records, coordinates logistics with HWS, and ensures continuity of the Committee's work. The HWS liaison does not hold a vote on Committee matters.

4.3. Joining the Committee

Any Association member who wishes to contribute may express interest through the Expression of Interest (EOI) process administered by HWS. Expressions of Interest are reviewed by the current Volunteer Committee and HWS staff, who together welcome new volunteers based on interest, availability, and the needs of the committee at the time.

4.4. Terms

Volunteer Committee members make an annual commitment, renewed by mutual agreement with HWS staff. There are no term limits. HWS will issue an open call for new volunteers at least once per year and as specific needs arise, ensuring the door is always open to those who want to contribute. Continuity is maintained through the ongoing involvement of active volunteers and HWS staff support. Volunteer participation is subject to periodic review, and HWS staff, in consultation with active Committee members, reserves the right to conclude a volunteer's participation at any time when it is determined to be in the best interest of the WCA.

4.5. Decision-Making

The Volunteer Committee operates by consensus wherever possible. When a formal decision is needed, a majority of active voting members shall carry the question. The HWS liaison is not counted in the vote.

ARTICLE V - AREAS OF FOCUS

5.1. Events and Traditions

Volunteers in this area plan and oversee reunions, commemorative gatherings, and signature events that celebrate Wells College traditions. They coordinate with HWS on logistics and facilities and ensure that the spirit of Wells is honored and carried forward.

5.2. Regional Gatherings

Volunteers in this area support and coordinate informal gatherings for Wells alumnae and alumni across regions. They serve as the point of contact for local organizers and work to expand the geographic reach of Association programming.

5.3. Alumnae/Alumni Award

Volunteers in this area oversee the annual Alumnae/Alumni Award, which honors a Wells alum who has made a meaningful and positive impact in their professional field. Responsibilities include coordinating nominations, managing the selection process in partnership with HWS, and celebrating the recipient.

5.4. Learning by the Lake

Volunteers in this area support the Learning by the Lake virtual lecture series, coordinating with HWS staff to bring the Wells and HWS community together for free, informal talks on topics of broad interest.

ARTICLE VI - MEETINGS

6.1. Committee Meetings

The Volunteer Committee shall meet no fewer than three (3) times per year, in person or by video-conference, to coordinate programming and share updates. Additional meetings may be called as needed.

6.2. Annual Gathering

The Association shall hold an annual gathering of alumnae and alumni each year, at a time and in a format determined by the Volunteer Committee in coordination with HWS. This gathering may coincide with a reunion or other event and shall include a brief report on the Association's activities.

6.3. Notice

Notice of any membership gathering shall be provided to all members no fewer than twenty-one (21) days in advance by email or electronic publication.

ARTICLE VII - RELATIONSHIP WITH HOBART AND WILLIAM SMITH COLLEGES

7.1. Legacy Partner Agreement

The relationship between the Association and HWS derives from the Legacy Partner Agreement and its schedules, including Schedule F (HWS' Actions to Honor Wells' Legacy). The HWS liaison serves as the primary point of contact for Agreement-related matters.

7.2. Collaboration and HWS Discretion

HWS will consult with the Volunteer Committee to shape alumni engagement opportunities as reasonably practicable. The Committee shall provide input on programming, events, and communications that honor the Wells legacy. HWS retains sole discretion in making final decisions in light of its resources and programmatic ability. The Committee shall be advised of material changes that affect the Wells community.

ARTICLE VIII - AMENDMENTS

8.1. Process

These Operating Guidelines may be amended by a two-thirds vote of the active Volunteer Committee members at any duly noticed meeting, provided notice of the proposed change was shared in advance. Amendments that affect the Association's relationship with HWS shall be shared with HWS prior to adoption.

ARTICLE IX - CONFLICT OF INTEREST

9.1. Policy

Any Volunteer Committee member with a financial or personal interest in a matter before the Committee shall disclose that interest, step back from the relevant discussion and decision, and not attempt to influence the outcome.