

Guidelines for Affiliated Status

1. Name

The group must select an appropriate name. The name cannot use both "Vassar" and "Alumnae/i Association".

2. Charter

The group must draft and submit a charter to the AAVC. The charter must specify the following:

- a. Name of Group. (See Guideline number 1 above)
- b. Purposes for Organizing the Group
The purposes of the group must not be inconsistent with the constitution, charter, bylaws, policies and purposes of the AAVC.
- c. Titles, Means for selecting and terms of office of Group's Leadership.
The group must submit names, addresses, and phone numbers of its officers, and any changes to the AAVC.
- d. Terms and Criteria for Membership in Group.
Membership must be limited to Vassar alumnae/i.

3. Evidence of Interest

The charter must be accompanied by evidence of interest in the form of signatures and addresses of fifty alumnae/i.

4. Services

- a. Membership/Mailing List.
The AAVC will maintain a membership/ mailing list for each affiliated group and will provide each affiliated group with one mailing annually to each group's entire membership. The Executive Director may edit/correct this communication for factual errors.
- b. Treasury
The AAVC is available to maintain the treasury of each affiliated group.
- c. Staff Liaison
An AAVC staff person will be assigned as liaison to each affiliated group.
- d. Annual Meeting
The AAVC will provide logistical arrangements, but not direct costs, for one meeting of the group annually.
- e. Council of Representatives
Affiliated groups will be invited to have a representative at the AAVC Council of Representatives. The group must cover all expenses of attendance.
- f. Other
Services other than those specified in these Guidelines may be provided to affiliate groups at the discretion of the AAVC Executive Director upon payment for these services and expenses.

5. Financial Considerations; Admission Work

Affiliated groups must be self-sustaining. They are not entitled to receive financial or in-kind support from the AAVC except as provided for in these Guidelines. Affiliated groups may assess reasonable dues and other charges to cover costs of alumnae/i activities and events. Groups may not engage in other kinds of fund raising or in admission work except in conjunction with, and with the approval of, the Annual Fund Office or the Development Office, or the Admission Office, as the case may be.

6. Communications

All communications of affiliated groups are to be clear that the views expressed are those of the group and not the AAVC. An information copy of all communications is to be provided to the Executive Director.

7. Political Activity

Groups affiliated with the AAVC may not engage in activity that, in the judgment of the Executive Director, would jeopardize the tax exempt status of the AAVC under Internal Revenue Code Section 501 (c) (3).

8. Application

Groups that wish to affiliate with the AAVC must apply to the AAVC and submit all materials prescribed in these Guidelines. Affiliated status is achieved by a majority vote of the voting members of the Board.

9. Annual Reports

Affiliated groups shall submit annual written reports to the AAVC Board of Directors, which reports should include information about the group's membership, agenda, finances, activities and future plans.

10. Biennial Review

The AAVC Board of Directors will review the status of each affiliated group biennially to determine whether it is meeting its responsibilities under its charter and these Guidelines.

11. Revocation

Revocation of affiliated status will occur if a) leadership of the affiliated group requests it be dissolved or b) if it is found by the AAVC Board of Directors 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.