

# Easy Reference CLIFF NOTES on the R-MWC ALUMNAE ASSOCIATION

From the desk of . . .

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*Alumnae Director*

I am aware that many alumnae do not understand how the current R-MWC Alumnae Association is structured, how the chapters work, how to get involved, how bylaw changes are made, when and where we meet, and more. Without the knowledge of the current Alumnae Association structure and the ways to be involved, our Association will struggle to move forward.

The Alumnae Board is going to work hard to determine/reaffirm our purpose as an Alumnae Association. We will continue to be inclusive in this process. We are aware that in order to have a successful Association all alumnae need to have an opportunity to share their thoughts and opinions. As with most organizations the views from the majority of alumnae will influence the direction of the Association.

Many of the responses to the questions posed on these pages are taken from our current Alumnae Association bylaws.

## **Why do we have an Alumnae Association?**

The most succinct answer is in our current bylaws. “The mission of the Randolph-Macon Woman’s College Alumnae Association is to support the College in its commitment to academic excellence and its motto *Vita Abundantior* by cultivating an active association of alumnae who are connected, informed, and actively involved in the life and work of the College.”

## **What is the organizational structure?**

The Association is guided by a volunteer board of directors and salaried staff members, two of whom are *ex-officio* members of the Alumnae Board. The Association Officers (President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer), the Committee Chairs (Nominating, Bylaws, Finance, AWBA, Alumnae Admissions Reps, and Alumnae Giving), and the two representatives to the Board of Trustees comprise the Executive Committee of the Alumnae Board. The District Directors, who oversee chapter activities in their specific regions, and three members-at-large complete the full Board of Directors of the Alumnae Association.

## **How is the Association managed?**

Per the bylaws, the management of the Association is vested in the Board of Directors. “It shall have power, unless otherwise provided, to fill vacancies in its membership. It shall appoint members of the Nominating Committee and shall every three years nominate a Chair whose name shall appear on the slate of officers to be elected.”

## **How are we funded?**

“The funds for the annual operation of the Association come from the College by virtue of an agreement between the Alumnae Association and the College. The agreement was approved by the College Board of Trustees on April 18, 1980, as amended and re-enacted effective January 21, 1990.” Please see the Treasurer’s Report on page 54 for information about the funds used to operate the Alumnae Association and the Association’s special funds.

## **What positions will be vacant on the Alumnae Board?**

In this issue of the *Alumnae Bulletin* you will see the positions that will be available on the Alumnae Board. Each position is a three year term and starts July 1, 2009, and runs through June 30, 2012. The terms are structured so that about one-third of the board members are new in their positions each year. Not all positions are slated. For example, the Executive Committee of the Alumnae Board appoints most of the Chairs to their positions with the exception of Nominating. The Chair of Nominating is nominated by the full Alumnae Board and is listed on the slate every three years for a vote.

## **How do I suggest an alumna to serve?**

There is a place to write in suggested names on the nominating form. Don’t be shy—if you want to serve, please send in your name. Fill out the form along with your ballot and send it to the Alumnae Office, 2500 Rivermont Avenue, Lynchburg, VA 24503. Names are collected through a number of avenues. Every alumna has an opportunity to suggest names in the

*Alumnae Bulletin* once a year—typically in the winter issue. Names are also collected at Alumnae Reunion, Alumnae Leadership Council, and online via the nominating form on the Association page: [www.randolphcollege.edu/x13228.xml](http://www.randolphcollege.edu/x13228.xml)

### **When does Nominating meet?**

The Chair of Nominating and her six committee members meet every fall at Alumnae Leadership Council. They review all the suggested names of alumnae and propose a slate to be included in the winter issue of the *Bulletin*. Please see the proposed slate for this year and send in your vote.

### **Why do we use a single slate in the election process?**

I have considered this question many times. I realize the response “because it has always been presented that way in the past” is not the best answer. My next answer isn’t much better, but I would say it was in an effort to avoid hurt feelings—one alumna wins, and the other one loses. Sure that’s how it works in politics, but we are an Association of women who care about each other—not a political arena. If you read the bylaws, they say, “Officers shall be elected from a slate prepared by the Nominating Committee and circulated along with a ballot in the winter issue of the *Alumnae Bulletin*. A majority of votes cast shall constitute an election. Vacancies, with the exception of the office of President, shall be filled by the Board of Directors.” The slate presentation is an item that the Alumnae Board will review when considering future bylaw changes.

### **Are we changing the bylaws?**

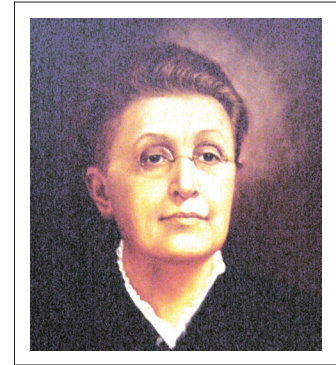
Before any bylaws can be amended we must follow the process outlined in the current bylaws. Amendments may be proposed by a chapter, a chair of a standing or special committee, or a member of the Alumnae Association Board of Directors. Any proposed amendments should be submitted to the Bylaws Committee for consideration.

After an amendment has been formulated by the Bylaws Committee, it is presented to the Alumnae Association’s Executive Committee and to the Board of Directors. If the amendment is approved by both bodies, it is sent by the Alumnae Director to all members of Alumnae Leadership Council at least one month prior to the Annual Business Meeting. An amendment may be adopted by a two-thirds vote of those alumnae attending the Annual Business Meeting.

### **When does the Alumnae Board of Directors meet?**

The Alumnae Board of Directors meets on the Friday before Alumnae Leadership Council begins—typically the second or third weekend in September. The Executive Committee of the Alumnae Association Board meets in February and in May for two days. In recent years, the entire Alumnae Board has been invited to attend all three meetings.

## ALUMNAE ASSOCIATION HISTORY



1897 – Celestia Parrish founded the Alumnae Association with eight students

1903 – the treasury totaled \$34.43, the Alumnae Association members watched it grow for several years and then had to decide how to use it—they considered three options  
a) Artistic improvement (buying art and building a natatorium)  
b) Funding a graduate scholarship to the University of Chicago  
c) Purchasing books for the library  
*The Association chose to donate 300 books*

1905 – the first *Alumnae Bulletin* was published

1906 – the first alumnae chapter was formed in Lynchburg, VA, followed by the Norfolk-Area chapter in 1907

1907 – the first Alumnae Reunion was held

1910 – the Association started its first major fundraising effort

1915 – the Board of Trustees agreed to an Advisory Committee (Alumnae representation to the Board of Trustees) who would meet with the Executive Committee

1919 – the Alumnae Office was established

1923 – Smith Memorial Building opened (funded by alumnae giving)

1938 – the Alumnae Association Dress Collection was started

1940S – the *Collection of Writing by Virginia Women* was initiated and funded by the Association

## HISTORY *continued*

1949 – the Alumnae Association held its first 2-day Board of Directors meeting

1950S – the Association managed the distribution of the Roberta Cornelius ‘History of the College.’

1952 – the Alumnae Association was incorporated

1958 – the Association entered into an agreement with the College to transfer the Annual Fund to the Development Office in exchange for an agreed amount paid over to the Association for its expense of operation

1960S – the Alumnae Memorial Scholarship fund was established. The northern Delaware chapter undertook the sale of the R-MWC Wedgwood china as a project.

1965 – the President of the Alumnae Association was invited to attend the BOT meetings

LATE '60S – Frances Kendig Pugh Steinheimer '36 began the Alumnae Admissions Representative program. It was one of the earliest AAR programs in the country.

1981 – the first Alumnae Achievement Award was presented

1991 – the Alumnae Challenge for Excellence program (ACE) was launched. This was a 15 chapter effort where specific chapters focused on recruitment of students, public relations efforts, networking with alumnae and students, and strengthening the base for future capital campaigns.

1999 – The first Alumnae Association Vita Abundantior Award was presented

2002 – The Muriel Zimmerman Casey Alumnae House was purchased by the College and dedicated in 2003.

### What does the Alumnae Director do?

“The job of the Alumnae Director is to plan and coordinate alumnae activities designed to carry out the purpose of the Association. She is an *ex-officio* member of the Board of Directors and all committees. She represents the Association on the Senior Staff of the College and may be appointed to College committees by the President of the College. The Director shall conduct the work of the Alumnae Office and be Associate Editor of the *Alumnae Bulletin*. The Director shall serve as Treasurer of the Association.”

### What do District Directors do?

District Directors represent ten regions. Each district includes all members of the Association within its geographical limits. Per the bylaws “they are responsible in their respective districts for assisting chapters and promoting new chapters. They shall represent the Association and further by every means the interests of the Association and the College.” The ten districts include the following:

District 1—CT, ME, MA, NH, NJ, NY, RI, VT  
District 2—DE, MD, PA, Washington, DC  
District 3—IL, IN, MI, MO, OH, WI  
District 4—VA  
District 5—NC, SC  
District 6—KY, TN, WV  
District 7—FL, GA  
District 8—AL, AR, LA, MS  
District 9—KS, OK, TX  
District 10—AR, CA, CO, NV, NM, OR, UT, WA

There are chapters within each district, and the Alumnae Office staff works with the District Directors and the

Chapter Presidents to help connect alumnae to each other, the College, and the current students. Chapters must have at least 10 members, but most chapters range in size from 35-900 members. The chapters were organized decades ago to include the cities and towns approximately an hour drive.

The top ten chapters based on numbers of alumnae are:

Washington, DC (includes alumnae in DC, part of MD, and Northern VA)	803
Lynchburg	770
Richmond	708
Atlanta	485
Triangle (Raleigh, Durham, Chapel Hill)	342
Norfolk/VA Beach	328
Boston	263
Dallas (Dallas/Ft. Worth areas)	252
New York (NY and Westchester)	251

There are 282 alumnae who live outside the continental United States. The top five countries include:

England	37
Japan	35
Canada	20
Netherlands	16
Jamaica	15

### How can I help the Association?

Volunteer. Be involved! Attend chapter events, take a leadership role, serve as a class secretary, serve as a class agent, and volunteer to help the Alumnae Council and Reunion Planning committee. The ways to assist are endless. We need everyone to participate.

## Easy Reference CLIFF NOTES

### How can I help the College?

Volunteer. Be involved! Help us recruit prospective students. Connect and mentor current students. Make a financial contribution to the College!

### What are the benefits of belonging to the Association?

This question is difficult to answer. Some alumnae view the benefits as something they receive; others see it as something they give. In both cases everyone is correct. Several of the benefits include:

#### Alumnae Bulletin/Online Community:

As an alumna you receive, at no cost, three issues of the *Alumnae Bulletin* each year. In an effort to help you connect, we include twenty-eight pages of class notes prepared by your class secretaries. We include snaps—photos that you send to us. We list all those who have received advanced degrees, welcomed a baby, or have lost an immediate family member, or have died. Over one-half of the magazine is devoted to the Notes, Snaps, Milestones, and In Memoriam. We include in each issue two or three cameos which spotlight alumnae. We also always include a section on the Alumnae Association. In one issue each year, we seek your vote and nominations for the Alumnae Association's Board of Directors. Please assist us by returning your ballot and nominations found on page 55.

In addition to the *Alumnae Bulletin*, all alumnae are part of our Online Community. You can access each other's contact information at any time by using the following link: [www.randolphcollege.edu/x13204.xml](http://www.randolphcollege.edu/x13204.xml)

#### Alumnae Chapters:

If you live in a chapter area, you will receive their invitations and newsletters. If you live somewhere that does not have an organized group, we encourage you to connect with the alumnae that live in your area. You may utilize the Online Community to find alumnae in your area.

#### Alumnae Reunion:

The Association organizes Alumnae Reunion to allow you to return to campus with your own classmates, as well as with other classes who attended R-MWC. While all alumnae are invited to Alumnae Reunion, specific classes receive an invitation. The following reunion classes are invited to attend on their own without clusters: 10th, 25th, 40th, 50th, 55th, 60th, 65th, and 70th. The following reunions are celebrated in clusters: 5th, 15th, 20th, 30th, 35th and 45th. That means your little sister or big sister class is often invited to Reunion with you.

“an alumna reminded me of what is good and abiding about the R-MWC legacy—the heart and soul of women at their best—a rich mixture of intelligence, emotion, and strength.”

—Carol Haley '70, a member of the Alumnae Association Board

#### Connections through the decades:

One of the greatest benefits of being an alumna is the connection we have with each other. Being part of the Association gives us an opportunity to meet women who attended R-MWC many years before or after us. There is always a bond among R-MWC women. Special women will come in and out of our lives, but the ones from R-MWC always seem to stay.

Recently we lost one of our dear friends, Virginia Sydnor Hodges, class of 1939. She was a loyal alumna and volunteered to serve her class, assist with Alumnae Reunion and Alumnae Leadership Council, and brought dozens of prospective students to campus. Virginia served as a mentor to current students as well as alumnae. She saw the benefit of giving back, but my guess is that what she gave, she received back in love.

*Vita Abundantior,*

**Heather**

## Easy Reference CLIFF NOTES

### Our Agreement with the College

#### ALUMNAE ASSOCIATION/BOARD OF TRUSTEES

Agreement between the Alumnae Association of Randolph-Macon Woman's College, Inc., and Randolph-Macon Woman's College to be presented for approval by the Randolph-Macon Woman's College Board of Trustees at its meeting, April 18-19, 1980.

1958

#### ORIGINAL AGREEMENT FROM OCTOBER 1958

At the October 25, 1958 meeting of the Board of Directors of the Alumnae Association of Randolph-Macon Woman's College, Inc., an agreement was reached between the College and the Association under which every gift made to the College by an alumna will go into the Randolph-Macon Fund, which will combine the Development Fund and the Alumnae Fund. This contribution will entitle the alumna to a year's subscription to the Alumnae Bulletin and voting membership in the Association. The gift may be unrestricted or designated for a particular project. The Development and Alumnae offices will also combine the appeals for funds, thereby doing away with duplication of effort and expense and with conflicting requests for money. The College in return shall pay over an agreed amount annually to the Alumnae Association for its expense of operation without restriction as to use. This sum shall be the amount of the budget for the year accepted by the Board of Directors of the Alumnae Association and by the President of the College.

1980

#### AMMENDED AGREEMENT FROM APRIL 1980

This agreement is hereby reaffirmed; with the following additional conditions adopted upon approval by the Board of Trustees of Randolph-Macon Woman's College and the Executive Committee of the Board of Directors of the Alumnae Association of Randolph-Macon Woman's College, Inc.:

That in consideration for the monies raised by the Alumnae for the benefit of the College, the College agrees to provide certain paper work, including financial and disbursement services, for the Alumnae Office immediately upon, and only upon, the approval of the Director of the Alumnae Association for purposes of accounting and benefits only, the employees of the Alumnae Association shall be considered employees of the College but in all other respects, including but not limited to hiring, firing, terms of employment (including compensation), work assigned, they shall remain under the sole direction and control of the Executive Committee of the Board of Directors of the Alumnae Association and shall report and be accountable to said Committee.

These additional conditions may be terminated with thirty days written notice by either the College or the Alumnae Association.

*Approved:* R-MWC Board of Trustees—April 18, 1980

RESOLUTION FROM JANUARY  
1990

WHEREAS, there is recognition by the College Administration and the Alumnae Association of Randolph-Macon Woman's College of the need to clarify the status of individuals working in the Alumnae Office; and

WHEREAS, there is agreement that the individuals should be considered employees of the College, but that the Alumnae Association should exercise jointly with the College Administration certain responsibilities in connection with the appointment of the Alumnae Director, as vacancies occur in that office, and with her annual evaluation; and

WHEREAS, the clarification of employee status and statement of shared responsibilities in connection with the appointment and annual evaluation of the Alumnae Director will require amendment of the agreement between the Alumnae Association of Randolph-Macon Woman's College, Inc. and Randolph-Macon Woman's College, approved by the Board of Trustees of the College at its meeting on April 18-19, 1980;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF RANDOLPH-MACON WOMAN'S COLLEGE;

I. That the agreement hereinbefore described be and the same is hereby amended and re-enacted to read as follows:

1. Every gift made to the College by an alumna will go into the Randolph-Macon Fund, which will combine the Development Fund and the Alumnae Fund. This contribution will entitle the alumna to a year's subscription to the *Alumnae Bulletin* and voting membership in the Association. The gift may be unrestricted or designated for a particular project. The Development and Alumnae offices will also combine the appeals for funds, thereby doing away with duplication of effort and expense and with conflicting requests for money.
2. The College in return shall pay over an agreed amount annually to the Alumnae Association for its expense of operation without restriction as to use. This sum shall be the amount of the budget for the year accepted by the Board of Directors of the Alumnae Association and by the President of the College.
3. Further, in consideration for the monies raised by the Alumnae for the benefit of the College, the College agrees to provide certain paper work, including financial and disbursement services, for the Alumnae Office immediately upon, and only upon, approval of the Director of the Alumnae Association.
4. The Alumnae Director and all individuals working in the Alumnae Office shall be employees of the College. The Alumnae Director shall report directly to the President of the College.
5. In the event that the position of Alumnae Director becomes vacant, the search committee for her replacement shall include:
  - a. The President of the Alumnae Association or her designated representative;
  - b. Two other alumnae who are not also trustees;
  - c. Such other persons as appointed by the President of the College.
6. The Alumnae Association President and the two Alumnae Representatives to the Board of Trustees shall participate in the annual evaluation of the Alumnae Director with the President of the College.

II. That the President of the College be, and she is hereby authorized and directed to execute the amended agreement on behalf of the College;

III. This agreement so executed on behalf of the College became effective when authorized by the Executive Committee of the Association at its meeting on January 21, 1990.