

YALEWOMEN, INC.
AFFILIATION AGREEMENT
(ADOPTED 9/11/15)

BACKGROUND

YaleWomen, Inc., which consists of the Council (its central governing body), the central organization, and Chapters, is a Shared Identity Group (SIG) that operates under the auspices of the Association of Yale Alumni (AYA) and Yale University. As a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, YaleWomen adheres to IRS rules for not-for-profit entities, and is bound by the laws of the State of New York where it is incorporated. A Council of 25 elected and appointed individuals, including five officers, serves as the executive body of YaleWomen and has the ultimate authority for all affairs of the organization, including the Bylaws, which set forth the rules of YaleWomen with respect to Purpose and Organization, Members, Meetings of the General Membership, Council, Officers, Committees, and Chapters.

The mission of YaleWomen is to create a vibrant, engaged community of women alums, drawn together by the common thread of our Yale experiences, that is committed to advancing women's voices and perspectives and to enriching and inspiring one another, Yale, and the world. All Yale women alums, as defined by the AYA, are considered members of YaleWomen.

PURPOSE

This Affiliation Agreement describes the general relationship between YaleWomen and its Chapters and the respective responsibilities of each. YaleWomen's Operating Guidelines, attached as *Appendix A*, provide more detail about the responsibilities associated with being a YaleWomen Chapter, as well as recommendations, best practices, and useful resources. YaleWomen is a dynamic global organization that is growing and evolving in an ever-changing world; as such, this Affiliation Agreement is subject to change as improved ways to implement the YaleWomen mission are developed.

YaleWomen has the authority to form, develop, and recognize Chapters of alums, both within the U.S. and internationally, whether organized geographically or virtually based upon common interests. Each Chapter is a community of YaleWomen that implements the YaleWomen mission through a variety of events and initiatives. While each Chapter may operate in a largely autonomous way, Chapters are not independent of YaleWomen, AYA, or Yale University, and must act in compliance with the same governing parameters as YaleWomen and any policies, which the Council, from time to time, may adopt. For example, Chapters must comply with YaleWomen's Policy for Lobbying and Advocacy, which includes a prohibition on lobbying on behalf of or against any particular candidate for political office or any particular piece of legislation.

CHAPTER ORGANIZATION

A Chapter that wishes to accept direct donations, make grants to third parties, and/or directly collect event registration fees and make associated payments has three structural options and should make such a choice based upon the

Chapter's interests and resources. Please note that it is not an acceptable practice for an individual to collect funds on behalf of a Chapter in a personal bank account. Regardless of the choice made, such Chapter must operate under YaleWomen's 501(c)(3) exemption. A brief description of the available options follows:

(1) A Chapter may choose to incorporate and open a separate bank account. To do so, a Chapter must, in addition to following the appropriate steps for becoming an incorporated entity within a particular jurisdiction, adopt Articles of Association with YaleWomen. The Articles of Association is a formal document outlining the resulting relationship between YaleWomen and the incorporated Chapter. For more information, see YaleWomen's Chapter Incorporation Policy.

(2) A Chapter may choose not to incorporate and open a joint bank account with the YW central organization. For more information, see YaleWomen's Chapter Checking Account Policy and Procedures.

(3) A Chapter may choose to conduct its business operations in partnership with its local Yale Club and use the club's bank account, as well as other infrastructure such as event registration, rather than creating its own account.

REPORTING

Each Chapter is required to submit to both YaleWomen and AYA, within 60 days of the close of the fiscal year (July 1 to June 30), reports documenting its activities for the fiscal year, including event attendance figures and descriptions. Incorporated Chapters, Chapters holding joint banking accounts, and Chapters organized as part of their local Yale Club are also required to submit financial data, including the categorization of receipts and expenses.

Chapters will notify the Chair of the Chapters Committee of any changes in leadership and/or leadership contact information. Chapters will take steps to ensure that any new leaders are familiar with the provisions of this Affiliation Agreement, including its attachments, as well as the policies YaleWomen has adopted and any other policies that YaleWomen may adopt.

Chapters operate under the umbrella of YaleWomen and are not independent entities; accordingly, alums who join its Chapters also become members of the larger organization. In order for YaleWomen to maintain a central database of all its members, and to facilitate periodic communication with the entire group through distribution of such material as the quarterly newsletter, Chapters will use NationBuilder, YaleWomen's digital management tool, to house their membership lists.

For more information, see YaleWomen's Chapter Reporting Requirements.

SUPPORT

Support to YaleWomen Chapters is provided by Yale University, AYA and YaleWomen. The descriptions below are intended to highlight the responsibilities of these entities that are most relevant to YaleWomen Chapters. *Appendix B, Council Committee Structure*, describes the YaleWomen Council committee structure in more detail.

- **Yale University:**
 - Yale owns the YaleWomen name and logo, and makes its use available to YaleWomen, which in turn makes it available to its Chapters so long as they remain in good standing.
 - Yale University provides general liability insurance to YaleWomen and its Chapters, so long as they comply with the requirements set forth in the Operating Guidelines.
- **AYA:** AYA's support of its SIGs, including YaleWomen, begins at the Chapter formation stage, including due diligence/feasibility analysis, initial e-mail communications, and invitations to alums. Annually, AYA will send e-mails to all alums for whom it has e-mail addresses, encouraging them to opt-in to YaleWomen and its Chapters.

As is feasible, AYA will provide program management support to Chapters:

- connections to Yale faculty, administrators, and alums as possible speakers
 - connections to Admissions, Office of Career Strategy (OCS), and Students and Alumni at Yale (STAY) in conjunction with YaleWomen's mentoring initiatives and work with incoming and current students
 - access to reunion and AYA Assembly resources
 - outreach through AYA e-mails
 - for larger conferences or symposia, AYA may provide financial and other management support including selection of and deposits for venues, and registration fee collection
- **YaleWomen Council committees:** YaleWomen's committees are established to address the organization's key goals. These goals may change over time - or the best means of achieving the goals may require an altered committee structure. As a result, the committee list as well as the responsibilities of individual committees, may be subject to periodic review and modification:
 - **Governance** – responsible for the strategic plan, 501(c)(3) compliance, Bylaws, guiding principles and policies, and the Council's nominations and elections process
 - **Finance** – responsible for federal and state reporting, registering to solicit funds on a state by state basis, registering for state sales tax exemptions, as requested, and all financial matters including establishing financial guidelines, receiving reports, and tracking and stewarding all donors and donations

- **Fundraising** – responsible for raising philanthropic funds from individuals, corporations and foundations, including the development of strategic partnerships for longer term underwriting; managing YaleWomen merchandise; and assisting Chapters with thinking about how to secure local sponsorships or gifts in kind
- **Communications Infrastructure** – responsible for building out the shared technology platforms (e.g., website, Chapter listing, “yalewomen.org” e-mail address for Chapter use, calendar of events, blog, e-newsletter and social media) and assisting Chapters with fully using the infrastructure, especially as new features are added
- **Communications: Digital and Written Content** – responsible for developing and publishing content for communications, including e-newsletter, blogs, website and social media, and publishing news about Chapter events
- **Program** – responsible for overall strategic planning for programming for YaleWomen, identifying themes, content, and opportunities for future events for YaleWomen and its Chapters, sharing learning from past events, and building relationships with related Yale entities (e.g., Yale Women Faculty Forum) to facilitate Chapter-entity connections and local programming opportunities
- **Chapters** – responsible for supporting the formation and growth of Chapters, building a community and sharing best practices among Chapter heads through monthly teleconferences, overseeing succession planning and leadership development for Chapter heads and alums within the Chapters, and updating the Operating Guidelines as necessary
- **Mentoring** – responsible for developing mentoring programs for current Yale students and YaleWomen members
- **University Leadership Pipeline** – responsible for identifying female candidates for volunteer leadership roles and recognition within the University, including Alumni Fellows, University Council, the Boards of the AYA and the Alumni Fund, the Yale Medal, and honorary degrees, and working with the Program Committee to develop programs for leadership development.

CONCLUSION

YaleWomen anticipates a harmonious and mutually beneficial relationship between YaleWomen and its Chapters. However, from time to time, there may be a need for the YaleWomen Council or its Officers to take action to address instances of noncompliance by a Chapter with this Affiliation Agreement or the Operating Guidelines, the governing documents of YaleWomen, Inc. or the Chapter, or Yale’s or AYA’s policies, or activities that are in violation of YaleWomen’s core values. If the Council and/ or YW’s Officers find it necessary to ask a Chapter to pursue another course of action, the Council expects that the Chapter will comply. The Council may work with a Chapter to address issues or, in extreme circumstances, may terminate the right of the current Chapter to use the name YaleWomen, its logo, and any related intellectual property, and to hold itself out as a Chapter of YaleWomen.