

**THE ASSOCIATION OF HARVARD COLLEGE CLASS
SECRETARIES AND TREASURERS**

BY-LAWS

Adopted 1962

Revised with all amendments, April 2004

Revised in March 2011

I

The name of the Association shall be, “The Association of Harvard College Class Secretaries and Treasurers.”

II

This Association is organized and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended (the “Code”), or any successor provision. In furtherance of such purposes this Association shall serve in extending knowledge of the aims and achievements of Harvard University in general, and Harvard College in particular; promote the interests of all alumni in the academic and extracurricular activities of Harvard University; and generally do all things to promote and encourage communications between Harvard College and its alumni.

III

Every Class Secretary and Class Treasurer of Harvard College and Radcliffe College is eligible for membership, not as a representative of his or her Class, but as its Secretary or Treasurer. Any Secretary or Treasurer who is unable to be present shall appoint a representative from the Class to attend dinners and meetings.

IV

Annual dues shall be charged on a graduated basis with the most recent five graduated classes paying less than for all other classes through the 65th Reunion. After its 65th Anniversary a Class shall be exempt from dues. The amount of dues shall be established annually by the Executive Committee.

Should the Association of Harvard College Class Secretaries and Treasurers be dissolved, all remaining funds shall be transferred as unrestricted funds to the President and Fellows of Harvard College for the use of the Faculty of Arts and Sciences, provided it is then exempt from federal income tax under Section 501 (c)(3) of the Code or any successor provision as the Executive Committee may by vote determine. 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 these By-Laws shall be read as authorizing or permitting the Association to operate other than exclusively for charitable, scientific, literary or educational purposes and no amendment of these By-Laws shall authorize or permit the Class to be organized or operated other than exclusively for the aforesaid purposes.

V

There shall be a President who will be the chief executive officer with the usual powers of the president. There shall be a Secretary who shall assist the President, mail a call to the annual meeting and the Executive Committee meetings and take minutes of the meetings for later distribution. There shall be a Treasurer who shall handle the financial affairs of the Association. The Treasurer shall render a report at each annual meeting. There shall be an Honorary Chairperson who shall be the Secretary of the Class having its 25th anniversary of graduation. The Honorary Chairperson's duty will be to conduct the annual dinner of the Association and select a classmate speaker for the dinner immediately following the annual meeting.

VI

There shall be an Executive Committee which shall consist of the President, Secretary, Treasurer, Honorary Chairperson, no more than six (6) at-large members of the Association, and the Association's College Appointed Director to the Board of the Harvard Alumni Association. The Executive Committee shall also have two *ex-officio* members: the Executive Director of the Harvard Alumni Association and the Director of the College Alumni Programs.

VII

The Executive Committee shall be authorized to call meetings at its discretion; it shall plan the program for the annual meetings and shall arrange the annual dinner with the assistance of the Honorary Chairperson, and in general exercise the usual powers of an Executive Committee.

VIII

A Nominating Committee of three (3) people shall be appointed, on or before three months prior to the annual meeting, from the membership of the Executive Committee. The Nominating Committee shall submit at the annual meeting a slate of officers for the subsequent year. The Chairperson of the Nominating Committee shall be the current President of the Association

IX

The Executive Committee shall appoint one (1) member from the Association to serve as a College Appointed Director to the Board of the Harvard Alumni Association. He or she shall render a report on the activities of the Harvard Alumni Association at the annual meeting.

X

The term of office for all officers, except the Association's College Appointed Director to the Board of the Harvard Alumni Association, shall be one (1) year commencing upon the adjournment of the annual meetings and continuing until the adjournment of the succeeding annual meeting, or until such time as successor officers are duly elected by the Association's membership. In accordance with the Harvard Alumni Association constitution, the College Appointed Director to the HAA Board of Directors shall serve a two (2) year term. No officer shall hold the office of President for more than two (2) consecutive years, nor shall any individual serve as an officer for more than six (6) consecutive years. The term of office for at-large members of the Executive Committee, not including officers or *ex officio* members, shall be limited to six (6) consecutive years.

XI

There shall be an annual meeting of the Association to be held during the month of April, as determined by the Executive Committee of the Association. The call to the meeting shall be sent to all members at least six months prior to the date of the meeting.

XII

Amendments to the By-Laws may be adopted by a two-thirds vote of those members present and voting at any annual meeting.

