

THE ASSOCIATION OF HARVARD COLLEGE CLASS SECRETARIES AND TREASURERS

BY-LAWS

Adopted 1962

Revised with all amendments, April 2004

Revised in March 2011

Revised in May 2025

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 participate in a meeting of the Association or to vote on a proposed By-Laws amendment may appoint a representative from the Class to do so in their stead by notifying the Executive Committee in writing.

IV

The Association may charge dues in an amount to be established annually by the Executive Committee to defray the cost of the annual meeting and for other educational and charitable purposes. Any 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.

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 Association to be organized or operated other than exclusively for the aforesaid purposes.

V

The Association's officers shall include a President, who will be the chief executive officer with the usual powers of the president; 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; and a Treasurer, who shall handle the financial affairs of the Association and render a report at each annual meeting. There shall also be an Honorary Chairperson, who shall be the Secretary of the Class celebrating its 25th anniversary of graduation, or the Secretary's designee, and who, with the assistance of the Executive Committee, shall select one or more classmate speakers to address the Association at its 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 and to temporarily appoint members of the Association to fill vacancies that may occur on the Executive Committee between annual meetings; it shall plan the program for the annual meeting, and in general exercise the usual powers of an Executive Committee.

VIII

At least one (1) month prior to the annual meeting, the Executive Committee shall appoint three (3) of its members to form a Nominating Committee, which shall submit for election at the annual meeting a slate of officers and at-large members of the Association to serve on the Executive Committee 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 shall be one (1) year commencing upon the adjournment of the annual meeting at which they are elected and continuing until the adjournment of the succeeding annual meeting, or, in the event of vacancies filled by the Executive Committee, until such time as successor officers are duly elected by the Association's membership. The College Appointed Director to the HAA Board of Directors shall serve a two (2) year term. No individual 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. No individual shall serve on the Executive Committee for more than six (6) consecutive years as an at-large member of the Association.

XI

There shall be an annual meeting of the Association to be held on a date to be determined by the Executive Committee in consultation with the Harvard Alumni Association. The call to the meeting shall be sent to all members at least one (1) month prior to the date of the meeting.

XII

Amendments to these By-Laws may be proposed by any member of the Association and shall be adopted by a two-thirds vote of those members present and voting at any annual meeting, or at any other time, in the Executive Committee's discretion, by a two-thirds vote of those voting remotely, provided that the text of any proposed amendment shall be published to the Association at least two (2) weeks prior to the close of any such vote.

