

BY-LAWS OF THE HARVARD CLUB OF SOUTHERN ARIZONA

A Nonprofit Corporation

March 14, 2020 Draft as Amended by Sheila Tobias

1. Name

The name of this organization is the HARVARD CLUB OF SOUTHERN ARIZONA (hereafter the "Club").

2. Purpose

This Club is organized and shall be operated exclusively for educational and charitable purposes, and in support of Harvard fundraising. In furtherance of such purposes, the club shall foster a spirit of camaraderie among graduates and former students of Harvard University; promote the interest of all alumni and alumnae in the academic and extracurricular activities of Harvard; represent the interests of the University in the Southern Arizona region; encourage recreational activities for its members; and generally do all things to promote and encourage communication between Harvard University and its alumni/ae residents in Southern Arizona.

3. Qualifications for Membership

Any person who is eligible for listing in the Official Harvard Alumni Directory shall be eligible for membership in the Club. Anyone eligible for membership

shall be a member in good standing in the Club upon compliance with such requirements as the Coordinating Committee may from time to time establish. While undergraduates of Harvard College, such undergraduates and their parents shall also be eligible for membership.

4. Members of the Coordinating Committee.

The affairs of the Club shall be managed by a group of members in good standing, which shall be called the "Coordinating Committee." The Coordinating Committee shall consist of no more than eight volunteers in good standing.

5. Officers

The officers of the Club shall be a Convener, a Secretary (if one is deemed to be necessary) and a Treasurer. The officers shall be ex-officio members of the Coordinating Committee. All officers shall be chosen at the annual meeting of the Club, which shall take place at the April meeting, and shall hold office from

May 1 until the next annual meeting and/or until their successors are elected. Owing to the small number of active club willing to serve, there shall be no term limits.

6. The Club's Members shall provide advice and feedback throughout the year(s)

7. Members of the Coordinating Committee will be self-nominated

The immediate Past-Convener shall preside over the selection of new members.

8. Timing of Meetings

Due to the fact that many members are absent during the summer months, timing of the two annual Coordinating Committee meetings shall be in November and February in a locale easy to reach for members of the Coordinating Committee.

9. Treasurer

The Treasurer shall collect all dues, contributions and other receivables, disburse the funds of the Club under direction of the Coordinating Committee, keep the accounts of the Club and report thereon at regular meetings or as requested by the Coordinating Committee. The Treasurer's accounts will be reviewed by Coordinating Committee annually.

All funds collected as contributions for specific purposes shall be duly acknowledged and managed by the Treasurer. Since the Club does not operate as a 501 c-3 but rather as a simple membership organization, there are no tax returns to file.

10. Secretary

The chair of the Coordinating Committee will function as secretary of Coordinating Committee meetings as well as liaison to the manager of the Club's web site. The Secretary shall maintain copies of Club correspondence and keep the records of the Club.

11. Standing Committees

Owing to the small number of Club members, only two standing committees are foreseen.

A. Schools Committee. The Schools Committee shall have the responsibility for public relations and promotional activities in Southern Arizona with the object of encouraging outstanding high school students to make application for admission to Harvard. The Schools Committee, chaired by a long-term member, shall also be responsible for managing the interview process and designating how and by whom all applicants to Harvard College will be interviewed. The Schools Committee chair shall maintain contact and cooperate with the Harvard Undergraduate Admissions Office and other appropriate offices of Harvard College.

B. Membership Committee. The Membership Committee, a subset of the Coordinating Committee, shall track and record all current year members (both manual and online) and report the numbers as requested. When possible, the Membership committee shall work to ensure that an announcement, with an enclosed membership application, is mailed or otherwise sent to all Harvard/Radcliffe alumni in the Club's geographic area, before Labor Day. The announcement will direct all to the Club website (<http://www.hcsaz.org/>) where people can join the club, pay annual dues, and sign up for periodic email announcements through Constant Contact.

C. Programs Committee. The Programs Committee shall work with the Coordinating Committee to develop a variety of Club events which will appeal to the many diverse interest groups represented in the Club's membership. No event, program or activity shall be undertaken in the name of the Club unless first approved by the Coordinating Committee having appointed one of its members to be in charge of event. Club members shall be encouraged to suggest possible speakers for the monthly luncheon meetings. Someone other than the nominator should interview potential speakers. Speakers shall be chosen by consensus of the Programs Committee.

12. Ad Hoc Committees

By resolution of the Executive Committee, ad hoc committees may be formed to serve the needs of the club and its members. Such committees may include, but are not limited to, communications, liaison and programs activities. Other members of any Committee shall be appointed by the Executive Committee and drawn from the general membership of the Club. The committees shall have powers and duties as described below, or as authorized by a resolution of the Executive Committee.

A. The HCSAZ has the benefit of a Web site manager who designs and arranges Mail Chimp or other delivery of meeting announcements. This professional oversees and maintains the Club's web site and other publicly available mass-communication mechanisms and shall facilitate contact (using both electronic and paper mail as needed) between and among the Club's Coordinating Committee, Membership Committee, and any Special Events committee members and prospective members. This Web Manager is a vital link to inform and solicit participation in Club membership and activities.

13. Meetings

There shall be monthly meetings of the Club, arranged by the Coordinating Committee.

14. Amendments to the By-Laws

Any proposed amendment to these By-Laws shall be delivered in writing to the Coordinating Committee at one of its scheduled meetings with a quorum in attendance.