

## Harvard Clubs Operating Guidelines

Summary of the fundamental operating guidelines under which the HAA expects Harvard Clubs to function.

### I. Mission/Purpose of Harvard Clubs

The common purpose of Harvard Clubs is to advance the mutual welfare of Harvard University and alumni/ae. This is accomplished in working in cooperation with the HAA and HAA Regional Directors by:

- A. Providing opportunities for alumni/ae, parents of students, and friends of Harvard University to meet and to serve as advocates, helping to communicate the role and direction of the University;
- B. Promoting and elevating the stature of the University within the community through Club programming;
- C. Providing opportunities for alumni/ae to remain connected to the University and to serve the University;
- D. Encouraging life-long learning, intellectual enrichment, professional growth, and social interaction through forums of continuing education and development; and
- E. Attracting the world's most talented individuals to Harvard University.

### II. Minimum Standards (Required by all Harvard Clubs)

The HAA reserves the right to determine the degree of adherence to these principles and to enforce the same by the means provided herein.

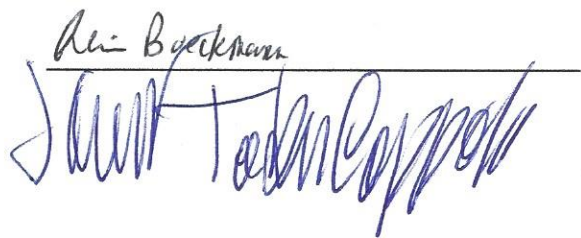
- A. The University grants Harvard Clubs permission to use the "Harvard Club" name. Harvard Clubs need to comply with policies set forth in the "Policy on the Use of Harvard Names and Insignias" located on the Harvard Trademark Program's website at <http://www.trademark.harvard.edu> as well as the Harvard Club Trademark Policy titled "Use and Licensing of the 'Harvard Club' name, the HAA Logo, and other University Trademarks."
- B. Harvard Clubs are required to submit annual report forms to the HAA by stated deadlines. Failure to submit these forms may result in a loss of HAA services.
- C. Harvard Club Presidents shall not serve more than three consecutive years. Longer or additional terms must be discussed with, and receive consent from, the HAA Director for Clubs and SIGs or the HAA.
- D. The HAA Executive Committee shall have the discretion at all times to require the removal of a Club officer if, in the HAA Executive Committee's judgment, such officer has committed a serious violation of the Club policy, has breached the spirit in which Clubs function, has been negligent in the management of the Club, has brought discredit to the reputation of the Club or the University, or has otherwise acted in ways deemed inappropriate by the HAA Executive Committee.
- E. Harvard Clubs must have By-Laws or their functional equivalent under the laws of the applicable jurisdiction. This Policy should be (a) annexed to the Bylaws of the Club or (b) adopted as Club Policy by the governing authority (members, Trustees or Directors) of the Club. A copy of the Club's governing documents, as from time to time amended, should be sent to the HAA to keep on file.
- F. Non-compliance with HAA and University policies and standards may result in the Club's loss of the right to use the "Harvard" name.
- G. The HAA shall be notified promptly of any changes in the Club officers and directors and of any amendments to the Club's governing documents.

**We have read and agree that our Club will abide by the Operating Guidelines for Harvard Clubs.**

Radcliffe Club of San Francisco Club Name

December 31, 2016 Date

Alison Boeckmann and Janet Taber-Coppola Club Co-Presidents Names



Club Co-Presidents Signatures