HARVARD EXTENSION ALUMNI ASSOCIATION
CONSTITUTION

ARTICLE I NAME
1. The name of this organization, founded January 1968, shall be Harvard Extension Alumni Association.

ARTICLE II MISSION
1. The Harvard Extension Alumni Association is a nonprofit organization that seeks to reach, serve, and engage all alumni; to foster a lifelong intellectual and personal connection between the school and its graduates; and to provide the University with goodwill and support. We encourage active participation in the Association through communication, by developing opportunities whereby its members can be involved in the building of our community, and by making the Association a vital part of the larger University.

ARTICLE III MEMBERSHIP
1. All holders of degrees and certificates earned at the Harvard University Extension School shall be eligible for membership in this organization, and will be considered members.

2. Honorary membership in the Association may be conferred by the officers. Honorary members may not vote or hold office in the Association.

ARTICLE IV SOLICITATIONS
1. Upon the vote and under the direction of the officers, members of the Association may be solicited for contributions that are compatible with the “Mission” of the Association as stated in Article II above.

2. Any funds of the Association are to be used for the administration of the affairs of the organization itself or for purposes as stated in Article II above.

ARTICLE V OFFICERS
1. The officers of the Association shall be: President, Vice President, Chair of Communications, Chair of Alumni Events, and Chair of Alumni Relations.

2. The officers may elect or appoint additional officers and define their powers.
3. The officers shall be elected by the general membership and shall serve two-year terms, but not more than two consecutive terms in the same office.

4. Duties of the officers:

**PRESIDENT:**
(a) shall be responsible to the HEAA
(b) shall call HEAA Board meetings
(c) shall, with the consent of the Dean, appoint an HEAA representative to the Harvard Alumni Association
(d) shall, if a vacancy occurs in the office of Vice-President, Chair of Communications, Chair of Alumni Events, or Chair of Alumni Relations, with the consent of the Board, appoint a person(s) to fulfill the unexpired term(s).

**VICE PRESIDENT:** shall, in the absence of, or in the incapacity of the President, assume the duties and responsibilities of the President and be responsible for other duties as specified by the President.

**CHAIR OF COMMUNICATIONS:** shall represent the wishes of the alumni in forming effective channels of communication by whatever means appropriate: electronic messages, HEAA web content, direct mail.

**CHAIR OF ALUMNI EVENTS:** shall represent the wishes of the alumni by proposing and helping to publicize events for the social and cultural benefit of the Association.

**CHAIR OF ALUMNI RELATIONS:** shall cultivate participation in the Association through outreach and engagement.

**ARTICLE VI COMMITTEES**

1. The President shall appoint chairpersons of committees as may be deemed necessary, and may appoint such Ad Hoc or Temporary Committees as the President shall deem necessary, with the consent of the majority of the HEAA officers. Such committees shall be terminated by the President with the consent of the majority of the HEAA officers.

2. Chairs shall appoint their respective committee members.
ARTICLE VII  MEETINGS AND ELECTIONS

3.  
   1. There shall be a meeting of the general membership of the Association in June, which normally coincides with the Alumni Banquet.
   2. Additional meetings may be called by the officers or by written petition to the officers signed by twenty-five members of the Association.
   3. **Election of Officers**
      
a) The Association will solicit nominations from the membership every two years during the month of March. The Office of Alumni Relations will validate nominations and create a ballot for distribution to the membership. The elections will be conducted in May, and the results announced at the general meeting in June.

b) Nominees for office will have been active in the Association for a period of at least one year. Nominees for President will have been active for at least three years.

c) Election to office shall be made by a plurality of members voting.

ARTICLE VIII  REMOVAL FROM OFFICE

1. The Board shall, by a two-thirds vote, remove any officer for just cause.

ARTICLE IX  ROBERTS RULES OF ORDER

1. In case of procedural questions, Roberts Rules of Order will govern.

ARTICLE X  QUORUM

1. For this Association a quorum shall constitute those elected officers and members of the committee to total ten.

Approved by Vote of the Membership: ____________________________

Date

Attest: ________________________

President
Vice President