

Setting up ANHW Chapter

Adheres to the ANHW Chapter By-laws but may wish to tweak the vision statement. For example, the DC Chapter used the following. "The DC chapter of ANHW aims to develop a vibrant community of the Harvard and Radcliffe alumnae/i who live in the Washington DC metropolitan area. We are planning programs and networking events that will enhance Harvard women's presence and leadership within Harvard and the larger society, particularly in DC. Programs will focus on expanding opportunities for leadership and success in both traditional and non-traditional realms, including both paid and unpaid work."

Is mindful of the 501 c 3 and HAA regulations (see addendum).

ANHW reaches out to membership cluster areas (more than 50 members) to investigate interest in forming a chapter and interest in being actively involved in leadership roles.

The leadership group meets, selects officers (President, Secretary, Treasurer) and establishes a steering committee - (include terms of office) and plans a meet-up event with all local alums to network and get a feel for programming, etc.

The Steering Committee

- decides on types of programs to be offered, frequency, and type of locale
- finds locations for events
- prepares posters/flyers for events to encourage attendees to join the chapter and ANHW. If desired, has ANHW prepare business cards for the chapter.
- has ANHW add chapter, with contact information and upcoming events, to the ANHW webpage
- decides about social media contacts such as Facebook – whether there should be one separate from the ANHW's or it should be a side-bar on the ANHW Facebook page
- sets up accounts

Accounts

- email address - [anhw\(city\)secretary@gmail.com](mailto:anhw(city)secretary@gmail.com)

- conference call line (www.FreeConferenceCall.com)
- registration site for events (eventbrite.com). Can be set up so that fees paid for events are deposited directly into checking account
- checking account – must have copies of the MA Corporations Division Business Entity document as well as the IRS document establishing an Employer Identification Number available when doing so (ensure the account is no-fee for 501 c 3 organizations.)

Finances

- arrange for ANHW to provide \$200 to chapter as start-up funding
- prepare yearly financial report, as well as reports on finances for each event and email to the ANHW treasurer, by Oct. 1.

Events (see list of possibilities on ANHW website)

- may wish to set up sub-committees to plan specific types, such as talks, social events, volunteer events
- should generally be self-supporting
- when possible, find other local chapters of SIGs that share common interests and determine whether co-sponsorship of programs will be possible
- talk with the local Harvard Club about co-sponsorship of programs
- notify HAA about chapter events so they can be advertised on HAA calendar
- consider use of the Harvard Speaker's Bureau to bring in a Harvard speaker
- some restaurants will allow happy hours and may provide snacks for a guaranteed number of attendees
- ask local Harvard Club for venue suggestions

501 c 3 guidelines

3. Said corporation is organized exclusively for educational and charitable purposes. In furtherance of such purposes, the group shall foster a spirit of fraternity among graduates and former students of Harvard University; serve in extending knowledge of the aims and

achievements 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 _____ region; encourage recreational activities for its members and generally do all things to promote and encourage communication between Harvard University and its alumni/ae resident in _____.

5. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in, (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c) 2 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

HAA SIG guidelines

- A. Adhere to the University's policy on the use of the Harvard name and insignias.
- B. It is the HAA's responsibility to remain neutral on all political issues both inside and outside the Harvard community, as dictated by HAA policy. If the focus of the SIG is advocacy, the group must qualify for and secure the appropriate 501(c) IRS status, or any international equivalent. Any position of the SIG must always be qualified with clear

language that states: “The [Group] does not represent the President and Fellows of Harvard College (Harvard University) or the Harvard Alumni Association”.

- C. Refrain from discrimination on the basis of race, ethnicity, gender, religion, or sexual orientation.
- D. Refrain from fundraising practices of any kind for purposes that are not related to the SIG’s stated core mission. SIGs may fundraise from the membership only for the organization’s stated mission and may not fundraise for other unrelated charitable organizations. For example, SIGs may fundraise to generate membership dues, to establish summer fellowships, and to pay for operating expenses. However, a SIG centered around chess cannot fundraise for Habitat for Humanity.
- E. Obtain written approval from the Harvard University Development Office to conduct fundraising of any kind for purposes that overlap with the University’s priorities. This would apply to fundraising in such areas as accepting corporate support, funding academic chairs, and creating student scholarships. Such communication would, as appropriate, enable SIGs to partner with and leverage the resources and information of the Harvard University Development Office.
- F. SIGs may solicit corporate sponsorship for events only in an amount that does not exceed the greater of (1) the expenses of a particular event, or (2) the SIG’s annual operating expenses. Requests for and acknowledgements of corporate sponsorships must clearly state that the contribution is to the SIG and not to Harvard University.
- G. Remain an independent organization, and not become a chapter of a non-Harvard organization.
- H. Represent less than half of all Harvard alumni in its membership.
- I. Refrain from starting or investing in any commercial enterprise
- J. Not set up a regional Harvard Club as a “front” for promoting the goals of the SIG.

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- K. Not be established specifically to support a Harvard research center or initiative without written permission from the Provost's office.
- L. Refrain from admitting to its membership any individuals who are not members of the current Harvard community. Members of the Harvard community include alumni and their spouses/ partners, students, faculty, staff, parents, and visiting fellows. At the discretion of the SIG, non-Harvard community members may participate in SIG events.
- M. Be governed primarily by alumni, i.e., with a governing body comprising at least three- fourths alumni.