

Setting Up an ANHW Discussion/Social Group (DSG)

DSGs must adhere to ANHW mission and 501 c 3 requirements and HAA SIG requirements.

ANHW reaches out to membership cluster areas to investigate interest in forming a DSG and interest in being actively involved in leadership roles.

The leadership group meets and plans a meet-up event to network and get a feel for programming, etc.

- decides on types of activities to be offered, frequency, and type of locale
- finds locations and publicizes
- lists events on the HAA calendar
- has ANHW add DSG with contact information and upcoming events to the ANHW webpage
- encourages members to join our Facebook group

Events (see list of possibilities on ANHW website)

- should be no-fee or self-supporting
- some restaurants will allow happy hours and may provide snacks for a guaranteed number of attendees
- members may have access to space (business or living complex)
- investigate joint events with other SIGs, Harvard Club members, etc

Accounts

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

Possible additional account

- conference call line (www.FreeConferenceCall.com)

ANHW Mission Statement:

The Harvard University Shared Interest Group "Alumnae/i Network for Harvard Women" aims to develop a vibrant intergenerational community of alumnae/i of Harvard University designed to increase and strengthen women's presence, voices and leadership within Harvard University and the larger society while expanding societal definitions of leadership

and success to acknowledge the value of women's contributions and leadership styles in traditional and nontraditional realms, including both paid and unpaid work.

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.
Refrain from starting or investing in any commercial enterprise.
- 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.