



# CONSTITUTION OF THE HARVARD MEDICAL ALUMNI ASSOCIATION

*Last revision 6-3-2016*

## **Article I. Name**

The name of this Association shall be the “Harvard Medical Alumni Association.”

## **Article II. Purpose**

The objective of the Harvard Medical School Alumni Association shall be to promote continuing community among the alumni, between alumni and students, and between alumni and the School for their mutual benefit and for the good of the School. The Association shall present the opinions and recommendations of the alumni to the administration and faculty of the School, and shall serve as a resource for the School in advancing the School’s missions.

## **Article III. Membership**

Section 1. There shall be three classes of members: Alumni members, associate members, and honorary members.

Section 2. Each graduate of the Harvard Medical School shall become an alumnus or alumna member of the Association.

Section 3. Associate members shall include non-graduates enrolled in a Medical School degree program who completed at least one semester with a

passing grade, and those in receipt of a PhD through the Division of Medical Sciences from Harvard University.

Section 4. Honorary membership may be conferred by vote of the Alumni Council upon those persons, lay or professional, who have rendered distinguished service or have achieved unusual recognition in relationship to the Harvard Medical School.

Section 5. Only Alumni members shall be eligible to vote in HMAA elections, hold HMAA office, be listed in the HMAA alumni directory, and be able to participate in the password-protected on-line alumni community.

Section 6. There shall be no fixed dues.

Section 7. By unanimous vote of the Council, any membership may be terminated.

## **Article IV. Officers**

Section 1. The officers of the Association shall be the President, both Presidents-Elect, Vice-President, Secretary, and Treasurer. Each President-Elect will have served for two years in that capacity before becoming President for one year.



Section 2. A President-Elect shall be elected annually.

Section 3. The Vice-President, the Secretary and the Treasurer shall be elected for a term of three years.

**Article V. Council**

Section 1. The Council of the Association shall consist of the eleven elected councilors, the officers of the Association (as defined in Article IV, Section 1), the immediate Past President of the Alumni Association, and the two appointed representatives to the Harvard Alumni Association (HAA).

They shall constitute the voting members of the Council. Non-voting members shall include the Chair of Alumni Relations and the Chair of the Alumni Fund.

Section 2. Pentad Councilors shall be elected annually for a term of three years.

Section 3. The new Officers and Councilors shall take office immediately following the close of the Annual Business Meeting of the Association.

Section 4. Vacancies occurring in any office or in the Council shall be filled by a vote of the Council for the remainder of the term.

**Article VI. Meeting of the Association**

Section 1. The annual meeting of the Association shall be held in Boston, Massachusetts, in conjunction with the Alumni Day of the Medical School.

Section 2. The President of the Council shall have the power to fix the number of members of the Association necessary to constitute a quorum for the transaction of any and all business.

Section 3. The President, the Secretary and the Chairman of the Alumni Fund shall each submit to the Association at its Annual Meeting a report for the year.

Section 4. The President of the majority of the Council shall have the power to call a special meeting of the Association at any time, provided that at least two weeks notice be given all members of the Association.

**Article VII. Meetings of the Council**

Section 1. The Council shall hold three meetings each year, one in the fall, one in the winter and one coincident with the annual meeting of the Association. The President or any Council member may request an Executive Session of voting members only. Other sessions of Executive type may include any or all of the non-voting members of the Council at the discretion of the President.



Section 2. The President may postpone or cancel stated meetings. He or she may call additional meetings as may seem expedient, with the approval of the Council, and with at least two weeks notice to all members of the Council.

Section 3. For purposes of transacting business at all meetings of the Council, a majority of the members shall constitute a quorum.

Section 4. The president shall appoint ad hoc committees to conduct the business of the Council in between meetings.

**Article VIII. Powers of the Council**

Section 1. The Council is the policy making body of the Association.

Section 2. The Council shall have the power to appoint committees of alumni, including members of the Council for the purpose of study and recommendations concerning particular problems relevant to the affairs of the Association and of the School.

Section 3. The Council shall appoint the Chair of Alumni Relations, the Chair of the Harvard Medical Alumni Fund, and the two representatives to the Harvard Alumni Association.

Section 4. The President of the Association should feel free at all times to discuss policy matters with the Dean.

The administrative liaison between the Harvard Medical Alumni Association and the Harvard Medical School shall be implemented by meetings between the Director of Alumni Relations representing the Council and the Dean or a designate.

**Article IX. Chair of Alumni Relations**

Section 1. There shall be a Chair of Alumni Relations who shall be appointed by the Council from among those recommended by a nominating committee consisting of the Dean of the Harvard Medical School or his/her nominee, the Secretary of the Association, and four Councilors appointed by the President of the Association. The Chair shall be a graduate of the Harvard Medical School. The Chair shall serve at the pleasure of the Council.

Section 2. The Chair of Alumni Relations, working with the Director of Alumni Relations, shall be the chief administrative officer and shall have administrative and financial responsibilities for the Association, subject to the policies of Harvard Medical School and the direction of the Council. The Chair shall act as liaison with the Chair of the Alumni Fund and the editor of *Harvard Medicine*.



**Article X. Chair of the Harvard Medical Alumni Fund**

Section 1. There shall be a Chair of the Harvard Medical Alumni Fund who shall be appointed by the Council from among those recommended by a nominating committee consisting of the Dean of the Harvard Medical School or his /her designate, the Chair of Alumni Relations, the Treasurer, and four Councilors appointed by the President of the Association. The Chair shall be a graduate of the Harvard Medical School. The Chair shall serve for a renewable three year term.

Section 2. The Chair of the Alumni Fund, working with the Director of Annual Giving, shall be responsible for the program of Alumni Giving.

Section 3. The Chair shall maintain a fundraising organization from class agents and other interested alumni and shall arrange meetings for such purposes.

Section 4. The Chair shall maintain a close relationship with the Annual Fund in the Office of Resource Development of the Medical School.

Section 5. The Chairman shall prepare the Annual Report of the Harvard Medical Alumni Fund.

**Article XI. The Representatives to the Harvard Alumni Association**

Two representatives to the Harvard Alumni Association shall be appointed for a term of three years by the President after consultation with the Harvard Alumni Association and with the consent of the Council. The representatives to the Harvard Alumni Association attend the meetings of the Harvard Alumni Association and provide reports of these meetings to the HMS Alumni Council.

**Article XII. *Harvard Medicine***

*Harvard Medicine* shall be the official organ of the Harvard Medical Alumni Association. The HMAA and Harvard Medical School shall serve as the official publishers of *Harvard Medicine* for the purposes of furthering the interests of the Association and the School.

**Article XIII. Amendments**

The Constitution may be amended by a majority vote of the members of the Association present at the annual meeting, or at any special meeting called for this purpose. Notice of such amendments must be given in the call for the meeting.



## **HMAA BY-LAWS**

*Last revision 5-28-2010*

### **By-Law I.**

An Officers and Councilors Slate Committee to nominate officers and Councilors shall be appointed by the President of the Association, subject to confirmation by the Council at its Spring Meeting. The Chairman of this Committee shall be an officer or councilor who is retiring one year hence. The Other four members of the committee shall be appointed for two year terms that will be staggered. Diversity of age, gender, ethnicity, geographic location, and career paths shall be considered in the selection of other committee members.

The committee shall submit to the Council before the next fall meeting a list of four candidates for each officer and councilor to be filled during the ensuing fiscal year. The committee shall solicit names of potential candidates for Councilors from regional Alumni groups and from members of the pentad classes coming up for election in any particular year. Devotion to the Harvard Medical School and diversity in age, gender, ethnicity, geographic location, and career paths are to be considered in the selection of potential candidates. The Council shall vote on the priority order of the nominees so the Chair of Alumni Relations can recruit two candidates for each officer or councilor position to be filled.

An official ballot shall be prepared which shall indicate the term of office for each position to be filled. For each position, the names of the candidates shall be placed in alphabetical order indicating their residence and the year of their graduation from the Harvard Medical School. Space shall be provided for writing in the names of other nominees or each office. The ballot format shall be either paper or electronic.

The Secretary shall, before the first of April in each year, mail or email to each member of the Harvard Medical Alumni Association this official ballot together with a short biosketch, a picture, curriculum vitae and a brief personal statement for each candidate. Only ballots properly executed, signed with the names of the member and received at the office of the Association prior to twelve o'clock noon on the Monday preceding the annual meeting of the Association shall be counted. The results of the election of officers and other positions shall be announced at the annual meeting of the Association.

Councilors shall be elected annually to hold office for three years and to fill the place of those whose terms of office have expired.



**By-Law II.**

The Chair of Alumni Relations, an HMS alumna/us, working with the Director of Alumni Relations, shall be responsible for administering all activities of the Alumni Office. These include making the arrangements for Alumni Day and Scientific Symposia, assisting reunion classes in preparing for their reunions and publishing of class reunion reports.

The Chair shall select the speakers for the Scientific Symposia and Alumni Day. The Chair, in conjunction with the Alumni Office, shall arrange appropriate national or regional meetings of the Alumni Association. The Office of Alumni Relations shall be responsible for the accuracy and updating of an electronic roster of all alumni.