

# CONSTITUTION OF THE HARVARD MEDICAL ALUMNI ASSOCIATION

*Last revision 6-7-2024*

## **Article I. Name**

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

## **Article II. Purpose**

The objective of the Harvard Medical 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 mission.

## **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 alumni 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 online 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, President(s)-Elect, and Vice President. Each President-Elect will have served for one year in that capacity before becoming President for two years.

Section 2. A President shall be elected biennially and serve on the council for three years. The initial year of service will be as President-Elect and followed by two years as President.

Section 3. The Vice President shall be elected by acclamation for a term of three years. Nominations, including self-nominations, are welcome and will be reviewed by the Slate Committee.

#### **Article V. Council**

Section 1. The Council of the Association shall consist of the eleven councilors elected by acclamation, 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 Harvard Medical Alumni Giving.

Section 2. Pentad Councilors shall be elected by acclamation annually for a term of three years. Nominations, including self-nominations, are welcome and will be reviewed by the Slate Committee.

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 and the Chair of Alumni Giving shall each submit to the Association at its annual meeting a report for the year.

Section 4. The President 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 is given to 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 Harvard Medical Alumni Giving, 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 Alumni Office staff 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 and the 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 Alumni Office staff, shall be the chief administrative officer and shall have administrative and financial responsibilities for the Association, subject to the policies of the 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 Harvard Medical Alumni Giving**

Section 1. There shall be a Chair of Harvard Medical Alumni Giving 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, and the Councilors appointed by the President of the Association. The Chair shall be a graduate of the Harvard Medical School. The Chair shall serve a renewable three-year term.

Section 2. The Chair of Alumni Giving, working with Alumni Engagement staff, shall be responsible for the program of Alumni Giving.

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

Section 4. The Chair shall maintain a close relationship with the Alumni Engagement team in the Office of Alumni Affairs and Development of the Medical School.

Section 5. The Chair shall prepare the Annual Report of Alumni Giving to Harvard Medical School.

**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 the 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 BYLAWS

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## **Bylaw I.**

The Slate Committee shall submit to the Council, before the next fall meeting, a list of four to five candidates, ranked by preference, to the Council for approval. The committee shall solicit names of potential candidates for Councilors from regional Alumni groups and from members of the pentad with open positions 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 representatives. The Council shall vote on the priority order of the nominees, and the Chair of Alumni Relations will recruit nominees in this order, with the final selection being confirmed by acclamation from the alumni body during the annual meeting of the Association.

An official notification shall be prepared, which shall indicate the term of office for each position. For each position, the names of the appointed representatives shall be shared, indicating the year of their graduation from the Harvard Medical School.

The Alumni Office shall, before the fifteenth of July each year, send this official notification to each member of the Harvard Medical Alumni Association by mail or email to announce the new Officers and other positions.

## **Bylaw II.**

The Chair of Alumni Relations, an HMS alumna/us, working with staff, 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 Alumni Office shall be responsible for the accuracy and updating of an electronic roster of all alumni.