

Constitution:

Article I: Name

Section 1. Name

The name of this organization shall be the Harvard Club of Pakistan.

Section 2. Purposes

This club is organized and shall be operated exclusively for educational and charitable purposes. In furtherance of such purposes, the club shall:

- (1) Foster a spirit of fraternity among graduates, former students, and current students of Harvard University;
- (2) Serve in extending knowledge of the aims and achievements of Harvard University to alumni/ae in the region;
- (3) Influence outstanding young men and women to apply to Harvard (e.g., interviewing/applicant parties/new admit parties);
- (4) Promote the interest of all alumni and alumnae in the academic and extracurricular activities of Harvard;
- (5) Communicate area alumni/ae views to the Harvard Alumni Association;
- (6) Represent the interests of the University in the region;
- (7) Cooperate with the HAA and existing alumni organizations to strengthen the club and encourage the establishment of new clubs;
- (8) Promote and encourage communication between Harvard University and its alumni/ae residents in the area;
- (9) Arrange visits by Harvard faculty and community to Pakistan.
- (10) Arrange visits of prominent faculty and figures from Pakistan to Harvard
- (11) Transmit information about continual knowledge harvesting (programs, webcasts, seminars, conferences, research etc) at Harvard to the alumni in Pakistan
- (12) Create and sustain open networking platform for the all Harvard alumni in Pakistan (social events, keynotes and online networking)
- (13) Work closely with Pakistan based student organizations throughout Harvard University and encourage returning graduates to sign-up as members
- (14) Where possible, provide area placement opportunities to alumni (jobs, relocation info etc); and
- (15) Provide support to alumni spearheading social and technical problem solving initiatives in Pakistan.

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Article II: Membership

Active membership in the club shall be open to anyone who qualifies under one or more of the following categories:

1. Any person who has received a degree awarded by Harvard University;
2. Any current student who has completed at least one semester at Harvard University or Radcliffe College.
3. Any person who has received a certificate of completion from an official program of the University of six weeks or more;
4. Any person who has received an honorary degree from Harvard University;
5. Parents of current undergraduates at Harvard;

Article III: Officers and Executive Committee

The affairs of the club shall be administered by an Executive Committee and a President, Vice Presidents, Secretary, and Treasurer. (See Bylaws for rules governing these bodies.)

Article IV: Amendments

Articles and sections of this Constitution may be amended, altered or repealed at any annual or special meeting of the club by a two thirds vote of those present, provided that notice of the proposed amendment, alteration or repeal has been sent at least ten days prior to such meetings to all current club members, and provided the amendment, alteration, or repeal is consistent with guidelines for Harvard clubs prescribed by the HAA.

Article V: Funds of the Club

In the event of dissolution of the Harvard Club of Pakistan, all its funds and other property, if any, remaining after the payment of its liabilities, shall be paid over and transferred to the President and Fellows of Harvard College for the benefit of the HAA or any successor organization, provided that the HAA, or such successor organization, has been determined to be (or to be an integral part of) an organization described in 501(c) 3 of the Internal Revenue Code. If the above requirement is not met, the assets of the club shall be transferred to the President and Fellows of Harvard College, provided it is then exempt from federal income tax and organized and operated exclusively for charitable, scientific, literary, or educational purposes, as the Executive Committee may by vote determine.

No part of the net earnings of the club shall inure to the benefit of any member, director, officer, or other private individual except that the club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes stated in Article I, Section 2 of the Constitution.

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No substantial part of the activities of the club shall consist in carrying on propaganda, or otherwise attempting to influence legislation, and the club shall not participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office. Nothing contained in these bylaws shall be read as authorizing or permitting the club to operate other than exclusively for charitable, scientific, literary or educational purposes and no amendment of these bylaws shall authorize or permit the club to be organized or operated other than exclusively for the stated purposes.

Bylaws:

Article I: Meetings of Members

Section 1. Annual Meeting

The Annual Meeting shall be held at a time and place to be determined by the Executive Committee at which time the election of the officers and Executive Committee shall take place. (See Bylaws, Article III, Section 1.)

Section 2. Special Meetings

Special meetings shall be held when called by the Executive Committee.

Section 3. Notice of Meetings

The Secretary as directed by the Executive Committee shall give notice of meetings.

Section 4. Quorum

Each active member in good standing shall be entitled to one vote upon any matter coming before the club. At meetings of the club, 35 percent of total members shall constitute a quorum.

Article II: Dues

Section 1. Amount

The amount of membership dues shall be determined by the Executive Committee.

Section 2. Fiscal Year

Each dues payment shall cover the fiscal year of the club, which is from July 1 through the following June 30, inclusive.

Article III: Governing Body

Section 1. Executive Committee

The governing body of the organization shall be an Executive Committee consisting of the elected officers of the club and five additional members, of whom one shall be the immediate past president of the club. Additional members may be elected at the Annual Meeting of the club. Both ex-officio and additional members shall have voting rights.

Section 2.

The Executive Committee shall have full power to carry out the purposes of the club, and shall have general charge and control of its affairs, funds, and property, but shall not have the sole right to amend this Constitution. It is responsible for setting immediate goals for the current administrative year and long-range goals for future club achievement.

Section 3.

The Executive Committee shall meet at least four times per year to plan the activities of the club and to review the general club situation, or at any time designated by the President. The Secretary will be responsible for notifying each member of the committee. At such meetings, a majority constitutes a quorum.

The Executive Committee shall have full power to act on all applications for membership.

Article IV: Officers

Section 1. Officers

The officers shall be the administrative body of the club and shall consist of a president, vice presidents, secretary, and treasurer. All officers shall be elected as provided in the Bylaws. President of the club must possess a degree awarded by Harvard University.

Section 2. President

The President, or in that officer's absence the Secretary, shall preside at all meetings of the club and Executive Committee. The President shall appoint all committees except as otherwise provided by this Constitution, and perform such other duties as may be required by custom or by the welfare of the club or by request from the Harvard Alumni Association (HAA) including, but not limited to, the completion of the HAA Annual Report forms. President may also assume the office of the Director of the regional chapter where the President resides.

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Section 2. Vice Presidents

There shall be a minimum of two Vice President Positions:

Vice President, Schools

Vice President, Activities

If the executive committee at any time feels the need for more vice presidents, it can create so through majority vote. The position has to be announced to all the members of the club and the position can only be filled through an election.

Section 3. Secretary

The Secretary shall keep a record of all meetings of the club and Executive Committee. The Secretary shall be the custodian of the records of the club, conduct correspondence, and have charge of the membership and mailing lists. The secretary shall notify all members of club meetings and shall keep available for inspection by the club members, copies of the Constitution and Bylaws and copies of official minutes of the meeting. It is the duty of the Secretary as the custodian of records, to provide full transparency of documents and records to all the alumni members upon their request within 1 business day. The secretary shall perform other duties of the office and as assigned by the Executive Committee or the president. In the temporary absence of the president, the secretary shall be designated by the president to exercise and perform his duties. At other times the secretary shall carry out such duties, such as heading important committees of the club, as may be delegated by the president to the Executive Committee.

Section 4. Treasurer

The treasurer shall be authorized to collect all monies payable to the club, shall be charged with keeping the funds of the club, and from such funds shall make the necessary disbursements. The treasurer shall keep the club's financial accounts and shall enter in detail all receipts and disbursements. The treasurer shall be authorized to open an account in the name of the club and deposit all funds therein. The Treasurer shall make an annual statement and report to the club, or, when required, to the Executive Committee, and perform other duties of the office as assigned by the Executive Committee or president. Any alumni member can request financial records at any given time and it's the duty of the treasurer to make available the information within 1 business day.

Section 5. Other Standing Officers

Standing officers, if necessary, shall be appointed by the Executive committee and shall carry out the details necessary to the office to which appointed. Standing officers will not be term officers and their position will be considered temporary and not to exceed more than six months. No standing officer can be appointed for more than 2 terms.

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Section 6. Local/Regional Chapter Directors

Local/Regional Chapter Directors shall represent their chapter on the executive committee. All Chapter Directors shall be elected by the alumni members of the club.

Section 7. Conduct of Officers

Officers shall read and abide with the official 'HAA CLUB OFFICER HANDBOOK' in conducting official business for the club. Any conduct unbecoming of an officer shall be referred to the executive committee for removal of the officer from the club.

Article V: Elections

Section 1. Nominating Committee

The president, with the approval of the Executive Committee, shall appoint a nominating committee.

The nominating committee shall present to a meeting of the club called for that purpose a list of nominations for the positions of president, secretary, treasurer, and any additional members of the Executive Committee. Nothing in the Bylaws shall prevent the nomination of members for any or all of these positions when properly made from the floor. The nominated members shall be announced to all the members and shall be elected for the positions through fair annual elections.

Section 2. Annual Election

The annual election shall be held at a time designated by the Executive Committee (see Article I). Newly elected officers will take office on July 1.

Section 3. Officers' term

The President, Vice President(s), Secretary and Treasurer shall be elected for a one-year term, and shall not serve more than two consecutive one-year terms.

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Section 4. Members' of Executive Committee term

Members in the executive committee shall be elected for a one-year term, and shall not serve more than four consecutive one-year terms.

Section 5. Officer Vacancy

Vacancies occurring in any office, except the office of the President, shall be filled for the remainder of the unexpired term by the Executive Committee. In case of a vacancy occurring in the office of the President, a Secretary then in office shall serve as President for the remainder of the unexpired term, and the Executive Committee shall fill the vacancy of the Secretary for the remainder of the unexpired term.

Section 6. Executive Member Vacancy

If an Executive Committee member seat becomes vacant during a term, it shall be left vacant till next elections.

Section 7. Removal of Officers

An officer may be removed, with or without cause, by 2/3 vote of the Executive Committee.

Section 8. Notification of Election Results

Notification of election results shall be transmitted at once to the HAA.

Article VI: Special Committees

The president from time to time may appoint such additional or special committee (i.e. Scholarship Committee, Schools Committee, Program Committee, Membership Committee, web master) as is advisable. No committee shall take any action committing the club without the express authorization of the president. Action by any committee shall be upon affirmative vote of a majority of its members.

Article VII: Harvard Alumni Association

Officers and committees of the Harvard Club of Pakistan shall cooperate with officers, Regional Directors, committees, and staff of the HAA in carrying out the purposes of the latter Association, and adhere to HAA requests and policies.

Article VIII: Harvard Trademark Policy

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Harvard Clubs are part of the Harvard University community and the University grants Harvard Clubs permission to use the “Harvard Club” name and other University trademarks and insignias. Harvard Clubs need to comply with policies set forth in the “Policy on the Use of Harvard Names and Insignias” located on the Harvard Trademark Program’s webpage at <http://www.trademark.harvard.edu> as well as the Harvard Club Trademark Policy titled “Use and Licensing of the ‘Harvard Club’ name, the HAA Logo, and other University Trademarks.”

Article IX: Bylaw Amendments

These bylaws may be amended, altered, or repealed at any annual or special meeting of the club by a two thirds vote of those present, provided that notice of the proposed amendment, alteration, or repeal has been sent at least ten days prior to such meetings to all current club members and provided the amendment, alteration or repeal is approved by the HAA Executive Committee.

Article X: Website

Harvard Club of Pakistan shall always manage and maintain harvardclubpakistan.com as its official website. The domain registration shall be maintained for a minimum period of 10 year terms with its admin email setup as the official email address of the club. Secretary of the club is responsible to ensure that the domain name and the website is kept active and does not become delinquent. Harvard Clubs need to comply with policies set forth in the “Policy on the Use of Harvard Names and Insignias” located on the Harvard Trademark Program’s webpage at <http://www.trademark.harvard.edu> as well as the Harvard Club Trademark Policy titled “Use and Licensing of the ‘Harvard Club’ name, the HAA Logo, and other University Trademarks.”