

Clubs and Shared Interest Groups Annual Operating Agreement

The Harvard Alumni Association (HAA) considers Clubs and Shared Interest Groups (also referred to as “Club/SIG”) to be a critical part of what connects alumni with each other and with the Harvard University community. For purposes of this Annual Operating Agreement, Club/SIG is defined to include officers, directors, board members, volunteers, committees, and staff (referred to as “personnel”). This agreement covers up to one year from the date of signing and is transferable to new or incoming leadership should a change occur during this time.

The purpose of this Annual Operating Agreement is to set forth the terms and conditions under which the HAA requires each Club/SIG to function. This is critically important to the HAA, as each Club/SIG connects Harvard and the HAA to its alumni constituents. Therefore, each Club/SIG is expected to operate in a manner that is consistent with and reinforces the Harvard University Alumni Affairs and Development (AA&D) community values. To this end, each Club/SIG agrees to ensure that volunteers and participants recognize that programs and activities are sponsored and managed by the Club/SIG and not by the HAA or Harvard. Failure to comply with the Annual Operating Agreement may result in loss of recognition and participation in HAA programs and resources and loss of the right to use the Harvard name.

I. OPERATING PRINCIPLES SECTION

1. Mission/Purpose of Harvard Clubs and SIGs

The common purpose of Harvard Clubs and SIGs is to build a highly engaged, vibrant community of alumni and friends worldwide. This is accomplished by working in cooperation with the HAA Clubs and SIGs staff and the HAA Directors for Clubs and SIGs by:

- A. Providing opportunities for alumni, incoming and current students of Harvard University to connect with each other and the University.
- B. Encouraging life-long learning, intellectual enrichment, professional growth, and social interaction through events, programs, conferences, networking, and service opportunities.
- C. Promoting and elevating the stature of the University through Club/SIG activities in the community.

2. Harvard Community Expectations

As members of the Harvard community, all Club/SIG personnel are expected to accept and abide by the Alumni Affairs & Development Community Expectations.

Alumni Affairs & Development Community Expectations

Harvard University Alumni Affairs & Development (AA&D) programs and volunteer opportunities respect the rights, differences, and dignity of others. Those taking part in AA&D activities are expected to demonstrate honesty, integrity, and civility in those activities and are accountable for their conduct with University alumni, students, parents, volunteers, employees, and invitees.

Harvard University Alumni Affairs & Development reserves the right to suspend services to—and to

exclude from participation in AA&D programs—any person whose inappropriate behavior adversely affects the safety, well-being, or inclusion of community members.

3. Statement of HAA Club and SIG Values

In addition to the AA&D Community Expectations, Club/SIG participants and personnel agree to embrace and advance the following Statement of HAA Club and SIG Values:

- Transparency in all activities and operations
- Respect the privacy of others and protect confidential information and personal data
- Refrain from discrimination, bullying, or harassment of any kind
- Responsible stewardship of resources
- Appropriate exercise of fiduciary duties and responsibilities
- Comply with all applicable laws and regulations
- Commitment to maintain the public trust and reputation of Harvard University and the Club/SIG

4. Code of Conduct

It is highly recommended that each Club/SIG establish and post a code of conduct for its personnel, members, and guests. Clubs/SIGs should also implement a structured process for reviewing issues and addressing complaints.

II. HARVARD ALUMNI ASSOCIATION REQUIREMENTS SECTION

5. Use of the Harvard Name & Trademarks

The Club/SIG is responsible for fully complying with Harvard's [Use-of-Name Policies and Guidelines](#) and the related policies listed below (collectively, the "Trademark Policies"). Non-compliance with the Trademark Policies or this Annual Operating Agreement may result in the Club/SIG's loss of the right to use the "Harvard" name, essentially suspending the Club/SIG.

- D. The Club/SIG will adhere to HAA and University use-of-name and trademark policies for Clubs and SIGs outlined in the [Trademark Policy](#) maintained here:
<https://officerslounge.clubs.harvard.edu/article.html?aid=546>
- E. The Club/SIG will adhere to [Harvard's Guidelines for the Creation of a New Shield Design or Logo](#) maintained here:
<https://trademark.harvard.edu/guidelines-creation-new-shield-design-or-logo-harvard-departments-units-and-officially>
- F. Newly created shields, logos, or organizational name changes must have the written approval of the Harvard Trademark Program prior to use and must be shared with the HAA staff liaison.

6. Annual Report and Annual Operating Agreement

Each Spring, the Club/SIG President is required to submit an annual report on engagement and programming and a signed annual operating agreement to the HAA by stated deadlines in the format and level of detail prescribed by the HAA. If not submitted for two consecutive years, the HAA may suspend the Club/SIG.

7. Confidentiality Policy

Respecting the privacy of all Club/SIG personnel, members, guests, and HAA staff is a core value.

- A. Confidential Information shall never be directly or indirectly disclosed and shall not be used for any purpose other than as necessary for internal Club/SIG purposes (and not, for example, for personal, social, commercial, business, or political purposes).
- B. All Club/SIG personnel are expected to store Confidential Information in a secure manner that preserves its confidentiality.
- C. All Club/SIG personnel are expected to send emails by either a broadcast email tool (e.g. MailChimp, AlumniMagnet, etc.) or via the blind copy (bcc) function to protect the confidentiality of these addresses.
- D. Unauthorized disclosure of confidential or privileged information may result in termination of your affiliation with the Club/SIG, and possible other corrective action. This policy is intended to protect you as well as the Club/SIG because privacy violations may result in legal liability and/or regulatory consequences.
- E. All Club/SIG personnel are required to return materials containing proprietary or confidential information to incoming leadership before the end of their term or separation from the Club/SIG. Failure to do so may result in corrective action by the HAA.

8. HAA Data Policy

Maintaining the security, integrity, and consistency of data, whether sourced by the HAA or by the individual Club/SIG, is of the highest importance. Clubs/SIGs are advised to obtain advice from their own legal counsel to ensure their compliance with applicable laws and regulations and the HAA Data Policy.

- A. The Club/SIG will treat all alumni data as confidential information, regardless of type or source, and will ensure that restricted records are properly managed and securely stored.
- B. The Club/SIG will protect data from theft and/or misuse with high-security passwords, firewalls, and other appropriate security measures.
- C. The Club/SIG will ensure compliance with the General Data Protection Regulation (GDPR) and all other applicable international, national, and local laws and regulations. The Club/SIG will not process, disclose, or transfer personal data except in compliance with such laws and regulations. Where legally required for the transfer of personal data, the Club/SIG and recipient will sign Standard Contractual Clauses.
- D. The Club/SIG will ensure compliance with applicable data laws and regulations.
- E. Any Club/SIG using the HAA-provided technology solution (e.g., AlumniMagnet) is responsible for ensuring compliance with Participation Guidelines and Policies.
- F. Each Club/SIG president is required to sign the universal AA&D Volunteer Confidentiality Agreement before the HAA distributes any alumni information for use at a Club/SIG.
- G. The Club/SIG will ensure that they will provide for and maintain signed data confidentiality agreements with their paid staff.

9. Compliance and Good Standing

To remain in good standing with the HAA, the Club/SIG must operate in accordance with the provisions stated in this Agreement and as listed on the [Good Standing Requirements](#). As such, the Club/SIG President is strongly encouraged to share this document with all Club/SIG personnel.

Any Club/SIG failing to comply with the Annual Operating Agreement will be subject to review by the

HAA.

The HAA shall always have the discretion to suspend a Club/SIG or request the removal of a Club/SIG personnel if they have committed a violation of HAA's Operating Principles, have violated any provision of this Annual Operating Agreement, have breached the spirit of expectations for how Clubs/SIGs should function, have been negligent or breached fiduciary duties in the management of the Club/SIG, have brought discredit to the reputation of the Club/SIG or the University, or have otherwise acted in ways deemed inappropriate by the HAA.

10. Representation

The Club/SIG is a separate and independent alumni organization.

- A. The Club/SIG is prohibited from representing itself as Harvard University, or as a unit, division, or affiliate of Harvard University.
- B. The Club/SIG is prohibited from becoming a chapter, member, or affiliate, of any non-Harvard organization, nor may it combine its name with any third-party organization.
- C. It must remain independent in all respects and may not actively endorse or sponsor any third-party organization, their products or their services.
- D. The Club/SIG may not engage in any political campaign or make statements for or against any candidate for public office.

11. Bylaws

Clubs/SIGs are required to have bylaws that detail the operating procedures for the governance of the organization. The bylaws need to be reviewed with some frequency by the Club/SIG to ensure they reflect the needs of the organization and are in compliance with the current version of the HAA Annual Operating Agreement. The bylaws should be made available to all alumni and personnel engaging with the Club/SIG. Upon amendment of Club/SIG bylaws, a copy should be sent to the organization staff liaison to be filed with the HAA.

- A. If the Club/SIG wishes to change its legal entity status, the Club/SIG's board must vote to approve the status change. If the Club/SIG does not have a formal board, the Club/SIG leadership is to vote. The Club/SIG must inform the HAA of any such change.
- B. Clubs/SIGs are responsible for abiding by all applicable laws, tax rules, regulations, and filing and reporting requirements.

13. Financial Management

Club/SIG leadership must ensure that financial controls are in place and that funds are managed in a prudent manner and consistent with the Club/SIG's mission. The Club/SIG will establish formal review and approval processes for the receipt and disbursement of Club/SIG funds, in accordance with the requirements set forth below, and will ensure regular and comprehensive reporting to the Board.

- A. The Club/SIG will appoint a Treasurer to be responsible for routine and transparent reporting to club leadership, and to ensure any and all financial transactions are in accordance with its non-profit status. The Treasurer will carry out his or her responsibilities in compliance with the requirements set forth below in Section 23 (Ethics/Conflicts of Interest), to ensure that no Club/SIG personnel will benefit financially from involvement with the Club/SIG.
- B. The Club/SIG shall have at least two active officers listed on all financial accounts, including but not limited to banking, money transfer, and e-commerce.
- C. Any large expenditures shall require the majority approval of Club officers. The amount of

such expenditure should be determined by the Club/SIG Board.

- D. All banking-related account numbers, logins, and passwords must be turned over when a new Treasurer or President is onboarded. Failure to do so may result in an HAA review of the Club/SIG.

14. Sponsorship

- A. The HAA recommends that the Club/SIG exercise caution in deciding to work with sponsors. No sponsor or third party may use the Harvard name or insignia or those of any Harvard schools or units ("Harvard University Trademarks") without express written permission from the Harvard Trademark Program. Specific questions concerning sponsorship should be directed to the Harvard Trademark Program at trademark_program@harvard.edu.
- B. The names of sponsors for specific activities may be listed in digital or print materials. The listing should be done in such a way as to make clear that there is no affiliation with or endorsement of the sponsor or its products or services by the University or its units.
- C. Sponsors are not given access to event registration list(s), including access to students or to proprietary or confidential information.
- D. Sponsored events should not include any product or service promotions, giveaways, or trade show elements.
- E. The amount of the sponsorship must not exceed the greater of (1) the expenses for the event, or (2) the Club/SIG annual operating expenses.
- F. A sponsorship contract is required to reflect these terms.

15. Fundraising

To be considered charitable, and therefore tax-deductible, the Club/SIG tax status must meet IRS criteria or the international equivalent.

The Club/SIG must submit a written proposal to the HAA with its request prior to conducting fundraising that may overlap with the University's priorities.

- A. It must be clearly stated that contributions made by individual Harvard alumni will not be credited as giving to the University and are considered strictly as donations to the Club/SIG.
- B. Neither the University's divisions nor its departments may be solicited for faculty participation, donated materials, or funding.
- C. Endowed Fund/Foundation: A small number of Clubs and SIGs have been granted the ability to continue their funds or foundations with a separate set of bylaws that identify the terms and conditions of the fund's or foundation's activity including, but not limited to, the use of funds, organizational structure, governance, and oversight. The nonprofit tax status, mission, and goals of the foundation or fund must align with the Club/SIG.

16. Third-Party Agreements

The HAA does not permit agreements where an HAA Club/SIG offers preferential treatment or benefit to a third party in return for products or services offered to Harvard alumni. In rare cases where this might be appropriate, any exception must be approved in writing by the HAA's Director of Clubs and SIGs, which reserves the power to not recognize such agreements.

17. Account Login and Password Management

Club/SIG leaders are responsible for ensuring that:

- A. Accounts for Club/SIG financials, e-commerce, inboxes, and social media (collectively, “Accounts”) adhere to requirements of all applicable laws and regulations, terms of use of accounts, and requirements of relevant financial institutions.
- B. Accounts are managed according to best practices for consistency, accountability, transparency, viability, integrity, security, oversight, and accounting standards.
- C. The President, Secretary, Treasurer, and any leader or individual with access to or possession of Accounts or Account information turns over all account, password, and data access when such individual transitions out of their role. Failure to do so may result in an HAA review of the Club/SIG.

18. Insurance

The Club/SIG is strongly encouraged to have appropriate coverage for Directors and Officers and General Liability insurance to provide coverage for alumni volunteers and paid staff in the event of an accident/injury or other liability related to its activities.

19. Club/SIG President

The Club/SIG president will serve as the primary contact between the Club/SIG and the HAA, by way of the HAA Clubs and SIGs staff team.

- A. Attendance at an HAA-organized leadership meeting (e.g., Virtual New Leadership Orientation, in-person Alumni Leadership Conference, in-person International Leadership Workshop, Information/training sessions) is required. However, a current senior Club/SIG officer may serve as a proxy.
- B. Participation in Cohort Calls with the HAA Board Regional/SIG Director or the HAA Staff Liaison is required. However, a current senior Club/SIG officer may serve as a proxy.

20. Club/SIG Officers

- A. All Club/SIG officers must be members of the Harvard alumni community as defined by the HAA. <https://alumni.harvard.edu/terms>
- B. Club/SIG officer positions will be clearly defined by the Club/SIG and, at a minimum, will include a president, secretary, and treasurer. Additionally, there should be officers responsible for events/programs, technology/web presence, marketing/membership, etc.
- C. An individual Club/SIG officer can serve in more than one role if permitted by applicable law; however, there must be at least three (3) distinct persons actively overseeing the Club/SIG.

21. Elections

The Club/SIG will have a clear and impartial succession plan that includes appropriate nomination and election procedures. All positions and roles should carry explicit term limits.

22. Ethics/Conflicts of Interest

Club/SIG officers and leadership will operate in a professional and ethical manner and will not mix personal or professional business with Club/SIG activities or communications.

- A. No Club/SIG personnel or members may use the Club/SIG as a platform to promote professional or personal interests. Club/SIG personnel are expected to act in accordance with their fiduciary obligations, and in alignment with the Club/SIG's mission and goals.
- B. No Club/SIG personnel (excluding paid staff who may not hold a board, officer, or other volunteer position) may benefit financially from involvement with the Club/SIG. Club/SIG communications will not contain "advertisements" for, or listings of, any businesses. Event brochures and related communications may include non-promotional acknowledgement of sponsors that have a formal Club/SIG management-approved sponsorship agreement.
- C. The Club/SIG and Club/SIG personnel will not use or disclose membership and/or alumni data for personal or commercial purposes.
- D. The Club/SIG is not authorized to bind Harvard University or to make any statement on its behalf.

23. Communications

The Club/SIG will provide clear and regular communications to its members, constituents, and the HAA Clubs and SIGs team, whether in print or electronic form.

- A. The Club/SIG is required to maintain a consistent online presence. A Club/SIG that procures a domain name (URL) is responsible for maintaining the domain, ensuring that management of the domain is controlled by current Club/SIG leadership (and passed to successor Club/SIG leadership), and ensuring that the online content is appropriate and lawful.
- B. The Club/SIG is required to provide a publicly accessible means of contacting a Club/SIG representative by email or phone.
- C. The Club/SIG must publicly list all current officers.
- D. Press releases shall not include quotes from the University (e.g., President's Office, faculty, HAA, etc.) without express written permission from the Director of Clubs and SIGs at the HAA.

24. Program and Event Offerings

The Club/SIG will follow these processes and guidelines set forth by the HAA.

- A. The Club/SIG is required to hold three (3) events annually, which may include HAA-enabled programs. If this minimum is not fulfilled for two (2) consecutive years, the HAA has the right to suspend the Club/SIG.
- B. Only approved Club/SIG logos may be used. All materials must explicitly state the Club/SIG name in full or by a recognizable acronym.
- C. Any Club/SIG program that involves Minors must follow the [Harvard University Guidelines for Interacting with Minors](https://youthprotection.harvard.edu/guidelines).

<https://youthprotection.harvard.edu/guidelines>

25. Awards and Honors

Communications regarding any award or honor bestowed by the Club/SIG must be clear that the award or honor is given by the Club/SIG, not Harvard University.

- A. Language used to announce and/or publicize the event, as well as logos used on plaques or other materials, must fully state the Club/SIG name.
- B. Presentation may not be made by university faculty or senior leadership.

- C. Press and media coverage are not permitted for Club/SIG events held on the Harvard University campus.

26. Membership Eligibility

Clubs and SIGs are required to allow all degree holding alumni to apply for membership. In addition to the degree holding alumni, categories to consider include, but are not limited to:

- A. Spouses/partners/widows/widowers of Harvard degree holding alumni
- B. HAA Associate Members
- C. Current Harvard students and their spouses/partners
- D. Harvard College parents
- E. Current or former Harvard Faculty
- F. Current Harvard staff

27. Membership Criteria

Clubs and SIGs can set their own membership criteria in accordance with this Annual Operating Agreement and organizational bylaws.

- A. The Club/SIG will not limit membership on the basis of age, race, color, national origin, sex, genetic information, ancestry, religion, caste, creed, veteran status, disability, military service, sexual orientation, or political beliefs.
- B. At the discretion of the Club/SIG, individuals who do not meet membership requirements may still attend Club/SIG events.

SIGNATURES

I have read and agree to abide by the Annual Operating Agreement.

Name of Club/SIG Harvard Club of Tampa Bay

David Eric Timmons

President

David Eric Timmons
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