



Adopted on August 30, 2016 and revised on April 20, 2018

Harvard Arab Alumni Association (HAAA)

ELECTION BYLAWS

I. Board Composition

1. The Executive Board shall consist of the following 7 members (each, a “Director”)
 - a. President
 - b. Vice President
 - c. Treasurer / Director of Development
 - d. Director of Membership
 - e. Director of Harvard Relations
 - f. Director of Communications
 - g. Director of Conferences and Events
2. Specific Responsibilities of Each Director
 - a. President
 - (i) Leading the effort to establish HAAA’s vision and specific goals for the upcoming two years
 - (ii) Presiding over all Executive Board meetings (e.g. bimonthly conference calls, annual strategy meeting), and preparing agendas for those meetings
 - (iii) Overseeing and supporting the activities of all HAAA Executive Board members



- (iv) Overseeing the Arab Conference at Harvard and Harvard Arab World Conference
- (v) Ensuring that processes are in place to secure institutional memory (e.g. publication and archiving of reports following each event)
- b. Vice President
 - (i) Working with the President to establish the vision and specific goals of the organization for the upcoming two years
 - (ii) Supporting the activities of all Executive Board members as necessary
 - (iii) Overseeing all communications with members (working with the Director of Communications and Director of Membership) e.g. preparation of content for annual membership directory, membership update e-mails, announcements to members about upcoming events)
- c. Treasurer/Director of Development
 - (i) Preparing annual HAAA budget as well as budgets for both the Harvard Arab World Conference and the Arab Conference at Harvard
 - (ii) Preparing periodic financial statements as necessary, including annual financial statements
 - (iii) Preparing and filing annual tax statements
 - (iv) Overseeing all expense reimbursements in coordination with the Program Director
 - (v) Overseeing fundraising for HAAA initiatives (e.g. HAAA conferences)
 - (vi) Leading fundraising efforts for the HAAA Scholarship Fund
 - (vii) Overseeing the creation of marketing materials for development efforts (including HAAA Newsletter content, working with external designer, etc.)

- (viii) Liaising with HAAA sponsors during conferences and other events
- d. Director of Membership and Outreach
 - (i) Overseeing effort to increase HAAA membership
 - (ii) Maintaining the list of members and member directory in collaboration with the Program Director
 - (iii) Editing and producing the HAAA newsletters with the support of the Director of Communications
- e. Director of Harvard Relations
 - (i) Developing and maintaining key HAAA relationships within Harvard University's administration (e.g. Harvard Alumni Association, Harvard Development Office, Harvard Admissions Offices)
 - (ii) Developing and maintaining relationships with Arab student groups on campus
 - (iii) Serving as the key HAAA contact for the Arab Conference at Harvard
 - (iv) Developing and leading 1-2 initiatives per year to promote the "Arab voice" at Harvard (e.g. Scholarship Fund, Project Harvard Admissions)
 - (v) Overseeing the HAAA student grants (if administered during term)
 - (vi) Overseeing the HAAA early career award and the lifetime achievement award.
 - (vii) Organizing the annual Harvard Arab Graduation ceremony
- f. Director of Communications and Marketing
 - (i) Overseeing efforts to maintain and strengthen relations with media in the US and the Arab world
 - (ii) Responding to media issues / assessing conferences for media implications



- (iii) Coordinating media presence at conferences, including “media partners”
 - (iv) Drafting press releases for conferences and other events
 - (v) Support the Director of Membership in editing and producing the annual HAAA newsletter/annual report
 - (vi) Updating and revising all communications with alumni, sponsors, and friends
 - (vii) Spearheading marketing efforts for conferences in coordination with organizing committees
- g. Director of Conferences and Events
- (i) Overseeing/ co-chairing 2 HAWC during the board’s term
 - (ii) Supporting the Director of Harvard Relations/ other board members for events like the ACH and the Harvard Arab Graduation Ceremony.
 - (iii) Organizing events for members (e.g. local alumni dinners)
3. General Responsibilities of all Directors
- a. Directors are required to attend two annual in-person board meetings, one in Cambridge and the other in an Arab city (following the Arab Conference at Harvard and the Harvard Arab World Conference, respectively).
 - (i) Attending these two meetings is viewed as absolutely mandatory, unless truly extenuating personal circumstances are proven
 - (ii) HAAA may compensate Directors for their reasonable travel expenses subject to HAAA’s financial viability, including reaching annual fundraising targets and fulfilling more urgent financial obligations.



- b. All Directors are expected to attend all bimonthly conference calls to discuss HAAA affairs and pending issues
- c. Directors may miss up to three (3) such calls in one year, without repercussions, as long as they email the President, cc'ing the Vice President and Program Director, prior to such meeting, including the reason for missing the call
- d. All Directors are expected to support HAAA's fundraising efforts, championed by the Director of Development, by identifying and developing potential donors, maintaining donor relations, and collection of donation pledges
- e. All directors are expected to support in the marketing, organization, and production of the Arab Conference at Harvard and Arab World Conference, as deemed fit by each Director and Chairperson of each conference

II. Election and Terms

1. Elections shall be held by online voting.
2. Each Director shall be appointed through an election and shall serve for a term of two (2) fiscal years.
3. Directors are eligible to serve for a maximum of three (3) consecutive terms on the Executive Board, provided that Directors serving as the President and Vice President may not serve more than two consecutive terms in such capacity.
4. Any Member (defined as anyone who has attended and successfully graduated from a minimum of a one-year program from any of the schools of Harvard University or is or has been a faculty member or employee of Harvard University for at least one year) is eligible for voting and election to the Executive Board, subject to the additional requirements set out in terms 5 and 6 below.
5. In order to vote, members must be registered in the member database at least 14 days prior to the call for nominations. For the Harvard class graduating on the year of the election, they will be allowed five (5) days after commencement to register as members and be eligible to nominate and vote.



6. Any Member running for the position of President or Vice President must have served:
 - a. on the Executive Board for at least one full term by the date the term of such position begins, and
 - b. on the organizing committee for either the Arab Conference at Harvard or the Harvard Arab World Conference or such other major HAAA activity determined by the Executive Board in the five (5) years prior to the date the term of such position begins. The requisite level of participation shall be either being a conference co-chair or a director of one of the main conference activities (eg. content, operations/logistics, fundraising).
7. At the time of the elections. Any Member running for the position of Director of Harvard Relations must reside within the United States, and preferably in the Boston area. Any member running for the Director of Conferences and Events position must reside in the Arab World.
8. Candidates may run for only one board position in the same election.
9. Each member shall be entitled to one vote.
10. The requisite quorum for voting by members shall be seventy five (75) Members.
11. HAAA shall not make its member database available for candidates to solicit votes by email and shall only include a brief candidacy statement from each candidate in the voting notification. All candidates shall refrain from emailing members they do not know to solicit votes.
12. An election committee would be set up to oversee the election and will have the ultimate responsibility in adjudicating any election related disputes including eligibility questions. This committee will be:
 - Chaired by the outgoing president who appoints its members.



- Consisting of at least 3 members including the HAAA Program Director.
- Consisting of members who are not eligible to run for the current election. In case the President is running for election he/she will not be eligible for membership and the Vice President would chair the committee provided that he/she is also not running for the elections. If both President and Vice President were running for elections then a previous president who is not running for an elected post would be asked to chair the committee.