



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

**1. General
Information**

*** 1. Club/SIG Name**

2. I am the current Club/SIG President, Chair, Co-chair.

☐ Yes

☐ No

*** 3. Current Club/SIG President, Chair, Co-chair Info:**

Name:

Club/SIG Position:

Email Address:

Phone Number:

4. President/Chair's Term Start Date

5. President/Chair's Term End Date

6. President/Chair's Term

7. How long has your current Club/SIG President/Chair been in office?

8. Please rate the level of alumni engagement and activity of your Club/SIG.

Dormant/Inactive

Poor

Moderate

Great

☐ ☐ ☐ ☐ ☐ ☐

Comment

9. What are your Club/SIG's key goals for the upcoming year?

10. Our Club/SIG has a non-alumni administrator.

☐ Yes

☐ No

Questions? Please contact:

Pete Mumma
Associate Director of Alumni Relations
Harvard Law School
pmumma@law.harvard.edu
617-496-5347



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

**2. Administrator
Duties**

1. The duties/services provided by our non-alumni administrator include:

2. Non-alumni administrator contact information:

Name:

Email Address:

Phone Number:

Questions? Please contact:

Pete Mumma
Associate Director of Alumni Relations
Harvard Law School
pmumma@law.harvard.edu
617-496-5347



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

**3. General
Information**

1. When was your Club/SIG founded?

**2. What sources of Social Media do you use for Club/SIG programming and communication with alumni?
Please provide the Name/URL.**

Facebook

LinkedIn

Twitter

Other

**3. Listing of Club/SIG Officers/Board Members for 2016-2017 (Name, Position, Email) OR please provide us with the
URL from your Club/SIG's website that contains your leadership listing.**

4. HLSA Shared Interest Groups:

- Asian Pacific American Alumni Network
- Black Alumni Network
- Entrepreneurs Network
- Lambda Alumni Network
- In-House Counsel Network
- Latino Alumni Network
- Native American Alumni Network
- Private Equity & Venture Capital Network
- Recent Graduates Network
- Senior Advisory Network
- Women's Alliance Network

Please list individual chapters, chairs, and email addresses.

5. Does your Club/SIG have a leadership succession plan?

☐ Yes

☐ No

6. Do you know who the next Club/SIG President, Chair, or Co-chairs will be?

☐ Yes

☐ No

If Yes, please provide their name(s) and HLS Class Year?

7. Do you have an annual election of officers?

☐ Yes

☐ No

If Yes, when do you hold your elections?

Questions? Please contact:

Pete Mumma
Associate Director of Alumni Relations
Harvard Law School
pmumma@law.harvard.edu
617-496-5347



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

**4. Club/SIG Bank
Account**

1. Does your Club/SIG have a bank account?

☐ Yes

☐ No

2. Who is authorized to sign on your bank account?

#1

#2

#3

#4

3. What is the current balance saved in your bank account?



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

**5. Club/SIG
Events**

1. Club/SIG event data for past year

Total number of events

2. What types of events do you organize?

3. Please list the events and number of people attending

4. Do you partner with the Harvard Alumni Association (HAA) or other alumni organizations (including other Harvard Graduate School Clubs, Harvard Undergrad Clubs, or Peer Law School Alumni Clubs)?

☐ Yes

☐ No

If Yes, with whom and for which events (event name/title and date)?

5. Do you partner with any other HLSA Club or SIG?

☐ Yes

☐ No

If Yes, with whom and for which events (event name/title and date)?

6. Are you interested in partnering with the HAA or peer Law School alumni Clubs?

☐ Yes

☐ No



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

**6. Tax Exempt
Status**

1. Does your Club/SIG have 501(c)3; 501(c)7 tax-exempt status (or other US tax-exempt status or the international equivalent)? See the [HLSA 501\(c\)3 Policy](#)

☐ Yes

☐ No

(please specify - ex. 501(c)3)

2. Are you planning to file for tax-exempt status in the next six months?

☐ Yes

☐ No

3. If you are planning to file for tax-exempt status, please provide an explanation of why you are planning to file.

4. Does your Club/SIG have law firm or corporate sponsorship?

☐ Yes

☐ No

Questions? Please contact:

Pete Mumma
Associate Director of Alumni Relations
Harvard Law School
pmumma@law.harvard.edu
617-496-5347



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

**7.
Sponsorship**

1. If you do have sponsors, please specify.

Questions? Please contact:

Pete Mumma
Associate Director of Alumni Relations
Harvard Law School
pmumma@law.harvard.edu
617-496-5347

2. Have you contacted the HLS Alumni Relations office for approval before seeking sponsorship?

If not, please email hlsa@law.harvard.edu.

☐ Yes

☐ No



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

**8. HLSA
Council**

The General Membership of the Council shall consist of delegates from each active HLSA Club and HLSA SIG, as chosen by that HLSA Club or HLSA SIG, where “active” shall be determined in accordance with the provisions of Article VI, Section 2.

Each active HLSA Club and HLSA SIG with fewer than one thousand HLSA Members may select one delegate. Each active HLSA Club or HLSA SIG with more than one thousand HLSA Members may select one delegate for every one thousand HLSA Members or portion thereof up to a total of three delegates (e.g., an active HLSA Club or HLSA SIG with one thousand five hundred HLSA Members would be able to select two delegates; an active HLSA Club or HLSA SIG with two thousand three hundred HLSA Members would be able to select a total of three delegates; an active HLSA Club or HLSA SIG with three thousand or more HLSA Members would be able to select a total of three delegates; etc.)

Example:

- 1-999 members = one delegate to the HLSA Council
- 1,000-1,999 members = two delegates to the HLSA Council
- 2,000+ members = three delegates to the HLSA Council

Each delegate must be, at time of appointment, either a current or past officer of the active HLSA Club or HLSA SIG by which the officer is delegated. Provided notice is given to the Association, any active HLSA Club or HLSA SIG may replace its own delegate at any time and through any process, so long as the process is consistent with the approved bylaws of that HLSA Club or HLSA SIG.

ARTICLE VI – HLSA ALUMNI CLUBS AND SIGS

Section 6.2 Annual Registration of HLSA Alumni Clubs and SIGs. All HLSA Clubs and HLSA SIGs must register annually with the Association per the requirements set by the Association, as provided to the membership through the HLSA website. Upon approval by a majority of the Council, a majority of the Executive Committee, or by the President and the Secretary, such HLSA Club or HLSA SIG shall be deemed affiliated and active.

Section 6.3 Consequences of Failure to Register.An HLSA Club or HLSA SIG which fails to register with the Association annually as provided in Section 6.2, or fails to receive approval of its registration or whose registration is revoked, will lose affiliation with the Association. As a result, among other consequences, such HLSA Club or HLSA SIG will lose all support (financial, technology, or otherwise) provided by the HLSA and the Harvard Law School to registered HLSA Clubs and HLSA SIGs, including but not limited to any licenses granted for use of any Harvard, HLSA, or Harvard-related names, crests, or other trademarks. Any delegate to the General Membership of the Council from an HLSA Club or HLSA SIG which becomes inactive will be immediately removed from the Council.

For more information, please see Article IV, Section 4.2(b) of the [HLSA Constitution](#)

1. HLSA Council Delegate #1

First Name

Last Name

HLS Class Year

Email address

HLSA Club Officer

Position (current or most recently held)

2. HLSA Council Delegate #2

First Name

Last Name

HLS Class Year

Email address

HLSA Club Officer

Position (current or most recently held)

3. HLSA Council Delegate #3

First Name

Last Name

HLS Class Year

Email address

HLSA Club Officer

Position (current or most recently held)

Questions? Please contact:

Pete Mumma
Associate Director of Alumni Relations
Harvard Law School
pmumma@law.harvard.edu
617-496-5347



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

**9. General
Comments**

1. What events, initiatives, etc. went particularly well/were challenges for your Club/SIG during the past year?

2. How can the Alumni Relations Office best assist you?

3. As the umbrella organization the oversees the Club/SIGs, how can the HLSA best assist you?

4. Please share any other thoughts you may have.

Questions? Please contact:

Pete Mumma
Associate Director of Alumni Relations
Harvard Law School
pmumma@law.harvard.edu
617-496-5347



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

10. Guidelines and Requirements

*** 1. HLSA Club and SIG Operating Guidelines**

[Click here](#) to review the *Operating Guidelines* (A new window will open)

☐ I have read and approve

*** 2. Harvard University and HLS Logo/Trademark Guidelines**

[Click here](#) to review the *Trademark and Logo Guidelines* (A new window will open)

☐ I have read and the Club/SIG is in compliance

*** 3. HLSA Partnership Guidelines**

[Click here](#) to review the *HLSA Partnership Guidelines* (A new window will open)

☐ I have read and approve

Questions? Please contact:

Pete Mumma
Associate Director of Alumni Relations
Harvard Law School
pmumma@law.harvard.edu
617-496-5347



Harvard Law School Association
Club & Shared Interest Group (SIG) Registration
2016 - 2017

**11. HLSA Club/SIG
Bylaws**

*** 1. HLSA Club/SIG bylaws**

[Click here](#) to view *Sample HLSA Club/SIG bylaws* (A new window will open)

Select one

- ☐ Yes, my Club/SIG has bylaws. I will mail, fax or email my Club's bylaws by **March, 31, 2017** as part of the 2016-2017 HLSA Club Certification (email hlsa@law.harvard.edu; fax +617-496-4572).
- ☐ My Club/SIG does not have bylaws at this time. We will draft and submit bylaws by **June, 30, 2017** to remain a certified HLS Club/SIG.

2. If your Club/SIG already has bylaws in place, when were they last reviewed?

*** 3. I understand that all information submitted in this survey shared with HLS Alumni Relations Office and the HLSA.**

- ☐ Yes
- ☐ No

Questions? Please contact:

Pete Mumma
Associate Director of Alumni Relations
Harvard Law School
pmumma@law.harvard.edu
617-496-5347