

Guidelines for GSD Student Organizations

Recognition of GSD Student Organizations

All officially recognized student organizations have the privilege of using Harvard's name and its facilities. In order to gain recognition, a group must submit a registration form (available on the Student Forum website) to the Student Forum and the Assistant Dean for Student Services. Additionally, the group must submit a constitution and by-laws (see sample), with a membership clause stating that it shall not discriminate on the basis of race, creed, color, sex, sexual orientation, or physical disability. The organization should name new chairs before the end of the following spring semester, to offer continuity and a contact person during the summer. To maintain official status, groups must register each fall by submitting a new registration form.

Officers' Responsibilities

The officers of each organization are held responsible for knowledge of the following regulations, and are expected to keep members of their organization informed of relevant portions.

General Requirements

- Recognized organizations must maintain their local autonomy. The criterion for local autonomy shall be whether the student organization makes all policy decisions without obligation to any parent organization. Graduate Trusteeships and other advising boards composed of responsible alumni will ordinarily be acceptable under this rule.
- All members and officers must be students or alumni of Harvard University.
- The organization will file a list of current officers or contacts every fall with the Assistant Dean for Student Services. If the officers' responsibilities will be terminated at the end of the spring semester, a contact person over the summer must be filed with the Assistant Dean for Student Services.
- No organization may act so as to endanger the tax-exempt status of either Harvard University or the GSD.
- Until approved, no organization shall be permitted to use the name of "Harvard" or "GSD" or imply through its title or otherwise, a connection with the University.

Use of the Harvard or GSD Name and Logo

The University's Office of Patents, Copyrights, and Licensing controls the use of Harvard's name and logo by all commercial companies as well as by Harvard groups and organizations. Students or student organizations interested in using Harvard's name or logo must first receive permission from the Assistant Dean for Student Services. Once final approval is secured from the Office of Patents, Copyrights, and Licensing, T-shirts,

posters, mugs, or other approved objects bearing Harvard's name or logo may be produced.

Financial Responsibility

Each organization is fully responsible for its own finances. It is expected that student organizations will conduct their financial affairs in a responsible manner. In particular, accurate financial records must be maintained at all times. Student organizations should maintain their own bank accounts. See separate section on Tax Identification Numbers (TIN's).

Invitations to Distinguished Visitors

In order to facilitate the necessary courtesies for distinguished visitors, the Associate Dean for Academic and Student Services must be notified in advance and appropriate clearances obtained before the issuance of invitations to heads of state or governments, past or present, or cabinet members, and to ambassadors of foreign nations to visit Harvard as guests of a student organization.

Student Organization Offices

The Student Forum controls the use of the student office in Gund Hall. Since there is little space in Gund Hall, there will generally be no additional office space allocated to student organizations.

Solicitation of Funds

Student organizations may raise funds from student members, from the Student Forum, or through fund-raising events. Student organizations may not solicit funds from alumni, corporations, or government agencies or foundations without permission from the Dean. Questions regarding this should be directed to the Associate Dean for Administration.

Functions and Responsibilities of Faculty Advisors

Having a faculty advisor is recommended but optional for a GSD student organization. The functions of faculty advisors are two-fold. First, they endeavor to make a positive contribution to the growth and functioning of the student organization by giving constructive advice and aid of various kinds. Second, they can help prevent or resolve undesirable situations that may develop, or, if necessary, bring them to the attention of the Associate Dean for Student Services.

The nature and importance of their responsibility will vary with the nature and the past history of the specific organization. For example, advising a prominent publication will differ from advising a more esoteric activity with few financial affairs and little visibility. Their role shall be purely advisory unless some special crisis arises requiring intervention.

Faculty advisors have no legal responsibility for student organization debts. However, debts incurred by these groups should always be a matter of concern to advisors.

COORDINATING EVENTS AT HARVARD

Signing Contracts

Sign contracts only on behalf of the student organization. We recommend that student organizations require that two of its members sign any contract entered into by the organization, and that at least one signer be an officer of the group. Be advised that students do not have authority to sign contracts on behalf of Harvard University or the GSD. If a student organization fails to meet its contractual obligations, neither Harvard University nor the GSD will assume those obligations. To make this clear to third parties, any contract you sign must bear the full name of your organization and must state the following: "The parties hereto agree and understand that neither Harvard University nor the GSD is a party to this contract and neither is responsible under any circumstances for performing any obligation of this contract." If these procedures are not followed and the Harvard University or the GSD is compelled to perform any obligation under a contract signed on behalf of a student group, Harvard University will seek to hold those students who signed the contract and the officers of that group personally responsible.

Police Coverage

It is University policy that police be present at functions where admission is charged, where donations will be accepted, or where the public safety is best served. We strongly recommend that you reserve police detail two weeks in advance; otherwise, there may not be any police available for your event. To arrange for an officer, see Lt. Charles Schwab at HUPD, 29 Garden Street (495-1783). These services must be pre-paid (\$120 for a four-hour minimum). Refunds will not be granted for events canceled within 48 hours of the event.

Sponsorship

The University requires that each organization maintain local autonomy, having no institutional connection with outside organizations. This means that non-Harvard groups may not sponsor events here by using your organization as a vehicle to appear on campus.

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