Guidelines and Procedures for Student Groups at the Harvard Extension School

The Office of the Dean of Students has the responsibility to grant official recognition to student groups and to establish regulations for their governance. The procedures for becoming a recognized student group and the rules by which they must abide are presented below. If the Dean of Students determines that a student group has failed to abide by these basic responsibilities, it may revoke the group’s recognition. Student groups must re-register each October in order to continue their recognition.

Recognition of any student group is not to be interpreted as an endorsement by the Extension School of the purpose, activities, partisan political position, or point of view of the group.

The Harvard Extension Student Association
The Harvard Extension Student Association (HESA) is the umbrella organization for all student groups at the Extension School. All currently enrolled degree, certificate, and diploma candidates are members of HESA with voting and other member privileges.

Under the HESA umbrella, student group or clubs may form to promote or celebrate a variety of common interests. While student groups at the Extension School may include members from other schools, faculty, staff, or community members, the bulk of the group must be Harvard Extension students. Additionally, only currently enrolled degree, certificate, or diploma candidates are permitted to serve as officers of recognized student groups.

The Recognition Process
Student groups must seek approval from the HESA Executive Board before they can be officially recognized. Recognized groups receive resources and support in the form of access to meeting and event rooms, .edu-domain websites, and limited funding. Only officially recognized groups may use the name “Harvard” in any publication or advertisement, or for any purpose whatsoever.

To receive recognition, new student groups must submit a completed Registration Form and all necessary materials including a Constitution, a budget, and a membership list of at least ten currently enrolled Extension Students. (A sample Constitution is included, below.) Registration Forms and additional information can be found on the HESA website http://hesa.dce.harvard.edu/.

Funding and Finances
The Extension School provides HESA with an annual budget ($15,000 for 2006-2007), and some of these funds are available for helping student groups get started or mount certain activities. The HESA Executive Board will review funding applications at the beginning of each semester, and instructions and application forms can be found on the HESA website. Student groups may also raise funds from membership dues and fee-paying events, but student groups may not engage in outside fundraising, except as part of the HESA Fundraising Committee. Such fundraising must have the prior approval of the Office of the Dean of Students.

Student groups are responsible for their own finances and for keeping their own financial records, and the Extension School expects that they will be managed in a prudent fashion. The earnings of student group may not accrue to individual members.
Reimbursements
Recognized student groups may submit funding requests to HESA, and HESA will decide on budget allocations at the start of each semester. Allocations are not cash; they are reimbursements and must be accompanied by original receipts or invoices, not more than 60 days old, and a completed Universal Expense Form (available at http://hesa.dee.harvard.edu/). HESA will not reimburse for personal expenses, including meals, transportation, cell phones, etc. No group may receive reimbursement for an activity which does not occur within the semester for which an application is made, nor for activities occurring during the summer.

Use of Harvard Name
Only student groups which have received approval from the Office of the Dean of Students may use “Harvard” in its name or in notices of meetings and written materials. Any regular publications sponsored by the group that uses “Harvard” in its title needs advance permission. (see also “The Use of Harvard University’s Trade Marks” or visit the following website: www.provost.harvard.edu/policies_guidelines/useofname/names_insignias.php). Explicit advanced permission of the Dean of Students is needed before a group can give permission to a third party to use the “Harvard” name or to imply connection with the Extension School or the University.

Non-Discrimination
Participation in HESA and its constituent groups is open to any currently enrolled student at the Harvard Extension School. No student group may discriminate against any participant or on the basis of race, creed, color, sex, sexual orientation, gender identity, or physical disability.

Relationship to HESA
Each student group should appoint a representative to serve as a liaison to the HESA Executive Board. The liaison will be responsible for working with the Board to establish funding requirements, events calendaring, room requests, and other matters pertinent to student group operations. In particular, all requests for rooms or other Harvard facilities must be made to the HESA Executive Board, via forms available on the HESA website. While the Executive Board provides oversight on funding and campus-based activities, it does not, as a general rule, concern itself with any group’s day-to-day business.

Non-Harvard Organizations
The regulations for student groups require that they maintain local autonomy. This means that they can have no institutional connection with outside organizations and that all policy decisions must be made without obligation to any parent organization. In this way, the independence and integrity of the Extension School are maintained. From time to time, students raise questions about their membership in non-Harvard organizations. It is important that students make well-informed decisions when considering membership in these organizations. While fraternities and sororities may be recognized officially at other universities and in local towns, they are not permitted to conduct any activity at Harvard even though their activities involve Harvard students.
**Hazing**

Students are advised that Massachusetts law expressly prohibits any form of hazing in connection with initiation into a student organization. The law applies to all student groups, whether or not officially recognized, and to practices conducted both on and off campus.

The term “hazing,” under Massachusetts law, means: “any conduct or method of initiation… which willfully or recklessly endangers the physical or mental health of any student or other person.” The definition specifically includes “whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.” [Massachusetts General Laws, c. 269 § 17]

Hazing is a crime punishable by fine and/or imprisonment. The Administrative Board of the Extension School will consider all reports of hazing in the normal course of this oversight, taking disciplinary action in appropriate cases, and will report confirmed incidents to appropriate law enforcement officials. A memorandum detailing the specifics of this law is available in the Office of the Dean of Students (617-495-1765).

The failure to report hazing also is illegal, under Massachusetts law: “Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.” [Massachusetts General Laws, c. 269 § 18]

**Additional Rules**

- No student group shall be allowed to appear on a commercially sponsored radio or television program.

- No student group shall in any publication, radio or television broadcast, public performance, or otherwise purport to represent the views or opinions of Harvard University, the Extension School, or any other Harvard entity.

- No student group may act so as to endanger the tax-exempt status of Harvard University.

- No student group may be connected with any advertising medium, including the press or other public forum, which makes use of the name of Harvard (see also “The Use of the Harvard Name and Insignia,” on-line at: www.provost.harvard.edu/policies_guidelines/useofname/names_insignias.php.)

- No student group may hold an event on campus without approval from the Office of the Dean of Students. In addition, student groups must consult the Office of the Dean of Students before signing any contracts with vendors, hotels, consultants, or performers.

- Each fall, student groups must provide HESA with a financial report for the previous year, a proposed budget for the current year, and signed agreements verifying the group’s adherence to these guidelines.
Sample Constitution for Student Groups

The following is provided as a sample only. Your group may deviate from this sample, provided that Article III, Item 1 and Article IV, Item 2 are included. You may wish to elaborate on this template or customize this document for your particular group. Each year, student groups must submit a copy during annual registration as a condition of recognition, even if the Constitution and by-laws have remained unchanged.

Article I. Name
The name of the group shall be ____________________.

Article II. Purpose
The ____________________ is concerned with the political, social, and cultural issues regarding ____________________. The group will seek to promote greater awareness and understanding of these issues in the Harvard community by appropriate means such as publications, meetings, seminars, and other educational activities.

Article III. Membership
1. Membership in this group shall be open to all students in good standing currently enrolled in Harvard Extension School, regardless of race, creed, color, sex, gender identity, sexual orientation, or physical disability.
2. Membership shall be retained until the student severs relations with the University whether by graduation or otherwise. Membership will be retained during the vacations and recesses of the University.
3. All members shall pay such annual dues as may be designated from time to time.
4. Any member may resign at any time by filing a written resignation with the Secretary.

Article IV. Officers
1. The officers of the group shall consist of a President, Vice-president, Treasurer and Secretary, and other officers as may be designated by the group.
2. All officers shall be current degree, certificate, or diploma candidates at the Harvard Extension School.
3. The President shall be the chief executive officer of the group and shall have general supervision and control of its activities and programs.
4. The Vice-president shall assist the President and assume his or her duties when the President is unable to serve.
5. The Treasurer shall have general charge of the financial affairs of the group. He or she shall keep accurate records of these affairs.
6. The Secretary shall keep a record of all meetings of the group and of all activities and programs. He or she will handle all formal correspondence between members and officers of the group.

Article V. Elections
1. Officers shall be elected annually by the members of the group. Elections shall be held during the month of January. The term of office shall start on the first day after winter recess and shall terminate on the last day of the fall exam period.
2. Any qualified member (see IV.2, above) of the group may be nominated for election. Nominations shall be filed in writing with the Secretary at least two weeks before the date appointed for elections. All members shall have one vote by secret ballot. Members may vote by written proxy if necessary. The Secretary shall be responsible for informing all members of the election date and candidates.

Article VI. Meetings
1. Meetings of the group shall be held on a regular basis for the purpose of determining policy, activities, programs, and other business. Special meetings of the group may be called by the President, the Secretary, or any five members of the group.
2. A simple majority of the group shall constitute a quorum.
3. The President shall chair all meetings. In the President’s absence, the Secretary shall chair and another member shall be appointed Secretary for the duration of the meeting.
4. Notice of regular and special meetings shall be communicated to all members of the group by the Secretary.
5. All members shall have one vote with respect to any resolutions put forward during a meeting. Members may vote by written proxy if necessary.

Article VII. Amendments
1. This constitution may be amended by a two-thirds majority vote of the group.
2. Any three members of the group may propose an amendment. Proposals shall be filed in writing with the Secretary prior to a meeting, so that the group may debate the proposal. Amendments may be voted on at regular or special meetings.