HARVARD EXTENSION STUDENT ASSOCIATION
HESA Constitution and Bylaws

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HESA Constitution

I. Name

The name of this organization shall be the Harvard Extension Student Association, hereafter referred to as the “Association.” The Association may be elsewhere referred to, alternatively, as “HESA.”

a. Nomenclature

The “executive board” refers to the positions of the duly-elected HESA President, Vice-President, Treasurer, Secretary, and Parliamentarian (outlined in section V.c. below).

The “board” refers to the duly-elected HESA President, Vice-President, Treasurer, Secretary, and Directors.

The “council” refers to the complete body of elected and appointed HESA representatives, including the complete HESA board and deputies, and other appointed volunteers.

II. Mission

The mission of the Association is to represent the interests and concerns of the student body of the Harvard Extension School.

III. Membership

All admitted undergraduate or graduate degree candidates, certificate seekers, and course takers of the Harvard Extension School are automatically members of the Association. However, only admitted undergraduate and graduate degree candidates shall be granted voting rights.
a. Hazing

The Association will comply with Massachusetts law [MGL c. 269 § 17-18], which prohibits any form of hazing in connection with initiation into a student organization.

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.” [MGL 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 its oversight, taking disciplinary action in appropriate cases. All confirmed incidents of hazing shall be reported to the appropriate law enforcement officials.

The failure to report hazing is also illegal under Massachusetts law: “Whoever knows that another person is the victim of hazing ... 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.” [MGL c. 269 § 18]

b. Good standing

During an individual's tenure as an elected member of the Association (including during the election period prior to serving in their role), the individual must be a degree candidate in good academic standing, as defined by Harvard Extension School:
https://www.extension.harvard.edu/resources-policies/completing-your-degree/academic-standing
In the event of any changes to this definition, the definition of "Good Standing" used shall be the most current definition adopted by Harvard Extension School.

All degree candidates currently serving a suspension by the Extension school for any reason, including matters of Academic dishonesty, or misdemeanors, are ineligible to run for office. For degree candidates found guilty during their time in office, said candidates must vacate their positions immediately. The Harvard Extension policy on Academic Integrity is found here: https://deanofstudents.extension.harvard.edu/academic-integrity

IV. **Provisions for the Conduct and Regulation of Business**

a. **Authority**

   The authority of the Constitution of the Harvard Extension Student Association is the basis for the conduct of all business within the organization.

b. **Harvard University’s Non-Profit Status**

   The Association is a recognized student organization protected under Harvard University's non-profit status (tax ID # 04-2103580). The Association is not recognized as a non-profit organization for tax purposes, but is required to keep its own Employee ID number for its Harvard University Employees Credit Union account. HESA’s EIN is # 37-1471631.

c. **Harvard University Policies**

   The Association will at all times follow the policies and procedures of Harvard Extension School, Harvard University, and the Harvard Trademark Program. These policies include the *Policy on the Use of Harvard Names and Insignias* as published by the Harvard Trademark Program
d. **Non-Discrimination Policy**

The Association shall not engage in discrimination on the basis of race, ancestry, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity or associational preferences protected under applicable federal or state law.

V. **Organization**

a. **Elected Positions**

The Harvard Extension School degree candidate body elects certain positions for the course of one full academic year. Unless otherwise stated, all elected Board members have voting rights during all ordinary Board meetings and General Assemblies. The Elected Officers, as specified below, shall be members of both the Board and Executive Board.

Elected Officers include the positions of:

- President
- Vice President
- Treasurer

Along with the Director positions listed below:

- Director of Club Affairs
- Director of Events
- Director of Finance
- Director of Communications
· Director of Technology
· Director of Outreach
· Director of Student Affairs

Alteration (including addition and/or removal) of elected Director positions may take place in accordance with the Bylaws.

b. **Appointed Positions**
The President, in consultation with the Vice President, shall appoint the positions of:

- Secretary
- Chief Advisor
- Parliamentarian

Each Director, in consultation with the President, is expected to appoint one to two Deputy Director(s) to assist them in their respective department.

c. **Executive Board**
The Executive Board shall consist of the positions of President, Vice-President, Secretary, Parliamentarian, and Treasurer, and assuming they meet membership requirements as outlined in Section III Membership, shall constitute the Executive Board. Unless otherwise stated, Executive Board members shall only have the right to vote at Executive Board meetings and on issues presented to the Executive Board. Nevertheless, Executive Board members are expected to attend all regular Board meetings and General Assemblies; and shall be required to fulfill any duties they have in relation to said meetings.

The Executive Board shall:
1) Have general supervision of the Association's affairs between Association elections.
2) Make recommendations to the Association, Extension School, and University as specified by these bylaws.
3) Be subject to orders of the Association, and none of its acts shall conflict with action taken by the Association.

d. **Directors**
The President, in consultation with the Vice President, shall
establish and set forth the responsibilities of various directorships in accordance with the Bylaws.

Directors shall be elected by the membership of the Association. All directors must be admitted undergraduate or graduate degree candidates in good standing.

e. **Liaisons**

The President, in consultation with the Vice President, may appoint an undergraduate degree program liaison and a graduate degree program liaison. They may also, at their discretion, appoint a liaison from any individual concentration(s) of the graduate degree programs.

Each liaison must be an admitted degree candidate in the program for which he or she serves. Liaisons are consultants to the Board, but are not voting members.

f. **Office of the President**

The President shall organize an Office of the President, led by a Chief Advisor.

Members of the Office of the President are appointed by the President and are not required to be admitted in a degree, certificate or diploma program.

Members of the Office of the President may attend Executive Board meetings but shall not have voting rights.

g. **Clubs**

Clubs shall be organized for the betterment of student life and will collaborate with the Association to host events and create opportunities for pursuing specific extracurricular interests.

Only the Association, in consultation with the Dean of Students, may grant official recognition to clubs. Clubs shall be established in accordance with the HESA Constitution and Bylaws. Clubs shall be self-maintained and organized by their own constitution and bylaws, subject to the HESA Constitution and Bylaws.
VI. Elections

a. Cycles
Elections for the positions outlined in section V.a. shall be held in
the spring semester of each year, in accordance with the Bylaws.

b. Suffrage
All admitted degree candidates in good standing at the time of
elections, retain the right to vote:
1) in the Association’s elections;
2) upon motions cast at General Assemblies; and
3) upon referenda.

All admitted degree candidates may propose a motion at a General
Assembly meeting, in accordance with the process outlined in the
Bylaws.

The Dean of Students Office shall advise the Association on the
candidacy and standing of students.

c. Nomination & Elections Committee (NEC)
The Executive Board shall organize a Nomination & Elections
Committee (NEC). The NEC shall abide by the restrictions of an ad
hoc committee and its members are ineligible for any elected
positions. The NEC shall further adhere to the Bylaws.

The NEC, in coordination with the Dean of Students Office, shall
oversee and administer the general elections of executive officers
and elected positions. Where candidates have been Recalled or
Expelled, or have resigned from office, in the year preceding an
election, the NEC shall determine whether such candidates are
eligible to run for office during said election period.

d. Tenure
Upon election, the President, Vice President, Treasurer, and
Directors shall take office on the first day of June and shall serve
until the last day of May of the following calendar year, barring
removal.
Past Presidents and Vice Presidents are permitted to remain *ex officio* members of the Executive Board, with no voting rights, for one fiscal year following the completion of their service. Appointed positions shall take office on the date of their appointment and shall serve (barring removal) until the last day of May coinciding with the final day of elected executive board members.

Members of the Office of the President serve at the pleasure of the President, and are subject to removal by the President.

**VII. Legislative Business**

a. **Meetings**

The President will determine whether a meeting is open or closed to Association members, with the exception of General Assemblies and meetings called into Private Session. Meetings may be held in person and/or online.

i. **General Assemblies**

   General Assembly meetings are held on a monthly basis during the academic year, on a schedule called by the President, as outlined in the Bylaws. Any affiliate or alumnus of the student community is welcome to attend a General Assembly.

ii. **Meetings of the Association’s Board**

   The board meets on a regular basis during the board’s term, on a schedule called by the President, based on board members’ availability. Meetings are for procedural business, and may be open or closed to involvement from other students at the President's discretion.

**VIII. Finances**

a. **Income**

   The Association shall receive an annual budget from the Student Clubs & Activities Office, and may receive income from corporate
sponsorship from outside institutions, and from HESA fundraising activities.

Income shall be used to provide monetary support to Student Clubs, to stimulate student life, and to support the operations of the Association. The outgoing board must leave at least $200 in the Association’s Credit Union account for the incoming board to operate. A general accounting ledger should also be transferred from the outgoing executive board to the newly elected Treasurer.

The Association shall retain control over income, subject to the advice and consent of the Student Clubs & Activities Office.

b. Allocation
A budget, set in accordance with the Bylaws and agreed upon with the Student Clubs & Activities Office, shall govern the use of all funds.

c. Club Funding
Any recognized Club may make funding requests to the Director of Club Affairs. Club funding requests will not be considered unless all materials, as mandated by the Bylaws, have been received. The Director of Club Affairs must communicate all funding requests to the Treasurer and the Student Clubs & Activities Office.

The Treasurer and President, in consultation with the Director of Club Affairs and the Executive Board, will decide the allocation of club funding in relation to the HESA Budget.

IX. Accountability

a. Information
Any document or record produced by the Association shall be a matter of public record, with such exceptions as prescribed by the Bylaws.

The proceedings of any General Assembly shall be a matter of public record, unless the President or Vice President has declared
executive session.

b. Council
Every director, liaison, or member who exercises any power or duty under the authority of the Constitution, or who represents the Association, is responsible to the membership and to the Association.

c. Recall
“Recall” shall be defined as the removal of an individual from an elected or appointed office or position by the membership of the Association.

Recall proceedings shall follow a three-step process:

1) An elected officer or director shall be subject to a preliminary recall vote at the next General Assembly following submission of a petition signed by a minimum of 50 voting members of the Association, with the exception of President and Vice-President. For the roles of President and Vice-President, a petition must include signatures of a minimum of 100 voting members of the Association;

2) Upon submission of this petition to the Executive Board and verification of signatures as degree candidates (by the Dean of Students Office) prior to the meeting, a two-thirds vote of members in attendance is required to initiate an Association-wide recall vote;

3) The recall vote must be carried by a two-thirds majority of all Association members at a valid General Assembly meeting.

Vacancies created by the recall of an elected or appointed officer, director or liaison shall be filled in accordance with the Vacancy clause of the Constitution.

d. Expulsion
“Expulsion” shall be defined as the removal of an individual from the Association by the Board for reasons of misconduct or absenteeism. Expulsion results in the forfeiture of all associated
offices and privileges.

Any individual who exercises power or duty under the Constitution or Bylaws may be subject to expulsion.

i. **Board of Directors**
   Any Board or Executive Board member may call for the removal of a Board member. Any call to remove a Board member must be presented to the President and the Student Clubs & Activities Office. The individual must then be presented with the case for expulsion during a Board meeting and/or by email. The complainant must then submit the case by email immediately after making the case. The individual must then be given 48 hours, beginning from the time they are made aware of the case against them, to prepare a case in defense to present at the next Board meeting. The next Board meeting must take place within a week of the case being submitted to the individual. At this meeting, the case against the individual, as submitted to them, must be read out, and the individual must be allowed time to respond to each charge. The individual must then leave the meeting while a vote is taken.

   Expulsion shall require a two-thirds majority vote by a combination of the eligible voting members of Board and Executive Board.

ii. **President and Vice-President**
   Expulsion of the President and Vice-President shall follow the procedures outlined above in section (i.). However, instead of a two-thirds majority vote, removal of a President or Vice-President shall require a three-quarters majority vote by eligible voting members of the Board and Executive Board.

e. **Suspension**
   “Suspension” shall be defined as the removal of an individual from the Association for a defined timeframe by the Board, for reasons of misconduct or absenteeism. Suspension results in the forfeiture of all associated offices and privileges.
Any individual who exercises power or duty under the Constitution or Bylaws may be subject to suspension.

i. **Board**
   Any Board member may call for the suspension of another Board member. Any call to suspend a Board member must be presented to the President and the Student Clubs & Activities Office. The individual must then be presented with the case for suspension by email, including the defined time frame of suspension. The individual must then be given 48 hours, beginning from the time they are made aware of the case against them, to email a case in defense to the Executive Board. Within a week of the case being submitted to the individual, the Executive Board will vote on the individual’s suspension.

   Suspension shall require a majority vote by eligible voting members of the Executive Board. In the case of a tie, the President’s vote will break the tie. Board members can be suspended for no longer than one semester.

ii. **President and Vice-President**
   The process for suspension of the President or Vice-President is the same as for a Board member, as outlined above. However, the President and Vice-President can be suspended for no longer than two weeks.

iii. **Student Clubs**
   The Director of Club Affairs and/or the President may call for the removal of recognition of a Student Club for a single semester or for an entire academic year. Any call to remove recognition of a Student Club must be presented to the Student Clubs & Activities Office. HESA must then present the Club’s President and Vice-President with the case for expulsion by email. The Club’s President and Vice-President must then be given 48 hours, beginning from the time they are made aware of the case against them, to prepare a case in defense to present at the next HESA Board meeting. The next Board meeting must take place within a week of the case being submitted to the Club’s President and Vice-President. At this meeting, the case against the Student Club, as submitted to them,
must be read out, and the individual must be allowed time to respond to each charge. The Club’s President and Vice-President must then leave the meeting while a vote is taken.

Removal of recognition shall require a two-thirds vote by the Board. The Student Clubs & Activities Office must be notified of the outcome immediately following the vote. A letter of notification must be prepared for distribution to the Student Club's full Board. The sending of the letter must be scheduled in coordination with the Student Clubs & Activities Office. When a Club is no longer recognized, the former President must submit all login information and other club materials to the Student Clubs & Activities Office within two business days. Further details can be found in the Student Activities Manual.

X. Ratification and Amendments of Governing Documents

a. Ratification of, and Amendments to, the Constitution

A two-thirds majority vote of the Board is necessary to present constitutional changes for a vote by the Association. Changes to the Constitution must be presented at a General Assembly meeting and through HESA's email list. The Constitution, and changes to it, will only be ratified if approved by a majority vote by the Association's eligible voters. A vote to ratify the Constitution, or changes to it, must be held online and overseen by the Student Clubs & Activities Office. Once ratified, the new Constitution will take effect immediately, unless otherwise noted. A notification will be sent to all members of the Association and the newly adopted Constitution will be posted and publicly available.

b. Ratification of the Bylaws

Any motion to ratify a new set of Bylaws must be presented to the Board. If the motion carries with a two-thirds vote, the motion to present ratification shall be presented at the next scheduled General Assembly.

The Secretary will present the motion to ratify the Bylaws at the next scheduled General Assembly. If the motion carries with a
simple majority, a notification will be sent to all members of the Association and the newly proposed Bylaws will be posted and publicly available.

The ratification vote will be held at the next scheduled General Assembly; not less than seven days following proper notification.

A two-thirds majority of all eligible voters present at a General Assembly is necessary to ratify new Bylaws.

c. **Amendments to the Bylaws**

A two-thirds majority of the Board is necessary to amend the Bylaws.

Upon a two-thirds majority vote, the new Bylaws will be effective immediately.
Bylaws

I. General Provisions

a. Office

i. Location
The Association shall maintain a mailing address with the Student Clubs & Activities Office at Harvard Extension School:

Harvard Extension Student Association
% Student Clubs & Activities Office
Harvard Extension School
51 Brattle Street
Cambridge, MA 02138.

The Association shall maintain a storage room at the Student Organization Center at Hilles (SOCH).

ii. Office Hours
Board members may have online or in-person office hours on an as-needed basis to hear from and meet with students.

iii. Recording and Photography Authorisation
At its discretion, the Board may make videos, audio recordings, and photographs of the presence and participation of its members at General Assemblies, Board meetings, and other HESA events. The Board may make these, or edited versions of them, available to the Association and the general public.

Upon campaigning for election to the HESA Board, the expectation is that candidates agree to a Student Recording Authorization. Through this agreement, you grant permission for HESA to include your likeness in recordings and photographs for HESA uses. Upon receiving this notification, HESA will make all reasonable efforts to avoid photographing or videotaping the individual in question.
iv. **Intellectual Property**

Upon election or appointment, members of the HESA Board and Executive Board must agree to assign all intellectual property rights that directly relate to, or arise from, their work for HESA; to HESA itself.

v. **Personal Gains**

No member of the Board, Executive Board, or any HESA Club shall be allowed to leverage their official HESA positions for personal profit. In addition, no member of the above groups shall be allowed to use HESA email lists for personal gain. For the purposes of this section, all official clubs of the Harvard Extension School shall be considered a HESA Club.

b. **Committees**

i. **Standing Committees**

The Executive Board, through a majority vote, may organize formal standing committees. Standing committees shall continue through successive administrations unless formally dissolved by the Executive Board.

Any standing committee shall include not less than three members. Not less than one member shall be a voting member of the Executive Board.

Standing committees shall report their activities at General Assemblies on an as-needed basis.

ii. **Ad Hoc Committees**

The President may create ad hoc committees at their discretion at any point during their term, for any purpose they see fit.

The Executive Board may also create ad hoc committees to address issues deemed inappropriate for consideration by the Board itself, or the Association as a whole.

No member of the Board with voting rights may serve as a member of an ad hoc committee where said committee is created to address issues deemed inappropriate for the Board.
b. Affiliations

i. Qualities and Prerequisites

The Association shall not affiliate with any organization in a relationship that could jeopardize its status or compromise its stated purpose.

ii. Affiliations

The Association may temporarily affiliate with another Harvard student organization for the purpose of working on an event or initiative. Temporary affiliation requires a two-thirds vote of the Board.

Temporary affiliations shall not extend beyond the academic year for which they are approved but may be renewed in subsequent years.

iii. Sponsorship

HESA may receive sponsorship for an event from independent companies or organizations, in consultation with the Student Clubs & Activities Office. Sponsor organizations may not sponsor HESA or Student Clubs apart from an individual event. More information is available in the Student Activities Manual.

iv. Harvard Graduate Council

The Association has established a permanent affiliation with the Harvard Graduate Council (HGC), the representative body of all Harvard University graduate and professional schools.

The President, in consultation with the Vice-President, shall appoint representatives equal to the number permitted by the HGC. All representatives appointed by the Association must be an admitted degree candidate, in accordance with the Harvard Graduate Council's policies.

In the event of a name change or successor organization, the Association shall continue its affiliation with the renamed or successor organization.
v. **Harvard Extension Alumni Association**
   The Association has established a permanent affiliation with the Harvard Extension Alumni Association (HEAA), the representative body of Harvard Extension School alumni.

   The Association may choose to appoint a delegate to represent the Association at HEAA board meetings. The delegate shall duly report his or her findings to the Board.

   In the event of a name change or successor organization, the Association shall continue its affiliation with the renamed or successor organization.

**II. Position Descriptions**

a. **Executive Board**
   The Executive Board shall, at all times, include the President, Vice President, Treasurer, Parliamentarian, and Secretary.

   Executive Board members are entrusted with responsibilities related to the Association as an independent student organization entity, in addition to the duties outlined in the Bylaws. The Executive Board shall, during all public HESA events, act in accordance with professional decorum.

i. **President**
   The President is responsible for: leading the Association toward fulfillment of its mission; focusing the desires of the student body into achievable goals; and coordinating Association contact with administration, faculty, and staff.

   The President must be able to provide proof of residence within the Greater Boston Area (as defined by Metropolitan Area Planning Council as at the date of their elections) or have a Chief Advisor in the area to substitute for him/her in this capacity. This deputy must be appointed by June 30 of the President’s term. The President must be on campus for a minimum of 25 hours per month during the academic year, advancing the mission of HESA. In addition, the President must hold weekly meetings, whether online or in person, with the
HESA advisor.

The President shall have the following duties:

1. The President, shall be the official spokesperson of the Harvard Extension School student body.
2. The President shall serve as the primary contact with the Harvard Extension School administration and with Harvard University.
3. The President shall call and preside over all General Assemblies.
4. The President shall call and preside over all meetings of the Board and the Executive Board.

ii. Vice President
The Vice President shall work closely with the President, the Board and the Executive Board to facilitate the effective functioning of the Association in pursuit of its mission. This position does not have residency requirements.

The Vice President shall have the following duties:

1. The Vice President shall assist the President in carrying out his or her duties.
2. The Vice President shall assume specific duties as delegated by the President of the Association.
3. In the absence of the President, the Vice President shall preside over General Assemblies, Board meetings, and Executive Board meetings.

iii. Chief of Advisor
The Chief Advisor serves at the pleasure of the President. The Chief Advisor may be required to work with Board members on initiatives at the President's discretion.

The Chief Advisor may only vote in Executive Board votes.
iv. **Treasurer**

The Treasurer of the Association shall have the following duties:

1. The Treasurer shall make regular monthly reports to the Executive Board and the HESA advisor regarding the Association budget.
2. The Treasurer shall prepare financial summaries at the beginning and end of each fiscal year, to be filed in the Association and with the Harvard Extension School administration.
3. The Treasurer shall advise in the allocation and distribution of funds to Clubs.
4. The Treasurer shall assist the existing and emerging Clubs with the related paperwork and procedures.

v. **Parliamentarian**

The duties of the Parliamentarian shall include clarifying parliamentary procedure upon request, keeping a portfolio of all Constitution and Bylaw amendments passed by the Board, and compiling updated copies of the Constitution and Bylaws before the end of his or her term; to be made available to the Board, Executive Board, and public.

The Parliamentarian shall also clarify information regarding the Constitution and Bylaws upon request, and make interpretations of them where necessary. The Parliamentarian shall make every effort to familiarise himself or herself with Robert's Rules of Order. The position of Parliamentarian does not have a residency requirement.

vi. **Secretary**

The Secretary of the Association shall have the following duties:

1. The Secretary shall take minutes at all General Assemblies, Board meetings, and Executive Board meetings.
2. The Secretary shall keep a record of attendance at all General Assemblies and meetings of the Board.
3. The Secretary shall keep a record of all votes conducted at General Assemblies and meetings of the Board.
4. The Secretary shall maintain a list of all clubs and their standing.
5. The Secretary must know Robert's Rules of Order.
6. The Secretary calls a vote in each Board meeting to approve minutes from the previous meeting. Once approved, the Secretary provides the minutes to be distributed to the Association.

The position of Secretary does not have a residency requirement.

b. Directors

Directors shall collaborate to execute the vision of the Association. All directors shall, during all public HESA events, act in accordance with professional decorum. The Director of Events, Director of Outreach, and Director of Club Affairs must be on campus for a minimum of 15 hours per month to properly discharge their duties. Said Directors should also live within the Greater Boston Area (as defined by Metropolitan Area Planning Council as at the date of their election) or be prepared to have a deputy in the area to substitute for him/her in this capacity. This deputy must be appointed by June 30 of the Director's term.

i. Director of Communications

The Director of Communications is responsible for providing editorial oversight for all communications sent to the student community. The Director also serves as the primary media and public relations liaison for the Association.

The Director's duties may include, but are not necessarily limited to, preparing press releases, letters and email correspondence. The Director shall review and, when necessary, edit content on the Association's website and social media. The Director shall also, to the best of his or her abilities, assist clubs with club communications. The Director is responsible for increasing visibility and awareness of the Association among members of the student body.
The position of Director of Communications does not have a residency requirement.

ii. **Director of Events**

The Director of Events is responsible for the planning and organization of events hosted (or co-hosted) by the Association to improve student life and build community amongst the HES student population. Events may include, but are not necessarily limited to: social gatherings; formal galas; online events; education round tables and panels; and major conferences.

The Director of Events may also work with the Director of Finance to plan events, with the goal of generating funds for the Association's budget.

The Director of Events shall take care to schedule and promote Association events in a manner that is cooperative with the Clubs, and the HES Student Clubs & Activities Office. The Director shall operate thoughtfully to avoid scheduling conflicts between Association events and Club events, whenever possible.

The Director of Events must be on campus for a minimum of 15 hours per month to properly discharge their duties. Said Directors should also live within the Greater Boston Area (as defined by Metropolitan Area Planning Council as at the date of their election) or be prepared to have a deputy in the area to substitute for him/her in this capacity. An acting deputy must be appointed by June 30 of the Director's term.

iii. **Director of Finance**

The Director of Finance is responsible for creating and implementing innovative and entrepreneurial solutions to generate revenue.

The Director of Finance may work with the Director of Events to assist in the planning of events with the goal of generating funds for the Association's budget.
The Director shall pursue generation and maximization of revenue through traditional fundraising efforts, the pursuit of sponsorships and donations, and the forging of partnerships. The Director shall further pursue less traditional and more creative means for the generation of revenue, with a focus on developing products and services attractive and beneficial to the student body.

The position of Director of Finance does not have a residency requirement.

iv. Director of Student Affairs
The Director of Student Affairs is responsible for providing advocacy, and ensuring access to information and resources to the student body.

The Director shall construct and coordinate dialogue on academic and social issues affecting the student body. He or she shall be responsible for advocating issues to the HESA Board on behalf of students. At the discretion of the President, he or she may also present such issues to the HESA Advisor and the Dean of Students Office. The Director shall oversee the implementation and analysis of a biannual survey of student needs and concerns. The Director should do his/her utmost to create new mechanisms to determine the concerns of students.

The position of Director of Student Affairs does not have a residency requirement.

v. Director of Outreach
The Director of Outreach shall be responsible for reaching out to other student organizations at Harvard University; for the purpose of discovering and creating new opportunities for Harvard Extension School Students.

The Director shall also be responsible for researching and compiling Harvard University and local community resources and/or additional resources that are beneficial to Harvard Extension School students.

At the President's discretion, in consultation with the
Vice-President, the Director of Outreach may also serve as the appointed representative to the Harvard Graduate Council.

The Director of Outreach must be on campus for a minimum of 15 hours per month to properly discharge their duties. Said Directors should also live within the Greater Boston Area (as defined by Metropolitan Area Planning Council as at the date of their election) or be prepared to have a deputy in the area to substitute for him/her in this capacity. An acting deputy must be appointed by June 30 of the Director's term.

vi. **Director of Technology**

The Director of Technology is responsible for management and updating of the Association website and associated software, including facilitating innovative means of communicating with the distance-learning community. The Director may also be responsible for updating hardware.

The Director shall oversee the live-streaming of General Assemblies and shall facilitate the participation (including voting, where applicable) of distance-education members of the Association.

The position of Director of Technology does not have a residency requirement.

vii. **Director of Club Affairs**

The Director of Club Affairs is the representative voice for all Harvard Extension School student clubs. The Director of Club Affairs assists in the development of new clubs (application process, trial period, and any other process during the formulation of a club). The Director of Club Affairs presents club applications and budgets to be approved by a two-thirds vote of the Board.

The Director must ensure that student clubs abide by the HESA Constitution and Bylaws, and by the club's own Constitution and Bylaws. The Director provides regular status reports to the HESA Board (on a basis set by the President). In the event that a club is not in good standing, the Director, along with the President and the Student Clubs & Activities Office, will review
the club and take necessary action. The Director of Club Affairs may make suggestions to clubs regarding their work (fundraising, visibility via social media, purpose, etc.).

The Director of Club Affairs must be on campus for a minimum of 15 hours per month to properly discharge their duties. Said Directors should also live within the Greater Boston Area (as defined by Metropolitan Area Planning Council as at the date of their election) or be prepared to have a deputy in the area to substitute for him/her in this capacity. An acting deputy must be appointed by June 30 of the Director's term.

c. Deputy Directors and Coordinators

i. Deputy Directors
Directors shall appoint at least one, and not more than two, Deputy Directors to assist in the execution of their duties. The President must review and confirm the appointment of deputy directors.

In the absence or incapacity of the Director, a Deputy Director shall fulfill the duties and responsibilities of the directorship.

Deputy Directors are not required to be admitted in a degree program. Deputy Directors may attend Board meetings with the permission of the President. Deputy Directors may not vote at Board meetings.

ii. Coordinators
Directors may appoint Coordinators to assist in the execution of specific tasks. The President must review and confirm the appointment of Coordinators.

Coordinators are not required to be admitted in a degree, certificate or diploma program. Coordinators may attend Board meetings with the permission of the President. Coordinators may not vote at Board meetings.

d. Degree Program Liaisons
The President, in consultation with the Vice President, shall
appoint one undergraduate degree programs liaison and up to three graduate degree programs liaison. A liaison must be a candidate in the degree program he or she represents.

Degree program liaisons shall interface closely with the Director of Student Affairs and shall represent the opinions of their constituencies to the appropriate members of the administration.

The Undergraduate Degree Programs Liaison (or ALB Liaison) shall attempt to interface with the Undergraduate Council (UC).

The Graduate Degree Programs Liaison (or ALM Liaison) shall attempt to interface with the Harvard Graduate Council (HGC) and with the individual student governments of each of the University's other graduate degree granting schools.

Degree program liaisons shall hold regular online or in-person office hours, and publish contact information on the Association website to ensure accessibility to their constituencies.

e. Office of the President
  The President shall appoint a Chief Advisor and, in his or her limitless discretion, any number of individuals to serve in the Office of the President to support his or her efforts on behalf of the Association.

Members of the Office of the President may attend but may not vote at meetings of the Board and Executive Board.

III. Meetings
a. General Assemblies
  i. Schedule
  General Assemblies shall be scheduled to occur at least once in every month of the academic year (i.e. September through April; January is optional).

  The Executive Board shall publish a schedule of regular General Assemblies for the academic year in September.
The President may call a special General Assembly upon providing at least 72 hours notice to the membership of the Association.

ii. Agenda
The Secretary shall prepare and circulate to the membership of the Association an agenda for each General Assembly. The agenda shall be posted to the Association website at least 48 hours in advance of the General Assembly.

iii. Quorum
A quorum is declared when the President or Vice President and at least 10 voting members of the Association (not including members of the HESA board) are present at a General Assembly in person or online.

No legislation can be passed in the absence of a quorum.

iv. Rules of Order
When necessary, General Assembly meetings will be conducted in accordance with Robert’s Rules of Order, enforced by the Secretary. The Parliamentarian may be called upon to advise on interpretation of the Constitution and Bylaws and ensure that business is being appropriately conducted. The President may appoint a Parliamentarian who shall be responsible for clarification of parliamentary procedure.

v. Referenda
The Board, by a two-thirds vote, may decide to put forth a question as a referendum at the General Assembly. Additionally, any question may be committed to a referendum at a General Assembly by a petition signed by a minimum of 200 members of the Association. A referendum passes if a simple majority of voting members at the General Assembly votes in favor.

A referendum shall be bound to the Association’s constitution.
upon passage. With the exception of referenda on constitutional measures, binding referenda may be overturned by a three quarters vote of the Board. The Board shall be the governing body of all referenda.

vi. **Private Sessions**

The President (or, in the absence of the President, the Vice-President) may call the Board into Private Session, during a General Assembly meeting, in order to conduct Board business.

No legislation may be adopted, nor may any standing rules, Bylaws, or the Constitution be suspended or amended while under executive session.

Minutes and other records taken under executive session shall be kept in the usual fashion, but shall be held in confidence unless their release is authorized by the majority vote of the Board.

vii. **Minutes**

The Secretary shall carefully record all proceedings at General Assemblies.

The Board may amend the minutes of a General Assembly by majority vote. Minutes shall be distributed to the Association within one week of the Board's approval.

viii. **Attendance by Press**

In accordance with the Student Activities Manual, any request to attend by a member of the press should be passed along to the Student Clubs & Activities Office. If a member of the press identifies themselves during a meeting, the President must notify the Student Clubs & Activities Office following the meeting.
b. Attendance at General Assemblies

i. Absence
All Board members, Executive Board members, and club liaisons are expected to attend all General Assemblies.

The Secretary shall call roll at the beginning, or end, of each Board meeting. For the purposes of these Bylaws, a member shall only be considered absent if he or she misses a roll call.

ii. Warning
The President shall formally warn any Board member, Executive Board member, or club liaison who has accrued two or more consecutive absences from General Assemblies. The President shall warn the offending member within 3 days of the second missed meeting.

iii. Resignation / Recall
The President may request the resignation of any Board member, Executive Board member, or club liaison who has accrued four absences. If this request is refused, the President may, in his or her sole discretion, pursue recall of the offender, in accordance with this Constitution.

c. Board Meetings

i. Schedule
The Board shall meet weekly or bi-weekly, as determined by the President, on a schedule based on Board members' availability.

ii. Agenda
The Secretary is responsible for making a call for agenda items at the end of each meeting. All agenda items must be submitted to the President no longer than 72 hours after the previous meeting. The President of the Association shall then set the agenda and direct the Chief Advisor, or Secretary, to prepare and circulate it to the Board at least 48 hours in advance of each meeting.
iii. Quorum
A quorum is declared when the President or Vice President and at least four voting members of the Association's Board are present.

Proceedings of meetings are only valid if the minimum threshold for a quorum is met. The Board is free to meet informally in absence of a quorum, but such meetings will not be procedurally valid and cannot be used to pass legislation. Official minutes and procedures need not be followed for meetings in absence of a quorum.

iv. Motions
Any voting member of the Association's Board may propose a motion. The motion must be seconded by another voting member.

v. Minutes
The Secretary shall carefully record all proceedings at meetings of the Board.

The Board may amend the minutes of a meeting by majority vote. Minutes shall be distributed to the Association within one week of the Board's approval.

d. Attendance at Board Meetings
i. Absence
All Board members and Executive Board members are expected to attend all Board meetings.

The Secretary shall call roll at the beginning, or end, of each Board meeting. For the purposes of these Bylaws, a member shall only be considered absent if he or she misses a roll call.
ii. **Warning**

The President shall formally warn any Board member or Executive Board member who has accrued two or more consecutive absences from Board meetings. The President shall warn the offending officer within 3 days of the second missed meeting.

iii. **Resignation / Recall**

The President may request the resignation of any Board member or Executive Board member who has accrued four absences. If this request is refused, the President may, in his or her sole discretion, pursue recall of the offender, in accordance with this Constitution.

### IV. Elections

a. **Schedule**

The President and the Elections Committee will work with the Student Clubs & Activities Office to specify the election timeline each year.

The timeline is as follows (dates are provided, but where a date falls on a weekend, the action should take place on the following business day):

**Last full week in March:** First election Webinar series with current board members for interested students to learn more about their positions.

**April 1:** The Student Clubs & Activities sends out the call for nominations to all eligible degree candidates

**April 2–7:** Second election Webinar series with current board members for interested students to learn more about their positions.

**April 8:** Call for Nominations closes for President and Vice-President

**April 11:** Presidential & Vice-Presidential Election opens

— *Presidential & Vice-Presidential candidates choose Zoom slots for Q&A based on availability* —

**April 18:** Presidential & Vice-Presidential Election closes

**April 19:** President & Vice-President announced
April 20: Call for Nominations closes for Director positions; Deadline for unsuccessful Presidential & Vice-President candidates to submit materials for a Director position

April 21: Director Election opens
― Director candidates choose Zoom slots for Q&A based on availability—

April 28: Director Election closes

May 1: HESA Directors announced

June 1: New HESA administration opens its year

b. Campaigning
The Elections Committee, in collaboration with the Student Clubs & Activities Office, shall set forth rules, restrictions, and spending limits for campaigning. All candidates must observe these rules or may be subject to disqualification as a consequence. Rules can be found on the HESA Elections website, and will be distributed to the Association with the call for nominations.

c. Length of Term
All elected Board members shall take office on June 1 and shall hold office until May 31 of the following year. The President, at their discretion, may remain an ex officio member of the Executive Board for the year following their term.

V. Appointments
The President, in consultation with the Vice President and elected Directors, shall do their utmost to appoint a Secretary and degree program liaisons after taking office (June 1) and before the start of the fall semester.

The President shall appoint a Chief Advisor and, in his or her limitless discretion, any number of individuals to serve in the Office of the President to support his or her efforts on behalf of the Association.

The President shall, in consultation with the Board, appoint a Parliamentarian to fulfill the duties in the Position Description of the Parliamentarian set out above.
Appointed officers and liaisons shall serve from the date of their appointment until May 31 of the following year.

VI. Vacancies
If the President vacates his or her office, the Vice President shall assume the position and appoint his or her replacement.

Following the resignation or recall of an elected position, the vacancy shall be announced at the earliest opportunity, and also at the next scheduled General Assembly following the vacancy.

The President, in consultation with the Board, shall identify and propose a candidate to fill the vacancy at the following General Assembly. The proposed candidate shall be confirmed by a simple majority vote of Association members present at the General Assembly.

The President, in consultation with the Vice President, may appoint an individual to fill the vacancy in the interim period preceding the next General Assembly up to the point where an elected replacement takes office.

VIII. Financial Operations

a. Budget
   i. Outlay
      The Treasurer, in conjunction with the President, shall outline a budget at the beginning of each academic year. Said budget must go through final approval from the President and the Student Clubs & Activities Office. No funds may be allocated in the absence of a budget outline. No funds shall be disbursed to any club before October 1 of any fiscal year.

   ii. Appropriations
      All appropriations unclaimed at the end of the fiscal year shall expire.
iii. Reimbursement Period

The Treasurer shall establish limitations of time and deadlines for the submission of reimbursement requests. No funds shall be disbursed for a reimbursement requested after a limitation has elapsed or a deadline has passed. Reimbursements from the Student Clubs & Activities Office follow the procedures outlined in the Student Activities Manual.

iv. Reporting

The Treasurer shall present a report of the Association’s finances to the Executive Board at its first meeting of each month. Reports shall be included as an appendix to the minutes for each meeting.

The Treasurer shall prepare an annual financial report. The report shall be published between May 31 and June 30 of the fiscal year.

v. Bookkeeping

The Treasurer shall maintain a record of all receipts, contracts, bank statements, and checks written or received. The Treasurer shall prepare a reconciliation statement for the review and approval of the President.

Approved monthly records and supporting documents (including, but not necessarily limited to, the aforementioned materials, canceled cheques, and deposit slips) shall be filed in the Association office.

b. Disbursement

All electronic financial transactions must be conducted on HESA devices. All disbursements and contracts shall require the signatures of two authorized signers. The President, Vice President and Treasurer shall have signing authority in relation to disbursements from the HESA chequing account. However, only the President and the HESA advisor in the Student Clubs & Activities Office shall have signing authority in the case of contracts.
IX. Clubs

a. **Oversight**

Clubs operate independently but are sanctioned by and subject to the oversight of the Association. Clubs shall submit the details of its forthcoming events, including a summary of any participating speakers, for review by the Director of Club Affairs, the President, and the Student Clubs & Activities Office. The Association is responsible for ensuring that events do not jeopardize the status of the Association or violate principles of affiliation. Additional responsibilities, including reporting and attendance requirements, are further outlined in the Association Bylaws and Harvard Extension School’s Student Activities Manual.

Each club shall appoint a representative to serve as its liaison to the Board. These representatives may attend Board meetings by invitation only and shall not have voting rights.

Each club shall send not less than one delegate to attend each General Assembly. Delegates should be prepared to update the Assembly on the club's activities and upcoming events. Failure to appear at General Assembly and/or other grievous breach of procedures may result in the withdrawal of a club's funding and recognition through a HESA board vote. The liaison, at the discretion of the HESA President, may attend General Assemblies online or in person.

Appointed club representatives shall be responsible for working with the Director of Club Affairs, the HESA President, and the Student Clubs & Activities Office to establish funding and to organize the calendar of events.

b. **Recognition**

Only the Association, in consultation with the Dean of Students, may grant official recognition to clubs.

Recognized clubs receive resources and support in the forms of: access to meeting and events rooms; websites; mailing lists;
email addresses for official club business; and funding.
To attain recognition, a new club must submit: a completed registration form; its constitution; an initial budget; and a membership list, including at least ten Association members.

To continue existing recognition, a club must submit: the results of its annual elections; its constitution, including any amendments; its end-of-year financial report for the previous academic year; and a current membership list, including at least ten Association members.

Clubs shall satisfy these requirements of continued registration by October 1 of each academic year. Failure to fulfill these requirements may jeopardize the recognition of a club.

c. **Funding**

Clubs shall submit funding requests in the form of budget proposals to the Association at the beginning of each semester. The Board shall review budget proposals and, in their unlimited discretion, make allocations to the clubs.

Allocations to clubs shall not be cash grants. Allocations shall be fulfilled through reimbursements. All reimbursements must be accompanied by original receipts or invoices and supported with a completed expense form. Personal expenses (e.g. meals, transportation, mobile phone service) are not reimbursable.

Clubs may also raise funds from their own membership dues and fee-paying events. Clubs shall not engage in corporate fundraising without the explicit consent of the Dean of Students office.

Each club shall have a representative, preferably a member of its executive board, attend each General Assembly. Failure to have representation at a General Assembly may jeopardize a club’s funding.
d. **Finances**

Clubs are responsible for their own finances and for keeping their own financial records. The Association and the Dean of Students expect clubs to manage their finances in a prudent fashion.

Clubs shall submit end-of-year financial reports to the Treasurer of the Association. The earnings of a club shall not accrue to any of its individual members.

e. **Endorsement**

Recognition of a club shall not be construed or interpreted as an endorsement by the Association or the Harvard Extension School of its purpose, activities, partisan political position, or any point of view.

f. **Revocation**

The Association, in consultation with the Dean of Students, reserves the right to revoke the recognition of any club.

The recognition of a club shall be revoked if it is found to be practicing hazing or discrimination. The right of revocation may not be limited to these specific examples of misconduct.

No club may discriminate against any participant on the basis of his or her race, creed, color, gender, sexual orientation, or physical disability.

g. **Registration**

Clubs shall satisfy the requirements of registration by October 1 of each academic year. Failure to fulfill these requirements may jeopardize the recognition of a club.

h. **Independence**

Club shall maintain local autonomy and shall not establish any institutional connection with outside organizations. Clubs shall make their policy decisions without obligation to any
organization outside of Harvard.

i. **Organization**
Clubs may include individuals from other schools, faculty, staff, or members of the community in their memberships. Clubs shall take care to ensure that the majority of its membership is composed of active Harvard Extension students.

Only admitted undergraduate or graduate degree, certificate or diploma candidates of the Harvard Extension School may serve as officers of recognized clubs.

j. **Operations**
Clubs shall not hold any event on campus without the explicit approval of the Association and the Dean of Students.

Clubs shall consult with the Dean of Students before signing any contracts with vendors, hotels, consultants or performers.

Clubs shall not use the shield of the Harvard Extension School in its logo or in its publicity. Clubs shall design and use their own logo, which shall not include the shield of Harvard University, Harvard Extension School, or any other Harvard school.

Clubs shall not appear on a commercially sponsored radio or television program.

Clubs shall not purport to represent the views or opinions of Harvard University, the Harvard Extension School, or any other Harvard entity in any publication, radio or television broadcast, or public performance.

Clubs shall not engage in any behavior that endangers the tax-exempt status of the Association or Harvard University.

The Board shall organize an orientation meeting for club leaders in early September of each academic year. The purpose of the orientation is to familiarize club leaders with the requirements enumerated in the Bylaws and any additional expectations, and to share best practices for club operations.
k. **Conflicts of Interest**
   Voting members of the Board are ineligible for leadership positions within any recognized club.