Summary of Constitutional Changes

Clarified how the Parliamentarian is appointed and what their duties are.

Simplified duties of Directors and drafted role descriptions that accord with what the directors currently do in practice.

Chief of Staff has been renamed Chief Advisor.

Revised the description and composition of the Executive Board. The Executive Board is now composed of the President, Vice President, Treasurer, Chief Advisor, Parliamentarian, and Secretary. The Chief Advisor, Parliamentarian, and Secretary may only vote in Executive Board meetings.

Executive Board meetings will only be held when necessary (during instances where it would not be appropriate or efficient for the Board to make decisions). This includes instances where Board members are being suspended.

Clubs specified as self-maintained and independent, to the extent allowed by the HESA constitution and bylaws.

NEC (Nominations and Elections committee). Formed every year in order to govern elections with the HESA advisor. Where candidates have been removed from office, the NEC shall decide whether they can run again in the next election cycle.

Process for removal of Board members by students with a petition signed by 50 voting Association members followed by a 2/3rds majority at General Assembly

Process requires 100 signatures to remove President/Vice President followed by a 2/3rds majority at General Assembly to remove

Expulsion: Board members and Executive Board members can call for the expulsion of a fellow member for misconduct/absenteeism. 2/3rds majority by a combination of the Board and Executive Board required. President or Vice President requires ¾ majority

Suspension follows same process as expulsion, except for the fact that it only requires a majority of the Executive Board. The President and Vice President can only be suspended for max of 2 weeks.

Amending the constitution in the future will require a 2/3rds vote by the Board, followed by a majority vote by the HESA. Changes will be presented through email and a GA. Vote will be sent out to everybody online and eligible voters (degree candidates) will vote.

Ratification or Amendments to the new constitution will require 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.

A new set of bylaws can be made with a 2/3rds majority of the Board and a 2/3rds vote at a GA.
Amending the bylaws can be done with a 2/3rds majority of the Board.

Constitution finished

**Summary of Bylaws Changes**

Recording and photography authorisation - Board members are generally expected to have agreed to be photographed and recorded via video, at General Assemblies, Board meetings, and other HESA events, upon campaigning for election to the Board (to maintain an online presence and connect with students). A Board member may opt-out of this requirement by notifying the Board and Student Clubs & Activities Office that they object.

Intellectual property – intellectual property work done by Board and Executive Board members for HESA will belong to HESA.

Personal gains – HESA Board members and Club Executive Board members cannot leverage their position at Harvard for personal gain.

The President can create ad hoc committees for any purpose. Executive Board can create ad hoc committees for issues inappropriate for consideration by the Board.

Affiliations and sponsorships are limited to individual events.

The President, in consultation with the Vice President, shall appoint representatives for the graduate council equal to the number permitted.

All Board and Executive Board members must act in accordance with professional decorum during HESA events.

Director of Outreach, and Director of Events and Director of Club affairs must provide proof of residence in the Greater Boston Area, and spend 15 hours on campus, or have a deputy who can do that (15 hours) in their place. President, must provide proof of residence in the Greater Boston area, and spend 25 hours on campus, or have a deputy who can do that (25 hours) in their place.
Parliamentarian is supposed to keep updated copies of the constitution and bylaws and answer any questions related to them. They will interpret in the limited situations that is necessary, and do their best to familiarise themselves with Robert’s Rules of Order.

Director of Student Affairs is responsible to providing advocacy and ensuring the student body has access to information and resources. Create a dialogue with students about social and academic issues and advocate to HESA on their behalf.

Director of Outreach responsible for reaching out to other student organisations at Harvard University to create new opportunities for extension students.

Director of Club Affairs description created. Represents student clubs. Assists in the development of new clubs and presents applications and budgets for approval by the Board. Director will provide regular status updates on clubs to the Board.

Directors must appoint one, and not more than two, deputies to help them. The president will review and confirm appointments.

Undergraduate and Graduate Degree Liaisons. Undergraduate and Graduate Councils. These liaisons will hold online or in person office ours and publish contact info on the Association website.

General Assemblies will occur at least once every month of the academic year. The president may call a special GA with 72 hours’ notice. Agenda will be posted to Association website at least 48 hours in advance.

Quorum is only declared when the President, or Vice President, and at least 10 voting members of the Association are present at a General Assembly. No legislation can be passed in absence of a quorum.

Clarification of Parliamentary procedure during meetings should be resolved by the Parliamentarian.

The Board can put an issue to a referendum at a GA with a 2/3rds vote. 200 Association members may put any issue to referendum (still free to reach out to the Board). Referendum passes if a simple majority at a GA passes it.
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.

2 GA missed by Board and Executive Board members will result in a warning. 4 missed GA in a semester and the President may request their removal.

The Board shall meet weekly or bi-weekly, as determined by the President, on a schedule based on Board members’ availability. Agenda items must be submitted to the President no more than 72 hours after the previous meeting. Agenda must be circulated to the Board at least 48 hours in advance.

A quorum, for the purposes of Board meetings, is declared when the President or Vice President and at least four voting members of the Association’s Board are present. Proceedings are only valid where there is a quorum.

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

Warning will be given after 2 consecutive absences from Board meetings. 4 missed meetings and President may call for removal.

Spelled out election dates.

If President vacates their office, Vice President takes over. Any other elected position will be announced as soon as possible and at the next GA. President, in consultation with the vice president, may appoint somebody to fill the position in the interim. The President and the Board will work together to propose somebody to fill the vacancy. Elections will be held at a General Assembly.

Treasurer will work with the president to outline a budget at the beginning of the academic year. Has to go through approval from the President and the HESA advisor.

All financial transactions must be conducted on HESA devices. Disbursements and contracts require two signatures. Contracts can only be signed by the President and the HESA advisor. President, vp, and treasurer can sign disbursements.
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 other organization outside of Harvard.