

HARVARD EXTENSION STUDENT ASSOCIATION
HESA Constitution and By-Laws



Preface to the Proposed Permanent Constitution and By-Laws

This Constitution and By-Laws of the Harvard Extension Student Association (HESA) is a sum of two constituent parts.

The Constitution sets forth the fundamental principles governing the operation of the Harvard Extension Student Association. The Constitution expands upon the mission in defining the purpose of the Association. It further addresses fundamental concerns of membership, elections, meetings and certain duties.

Together, the Constitution, By-Laws and Extension School Policy for Student Groups are meant to be founding documents with timeless tenets and provisions that follow the Harvard Policy for Independent Student Organizations. Alteration to either would require popular support as outlined herein.

The By-Laws, meanwhile, might be more easily amended. The By-Laws herein outline a more detailed approach to operating and conducting the business of the Harvard Extension Student Association. As the Harvard Extension School and its student body change, the needs and actions of its representative body must have the versatility to conform.

Constitution

I) Name

- a) 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."

II) Purpose

- a) The purpose of the Association is to represent the interests and concerns of the student body of the Harvard Extension School.

III) Membership

- a) All admitted undergraduate and graduate degree, or certificate candidates of the Harvard Extension School in good standing are members of the Association.
- b) Non degree students at the Harvard Extension School are welcome at General Assemblies but shall not have voting privileges. Non degree students are welcome at events or activities hosted by the Association, unless explicitly restricted to Association members.

IV) Lawful Provisions for the Conduct and Regulation of Business

a) Authority

- i) The authority of the Constitution of the Harvard Extension Student Association is the basis for the conduct of all business within the organization. The Association may, by a three-quarters vote, adopt or amend elements of the Constitution. The Association is a perpetually and continuously organized body with authority vested in its elected officers and by the Dean of Students office and the Dean of Harvard Extension School.

b) Limitations of Liability and Indemnification

- i) The Association does indemnify any officers, directors, and incorporators of the corporation from any liability regarding the organization and the business of the organization, unless the person fraudulently and intentionally violated the law and/or maliciously conducted acts to damage and/or defraud the

Association, or as otherwise provided under applicable statutes of the Massachusetts General Laws.

c) Non-Discrimination Policy

- i) The Association shall not engage in discrimination on the basis of ancestry, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity or associational preferences.

d) Appointed Officers

- i) The President, in consultation with the Vice President, shall appoint a Secretary. The President, Vice President, Treasurer and Secretary shall be members of the Executive Board.

v) Organization

a) Elected Officers

- i) The executive officers shall be a President, a Vice President, and a Treasurer who shall be elected by the membership of the Association.

b) Directors

- i) The President, in consultation with the Vice President, shall establish and set forth the responsibilities of various directorships in accordance with the By-Laws.
- ii) Directors shall be elected by the membership of the Association. All directors shall be admitted under- graduate or graduate degree, or certificate candidates.
- iii) All directors shall be members of the Executive Board.

c) Liaison

- i) The President, in consultation with the Vice President, shall appoint an undergraduate degree programs liaison and a graduate degree programs liaison.

- ii) Each liaison shall be an admitted degree candidate in the program he or she serves as liaison. Liaisons are consultants to the executive board, but are not voting members.

d) Committees

i) Executive Board

- (1) Executive authority shall reside with the Executive Board.
- (2) The voting membership shall consist of the four officers and the directors.
- (3) The President shall chair the Executive Board

ii) Standing Committees

- (1) The Executive Board shall organize formal standing committees. Standing committees shall continue through successive administrations unless formally dissolved by the Executive Board.
- (2) Any standing committee shall include not less than three members. Not less than one member shall be a voting member of the Executive Board.
- (3) Standing committees shall report their activities at General Assemblies on an as-needed basis.

iii) Committees

- (1) The Executive Board shall create committees to address issues deemed inappropriate for consideration by the Executive Board itself or the Association as a whole.
- (2) No member of the Executive Board with voting rights may serve as a member of a committee.

e) Clubs

- i) 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.

- ii) Clubs shall be established in accordance with the By-Laws.
- iii) Clubs shall be self-maintained and organized by their own charters.
- iv) 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 Executive Board of the Association. The Executive Board is responsible for ensuring that events do not jeopardize the not-for-profit status of the Association or violate principles of affiliation. Additional responsibilities, including reporting and attendance requirements, are further outlined in the By-Laws and Harvard Extension Policy.
- v) Each club shall appoint a representative to serve as its liaison to the Executive Board. These representatives may attend Executive Board meetings by invitation only and shall not have voting rights.
- vi) 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 may result in the withdrawal of a club's funding.
- vii) Appointed club representatives shall be responsible for working with the Executive Board to establish funding and to organize the calendar of events.

VI) Elections

a) Cycles

- i) A general election of the executive officers and established directorships shall be held in the spring semester of each year, in accordance with the By-Laws.

b) Suffrage

- i) All members of the Association in good standing retain the right to vote in its elections, upon motions cast at General Assemblies, and upon referenda.

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

c) Tenure

- i) Upon election, the President, Vice President and Directors shall take office on the first day of June and shall serve until the last day of May.
- ii) Past Presidents and Vice Presidents shall remain ex officio members of the Executive Board, with no voting rights, for one fiscal year following the completion of their service.
- iii) Appointed officers and liaisons shall take office on the date of their appointment and shall serve until the last day of May.

d) Vacancy

- i) Following the resignation or recall of an officer, director or liaison, the vacancy shall be announced at the next General Assembly.
- ii) After confirming with the Dean of Students Office, the Executive 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.
- iii) 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.

VII) Legislative Business

a) Meetings

i) General Assemblies

- (1) Any member of the Association may participate in any of its meetings, unless the meeting has been called into Executive Session.

- (2) Any affiliate or alumnus of the student community is welcome to attend a General Assembly.

b) Quorum

- i) A quorum is declared when the President or Vice President and at least six voting members of the Association are present at a General Assembly.
- ii) No legislation can be passed in the absence of a quorum.

c) Executive Session

- i) The President (or, in the absence of the President, the presiding officer) may call the General Assembly into Executive Session.
- ii) No legislation may be adopted, nor may any standing rules, By-Laws, or the Constitution be suspended or amended while under executive session.
- iii) 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 Executive Board.

d) Executive Board Meetings

- i) Meetings of the Executive Board shall be conducted under executive session.

e) Quorum

- i) A quorum is declared when the President or Vice President and at least three voting members of the Executive Board are present.

f) Motions

- i) Any voting member of the Executive Board may propose a motion.

g) Referenda

- i) Referenda shall offer an opportunity for the membership of the Association to bring specific concerns to the attention of the Executive Board and may take non-binding or binding forms.
- ii) Any question may be committed to a referendum or poll by the Association or by a petition signed by 10% of the Association's membership.
- iii) Any referendum shall be regarded as advisory unless it includes a provision explicitly declaring it binding. Any binding referendum must achieve at least 25% turnout of the Association's membership.

VIII) Finances

a) Income

- i) The Association shall receive income from event ticketing income and from grants provided by the University.
- ii) Income shall be used to provide monetary support to Clubs, to stimulate student life, and to support the operations of the Association.
- iii) The Association shall retain control over income, subject to the advice and consent of the Dean of Students Office.

b) Allocation

- i) A budget, set in accordance with the By-Laws, shall govern the use of all funds.

c) Grants

- i) The Executive Board shall recommend all allocations of the budget.

IX) Accountability

a) Information

- i) Any document or record produced by the Association shall be a matter of public record, with such exceptions as prescribed by the By- Laws.
- ii) The proceedings of any General Assembly shall be a matter of public record, unless the President or Vice President has declared executive session.

b) Officers

- i) Every officer, 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

- i) Recall shall be defined as the removal of an individual from an elected or appointed office or position by the membership of the Association.
- ii) 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 50 voting members of the Association;
 - (2) Upon submission of this petition to the Executive Board and verification of signatures, 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.
- iii) 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

- i) Expulsion shall be defined as the removal of an individual from the Association by the Executive Board for reasons of misconduct or absenteeism. Expulsion results in the forfeiture of all associated offices and privileges.
- ii) Any individual who exercises power or duty under the Constitution or By-Laws, except the President or Vice President, may be subject to expulsion.
- iii) Expulsion for misconduct or absenteeism shall require a two-thirds vote of the Executive Board.

x) Ratification, Amendments and Suspension of Governing Documents

a) Ratification of the Constitution

- i) A two-thirds majority of the Executive Board is necessary to ratify this Constitution. The Executive Board will hold its vote immediately following the approval by a majority of eligible voters present at a General Assembly.
- ii) Upon ratification, this Constitution will succeed the (expired) Provisional Constitution and will be effective immediately.

b) Amendments to the Constitution

- i) Any motion to amend the Constitution must be presented to the Executive Board. If the motion carries with a two-thirds vote, the amendment shall be presented at the next scheduled General Assembly.
- ii) The Executive Board will present the motion to amend the Constitution 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 proposed amendment will be posted and publicly available.
- iii) The amendment vote will be held at the next scheduled General Assembly and not less than seven days following proper notification.
- iv) A four-fifths majority of all eligible voters present at a General Assembly is necessary to amend the Constitution.

c) Ratification of the By-Laws

- i) Any motion to amend the By-Laws must be presented to the Executive Board. If the motion carries with a two-thirds vote, the amendment shall be presented at the next scheduled General Assembly.
- ii) The Executive Board will present the motion to amend the By-Laws 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 proposed amendment will be posted and publicly available.
- iii) The amendment vote will be held at the next scheduled General Assembly and not less than seven days following proper notification.
- iv) A two-thirds majority of all eligible voters present at a General Assembly is necessary to amend the By-Laws.

d) Amendments to the By-Laws

- i) A two-thirds majority of the Executive Board is necessary to ratify this Constitution.
- ii) Upon ratification, the By-Laws will be effective immediately.

By-Laws

I) General Provisions

a) Office

i) Location

- (1) The Association shall maintain an office at Harvard University.
- (2) The Executive Board is collectively responsible for securing a location for each academic year.

ii) Office Hours

- (1) The office shall be opened on an as-needed basis for meeting of the Executive Board or appointments with Association members.
- (2) Degree program liaisons shall publish standing office hours and contact information on the Association website to ensure accessibility to their constituencies.

b) Affiliations

i) Qualities and Prerequisites

- (1) The Association shall not affiliate with any organization in a relationship that could jeopardize its not-for-profit status or compromise its stated purpose.

(2) Temporary Affiliations

- o The Association may temporarily affiliate with any qualified organization, as permitted by the regulations set forth by the President and Fellows of Harvard College for student organizations.
- o Temporary affiliation requires a simple majority vote at a General Assembly or two-thirds vote of the Executive Board.

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

(3) Permanent Affiliations

- The Association may permanently affiliate with any qualified organization, as permitted by the regulations set forth by the President and Fellows of Harvard College for student organizations.
- Upon invitation to affiliate with an organization, the Executive Board will perform its due diligence in reviewing related literature documenting said organization's purpose, activities and accomplishments. The Association may send a delegation to attend a conference of said organization as part of its review.
- Following recommendation of the Executive Board, permanent affiliation requires a two-thirds vote of a General Assembly.

(4) 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 Association shall appoint representatives equal to the number permitted by the HGC.
- In the event of a name change or successor organization, the Association shall continue its affiliation with the renamed or successor organization.

(5) 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 shall appoint a delegate to represent the Association at HEAA board meetings. The delegate shall

duly report his or her findings to the Executive Board.

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

II) Officials, Directors and Liaisons

a) Officers

- i) The Executive Board shall, at all times, include an elected President and Vice President and Treasurer, and an appointed Secretary.
- ii) Officers are entrusted with responsibilities related to the Association as an independent student organization entity, in addition to the duties outlined in these By- Laws.

b) President

- i) The President is responsible for leading the Association toward fulfillment of its mission, for focusing the desires of the student body into achievable goals, and for coordinating Association contact with administration, faculty and staff.
- ii) The President shall have the following duties:
- iii) The President shall be the official spokes- person of the Harvard Extension School student body.
- iv) The President shall serve as the primary contact with the Harvard Extension School administration and with Harvard University.
- v) The President shall call and preside over all General Assemblies.
- vi) The President may only participate in a vote to break a tie.
- vii) The President shall call and preside over all meetings of the Executive Board.
- viii) The President may, with the consent of the Executive Board, create ad hoc committees to address issues deemed inappropriate for consideration by the Executive Board itself or the Association as a whole.

c) Vice President

- i) The Vice President shall work closely with the President and the Executive Board to facilitate the effective functioning of the Association in pursuit of its mission.
- ii) The Vice President shall have 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 and meetings of the Executive Board.

d) Treasurer

- i) The Treasurer of the Association shall have the following duties:
 - (1) The Treasurer shall make regular reports to the Executive Board regarding the Association budget.
 - (2) The Treasurer shall prepare financial sum- maries 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 allo- cation and distribution of funds to Clubs.
 - (4) The Treasurer shall assist the existing and emerging Clubs with the related paper- work and procedures.

e) Secretary

- i) The Secretary of the Association shall have the following duties:
 - (1) The Secretary shall take minutes at all General Assemblies and meetings of the Executive Board.

- (2) The Secretary shall keep a record of attendance at all General Assemblies and meetings of the Executive Board.
- (3) The Secretary shall keep a record of all votes conducted at General Assemblies and meetings of the Executive Board.
- (4) The Secretary shall maintain a list of all clubs and their standing.

f) Directors

- i) The Executive Board shall include elected Directors tasked with specific duties and responsibilities. Directors shall further collaborate to execute the vision of the President.

(1) 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.

(2) Director of Events

- The Director of Events is responsible for the planning and organization of events hosted (or co-hosted) by the Association. Events may include, but are not necessarily limited to: social gatherings; formal galas; education round tables and panels; and major conferences.
- The Director of Events shall take care to schedule and promote Association events in a manner that is cooperative with the Clubs.
- The Director shall operate thoughtfully to avoid scheduling conflicts between Association events and Club events, whenever possible.

(3) Director of Finance

- The Director of Finance is responsible for innovation and entrepreneurship designed to generate revenue for the Association.
- 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 Director shall, at all times, ensure that collected monies and accounts receivable do not jeopardize the not-for-profit status of the Association.

(4) 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. The Director shall oversee the implementation and analysis of a biannual survey of student needs and concerns.

(5) Director of Student Outreach

- The Director of Student Outreach is responsible for executing major marketing initiatives designed to inform the student body and Harvard-wide communities of various events, programs, projects and opportunities.
- The Director is responsible for increasing visibility and awareness of the Association among members of the student body.

(6) Director of Technology

- The Director of Technology is responsible for management and updating of the Association website and associated hardware and software, including facilitating innovative means of communicating with the distance-learning community.
- The Director shall take care to ensure that all information and announcements are accurate and up-to-date.
- 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.

(7) Deputy Directors and Coordinators

- 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, certificate or diploma program. Deputy Directors may attend Executive Board meetings with the permission of the President. Deputy Directors may not vote at Executive Board meetings.

(8) 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 Executive Board meetings with the permission of the President. Coordinators may not vote at Executive Board meetings.

(9) Degree Program Liaisons

- The President, in consultation with the Vice President, shall appoint one undergraduate degree programs liaison and one 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 student government of Harvard College.
- 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.

(10) Office of the President

- The President shall appoint a Assistant to the President 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 Executive Board.

III) Meetings

a) General Assemblies

i) Schedule

- (1) General Assemblies shall be scheduled to occur at least once in every complete month of the academic year (i.e. September through April).

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

ii) Agenda

- (1) 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) Minutes

- (1) The Secretary shall carefully record all proceedings at General Assemblies. Minutes shall be posted to the Association website within one week.
- (2) The Executive Board may amend the minutes of a General Assembly by majority vote.

iv) Parliamentary Authority

- (1) When necessary, General Assembly meetings will be conducted in accordance with Robert's Rules of Order. The President may appoint a Parliamentarian who shall be responsible for clarification of parliamentary procedure.

v) Executive Board Meetings

(1) Agenda

- The President of the Association shall set the agenda and direct his or her Assistant to the President to prepare and circulate it to the Executive Board at least 24 hours in advance of each meeting.
- The Executive Board may amend the minutes of a meeting by majority vote.

IV) Elections

a) Election of the President and Vice President

i) Schedule

- (1) The Secretary of the Association, in coordination with the Director of Communications and the Elections Committee, shall send a call for nomination

ii) Campaigning

- (1) The Elections Committee shall set forth restrictions and spending limits for modes and methods of campaigning. All candidates for an office must observe these rules or may be subject to disqualification.

iii) Length of Term

- (1) The President and Vice President shall take office on June 1 and shall hold office until May 31st of the following year. The President and Vice President shall remain ex officio members of the Executive Board.

b) Election of Directors

i) Schedule

- (1) The Secretary of the Association, in coordination with the Director of Communications and the Elections Committee, shall send a call for nomination.

ii) Campaigning

- (1) The Elections Committee shall set forth restrictions and spending limits for modes and methods of campaigning. All candidates for a directorship must observe these rules or may be subject to disqualification.

iii) Length of Term

- (1) Directors shall take office on June 1st and shall hold office until May 31st of the following year.

v) Appointments

- a) The President, in consultation with the Vice President and elected Directors, shall appoint a Secretary and degree program liaisons after taking office (June 1) and before the start of the fall semester.
- b) Appointed officers and liaisons shall serve from the date of their appointment until May 31st of the following year.

vi) Vacancies

- a) A vacancy occurs whenever an elected or appointed officer, director or liaison is unable to serve due to resignation, removal, or change of student status.
- b) If the President vacates his or her office, the Vice President shall assume the position and appoint his or her replacement. If any other elected or appointed officer, director or liaison vacates his or her office, the President shall appoint his or her replacement.

vii) Attendance

a) Absence

- i) All officers, directors and liaisons are expected to attend all General Assemblies.
- ii) The Secretary shall call roll at the beginning and end of each General Assembly. Absence from either roll call shall count as half an absence. Absence from both shall count as a full absence.

b) Warnings

- i) The Vice President shall formally warn any officer, director or liaison who has accrued two or more absences from General Assemblies.

c) Resignation / Recall

- i) The Vice President shall request the resignation of any officer, director or liaison who has accrued three absences. If this request is refused, the Vice President may, in his or her sole

discretion, pursue recall of the offender, in accordance with the Constitution.

VIII) Financial Operations

a) Budget Outlay

- i) The Treasurer shall outline a budget at the beginning of each academic year. 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.

b) Appropriations

- i) All appropriations unclaimed at the end of the fiscal year shall expire.

c) Reimbursement Period

- i) 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.

d) Reporting

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

e) Bookkeeping

- i) 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.

- ii) Approved monthly records and supporting documents (including, but not necessarily limited to, the aforementioned materials, canceled checks, and deposit slips) shall be filed in the Association office.
- f) Disbursement
 - i) The President, Vice President and Treasurer shall have signing authority. All disbursements and contracts shall require the signatures of two authorized signers. In the event that a payee is an authorized signer, he or she may not sign his or her own check.

IX) Clubs

- a) Recognition
 - i) Only the Association, in consultation with the Dean of Students, may grant official recognition to clubs.
 - ii) 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.
 - iii) 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.
 - iv) 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.
 - v) 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.
- b) Funding
 - i) Clubs shall submit funding requests in the form of budget proposals to the Association at the beginning of each semester.

- ii) 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.
- iii) 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.
- iv) 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.

c) Finances

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

d) Endorsement

- i) 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.

e) Revocation

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

f) Hazing

- i) Massachusetts law expresses prohibits any form of hazing in connection with initiation into a student organization.
- ii) 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]
- iii) 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.
- iv) 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]

g) Discrimination

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

h) Registration

- i) 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.
- i) Independence
 - i) Club shall maintain local autonomy and shall not establish any institutional connection with outside organizations. Clubs shall make its policy decisions without obligation to any other organization.
- j) Organization
 - i) 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.
 - ii) Only admitted undergraduate or graduate degree, certificate or diploma candidates of the Harvard Extension School may serve as officers of recognized clubs.
- k) Operations
 - i) Clubs shall not hold any event on campus without the explicit approval of the Association and the Dean of Students.
 - ii) Clubs shall consult with the Dean of Students before signing any contracts with vendors, hotels, consultants or performers.
 - iii) 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.
 - iv) Clubs shall not appear on a commercially sponsored radio or television program.
 - v) 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.

- vi) Clubs shall not engage in any behavior that endangers the tax-exempt status of the Association or Harvard University.
- vii) The Executive 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 By-Laws and any additional expectations, and to share best practices for club operations.

l) Conflicts of Interest

- i) Voting members of the Executive Board of the Association are ineligible for leadership positions within any recognized club