

**THE CONSTITUTION
OF THE
HARVARD
EXTENSION
SCHOOL
STUDENT GOVERNMENT**



RATIFIED BY

THE HARVARD EXTENSION STUDENT ASSOCIATION IN 2022

PROPOSED AMENDMENT MAY 2023

PREAMBLE



This Constitution and By-Laws of the Harvard Extension Student Association (HESA) are the 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 HESA. It further addresses fundamental concerns of membership, elections, meetings, and certain duties.

Together, the Constitution and By-Laws 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 readily 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 (HES) and its student body change, the governance and actions of its representative body must have the versatility to conform and meet the needs of its members.

ARTICLES

I. NAME

The name of this student government shall be the Harvard Extension Student Association (HESA). This student government will be elsewhere referred to, alternatively, as “HESA.”

II. PURPOSE

The purpose of HESA, as the University recognized Student Government of the Harvard Extension School (HES), is to represent the interests and concerns of the entire student body of the HES, build community within the student body, advocate for HES students in all areas, and to collaborate with administration and other organizations at Harvard University to achieve optimal outcomes for all Harvard Extension students.

III. MEMBERSHIP

A. All admitted undergraduate and graduate degree candidates of the Harvard Extension School in good standing are members of HESA.

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 HESA unless explicitly restricted to Association members.

IV. LAWFUL PROVISIONS FOR THE CONDUCT & REGULATION OF BUSINESS

A. Authority

1. The authority of the Constitution of the Harvard Extension Student Association is the basis for the conduct of all business within the student government. HESA may, by a two-thirds vote of members in attendance at General Assemblies, adopt or amend

elements of the Constitution. HESA is a perpetually and continuously organized body with authority vested in its elected officers by the office of the Dean of Harvard Extension School.

B. Limitations of Liability and Indemnification

1. HESA does indemnify any officers, directors, and incorporators of the corporation from any liability regarding the student government and the business of the student government unless the person fraudulently and intentionally violated the law and/or maliciously conducted acts to damage and/or defraud HESA, or as otherwise provided under applicable statutes of the Massachusetts General Laws.

C. Non-Discrimination Policy

1. HESA 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

1. The President, in consultation with the Vice President, shall appoint an Executive Secretary. The President, Vice President, Treasurer, and Executive Secretary shall be members of the Executive Board.

V. ORGANIZATION

A. Elected Officers

1. The executive officers shall be a President, a Vice President, and a Treasurer who shall be elected by the membership of HESA.

B. Directors

1. The President, in consultation with the Vice President, shall establish and set forth the responsibilities of various directorships in accordance with the By-Laws.
2. Directors shall be elected by the membership of HESA. All directors shall be admitted undergraduate degree or graduate degree candidates.
3. All directors shall be members of the Executive Board.

C. Liaison

1. The President, in consultation with the Vice President, shall appoint an undergraduate, graduate, and joint ALB/ALM degree program liaison.
2. Each liaison shall be an admitted degree candidate in the program in which he, she, or they represent as a liaison. Liaisons are consultants to the executive board, but are not voting members in executive sessions but are voting members of HESA.

D. Committees

1. Executive Board

- a) Executive authority shall reside with the Executive Board.
- b) The voting membership shall consist of the four officers and the directors.
- c) The President shall chair the Executive Board.

2. Standing Committees

- a) The Executive Board shall organize formal standing committees. Standing committees shall continue through successive administrations unless formally dissolved by the Executive Board.

- b) Any standing committee shall include not less than three members. Not less than one member shall be a voting member of the HESA Board.
- c) Standing committees shall report their activities at General Assemblies on an as-needed basis.
- d) HESA Directors will chair committees that fall under their title's role.

3. Board Committees

- a) The Executive Board shall create committees to address issues deemed appropriate for consideration by HESA.
- b) Members of the Executive Board with voting rights may serve as a member of a committee.

4. Elections Committee

- VI.** The Elections Committee will consist of graduating HESA board members and directors not running for reelection. Any number of voting members may also be appointed to the election committee by the Executive Board.
- VII.** The Elections Committee will create and enact the rules for the HESA elections detailed in this document in collaboration with the Office of Student Affairs or the Office of the Dean. The Office of Student Affairs or Office of the Dean must be consulted to confirm the eligibility and student status of all candidates.
- VIII.** The Elections Committee and the Office of Student Affairs will give student constituents ample time to review all nominations and candidates. Applications should be submitted by the final day of Spring Break in MARCH. The Election should take place in early APRIL and be completed no later than MAY 1st. This provides a one-month transition period between outgoing and incoming HESA Boards.

A. Clubs and Societies

1. Clubs and Societies shall be organized for the betterment of student life and will collaborate with HESA to host events and create opportunities for pursuing specific extracurricular interests.
2. Clubs and Societies shall be established in accordance with the By-Laws.
3. Clubs and Societies shall be self-maintained and organized by their own charters.
4. Clubs operate independently but in collaboration with HESA. Societies are sanctioned by and subject to the oversight of HESA. Societies shall submit the details of their forthcoming events, including a summary of any participating speakers, for review by the Executive Board of HESA. The Societies are responsible for ensuring that events do not jeopardize the not-for-profit status of HESA or violate principles of affiliation. Additional responsibilities, including reporting and attendance requirements, are further outlined in the By-Laws and Harvard Extension Policy.
5. Each Club and Society 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 unless given by the HESA executive board at a particular meeting.
6. Each Club and Society shall send not less than one delegate to attend each General Assembly. Delegates should be prepared to update the Assembly on the Society and Club's activities and upcoming events. Failure to appear at the General Assembly may result in the withdrawal of a Society's funding.

7. Appointed Club and Society representatives shall be responsible for working with the Executive Board to organize the calendar of events.

IX. ELECTIONS

A. Cycles

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

B. Suffrage

1. All members of HESA in good standing retain the right to vote in its elections, upon motions cast at General Assemblies, and upon referendums.
2. The Office of Student Affairs shall advise HESA on the candidacy and standing of students.

C. Tenure

1. 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.
2. Past Presidents and Vice Presidents shall remain ex-official members of the Executive Board, with no voting rights, for one fiscal year following the completion of their service.
3. Appointed officers and liaisons shall take office on the date of their appointment and shall serve until the last day of May.

D. Vacancy

1. Following the resignation or recall of an officer, director, or liaison, the vacancy shall be announced at the next General Assembly.
2. 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.
3. The proposed candidate shall be confirmed by a simple majority vote of those present at the General Assembly.

X. LEGISLATIVE BUSINESS

A. Meetings

1. General Assemblies

- a) Any HES student may participate in any of its meetings unless the meeting has been called into Executive Session.
- b) Any affiliate or alumnus of the student community is welcome to attend a General Assembly.

B. Quorum

1. A quorum is declared when the President or Vice President and at least six voting members of HESA are present at a General Assembly.
2. A quorum is declared when the President or Vice President and at least three voting members of the Executive Board are present at an Executive Board meeting.
3. No legislation can be passed in the absence of a quorum.

C. Executive Session

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

D. Executive Board Meetings

1. Meetings of the Executive Board shall be conducted under executive session.

E. Motions

1. Any voting member of the Executive Board may propose a motion.

F. Referenda

1. Referendums shall offer an opportunity for the membership of HESA to bring specific concerns to the attention of the Executive Board and may take non-binding or binding forms.
2. Any question may be committed to a referendum or poll by HESA or by a petition signed by 50 HES Degree Candidates.
3. Any referendum shall be regarded as advisory unless it includes a provision explicitly declaring it binding. Any binding referendum must achieve at least 150 signatures.

XI. FINANCES

A. Income

1. HESA shall receive income from event ticketing and from grants provided by the University.
2. Income shall be used to stimulate student life and support the operations of HESA.
3. HESA shall retain control over income earned through ticketed activities and grants. The use of funds may be discussed in consultation with the HESA advisor but all spending of earned money is decided by the HESA board to benefit the student body.

B. Allocation

1. A budget, set in accordance with the By-Laws, shall govern the use of all funds.
2. Society budgets will be set in collaboration with the HESA Treasurer and Director of Club & Society Affairs.

C. Grants

1. The Executive Board shall recommend all allocations of the budget.

XII. ACCOUNTABILITY

A. Information

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

B. Officers

1. Every officer, director, liaison, or member who exercises any power or duty under the authority of the Constitution, or who represents HESA, is responsible to the constituents and the student government (HESA).

C. Recall

1. Recall shall be defined as the removal of an individual from an elected or appointed office or position by the membership of HESA.
2. Recall proceedings shall follow a three-step process:
 - a) An elected officer or director shall be subject to a preliminary recall vote at the next General Assembly following the submission of a petition signed by 50 voting members of HESA.
 - b) 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 a wider recall vote, to take place at the next scheduled General Assembly.
 - c) The recall vote must be carried by a two-thirds majority of all of the following: members of HESA Board, Presidents and Vice Presidents of Societies, and HESA members in attendance at the recall General Assembly session. HESA Board and Society Leadership unable to attend may designate a proxy.
3. 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

1. Expulsion shall be defined as the removal of an individual from HESA by the Executive Board for reasons of misconduct or absenteeism. Expulsion results in the forfeiture of all associated offices and privileges.
2. Any individual who exercises power or duty under the Constitution or By-Laws may be subject to expulsion.
3. Expulsion for misconduct or absenteeism shall require a two-thirds vote of the Executive Board.
4. Expulsion for misconduct or absenteeism is separate from, and does not require a recall vote.

E. Ratification of the Constitution

1. 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.
2. Upon ratification, this Constitution will succeed the (expired) Provisional Constitution and will be effective immediately.

F. Amendments to the Constitution

1. 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.
2. The amendment vote will be held at the next scheduled General Assembly and not less than one week following proper notification.
3. A two-thirds majority of all HES students present at a General Assembly is necessary to amend the Constitution.

G. Ratification of the By-Laws

1. 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.
2. 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 of those present at the General Assembly, a notification will be sent to all members of HESA and the proposed amendment will be posted and publicly available.
3. The amendment vote will be held at the next scheduled General Assembly and not less than seven days following proper notification.
4. A two-thirds majority of all HES students present at a General Assembly is necessary to amend the By-Laws.

H. Amendments to the By-Laws

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

XIII. OTHER POWERS

- A. Notwithstanding any of the foregoing, HESA has the explicit authority to conduct affairs traditionally attributed to a school's student government. Such powers may include, but not be limited to: the creation of student newsletters; the management of HESA events or activities; community service projects; and any other customary activity performed by student governments at other Harvard schools.

BY-LAWS

I. GENERAL PROVISIONS

A. Office

1. Location

- a) HESA shall attempt to maintain an office at Harvard University.
- b) The Executive Board is collectively responsible for securing a location for each academic year.

2. Office Hours

- a) The office shall be opened on an as-needed basis for meetings of the Executive Board or appointments with student government constituents.
- b) Degree program liaisons shall publish standing office hours and contact information on HESA's website to ensure accessibility to their constituencies.

B. Affiliations

1. Qualities and Prerequisites

- a) HESA shall not affiliate with any organization in a relationship that could jeopardize the HES not-for-profit status or compromise its stated purpose.

b) Temporary Affiliations

- (1) HESA 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. Temporary

affiliation requires a simple majority vote at a General Assembly or a 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.

c) Permanent Affiliations

(1) HESA 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. HESA may send a delegation to attend a conference of the organization as part of its review.

(2) Following the recommendation of the Executive Board, permanent affiliation requires a two-thirds vote of all HES Students in attendance at a General Assembly.

d) The Harvard Graduate Council in collaboration with HESA has established a permanent affiliation with the Harvard Graduate Council (HGC), the representative body of all Harvard University graduate and professional schools. HESA shall appoint representatives equal to the number permitted by the HGC. In the event of a name change or successor organization, HESA shall continue its affiliation with the renamed or successor organization.

- e) The Harvard Extension Alumni Association in collaboration with HESA has established a permanent affiliation with the Harvard Extension Alumni Association (HEAA), the representative body of Harvard Extension School alumni. HESA shall appoint a delegate to represent HESA at HEAA board meetings. The delegate shall duly report his or her findings to the Executive Board. In the event of a name change or successor organization, HESA shall continue its affiliation with the renamed or successor organization.
- f) The Harvard Undergraduate Association in collaboration with HESA has created an open channel of connection between the two student governments. This connection allows room for a Harvard Extension Undergraduate representative appointed by HESA to partake in discussions with and become a member of the HUA at the discretion of the HUA President/Co-Presidents.

II. OFFICIALS, DIRECTORS & LIAISONS

A. Officers

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

B. President

- 1. The President is responsible for leading HESA toward the fulfillment of its mission, for focusing the desires of the student

body into achievable goals, and for coordinating student government contact with administration, faculty, and staff.

2. The President shall have the following duties:

- a) The President shall be the official spokesperson of the Harvard Extension School student body.
- b) The President shall serve as the primary contact with the Harvard Extension School administration and with Harvard University.
- c) The President shall call and preside over General Assemblies.
- d) The President may only participate in a vote to break a tie.
- e) The President shall call and preside over all meetings of the Executive Board.
- f) The President may, with the consent of the Executive Board, create ad hoc committees to address issues deemed appropriate for consideration by the Executive Board itself or HESA as a whole.
- g) The President may, after consultation with the Executive Board, create committees covering topics not currently represented by the established HES Clubs and Societies.
- h) The President shall maintain relationships with Harvard organizations, Clubs, Societies, and other student governments that partner with HESA in advocacy and events.

C. Vice President

1. The Vice President shall work closely with the President and the Executive Board to facilitate the effective functioning of the student government in pursuit of its mission.
2. The Vice President shall have the following duties:
 - a) The Vice President shall assist the President in carrying out their duties.
 - b) The Vice President shall assume specific duties as delegated by the President of HESA.
 - c) In the absence of the President, the Vice President shall preside over General Assemblies and meetings of the Executive Board.

D. Treasurer

1. The Treasurer of HESA shall have the following duties:
 - a) The Treasurer shall make regular reports to the Executive Board regarding HESA's budget.
 - b) The Treasurer shall prepare financial summaries at the beginning and end of each fiscal year, to be filed within HESA and with the Harvard Extension School administration.
 - c) The Treasurer shall assist the existing and emerging Clubs and Societies with the related paperwork and procedures.

E. Executive Secretary

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

- b) The Executive Secretary shall keep a record of attendance at all General Assemblies and meetings of the Executive Board.
- c) The Executive Secretary shall keep a record of all votes conducted at General Assemblies and meetings of the Executive Board.
- d) The Director of Club & Society Affairs shall maintain a list of all Clubs and Societies and their standing.
- e) The Vice President, along with the Executive Secretary, the Director of Communications, and the Assistant to the President, in consultation with the HESA Executive Board shall create a monthly HESA Newsletter to distribute to the student body.

F. Directors

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

a) Director of Communications:

- (1) 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, social media, and public relations liaison for HESA. The Director's duties may include, but are not necessarily limited to, updating all social media platforms and preparing press releases, letters, and email correspondence.
- (2) The Director shall review and, when necessary, work with the Director of Technology to update

content on HESA's website and social media. The Director of Communications will collaborate with the Office of Student Affairs to distribute the HESA Monthly newsletter and distribute the newsletter to HESA mailing lists.

b) Director of Events:

- (1) The Director of Events is responsible for the planning and organization of events hosted (or co-hosted) by HESA. Globally time-sensitive virtual events should be prioritized. Events may include but are not necessarily limited to: social gatherings; formal galas; education round tables and panels; and major conferences.
- (2) The Director of Events shall take care to schedule and promote HESA events in a manner that is cooperative with the Clubs and Societies. The Director shall operate thoughtfully to avoid scheduling conflicts between Association events and Club or Society events, whenever possible.
- (3) The Director of Events shall create graphics for events and work in collaboration with the Director of Communications to promote said events.

c) Director of Student Affairs:

- (1) 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.

- (2) The Director shall oversee the implementation and analysis of a biannual survey of student needs and concerns.
- (3) The Director of Student Affairs will oversee the work of the HESA Liaisons and coordinate office hours for each position.
- (4) The Director of Student Affairs will also hold a monthly mixer to engage global students and office hours to take student comments and concerns.

d) Director of Technology:

- (1) The Director of Technology is responsible for the management and updating of the HESA 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.
- (2) The Director shall oversee the live-streaming of General Assemblies and shall facilitate the participation (including voting, where applicable) of distance-education members of HESA.

e) Director of Community and Public Service:

- (1) The Director is responsible for finding ways to engage the student body in community and public service opportunities locally and globally.
- (2) The Director will also maintain a relationship with the Phillips Brooks House Association and the

Harvard Square Homeless Shelter to ensure the annual HESA winter supply drive is conducted and promoted.

- (3) The Director will chair the Community and Public Service Committee.

f) Director of Diversity, Equity, Inclusion, and Belonging:

- (1) The Director will promote Diversity, Equity, Inclusion, and Belonging at the Harvard Extension School. The Director will collaborate with the DEIB offices at Harvard University and the Division of Continuing Education.
- (2) The Director will chair the Diversity, Equity, Inclusion, and Belonging Committee.

g) Director of Club and Society Affairs:

- (1) The Director of Club and Society Affairs acts as the liaison between HESA and the HES Clubs and HES Societies. This Director will work to create partner events with the active Clubs and Societies and ensure the Clubs and Societies send representatives to each General Assembly.
- (2) The Director will also help guide students in the process of forming new Societies for the HES student body.

h) Deputy Directors and Coordinators:

- (1) Directors may appoint at least one and not more than two Deputy Directors to assist in the execution of their duties. The Executive Board 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.

- (2) Deputy Directors are not required to be admitted in a degree, certificate, or diploma program.
- (3) Deputy Directors may attend Executive Board meetings with the permission of the Executive Board.
- (4) Deputy Directors may not vote at Executive Board meetings, unless serving as acting Director in the event the Director is absent or incapacitated.

i) Coordinators:

- (1) Directors may appoint Coordinators to assist in the execution of specific tasks. Coordinators are not required to be admitted to a degree, certificate, or diploma program.
- (2) Coordinators may attend Executive Board meetings with the permission of the board. Coordinators may not vote at Executive Board meetings.

j) Degree Program Liaisons:

- (1) The President, in consultation with the Vice President, shall appoint one undergraduate degree program liaison, one graduate degree program liaison, and one joint ALB/ALM degree program liaison. A liaison must be a candidate in the degree program he or she represents, or in the case of the joint program, must have been approved.

- (2) 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.

k) Office of the President/President's Cabinet:

- (1) The President shall appoint an Assistant to the President and, at their discretion, any number of individuals to serve in the Office of the President (also known as the President's Cabinet) to support his, her, or their efforts on behalf of HESA.
- (2) Members of this group will be given titles by the President in line with the subject matter they represent (for example; Cabinet Member representing Global Inclusion). Cabinet positions should not duplicate or overlap with the responsibilities of elected Directors.

III. MEETINGS

A. General Assemblies

1. Schedule

- a) General Assemblies shall be scheduled to occur at least once in every complete month of the academic year (e.g. September through May). General Assemblies should be held on the second Saturday of each month to maintain consistency, except in the event of a public holiday or in direct conflict with the Harvard Extension School academic calendar.

- b) The Executive Board shall publish a schedule of regular General Assemblies for the academic year no later than September.
- c) The President may call a special General Assembly upon providing at least 72 hours notice to the membership of HESA.

2. Agenda

- a) The Executive Secretary shall prepare and circulate to the membership of HESA an agenda for each General Assembly. The agenda shall be posted to the HESA website at least 48 hours in advance of the General Assembly.

3. Minutes

- a) The Executive Secretary shall carefully record all proceedings at General Assemblies. Minutes or full recordings shall be posted to the HESA website within one week.
- b) The Executive Board may redact the recording of a General Assembly to be replaced by amended minutes by majority vote.

4. Parliamentary Authority

- a) 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.

5. Executive Board Meetings

- a) The President of HESA shall set the agenda and direct his or her Assistant to the President or the Executive Secretary

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

1. Schedule

- a) The Office of the Dean, in coordination with HESA, shall send a call for nominations.

2. Qualifications to Run

- a) The positions of President and Vice President may only be filled by Harvard Extension ALB or ALM Degree Candidates with at least one academic year remaining in their program at the start of their term.
- b) Each candidate must be in good academic and disciplinary standing. This standing will be confirmed by the Office of Student Affairs assigned advisor to the student government prior to the announcement of nominations.

3. Campaigning

- a) The Office of the Dean, in consultation with HESA, 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.

4. Length of Term

- a) 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

1. Schedule

- a) The Office of the Dean, in coordination with HESA, shall send a call for nominations.

2. Qualifications to Run

- a) The positions of Directors should only be filled by Harvard Extension ALB or ALM Degree Candidates with at least one academic year remaining in their program at the start of their term. Exceptions may be considered in consultation with the HESA Advisor and HESA Elections Committee.
- b) Each candidate must be in good academic and disciplinary standing. This standing will be confirmed by the Office of Student Affairs assigned advisor to the student government prior to the announcement of nominations.

3. Campaigning

- a) The Office of the Dean, in consultation with HESA, 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.

4. Length of Term

- a) 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 an Executive 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.
- C. The President, in consultation with the Vice President and elected Directors, shall appoint Interim Directors to any vacant seat before the start of the fall semester or at any point at which a seat becomes vacant.

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

1. All officers, directors, and liaisons are expected to attend all General Assemblies and weekly HESA Board Meetings.
2. The Executive Secretary shall take note of attendance at the beginning and end of each General Assembly and weekly HESA Board Meetings. Absence from either roll call shall count as half an absence. Absence from both shall count as a full absence.

B. Warnings

1. The Vice President shall formally warn any officer, director, or liaison who has accrued two or more absences from General Assemblies and weekly HESA Board Meetings.

C. Resignation & Recall

1. The Vice President may request the resignation of any officer, director, or liaison who has accrued three absences. If this request is refused, the Vice President may, in their sole discretion, pursue recall of the offender, in accordance with the Constitution.

VIII. FINANCIAL OPERATIONS

A. Budget Outlay

1. The HESA Executive Board will present a proposed budget to the Office of Student Affairs or any appropriate governing authority at HES during the summer, to be approved and ready for dispersal at the beginning of each academic year.
2. Based on the budget presented, the Treasurer shall outline a budget at the beginning of each academic year and reconfirm it at the beginning of each semester.
3. Budgets left over from previous semesters and academic years will carry over to the following semesters and academic years.

B. Appropriations

1. All appropriations unclaimed at the end of the fiscal year shall expire.

C. Reimbursement Period

1. The Treasurer shall establish limitations on time and deadlines for the submission of reimbursement requests.

D. Reporting

1. The Treasurer shall present a report of HESA'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.
2. 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

1. The Treasurer shall maintain a record of all receipts, contracts, bank statements, and checks written or received, if the board has an active bank account. The Treasurer shall prepare a reconciliation statement for the review and approval of the President.
2. 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 HESA Google Drive.

F. Disbursement

1. 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.
2. An on-campus member of the Executive Board shall be given ownership of a DCE Debit Card for HESA to purchase unexpected or emergency supplies for on-campus, hybrid events, or any other purchase that the Office of Student Affairs or Office of the Dean are unable to make in the necessary time frame.

IX. CLUBS AND SOCIETIES

A. Recognition

1. Only HESA, in consultation with the Office of Student Affairs, may grant official recognition to Societies.
2. Recognized Societies receive resources and support from HESA in the form of: help to gain access to meeting and events rooms; websites; mailing lists; email addresses for official Society business; and assistance in finding funding.
3. To attain recognition, a new Society must submit: a completed registration form; a list of executive officers; its constitution; an initial budget; a logo; and a membership list, including at least ten HESA members for approval. The Board will then consult with the Office of the Dean.
4. To continue existing recognition, a Society must submit: the results of its annual elections; its constitution, including any amendments; its end-of-year report for the previous academic year; and a current membership list, including at least ten Association members.
5. Societies will be considered unofficial once HESA has approved all the information. Societies will only become official once HESA has consulted with and received agreement from the Office of the Dean.

B. Funding

1. Societies shall submit funding requests in the form of budget proposals to HESA and the Office of the Dean at the beginning of each semester.
2. Allocations to Societies 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.

3. Societies shall not engage in corporate fundraising without the explicit consent of HESA, in collaboration with the Office of the Dean.
4. Each Society 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 Society's funding and HESA's collaboration on promotion and engagement for Clubs and Societies.

C. Finances

1. Societies are responsible for their own finances and for keeping their own financial records. HESA and the Office of Student Affairs expect Societies to manage their finances in a prudent fashion.
2. Societies shall submit end-of-year financial reports to the Treasurer and Director of Club & Society Affairs of HESA.
3. The earnings of a Society shall not accrue to any of its individual members.

D. Endorsement

1. Recognition of a Society shall not be construed or interpreted as an endorsement by HESA or the Harvard Extension School regarding the Society's purpose, activities, partisan political position, or any point of view.

E. Revocation

1. HESA, in consultation with the Office of the Dean, reserves the right to revoke the recognition of any Society.

2. The recognition of a Society 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

1. Massachusetts law expressly prohibits any form of hazing in connection with initiation into a student organization.
2. 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 another person, or which subjects such student or another person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.” [MGL c. 269 § 17]
3. 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.
4. 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

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

H. Registration

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

I. Independence

1. Societies shall maintain local autonomy and shall not establish any institutional connection with outside organizations. Societies shall make their policy decisions without obligation to any other organization.

J. Organization

1. Societies may include individuals from other schools, faculty, staff, or members of the community in their memberships. Societies shall take care to ensure that the majority of its membership is composed of active Harvard Extension School students.
2. Only admitted undergraduate or graduate degree candidates of the Harvard Extension School may serve as President, Vice President, or Director of Events of recognized Societies.

K. Operations

1. Societies should consult the HESA Director of Events and the Office of Student Affairs before holding any event on campus to ensure no overlapping of events.
2. Societies shall consult with the HESA before signing any contracts with vendors, hotels, consultants, or performers.
3. Societies shall not use the shield of the Harvard Extension School in its logo or in its publicity unless granted permission by the school. Societies shall design and use their own logo, which shall not include the shield of Harvard University, Harvard Extension School, or any other Harvard school.
4. Societies shall not appear on a commercially sponsored radio or television program without first discussing it with the Office of Student Affairs.
5. Societies 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.
6. Societies shall not engage in any behavior that endangers the tax-exempt status of HESA or Harvard University.
7. The Executive Board shall organize an orientation meeting for Societies leaders in early September of each academic year. The purpose of the orientation is to familiarize Society leaders with the requirements enumerated in the By-Laws and any additional expectations and to share best practices for Society operations.

L. Conflicts of Interest

1. Voting members of the Executive Board of HESA are discouraged from holding leadership positions within any recognized HES Club or Society.