

HARVARD GRADUATE COUNCIL

12 GRADUATE & PROFESSIONAL SCHOOLS, ONE HARVARD.

12 Graduate and Professional Schools

One Harvard

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Preamble

We, the Harvard Graduate Council, representing the twelve (12) graduate and professional schools of Harvard University, strive to collaborate with one another as a representative union of the student body, personifying the spirit of “One Harvard”. Charged thusly, this union will respond to and raise student concerns, represent students to the administrative body, collaborate and share intellectual resources, cultivate and provide leadership, establish collaborative programing, and promote cooperation and dialogue between students, faculty, and administration on policies, student rights, and academic freedom. For the good of the students and of the institution of Harvard University in its unending search for *veritas* – truth – we do ordain and establish this Constitution of the Harvard Graduate Council.

Constitution

Harvard Graduate Council
at Harvard University

Article I: Organizational Name

Section I-1: Name

The name of this graduate and professional organization shall be the Harvard Graduate Council at Harvard University.

Section I-2: Abbreviations

The Harvard Graduate Council shall also be known as HGC. In these documents and in all other matters related to HGC, “graduate students” shall be used interchangeably with “graduate and professional students,” and “graduate schools” shall be used interchangeably with “graduate and professional schools”.

Article II: Vision

The vision of the Harvard Graduate Council is to bring together a representative group of students from across Harvard’s 12 graduate and professional schools with a wide variety of skills and knowledge to promote the constructive exchange of ideas, concerns, and experiences, thereby strengthening a unified identity as “One Harvard.” In so doing, this body will be afforded a greater capacity to accomplish its goals and aims than could be possible as a disjointed collection of schools and voices, thereby enabling the students it represents to thrive before, during, and after graduation.

Article III : Mission

The mission of the Harvard Graduate Council is to represent and serve as the voice for the graduate and professional schools, improving the overall quality of student life at Harvard University. HGC advocates for issues of broad or urgent concern, convenes key stakeholders to promote dialogue, and provides information useful to students.

Article IV: Core Values

1. We must be **transparent** in our decisions, actions, successes, and challenges, always being careful to behave ethically and accept responsibility for failures.
2. We must strive to be **effective**, earning our legitimacy by truly improving students' experience, and efficiently, by communicating clearly and thoroughly and acting as good stewards of our members' limited time and resources.
3. We must maintain an **attitude of humility and faithful service**, remembering our responsibility to faithfully represent the needs of students and placing them above our own egos.
4. We must be **open to change** that enables us to adapt and be more effective in an ever-changing environment.
5. We must remain **professional and diligent**, persevering with our responsibilities even when inconvenient, cultivating mutual respect, and carefully stewarding human and financial resources.
6. We must be **unified**, inspired by a set of beliefs and principles that transcends our social and occupational diversity and guides our work in order to create a more just society within Harvard University.
7. We value **equity, inclusion, and belonging** for all. We strive for excellence and recognize that our differences make us stronger. We respect and seek out inclusion of differences, realizing we can learn from each other. We insist on a culture of respect and recognize that words and actions matter.

Article V: Goals

1. **Convener:** To bring together students and groups in order to take full advantage of the opportunities that Harvard University has to offer and thereby positively influencing student life.
2. **Advocacy:** To recognize and address the issues and concerns raised by graduate students, both felt individually and applying to the general experience of higher education, and serve as a liaison between students, administration, and faculty.
3. **Catalyst:** To provide funding opportunities to promote multi-school collaboration.

Article VI: Authority

Section VI-1: Context

The Harvard Graduate Council is the official student Representative body spanning all 12 graduate and professional schools at Harvard University. It receives funding, oversight, and recognition from the Office of the Provost, coordinates directly with each school's student governing body, and adheres to all campus policies set forth in the Harvard University code of student conduct and the Harvard University student organization policies and guidelines.

Section VI-2: Bylaws

The Harvard Graduate Council will establish Bylaws to govern administration and logistics. The Bylaws shall not conflict with this Constitution. The Constitution supersedes the Bylaws in any situation where a conflict arises. Bylaws may be adopted, amended, or temporarily suspended by a majority vote with quorum at an official Council meeting without advanced notice.

Article VII: Nondiscrimination Policy

The Harvard Graduate Council shall not by any means advocate for the expulsion, dilution, discrimination or separation of individuals on the basis of age, race, color, gender, religious belief, national origin, political views, ethnicity, citizenship, sexual orientation, disability, or any other quality neither related to the performance of the individual or the Council nor addressed elsewhere in this Constitution.

Article VIII: Membership

Section VIII-1: Requirements

Membership of the Harvard Graduate Council consists exclusively of students enrolled in one or more of the twelve (12) Harvard University graduate or professional schools. The following are considered members of HGC:

1. Any school-designated Voting Representative to HGC
2. Any officer of the HGC Executive Board
3. Any HGC ad-hoc committee member
4. Any Harvard graduate school student body president or co-president

Membership is intended as a useful way to designate stakeholders active with HGC, not as a mark of exclusivity. The Executive Board shall maintain the list of members, and all members should be kept informed of meetings and significant developments of the HGC. They may also be considered for privileges such as special access to HGC activities, if their active involvement with HGC warrants such and the Executive Board deems appropriate. Any member reserves the right to resign from membership and his or her role with HGC.

Section VIII-2: Schools

The following is a list of the recognized graduate and professional schools that are represented by the Harvard Graduate Council:

1. Harvard Business School (HBS)
2. Harvard Divinity School (HDS)
3. Harvard Extension School (HES)
4. Harvard Graduate School of Arts and Sciences (GSAS)
5. Harvard Graduate School of Design (GSD)
6. Harvard Graduate School of Education (HGSE)
7. Harvard John A. Paulson School of Engineering and Applied Sciences (SEAS or Paulson School)
8. Harvard John F. Kennedy School of Government (HKS)

9. Harvard Law School (HLS)
10. Harvard Medical School (HMS)
11. Harvard School of Dental Medicine (HSDM)
12. Harvard T. H. Chan School of Public Health (HSPH or Chan School)

Section VIII-3: Eligibility

Any current graduate student of one of the twelve graduate schools who is in good standing with Harvard University, as defined by the school and program in which he or she is enrolled, is eligible to be an elected or appointed member of HGC. Any member of HGC who is found to be not in good academic or disciplinary standing or no longer enrolled may be removed per the procedures outlined in Article IX: Officers/Committees.

Section VIII-4: School Student Governments

The purpose of student government organizations within the 12 graduate and professional schools is to ensure that the student environment is conducive to personal well-being and growth in a range of professions and/or subjects of study. It shall be a priority of HGC to sustain relationships with the student leadership of each graduate school to ensure collaboration and coordination of the graduate student body across the University. To this end, the president of each school's student body is also considered a member of HGC, albeit not necessarily their school's designated Voting Representative, and should be kept informed of developments. Further, HGC is empowered and encouraged to convene a meeting of the graduate and professional student government presidents to discuss topics of shared importance.

Article IX: Officers, Committees, And Advising

Section IX-1: Voting Representatives

As detailed in Article IX, Section 6, each of the twelve (12) graduate and professional schools will designate at least one (1) Voting Representative to the Harvard Graduate Council. The twelve (12) Voting Representatives are the only members that have voting power within the Council. The number of voting reps allowed per school shall be determined by the student body population at that respective school. For every 500 students at that school, one (1) HGC Voting Representative will be allowed to be appointed or elected up to a maximum of four (4) HGC

Voting Representatives. All Representatives are entrusted with representing the interests of the students at their schools to HGC.

Section IX-2: Executive Board

The Executive Board of the HGC consists of twelve (12) Executive Officer positions; no individual may hold more than one position at one time, nor can they simultaneously be a voting representative for their respective school. In order to give HGC sufficient capacity to carry out its duties, to ensure responsibilities are sustainable, and to build in resilience so that the functionality of HGC does not hinge on a single person, each officer has a functional pair. While the roles are differentiated and the president or chair holds primary responsibility, both officers filling a function should be able to accomplish all tasks associated with that function. The functional pairs are as follows:

1. **Leadership:** President & Vice President
2. **Operations:** Chair of Operations & Chair of Governance
3. **Finance:** Chair of Finance & Chair of Student Groups
4. **Student Life:** Chair of Student Life & Chair of Community Engagement
5. **Advocacy:** Chair of Advocacy & Chair of Policy
6. **Information:** Chair of Information & Chair of Communication

Section IX-3: Advising

IX-3.1: Advisory Board

The purpose of the Advisory Board shall be to advise, assist and support the HGC Leadership on matters that will strengthen their ability to support graduate students. Members are Harvard University staff who share a “One Harvard” mission and have expert knowledge of student life. The HGC Leadership will work with the HGC Advisor to establish the initial convening of the Advisory Board during the summer. Members of the Advisory Board include but not limited to:

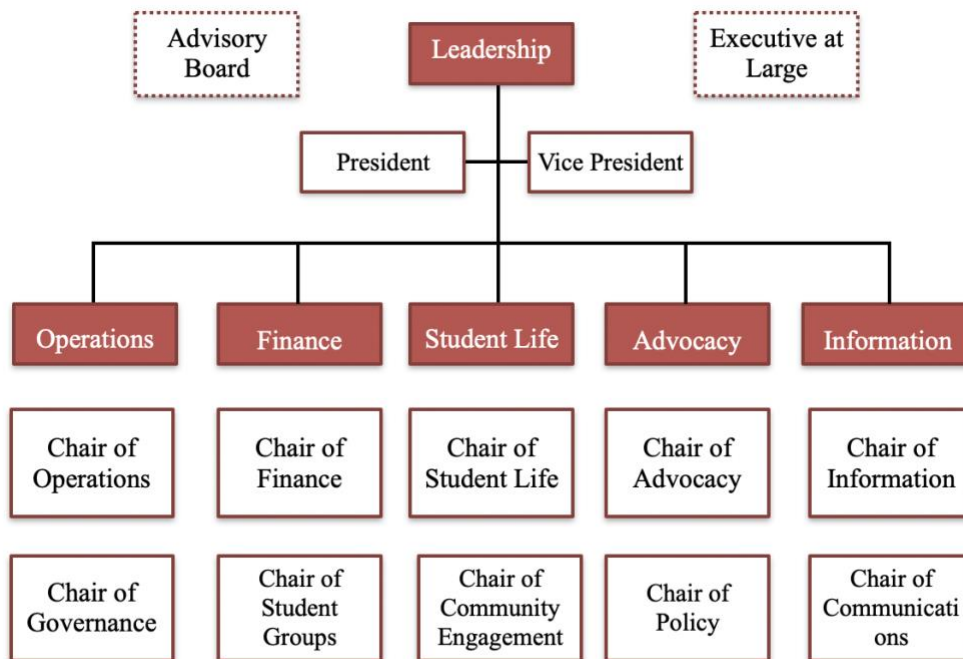
- Associate Director for Student Engagement (HGC Advisor)
- Director of Common Spaces
- Director of Graduate Commons Program

- Chair(s) of Council of Deans of Student Affairs (CODOS)
- Executive Director of the GSAS Student Center
- Office for Diversity Inclusion and Belonging Representative

IX-3.2: Executive at Large (EAL)

The Executive-at-Large position is an advisory position to the President and Vice President, meant to preserve institutional memory and historical context in HGC between academic years. They can be a currently enrolled student or alumnus/alumna, but must have formerly served on HGC Executive Board, for at least one year. This is a non-officer position with no voting privileges and cannot incur expenses. This position is appointed by a consensus among President and Vice President over the summer months in order to provide continuity of knowledge. The EAL may not hold another role in HGC. The EAL shall negotiate their level of commitment with the President and Vice President within one week of being appointed and must be able to provide advice as needed within 48 hours of solicitation throughout their term.

Section IX-4: Governance Structure Diagram



Section IX-5: Duties

IX-5.1: Representatives

The duties of each school Voting Representative include the following:

1. attending every meeting of the Harvard Graduate Council without excessive absences, as defined in the Harvard Graduate Council Bylaws
2. contributing to discussions at meetings
3. casting a vote for their respective school in all elections and other matters brought to a vote
4. serving as the primary point of contact between HGC leadership and their school
5. raising concerns from their school to the Council
6. facilitating marketing of HGC programing and initiatives with their school student body
7. working to raise the profile of HGC

All Representatives are also encouraged to run for an Executive Board position or join a committee.

IX-5.2: Executive Officers

The duties of individual Executive Officers are to be well defined and maintained within the Harvard Graduate Council Bylaws. At a minimum, all Executive Board members are required to attend all Executive Board and HGC meetings, without excessive absences, as defined in the Harvard Graduate Council Bylaws. The Executive Board as a whole has a duty to set an annual agenda and individual meeting agendas for HGC; develop and administer an annual budget; carry out HGC initiatives including programing and responding to advocacy concerns; run HGC meetings and record minutes; maintain all HGC electronic platforms, websites, and distributions lists; and ensure that all other duties of HGC, as laid out in the Constitution and Bylaws, are faithfully executed.

IX-5.3: Accountability

IX-5.3.1: Understanding of Constitution and Bylaws

All Voting Representatives and Executive Officers are required to sign a written declaration that they have read and understood this Constitution and the associated Bylaws before they can begin their official term of office and, as such, are agreeing to adhere to the rules and regulations herein.

IX-5.3.2: Robert's Rules of Order

All Voting Representatives and Executive Officers are required to follow debate procedures as specified in Robert's Rules of Order, with the exact edition and any modifications to be at the discretion of The President. In order to remain consistent, the referenced edition of *Robert's Rules of Order* being used will be provided to the HGC membership upon their election to HGC.

Section IX-6: Elections and Appointments

IX-6.1: Voting Representatives

Each school's student government will, at their discretion, designate a Voting Representative entrusted with representing its interests on HGC for a full academic year. Voting Representatives to HGC must be matriculated in a graduate, not undergraduate, program. As soon as the Voting Representatives are identified, the individual's name should be submitted to the President and Vice President of HGC and the Office of the Provost (upon request). If possible, schools are encouraged to identify their Voting Representatives for the following academic year prior to the HGC spring elections, in order to improve their students' eligibility for Executive Board positions. They are also encouraged to fully integrate their Voting Representative into their own school's student government so that informed votes which truly represent school interests are cast.

IX-6.2: Executive Officers

IX-6.2.1: Filling of Positions

All Executive Board positions will be filled by election, except in the case of mid-year vacancies as detailed in Article IX, Section 9. Balancing the importance of continuity and early planning with the importance of giving as many students as possible the opportunity to participate, two elections may be held each year as detailed in the Bylaws: the first will be held by the end of the spring semester for the following academic year; the second will be held early in the subsequent fall semester.

IX-6.2.2: Requirements and Precedence

The Office of the Provost has set requirements for those filling Executive Officer positions, primarily for purposes of maintaining legitimacy with the schools and diversity of representation. In order to meet these requirements, the offices of the President and Vice President of HGC must be filled by individuals who are Executive Officers, Voting Representatives, or current University-Wide Group (USG) leader during either the current academic year (i.e., the year during which the position will be held) or the immediately preceding academic year (i.e., the year during which spring elections are conducted), and they must hail from different graduate schools. If USG leader is elected, they must step down from their USG leadership role.

Precedence for all other Executive Officer positions will also be given to individuals who have served as a Voting Representative for two-full academic semesters during the current or immediately preceding academic year. *Precedence* means that non-voting members of the HGC will not be allowed to run for a position for which a current or immediately preceding Voting Representative is running. If no Voting Representatives wish to run for these positions, any student enrolled in a degree program at one of the twelve graduate schools and not disallowed by a clause of the HGC Constitution or Bylaws is eligible. Precedence for school-designated Voting Representatives stems from the overarching goals of school diversity in the Executive Board plus campus-wide buy-in and recognition of the HGC and has been directed by the Office of the Provost.

IX-6.2.3: Election Procedures

Elections will be administered by the Chair for Governance or a delegate, as determined by the President. Elections may only be held for one (1) position at a time. Details of the elections procedures will be established in the Bylaws.

Legitimate criteria for choosing the best candidate include:

1. personal character and qualification for the position,
2. past productive experience with HGC,
3. diversity among Executive Officers (variety in schools represented, demographics, and perspectives is desirable)
4. ideas and vision for the position,
5. teamwork and communication skills,
6. available time and attitude of full commitment to the position,
7. respectability within home school, as evidenced by status as a Representative to HGC or a member of that school's student government.

IX-6.3: Committee members

Each Executive Officer has authority to establish a formal or semi- formal committee to support their responsibilities (e.g., operations committee, mental health committee, etc.) and to appoint standing members to that committee. These members may be removed from their designated committee by the officer who appointed them or by the President and Vice President.

Section IX-7: Terms of Office

1. Each and every Executive Board officer or school Representative elected or appointed to their own position will sustain this position for ONE (1) academic year, ending either:
 - 1.1. the day of commencement, or
 - 1.2. the day that a successor is properly elected or appointed, qualified, and has formally assumed the position, whichever is sooner.
2. In order to ensure that a variety of students have the chance to exercise leadership on the Executive Board, an individual may not hold the same position more than two (consecutive or nonconsecutive) academic years or serve in any position on the Executive

Board more than three (consecutive or nonconsecutive) academic years. Holding a position for any portion of an academic year shall constitute holding it for that year. If an individual has held the same position during three academic years, they will be ineligible for election or appointment to that position, though they may fill a different position on the Executive Board according to normal procedures.

Section IX-8: Removal of Officers and Representatives

Any Executive Officer or Representative who, during the term of their office, fails to maintain their status as a matriculating student in good academic and disciplinary standing at one of the 12 graduate schools; fails to maintain attendance standards as defined in the Bylaws; or fails to properly fulfill their duties as determined by the Voting Representatives (for Executive Board officers) or by his or her school student government (for Representatives), may be removed from their position by either the HGC or their respective graduate school. A suitable replacement will be elected or appointed by the appropriate body: for officers this will be the HGC and for Representatives this will be the student's graduate school student government. The precise procedure for removal will be established in the Bylaws and consistent with Article XIV.

Section IX-9: Vacancy

IX-9.1: Non-Presidential or Vice Presidential Vacancy

Following an expulsion, resignation, or emergency absence of a member in any Executive Board position other than the President or Vice President, the President may appoint a replacement at any time, using whatever method he or she deems appropriate. This individual must be confirmed by a majority vote at the next Council meeting in which there is a quorum; if not, the President must appoint a different replacement.

IX-9.2: Presidential or Vice Presidential Vacancy

Following a permanent vacancy in the office of the President or Vice President, an election will be held at the next Council meeting in which there is a quorum, with any Voting Representative, including those currently filling other Executive Board positions, eligible to run. Until a new president is confirmed, the Vice President or Chair of Operations, (respectively, in order of

succession) will perform the duties of the office of the President. Until a new vice president is confirmed, the Chair of Operations will perform the duties of the office of the Vice President.

Article X: Meetings

Section X-1: Purpose and Function

1. **Purpose:** Regular meetings of the HGC are necessary for the Council to accomplish its mission in an accountable fashion and for its members to receive and disseminate information swiftly and effectively.
2. **Open Meetings:** All meetings of the full Council shall be open to any affiliate of Harvard University. Individuals who are not Harvard affiliates may also attend at the invitation of any HGC member.
3. **Order:** Matters and issues voted upon shall be subject to the most current edition of *Robert's Rules of Order*. The President or Vice President has the discretion to run the meeting on a modified version of Robert's Rules of Order.
4. **Scheduling:** The Council shall regularly meet by rule or at the call of the Executive Board. The Council shall not meet before noon, during holidays, during exam periods and no more than twice during Reading periods. The President may convene the Council with at least 24 hours' notice to the Council as a whole.
5. **Quorum:**
 - 5.1. Quorum at an HGC meeting shall consist of $\frac{2}{3}$ of the Voting Representatives, corresponding to eight (8) out of the twelve (12) graduate institutions.
 - 5.2. At the time of the meeting, quorum must be satisfied, otherwise the meeting must be postponed or rescheduled. No matters before the HGC, including elections or votes, may be considered without quorum.
 - 5.3. Quorum may not be suspended.
 - 5.4. If there is ever difficulty achieving a quorum, the President should request the aid of the Office of the Provost to address the matter with school administrators.

Section X-2: Agendas

The Executive Board shall prescribe a regular order of business for each meeting, subject to review or change by the entire Council during the meeting. Requests may be made to place items on the agenda by contacting the Chair of Operations, Vice President, or President. Items that should be included within each meeting are as follows:

1. Open Floor: At minimum, five (5) minutes of Open Floor time will be allocated at every HGC meeting for any Harvard community member to raise and deliberate issues pertaining to the University, students, and their schools.
2. Regular reports from each Executive Board functional pair.
3. Presentations by invited parties, and other old and new business.

Section X-3: Attendance and Minutes

Recording attendance and meeting proceedings is necessary for an effective, proactive, and accountable organization.

1. **Attendance Policy:** All Voting Representatives and Executive Board officers are required to attend the Harvard Graduate Council meetings.
 - 1.1. Excessive absences may constitute removal from office.
 - 1.2. Absence definition and the procedure for removal are defined in the Harvard Graduate Council Bylaws.
2. **Minutes:** The Chair of Operations and Chair of Governance are tasked with taking attendance and recording meeting minutes at all HGC meetings.

Article XI: Voting

1. **Purpose:** Precise voting procedures will be established in the Bylaws and must obey the principles set forth in this section.
2. **One School, One Vote:** In line with the principle of “One School, One Vote”, the Voting Representative from each school shall be each entitled to one (1) vote upon all matters before the HGC at an HGC meeting.
 - 2.1. Only primary voting Representatives have voting power.

- 2.2. In the case of a tie, except in the case of elections, the President votes to break a tie.
3. **Executive Board:** While matters at Executive Board meetings may be decided by consensus, if a vote is called, a member of the Executive Board is entitled to one (1) vote on all matters before the Executive Board. In the case of a tie, the President receives one (1) additional vote.
 4. **Delegation:** A Voting Representative can, in writing, delegate their voting authority to one of their graduate institutions' non-Voting Representatives by notifying the President and Vice President at least one (1) day in advance of the HGC meeting. Substitutions requested on the day of the meeting will only be accepted in extraordinary circumstances, at the discretion of the President and with full knowledge of the Council.
 5. **E-Voting:** Most voting will occur at Council meetings. However, an E-voting mechanism will be in place for urgent matters requiring action between meetings and should be used sparingly. In addition, recognizing the value of resolutions unanimously approved by all schools, if a graduate or professional school cannot send a Representative to an HGC Meeting, the graduate school may still cast a vote on a resolution using E-voting procedures. These procedures will be detailed in the Bylaws.

Article XII: Resolutions

1. **Purpose:** The Harvard Graduate Council shall have the authority to author and approve resolutions on behalf of all graduate students at Harvard University. A resolution is herein defined as a formal declaration of a request, concern, issue, complaint, or call to action.
2. **Eligibility:** Any currently enrolled Harvard graduate student may bring a resolution to the HGC. However, in order to be voted upon, the resolution must be supported by at least one (1) Voting Representative.
3. **Requirements:**
 - 3.1. The resolution must pertain to university-wide matters.
 - 3.2. If a resolution is presented that does not pertain to university-wide matters, the HGC must approve the presentation of the resolution by a simple majority.
4. **Voting:**

- 4.1. Voting will be conducted according to the principles described in Article XI.
- 4.2. All resolutions must be approved by two thirds (2/3) of the quorum present at an HGC meeting.

Article XIII: Finance

Section XIII-1: Budget and Financial Reporting

1. **Purpose:** The purpose of the budget is to accomplish the goals of the Harvard Graduate Council and to ensure its continued operation.

2. **Budget Request:**

- 2.1. A budget request to the Office of the Provost for the academic year will be discussed at a Harvard Graduate Council meeting in the end of the spring semester or the start of the Fall semester of each academic year.
- 2.2. The Chair of Finance will be responsible for presenting this proposal.

3. **Budget Allocation:**

- 3.1. The Chair of Finance shall submit an annual budget for each fiscal year to the full Council for approval prior to the second meeting of the academic year.
- 3.2. The budget allocation constitutes the permissible categories and expected amount of expenditures to be made on behalf of HGC. The budget includes projections of expected revenue.
- 3.3. The full Council will vote to approve this budget allocation by the second meeting of the academic year.
- 3.4. Budget allocations are to be considered tentative approval for operational categories and should not be considered to authorize unlimited discretion for expenses made in each category. HGC should be committed to the responsible use of the allocated budget in fulfillment of the mission detailed in Article III.
- 3.5. All expenses falling under these categories will require additional approval as detailed in Article XIII-2.

3. Reporting: The Chair of Finance shall make a report of the current budget and financial status of HGC to the full Council at every HGC Meeting. In the event the Chair of Finance is unable to perform this duty, the Chair of Students Groups shall fulfill this duty.

4. Budget Changes:

5.1. Any significant budget allocation changes must be approved by the full Council in order to be ratified. This includes the addition of new HGC-sponsored programming and initiatives. Changes in the budget, specifically changes in revenue, do not require approval for amendment.

5.2. If programming considered for HGC sponsorship or execution does not involve a budget allocation change, Voting Representatives must still be given the opportunity to participate in the decision to sponsor or conduct the event. This will normally be accomplished by a formal vote but may also be accomplished by a discussion without objections.

Section XIII-2: Expenses and Reimbursements

1. **Policy:** All expenses are subject to the reimbursable expense policy, as detailed in the Bylaws.

2. Approval:

2.1. All expenses made on behalf of HGC must be pre-approved by a minimum of 2 Executive Officers. One of these must be a financial officer. The other must either be the President or Vice President if they choose to retain this authority, or they may delegate this authority to the rest of the Executive Board.

2.2. Expenses made without prior approval have no guarantee of reimbursement and will be handled at the discretion of the leadership and financial Executive Officers.

3. **Filing Deadline:** If reimbursements are not filed within a reasonable period, defined to be either within the academic year or sixty (60) days after the original transaction, whichever is earliest, then the reimbursement is considered forfeit.

Article XIV: Discipline of Members for Unprofessional Conduct

1. All members of the Harvard Graduate Council are expected to uphold the rules and regulations of Harvard University student code of conduct and adhere to the policies and procedures described in the Harvard University student organization policies.
2. Members of the Harvard Graduate Council who violate the student code of conduct and student organization policies are considered as failing to maintain good disciplinary standing, as discussed in Article IX-7, and may face removal from office.
3. Any document or record produced by the Council or any department shall be a matter of public record, with such exceptions as personally identifiable information that the Executive Board may prescribe. The proceedings of meetings are public record.
4. Every officer, delegate, or Harvard graduate who exercises any power or duty under the authority of this Constitution, or who represents the Council, is responsible to the Council. The Council may move to expel any officer or member in accordance with the Bylaws.
5. Expulsion shall be defined as the removal of an individual for misconduct from the Council. Expulsion results in the forfeiture of all associated offices and privileges.

Article XV: Ratification and Amendment of the Constitution

1. **Purpose:** The importance of the Constitution shall not be undermined, yet it is important that it remain open to change as the current Council sees fit.
2. **Proposal**
 - 2.1. Any Representative or Executive Officer may propose an Amendment to the Constitution at any Harvard Graduate Council meeting.
 - 2.2. A simple majority vote of Voting Representatives present will be taken at that meeting on whether to open the notice and comment period and to define the length of the notice and comment period.
 - 2.3. Voting for passage of the Amendment shall not occur until at least the next HGC meeting.
3. **Notice and Comment Period**

- 3.1. The Notice and Comment Period shall be opened upon a simple majority vote of Voting Representatives present at the HGC meeting at which the Amendment was proposed.
- 3.2. The Notice and Comment Period will be at least two weeks in length.
- 3.3. There shall be an online forum for HGC members to comment on the proposed Amendment, moderated by the Chair for Governance or a delegate.

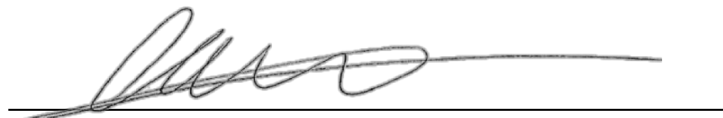
4. Passage

- 4.1. Once the Notice & Comment Period has ended, for the proposed Amendment to pass, a three fourths ($\frac{3}{4}$) majority of Voting Representatives present will be required to send the changes to the HGC Leadership.
- 4.2. The Amendment must have the signature of the President. Once he or she has signed the Amendment, the changes will become part of the Constitution. The President must sign and may not veto the Amendment in the fulfillment of presidential duties.

5. Publication

- 5.1. The Chair for Governance is charged with ensuring all amendments and changes are recorded and made public via online communication and other methods deemed accessible.
- 5.2. Changes to amendments will be recorded at the bottom of the original amendment with the date, vote results, and sections changed.

By my hand I certify the Harvard Graduate Council Constitution, ratified in a vote before the twelve (12) graduate and professional schools at Harvard University in a regular meeting of the Harvard Graduate Council, on this 24th day of April 2020:

A handwritten signature in black ink, appearing to read 'Chanthia Ma', is written over a solid horizontal line.

Chanthia Ma

2020-2021 President of the Harvard Graduate Council

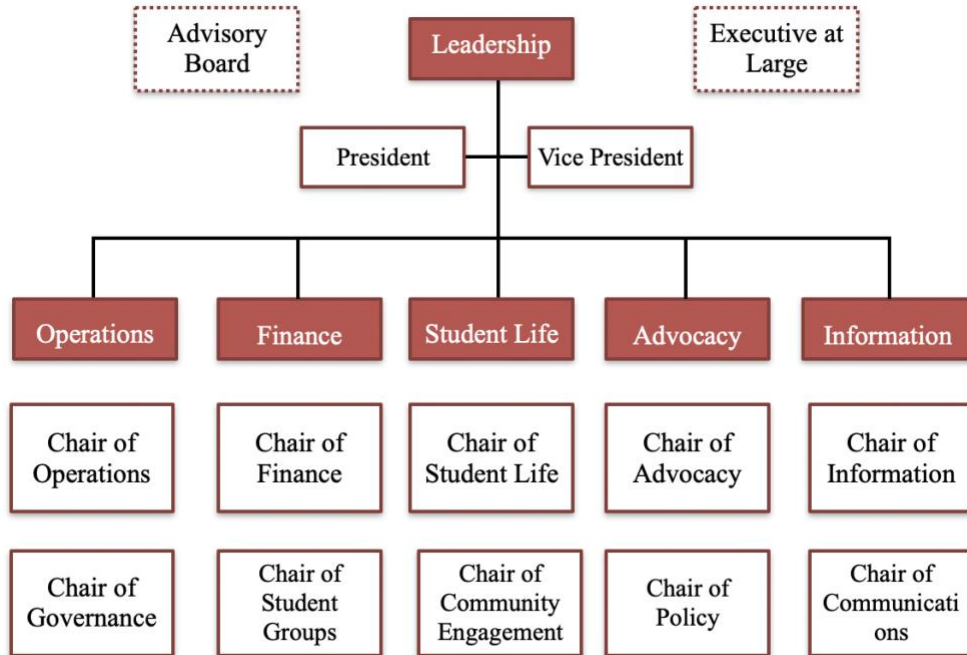
Harvard Graduate Council Bylaws

Purpose

The purpose of the Bylaws is that they define the precise procedures for carrying out the guidelines established by the Harvard Graduate Council Constitution. The Harvard Graduate Council Constitution and Bylaws shall be publicly accessible. Amendments to the Bylaws shall pass with two thirds (2/3) vote at a Harvard Graduate Council meeting under quorum.

Article I: Executive Officers

Executive Officers (EOs) of the HGC constitute the Council's elected leadership. Functional pairs will be assigned for all the core functions required for HGC to operate effectively. HGC can be divided into four types of functions: the governance function; the leadership function; operations and finance, which are management functions; and programming, advocacy, and information, which are mission functions. Two officers each will be assigned to all six of these functions, for a total of twelve (12) officers, to ensure capacity and resilience to unanticipated circumstances. The governance function consists of decision-making and approval authority and is filled by one Voting Representative from each school (as mandated by the Office of the Provost), for a total of twelve (12) Voting Representatives. The following graphic portrays a visual depiction of the HGC structure:



Section I-1: Executive Board Meetings

1. Executive Board meetings are not open to all other members of the Harvard Graduate Council, with the exception of HGC Voting Representatives; however, with the vote of four (4) EO members, a non-EO member may observe an Executive Board meeting.
2. Each EO will have one (1) vote, and a majority of whatever is being voted on or against will take the resolution either by ‘yay’ or ‘nay’ votes. In the case of a tie the President will cast the deciding vote.
3. Each EO meeting shall be recorded and timed, with the minutes available upon request to the Chair of Operations.
4. The Executive Board should meet every two weeks, on the off-week of HGC meetings. These meetings are mandatory and only one (1) excused absence per semester from an Executive Board meeting is allowed, with one (1) day advanced written notification provided to the President and Vice President.
5. The President may call an Executive Board meeting at any time.

Section I-2: Training

Each newly elected EO is required to read and become familiar with the Constitution and Bylaws, signing a statement of understanding. Each EO must also meet with their outgoing counterpart to engage in knowledge transfer. Furthermore, each EO is expected to thoroughly review their folder on the HGC shared drive and raise any questions concerning their roles and responsibilities to the President or Vice President.

Section I-3: Executive Officer Duties and Responsibilities

The following are lists of duties and responsibilities for each EO position that, while not exhaustive, are intended as an example of the tasks expected from each EO.

I-3.1: President

- Serve as primary liaison and advocate to the Offices of the Provost and President, administration, and faculty regarding graduate students' concerns and activities; present reports to the Council of Deans of Students and Advisory Committee and work to increase recognition of HGC as a critical link between administration and students
- Maintain a positive working relationship with all HGC Representatives and school presidents; work with graduate students across Harvard University to facilitate dialogue and action on graduate student concerns
- Actively recruiting for executive board members during Fall and Spring Elections
- Preside over all meetings and special sessions of the HGC, ensuring that responsibilities laid out in the Constitution and Bylaws are followed and holding ultimate responsibility for management of resources
- Address incoming students during school orientations and ensure HGC members attend student fairs at the beginning of the year to recruit new members
- Write and maintain a Strategic Plan for the yearly operations of the HGC and regularly communicate a vision for the organization to all HGC members and Advisory Committee
- Attend the annual summit of Ivy+ graduate and professional student government presidents and serve on the Harvard Alumni Association (HAA) Board, at the invitation of HAA
- Attend Student Health Insurance Plan (SHIP) Committee through HUHS

- Oversee all HGC Executive Officers and fill posts through appointment if required
- Attend and/or organize the following meetings during their term:
 - Biannual meetings with CODOs
 - Bimonthly meetings with UC President and VP
 - Biannual meetings with the University President
 - Biannual meetings with the University Provost
 - Bimonthly President’s Circle gatherings

For any given academic session, those serving as President of the HGC executive board may not serve on their respective home student governments as president, vice president, or equivalent positions.

I-3.2: Vice President

- Oversee and work with each Executive Officer to develop a plan for the year, ensure adequate preparation and performance of duties throughout the year, give guidance and feedback, and provide resources to aid success
- Work with the HGC President to create opportunities for student leaders to interact and exchange information
- Create, format, and forward draft agenda to the HGC President for all meetings
- Serve as a joint resource for student organizations regarding administrative resources, advocacy, and dissemination of pertinent information to the Harvard student community
- Act as a point of contact for graduate/professional school leadership, cross-school initiatives and programs, outside institutions/universities–Ivies, MIT, Tufts, etc.
- Temporarily assume Presidency in the absence of the President
- By request of the HGC president, serve on any board, committee, or initiative
- Attend and/or organize the following meetings during their term:
 - Biannual meetings with CODOs
 - Bimonthly meetings with UC President and VP
 - Biannual meetings with the University President
 - Biannual meetings with the University Provost

- Bimonthly President's Circle gatherings

For any given academic session, those serving as Vice President of the HGC executive board may not serve on their respective home student governments as president, vice president, or equivalent positions.

I-3.3: Chair of Operations

- Oversee meeting logistics, including space reservation and the ordering of food
- Plan any retreats and social outings specifically for HGC members
- Record minutes of and attendance at all regular and special HGC-related meetings
- Receive the approved agenda from the Vice President and assure distribution to HGC members, prior to and at HGC meetings
- Maintain a current list of contact information for all HGC members, to include Representatives, Executive Officers, school presidents, event chairs and committee members, and general and administrative contacts for each school
- Organize shared drives and maintain and preserve a historical archive
- Temporarily assume Vice Presidency in the absence of the Vice President

I-3.4: Chair of Governance

- Oversee changes to the Constitution and By-Laws and maintain official, current copies of the Constitution and By-Laws
- Manage votes and elections, ensuring everyone is aware of and follows regulations and a proper record of vote counts is kept
- Administer E-votes, at the direction of the President
- Monitor the flow of Council meetings and suggest procedural changes in the interest of fairness and efficiency
- Actively solicit input for improved Council operation
- Act as an objective mediator to help resolve disputes
- Report to and assume duties of the Chair of Operations as required

I-3.5: Chair of Finance

- Compile and submit the overall HGC projected annual budget and monitor spending to ensure that expenses do not exceed resources
- Evaluate the tax responsibilities of the HGC in coordination with the Office of the Provost
- Be responsible for developing outside financial partnerships and sponsorship for HGC initiatives, including drafting appropriate documents
- Shall chair a committee charged with hearing and evaluating funding requests from student groups
- Shall appoint Executive Board members to serve on the funding committee and shall chair said committee
- Manage an appropriate system for expense approval and reimbursement, ensure members receive reimbursement for approved expenses, and maintain records of all financial documents
- Manage recurring payments or contracts with vendors and verify that invoices are filled in a reasonable time frame
- Purchase logistical and promotional items for HGC
- Temporarily assume duties of the Vice Presidency in the absence of the Vice President and Chair of Operations

I-3.6: Chair of Student Groups

- Assist the Chair of Finance in managing HGC finances and serve as an approval authority for purchases, reimbursements, and other cash flows
- Assist the Office of the Provost in administering funding to officially recognized University-wide Student Groups (USG)
- Sit on the selection committee with the deans of students to approve USG applications
- Work with provost to organize the 'USG Summit' following the approval of the University Student Groups (USG) for the academic year
- Actively help in the collaboration and be the liaison for non- USG student groups and clubs at Harvard University's 12 graduate and professional schools

- Compile and maintain a list of non-USG student groups and clubs at Harvard University's 12 graduate and professional schools
- Ensure financial oversight and accountability of HGC-sponsored or co-sponsored programming
- Report to and assume duties of the Chair of Finance as required

I-3.7: Chair of Student Life

- Responsible for improving the social environment and student life atmosphere at the Harvard University and overseeing the activities around health and wellness and community engagement
- Maintain broad oversight of all HGC activities relating to the relationship between the HGC and its community – students, staff, faculty, and local residents
- Manage and oversee the planning and preparation of all programming and extra-curricular activities hosted by HGC
- Works with officers of HGC, the Director of Common Spaces, Director of Graduate Commons, and others to improve the lives of students by helping to create opportunities for socialization, exercise, and service at the university
- Compile programming proposals for budgetary approval by the Executive Board, Council and the Office of the Provost
- Partner work with the Chair of Finance to secure outside sponsorship
- Provide regular planning and execution updates, and post-programming summaries, on all programming to the Council, and compile an after-action report with key references and lessons learned

I-3.8: Chair of Community Engagement

- Collaborate with Chair of Student Life to have broad oversight of all HGC activities relating to the relationship between the HGC and its community – students, staff, faculty, and local residents
- Be responsible for the organization of HGC-sponsored community service programming and consider incorporating charitable donations into event plans
- Coordinate joint programming co-sponsored by other student groups or schools and provide a mechanism for schools to request that HGC sponsor or co-sponsor an event

- Oversee the marketing of and recruitment for programming, including both electronic and printed materials
- Build and maintain a volunteer base for the organization and operation of programming
- Oversee ticketing procedures, including Eventbrite accounts
- Report to and assume duties of the Chair of Student Life as required

I-3.9: Chair of Advocacy

- Work with the HGC President, Executive Board, and Council members to set shared priorities and overall approach and philosophy for advocacy
- Act as an advocate for student concerns that affect the Harvard graduate student community across multiple schools, help draft HGC resolutions or coordinated responses to current issues, and ensure that students with minority opinions also feel their voice is heard
- Ensure that issues of student safety, including protection from sexual assault and sexual harassment, are prioritized by HGC, administration, and faculty
- Coordinate a volunteer base for addressing issues pertaining to student advocacy and academic/professional development
- Assist in constructing and coordinating dialogue and action on academic issues affecting the Harvard graduate student community and be the HGC contact for academic issues
- Educate students in the Harvard community about issues of professional development
- Oversee and hold ultimate responsibility for activities of the Chair of Policy
- Serve as a liaison to the Harvard Votes Challenge initiative

I-3.10: Chair of Policy

- Support HGC's overall advocacy priorities, as determined by the Chair of Advocacy under advisement by other Executive Board and Council members
- Promote dialogue, understanding, and reconciliation across traditional lines of division
- Work to ensure that the group of students involved with HGC remains diverse, in terms of demographics, viewpoint, and school represented, and remind HGC members to value diversity when inviting event speakers

- Reach out to minority clubs and student groups at the Harvard graduate and professional schools, occasionally visit their meetings, and connect them with each other and Harvard Alumni Association Special Interest Groups
- Liaise with Harvard University Disability Services, monitor campus building accessibility, and advocate for people with disabilities
- Report to and assume duties of the Chair of Advocacy as required

I-3.11: Chair of Information

- Work to ensure that HGC becomes a source of valuable information of interest to students across Harvard University, in support of the One Harvard concept
- Oversee design and maintenance of the HGC website, ensuring it is updated frequently
- Regularly gather information on programing or academic/research connections of interest at each school, and/or create an automated process to facilitate the sharing of opportunities across Harvard; accordingly, create and update a calendar of initiatives and programing both internal and external to HGC
- Manage email accounts and shared drives, ensuring that they are backed up and protected and access is appropriately limited
- Serve as liaison for Harvard University IT
- Investigate new technologies and methods of engagement

I-3.12: Chair of Communication

- Work to increase the visibility of HGC across Harvard University through all available channels by communicating HGC's purpose in an exciting and engaging manner
- Manage the distribution list for HGC email blasts, collect inputs, and compile and send regular email newsletters to a wide population
- Manage and actively engage with HGC social media accounts, to include Facebook
- Oversee HGC public relations by serving as a liaison to the press, other student governments, and other organizations; submit press releases for major HGC programing
- Maintain internal or external graphic design capability in order to generate necessary materials on request
- Keep in active contact with the communications officers on each school's student government in order to utilize school channels and expand HGC's reach

- Report to and assume duties of the Chair of Information as required

I-3.13: HGC Leadership Advising

IX-3.131: Advisory Board

The purpose of the Advisory Board shall be to advise, assist and support the HGC Leadership on matters that will strengthen their ability to support graduate students. Members are Harvard University staff who share a “One Harvard” mission and have expert knowledge of student life. The HGC Leadership will work with the HGC Advisor to establish the initial convening of the Advisory Board during the summer. Members of the Advisory Board include but not limited to:

- Associate Director for Student Engagement (HGC Advisor)
- Director of Common Spaces
- Director of Graduate Commons Program
- Chair(s) of Council of Deans of Student Affairs (CODOS)
- Executive Director of the GSAS Student Center
- Office for Diversity Inclusion and Belonging Representative

IX-3.132: Executive-At-Large (EAL)

The Executive-at-Large position is an advisory position to the President and Vice President, meant to preserve institutional memory and historical context in HGC between academic years. They can be a currently enrolled student or alumnus/alumna, but must have formerly served on HGC Executive Board, for at least one year. This is a non-officer position with no voting privileges and cannot incur expenses. This position is appointed by a consensus among President and Vice President over the summer months in order to provide continuity of knowledge. The EAL may not hold another role in HGC. The EAL shall negotiate their level of commitment with the President and Vice President within one week of being appointed and must be able to provide advice as needed within 48 hours of solicitation throughout their term.

Section I-4: Executive Officer Term Limits

In order to ensure that a variety of students have the chance to exercise leadership on the Executive Board, an individual may not hold the same position during more than two

(consecutive or non- consecutive) academic years and an Executive Board position more than three overall (consecutive or non- consecutive) academic years. Holding a position for any portion of an academic year shall constitute holding it for that year. If an individual has held the same position during two academic years or on the executive board for more than three years, he or she will be ineligible for election or appointment to that position, though he or she may fill a different position on the Executive Board according to normal procedures.

Article II: Meetings

Section II-1: Procedures

1. **Order:** Matters and issues voted upon will generally follow *Robert's Rules of Order*, with the exact edition and any modifications to be at the discretion of The President. In order to remain consistent, the referenced edition of *Robert's Rules of Order* being used will be provided to the HGC membership upon request.
2. **Scheduling:** The HGC will meet on a biweekly basis in order to remain effective at communicating and responding to the situation at the university. This meeting should be scheduled in the evening in order to avoid regular class times and, if possible, should avoid conflicts with the school student governments.
3. **Responsibilities:**
 - 3.1. Agenda: The Chair of Operations, Vice President, and President shall prepare and circulate to the membership an agenda prior to each regular meeting.
 - 3.2. Presiding: The Vice President shall hold primary responsibility for conducting each meeting, recognizing each speaker, and ensuring it runs according to schedule.
4. **Meeting Minutes:**
 - 4.1. The Chair of Operations and Chair for Governance are responsible for carefully recording all proceedings in the Council and for taking attendance via roll call.
 - 4.2. The Chair of Information and Chair of Communication are tasked with publicly displaying the meeting's attendance and minutes on the website.
 - 4.3. Any correction to the minutes should be submitted prior to the next meeting, whose adjournment should constitute their approval.

5. Attendance:

- 5.1. All Voting Representatives and Executive Officers are required to attend the Harvard Graduate Council meetings.
- 5.2. One approved absence per semester from a Harvard Graduate Council meeting is normally allowed. The President or Vice President is the approval authority.
- 5.3. In special circumstances and at their full discretion, the President and Vice President may allow for a remote attendance option using video conferencing technology. Normally, Voting Representatives and Executive Officers must be physically present at meetings.
- 5.4. Excessive absences, defined as more than one (1) approved absence per semester or any unapproved absences, will qualify a Representative or Executive Officer for potential eligibility review by the Executive Board. If the Executive Board believes the appropriate remedy is removal from office, they may present the matter before the Council per the removal procedures in Article III-3.

Article III: Voting Procedures, Resolutions, and Elections

Section III-1: Voting Procedures

1. **Eligibility:** Only Voting Representatives from a graduate school, or their recognized appointed delegates, may vote on matters before the Council.
2. **Forfeited Votes:** Votes that are forfeited by a school due to absence of that school's Voting Representative will be considered as having abstained from the vote.
3. **Passage:**
 - 3.1. Resolutions must be passed by two thirds ($\frac{2}{3}$) of the quorum present at the HGC meeting.
 - 3.2. All other matters before the HGC may be passed by a simple majority.
4. **Voting Manner:** Votes may be taken in the following manners, unless a motion is granted for other procedures:
 - 4.1. Roll Call

4.2. Unanimous Consent

4.3. Hand Vote

4.4. Yea/Nay vote

4.5. Other: Any system of voting may be approved by a simple majority of the quorum present.

4.6. E-Voting

4.6.1.If a vote is needed when the HGC is not in session, a Representative may move for an e-vote at a meeting, or by contacting the HGC President.

4.6.2.If a motion for an e-vote is raised at a meeting, the motion must be approved by three fourths (3/4) of quorum present when the vote takes place.

4.6.3.If the motion pertains to an e-vote on a resolution or statement of the HGC, and the motion is raised at a meeting, the Representative raising the motion may request that any absent graduate schools be able to cast a vote on the matter before the Council using the e-vote mechanisms.

4.6.4.The e-voting mechanism should be used as a first preference when possible, in the value of being transparent. An e-vote may only be requested when a HGC meeting cannot be convened to address the issue in a timely fashion and waiting until the next meeting of HGC would be detrimental to the mission of HGC.

4.6.5.The e-vote shall be a digitally accessible form, which shall be verified by the name, email, and graduate institution of each Representative.

4.6.6.The e-vote shall contain a clear description of the issue to be decided.

4.6.7.All e-votes must be submitted to the Chair for Governance.

4.6.8.The e-voting period will begin when the e-voting mechanism has been made accessible to the Voting Representatives and end 48 hours thereafter. The e-voting period shall not overlap with HGC meetings.

Section III-2: Elections

Elections should be conducted as follows:

1. Elections will be presided over by the Chair for Governance or a delegate, as determined by the President. The presiding individual should establish that quorum has been fulfilled prior to beginning the election process.

2. Because they receive precedence, Voting Representatives must declare their decision to run for a position in advance by a deadline set by the President, which will be no earlier than three days prior to the meeting in question and no later than the start of the meeting. If not, they will not receive precedence or be eligible for election to the offices of President or Vice President (except that an unsuccessful candidate for President may still run for Vice President).
3. All candidates running for each position should be made known to the Council no later than the beginning of candidate statements for that position. During the election process, if the presiding individual or any other observer has knowledge that a candidate is ineligible to run due to a conflict with the Constitution or Bylaws (such as not being in good standing or an undergraduate student already filling an Executive Board position), she or he has a responsibility to raise the matter before the Council. If the matter is in dispute, election for that position shall be delayed until it can be clearly settled, by the Office of the Provost if necessary, and no later than the next HGC Council meeting.
4. Positions shall be presented for election in order of their appearance in the Constitution and Bylaws. In accordance with the Constitution, elections will be held for the President, Vice President, and six functional Chair positions in the spring, and elections will be held for six of the other functional Chair positions in the fall.
5. Each candidate running for a position will be allowed up to three (3) minutes to make his or her case for election.
 - 5.1. Candidates must first state their name, school affiliation, and degree program;
 - 5.2. Candidates may answer questions from the Council, at the discretion of the presiding individual. It is recommended that all candidates be given the opportunity to answer any single question presented.
6. Voting will be conducted via secret ballot, either digital or paper. Each Voting Representative will cast one (1) vote, for a total of twelve (12) votes.
 - 6.1. Two trustworthy individuals will tally the votes.
 - 6.2. For the spring Executive Officer elections, this will be the most senior outgoing Executive Officer and an outgoing Voting Representative on the HGC who is not on the Executive Board

- 6.3. For the fall Executive Officer elections, this will be the Chair for Governance and the Vice President.
- 6.4. For elections that fall outside the regularly scheduled elections, the selection of individuals to tally the votes will be left to the discretion of the HGC President or most senior Executive Officer.
7. The candidate that receives an absolute majority of votes from among all Voting Representatives present will be declared the winner.
 - 7.1. In the event no candidate receives a majority of votes and there is more than one candidate, a runoff will be held between the candidates, with the candidates that received the lowest number of votes dropped from the ballot, until there is a winner. If the position is uncontested and the sole candidate does not receive a majority of votes, the position will remain vacant until another candidate runs for the position and is elected.
 - 7.2. Additional questions from the Council may be taken at the discretion of the presiding individual, who will ensure that time is properly budgeted.
 - 7.3. In the case of a tie in elections, the current serving President, Vice President, and Chair of Operations will come to a consensus and place the tie breaking vote. If no consensus can be achieved, then the reps will continue to vote until a candidate has won a majority.

If a candidate runs for a position and is not elected to it, she or he may run for other positions later in the same day or election period. However, if the individual is a Voting Representative, she or he must run on equal footing with any other candidates and shall not be given precedence.

Absentia - if a candidate for election cannot make an in-person appearance due to a verifiable academic reason, the President may make an exception to allow the candidate to stand for election and submit a statement on their own behalf.

Any positions not filled during an election must be filled at a separately held election, as determined by the acting President. If a second election is held and any position remains vacant, the President may appoint a candidate to the position. This appointee must not be from the same school as the President.

Section III-3: Removal of Officer or Representative

Procedure for removal of an Executive Officer or Representative is as follows:

1. Removal proceedings will begin when a member makes a motion to remove the office holder and the motion is properly seconded by an eligible voter and passes the required majority vote.
2. The moving member will have up to three minutes to explain to the Council why the office holder should be removed.
 - 2.1. The office holder, or a representative, will have up to three minutes to speak before the graduate Council in his or her defense.
 - 2.2. The office holder will leave the room.
 - 2.3. The HGC will follow debate procedures as specified in Robert's Rules of Order, and Voting Representatives will then vote on the motion to remove the office holder.
3. **Questioning:** at any time before a final vote on the motion is taken, the HGC may request that the office holder return to the room to answer any pertinent questions.
4. **Delay:** the motion to remove the officeholder may not be tabled.
5. **Passage:** if the motion to remove the officeholder passes, the officeholder is immediately removed from the office.
6. **Replacement:** The procedure for replacement depends on whether the individual removed is a Representative or Executive Officer. If the individual holds both simultaneously, both procedures should be followed.
 - 6.1. Representatives: A request should be made to the respective graduate school's student body president, or an equivalent point of contact, by the HGC President or Vice President. The Office of the Provost may be involved if necessary.
 - 6.2. Executive Officers: The President may either conduct an election or appoint an appropriate replacement for the office-holder, subject to the established requirements for elections and appointments within the HGC.

Article IV: Finance

Section IV-1: Reimbursable Expense Policy

1. A separate reference document shall be established that details the precise reimbursement policy put forth in these Bylaws.
2. **Documentation:** All reimbursement must strictly be made with the purpose of advancing the mission of the Harvard Graduate Council. Thus, all expenses must document the following information:
 - 2.1. **Who:** Who was involved with the expense? Includes purchaser and vendor info.
 - 2.2. **What:** What item/service was rendered and for how much?
 - 2.3. **Where:** Where did the expense occur?
 - 2.4. **When:** When was the original transaction completed?
 - 2.5. **Why:** What was the reason for the expense?
3. **Allowable Expense:** The expense itself must also satisfy the allowable expense criteria, which is based on the Harvard University Financial Policy:
 - 3.1. **Ordinary**, meaning common and accepted in the normal course of University activities;
 - 3.2. **Necessary**, meaning appropriate in nature and amount; and
 - 3.3. **Business-related**, meaning not a personal expense
4. **Fiscal Responsibility:** All members requesting reimbursement are expected to exercise fiscal responsibility and to avoid extravagance where possible, unless deemed necessary. The HGC is expected to use its funds prudently, and this expectation applies to any members acting on its behalf. Expenditures that are deemed excessive or inappropriate for the situation will not be honored.
5. **Ineligible Expenses:** The following types of expenses will not be considered reimbursable by default. Any exceptions to this policy must have compelling rationale and be approved prior to the expense being made:
 - 5.1. Transportation-related (parking, gas, car rental, airfare etc.)
 - 5.2. Clothing or tailoring fees

- 5.3. Repetitive and/or non-catering meals
- 5.4. Furniture and equipment
- 5.5. Software or E-books, unless deemed to serve business purpose

Section IV-2: Expense Reimbursement Procedure

1. Pre-approved expenses may file for a reimbursement request directly. Reimbursement requests must be submitted to the designated digital expense submission form within sixty (60) days of the original transaction or prior to the end of commencement for that academic year, whichever comes earliest.
2. Full documentation includes but is not limited to:
 - 2.1. A receipt or invoice
 - 2.2. Statement of the business purpose for the expense
 - 2.3. Statement of individuals involved in the transaction, if applicable
3. Missing receipts may be substituted with a Missing Receipt Affidavit only if the purchase is less than \$75.
4. Requests filed after date will only be honored at the discretion of the Executive Officers of the year the request is filed.
 - 4.1. Exceptions to Pre-approval
 - 4.1.1. Exceptions must be approved by a Leadership Executive Officer, President or Vice President, and a Financial Executive Officer, Chair of Finance or Chair of Student Groups.
5. Notification of the exception must be provided to remaining leadership and financial Executive Officers and written documentation archived in the shared organizational drive.
6. All requests for reimbursement will be reviewed by a Financial Executive Officer for
7. accuracy and to avoid duplicate or unapproved expenses. Both the details and results of the review should be documented.

Article V: Legal Miscellaneous

This chapter covers various miscellaneous legal concerns including liability issues, contracts and compensation rules.

Section V-1: Liability

The following criteria will be adhered to when planning HGC programing:

1. All HGC organized or sponsored programing should have a liability clause stating that the Harvard Graduate Council holds no legal liability and cannot be held liable for damages to persons or objects.
2. Individual students provided they are adequately following approval protocols for expenses, shall not be held legally liable for expenses incurred on behalf of the HGC.

Section V-2: Refunds and Compensation Policies

When requesting reimbursement or compensation from HGC, the following policies will be followed:

1. All compensation requests will be submitted within 60 days of the original charge. Any compensation or refund requests arising after 60 days may only be honored at the discretion of the President, Vice President and Chair of Finance, after consulting with the Provost's office.
2. Prior to spending any money on behalf of HGC or for an approved HGC purpose, every individual is required to sign a statement that they have read and understood the HGC

Constitution and Bylaws, which will be provided by the Chair for Governance. 3. Any past debts that occurred prior to the adoption of this document will be handled in accordance with the HGC policies at the time.

Section V-3: Third Party Contracts

Third-party contracts with outside vendors should be avoided wherever possible. In the event they are unavoidable, the following conditions must be followed:

1. No third-party contracts may be signed without the full approval of the Executive Board.
2. All third-party contracts must be reviewed, approved, and signed by three Executive Officers, two of which must include President and Chair of Finance.
3. Contracts that do not abide by this process will not be considered officially endorsed by the Council and will not be honored.
4. All potential conflicts of interest must be declared in full prior to the beginning of the review process. Neglecting to declare all conflicts of interest may be grounds for terminating the contract, even if already reviewed and approved by executive members.
5. Documentation and disclosures of such conflicts must be kept alongside the contract for future review.
6. Limitations on timelines for compensation and/or issues fall within the 60-day period.

After 60 days the statute of limitations expires.

By my hand I certify *Bylaws of the Harvard Graduate Council were ratified* in a vote before the twelve (12) graduate and professional schools at Harvard University in a regular meeting of the Harvard Graduate Council, on this 24th day of April 2020:



Chanthia Ma

2020-2021 President of the Harvard Graduate Council

