

ORIGINAL PREAMBLE TO SGA BYLAWS STUDENT ASSOCIATION CABINET

February, 1989

- WHEREAS: Students at the Harvard Graduate School of Education have made substantial temporal, financial, and psychological investments in this institution, and;
- WHEREAS: the realization of the full benefits of the educational experience requires student participation of a substantive and meaningful nature, and;
- WHEREAS: a vehicle for the representation of student concerns, interests, and needs is essential to the maintenance of the highest standards of academic excellence and professional leadership;

We, the students at the Harvard Graduate School of Education (HGSE), do hereby form the HGSE Student Government Association, the function of which shall be to:

1. Improve the quality of students' academic, professional, social, and personal development while at HGSE;
2. Act as liaison between the students and the faculty/administration;
3. Advocate the incorporation of student views and opinions in the formulation of policies and procedures governing HGSE and Harvard University;
4. Promote and fund student-initiated academic, professional, personal development and social programs, and

We further resolve to adopt the following bylaws to govern our internal and external affairs:

**BYLAWS:
STUDENT COUNCIL
of the
HARVARD GRADUATE SCHOOL OF EDUCATION
Revised August 2014**

**ARTICLE I
MEMBERSHIP**

Section 1. Members

There shall be two types of voting members. Students must be in good standing in the school to be members of Student Council. The Director of Student Affairs will determine eligibility and/or questions of eligibility.

1. Senators. The Senate is the Legislative body. The Senate shall be comprised of sixteen members elected from the student body at large by academic programs.
2. Officers of Standing Committees. The Officers of Academic Affairs, Communications, and Student Activities (Recreation and Wellness) shall be voting members.

Statement of Nondiscrimination. Membership in Student Council shall be open to eligible students regardless of race, color, religion, gender, sexual orientation, national origin, disability status, and age or veteran status.

Section 2. Election Process

Sixteen senators shall be elected to compromise the Senate body. Student Council Senators are elected by the student body at large with representation from each of the thirteen Ed.M. programs, and the doctoral concentrations. One representative is elected from each Ed.M. program, one senator is elected from the Ed.D. program, one senator is elected from the Ed.L.D. program and one senator is elected from the CAS Program. Students can only vote for senators in their respective academic program.

The Chief Financial Officer shall be elected from the Senate, after the general election of Senators.

Officers of the Academic Affairs, Communications, and Student Activities (Recreation and Wellness) committees are elected from the student body at large in the school-wide election held in the fall semester as noted below.

A nomination form must be submitted by the candidate for all elected positions through self-nomination by the stated deadline. A student may run for a Committee Officer position and a Senate position at the same time. If a candidate is elected to both positions, the candidate will be given the option of which position they would like to accept.

Nominations will be conducted through an on-line polling tool.

Election of Chief Financial Officer: In the election of the Chief Financial Officer, there must be a quorum of senators who cast votes for the vote to be official. Once a quorum is established, the candidate with a simple majority of votes at the stated voting deadline is declared the winner.

Section 3. Vacancies

In case of vacancies after the general election, the alternate candidate(s) who were not elected, in order of the number of votes received in the general election shall be considered to fill the vacant position(s). If there was a tie between two or more alternates in the number of votes received in the general election, the Council will use a ballot to elect the new Council member. In the event there are no alternates, all interested student(s) at HGSE may apply for the open position(s). The student(s) will be elected to the Council upon a majority vote within appropriate parameters.

Section 4. Term of Membership

Membership shall last for one academic year beginning as soon as candidates for election to Student Council are notified of the election results. Student Council membership shall end on graduation day for those members who graduate or the day before the next Student Council election for those members who return the following academic year.

Section 5. Rights, Duties, and Responsibilities

It shall be the right of every elected Student Council member to address issues brought before the Council either in writing or at Council meetings. Each member is required to sign a Statement of Obligation (see appendix) upon acceptance of her/his elected office. In exercising Student Council voting privileges, each Student Council member should endeavor to represent the views of all HGSE students or the members of the organization they represent to the best of their ability. In addition, Student Council members are authorized to work with members of the HGSE faculty, staff, and administration on behalf of Student Council, without fear of threat to their academic careers.

Standards for all Student Council members include:

1. **Meeting Attendance:** Members are expected to miss no more than two meetings per semester (barring any extenuating circumstances). After the second absence, the member is subject to review by the Student Council Advisors. Student Council members are expected to contact the Council before meeting time if an absence is imperative. Even in the event of absence, all committee members are expected to perform the duties and responsibilities of their office.
2. **Event Attendance:** Student Council members should be present at a Student Council sponsored event at least once a month. Student Council members are expected to participate in all Student Council business related events.
3. **Retreat Attendance:** Student Council members are expected to attend both the Fall and Spring Student Council Retreats, if the Council decides to hold such events.
4. **Academic Standing:** Student Council members must be in good academic standing. Any member who is not in good standing will have their membership

reviewed by the Director of Student Affairs to determine appropriate course of action, which may include the officer resigning from the position.

Section 6. Resignations

Any representative may resign his/her seat at any time, orally or in writing, by notifying the Council. Such resignation shall take effect at the time therein specified. Unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

Section 7. Removal

A representative may be removed from the Council for failure to carry out the responsibilities of his or her office as listed in the Statement of Obligation (see Section 4 of this article) or for violation of University policy. In the case of academic standing, removal is determined by the Director of Student Affairs. In the case of a violation of University policy, the Director of Student Affairs will consult with the appropriate administrative office for the determination of appropriate course of action. Removal shall require a two-thirds vote of the entire Council. A Council member who is being considered for removal must be notified in advance that s/he is being considered for removal and informed of the reason. Also, s/he has the right to be granted a fair hearing before the entire Student Council body.

ARTICLE II MEETINGS

Section 1. Regular Meetings

1. Time. Meeting time and frequency shall be determined by the Council. The first meeting of a newly elected Council shall be held within two weeks after its election as the representatives may conveniently assemble. This meeting will be convened by the Office of Student Affairs.
2. Place. The Council shall determine the meeting location.
3. Notice of Meetings. Written or printed notice stating the place, day, and hour of any meeting of members shall be delivered, personally, by mail or e-mail, to members entitled to vote at such meetings (Student Council elected members) as soon as possible before the meeting, at the direction of the person(s) calling the meeting. Meeting information shall also be distributed to the student body via the communication avenue designated by Student Council. In case of a special meeting, the purpose(s) for which the meeting is called shall be stated in the notice. A reminder of any Student Council meeting shall be part of the regular weekly mailing.
4. Quorum. A simple majority of members present shall constitute a quorum, with one more member than 50% of the Student Council board in attendance.
5. Voting. Student Council shall vote when a quorum is present. All votes must follow parliamentary procedures.
6. Proxy Representation. Any representative may authorize another Student Council representative or another HGSE student to act for him/her by written/electronic proxy in all matters in which that representative is entitled to participate, whether by voting or participating at a meeting. If submitted by paper, each proxy must be signed by the granting representative and the designated proxy. If submitted through email, both the representative and the designated proxy must submit an email message detailing the terms of the proxy arrangement. Each proxy shall be valid for a given meeting only and

shall be submitted to the Council at least 24 hours prior to its taking effect. The representative executing it can revoke such proxy.

Section 2. Special Meetings

No less than a simple majority of the members of Student Council, may call special meetings of the members.

Section 3 Closed Discussions

No less than a simple majority of the members of Student Council, may call closed discussions of the members.

**ARTICLE III
COMMITTEES**

Section 1. Standing Committees

The Officers of the following standing committees shall be elected directly to office during the general election of the student body and will serve as chairs of these committees.

Each committee will have at least two officers, in addition to the Officer. Senate members will serve as members of the standing committees, therefore completing committee composition.

- Academic Affairs Committee. Shall serve as a liaison with the administration and faculty on any academic matters which affect the HGSE student body. Study and take appropriate action on matters of educational interests.
- Communications. Shall serve as a liaison with the administration on any issues related to technology or communications. Maintains the Student Council website, and is responsible for any communications from the Council to the student body.
- Student Recreation and Wellness Committee. Shall serve as a liaison with the administration on all non-academic matters pertinent to HGSE students. Shall be responsible for coordinating social activities and programs to benefit the HGSE community (e.g., socials, holiday parties, outings). Ascertain student opinion and concern on social matters. In addition, this committee shall coordinate activities of school-wide interest and develop health, wellness and physical/athletic opportunities that will benefit the mental and physical well-being of the HGSE student body.

Section 2 Leadership Committee

The three elected Officers of the standing committees and the Chief Financial Officer of the Council shall serve as the Leadership Committee. The committee is expected to meet regularly with the Student Council administrative liaisons.

Section 3 Regular Committees

The Council may appoint members to a committee (as the need arises) to carry out important functions of the Council. Regular Committees differ from Standing Committees

and Special Committees in that they exist from year to year but do not necessarily require yearlong commitments. These committees may only need to meet at the beginning of each semester.

Section 4 Special Committees

Depending upon the goals/objectives of Student Council for a particular year, the Council may appoint additional committees composed of Student Council members. They can delegate to those committees such duties as may be necessary for the proper conduct of the affairs of the Council.

Section 5 Non-voting Members of Committees

Any Standing Committee or Regular Committee of Student Council can request the appointment of a HGSE student to the committee in order to carry out committee projects. These appointees will have non-voting status on the committee.

Section 6 Senate Body

The Senate is the legislative branch of the Student Council and works directly with each of the standing committees. The Senate is composed of one elected Senator from each of the thirteen (13) Ed.M. programs, one member from the CAS Program, one member from the Ed.L.D. Program and two (2) doctoral students. Each Senator is considered a voting member of the Association and may bring about issues that may be of concern to the Council as a whole.

Section 7 Harvard Graduate Student Government Representatives

Up to four HGSE students serving on Student Council may be elected as Harvard Graduate Student Government (HGSG) representatives to represent the HGSE student body at all regular HGSG meetings, and in matters all of HGSG business. Representatives shall report back to the HGSE Student Council on all matters of HGSG business to obtain feedback and foster connections with other graduate communities. Representatives may be voting members of the HGSG. Hence, they garner the responsibility of obtaining feedback from the HGSE community on any matters pertaining to their position. Additionally, they will represent the opinions and attitudes of the HGSE community to outside organizations and are governed by the bylaws of both the HGSG and the Student Council in terms of involvement in activities and gathering of student data. They shall be responsible for dissemination of information to the Student Council and the HGSE community as appropriate.

**ARTICLE IV
STUDENT COUNCIL COUNSELOR(S)**

Any Student Council officer(s) who served in the prior academic year and studies or works at HGSE in the current academic year shall be non-voting Student Council Counselor(s). The Student Council Counselor(s) will serve as the primary source of prior knowledge for the incoming Student Council as needed.

**ARTICLE V
INTERIM ASSOCIATION**

Section 1. Composition, Term of Office, Function

An Interim Council may be created at the end of the academic year, if necessary. The Interim Council will consist of Council members who live in the area, who are accepted to another degree program or the CAS program, or who are committed to communicate via email and/or telephone. The Interim Council is responsible for the affairs and activities of Student Council that may occur between graduation and the next Student Council elections. The Interim Council shall work with the HGSE Office of Student Affairs in fulfilling its duties and expenditures of funds.

Section 2. Student Council Elections

The Interim Council shall work with the HGSE Student Affairs Office staff in planning and conducting Student Council elections. These elections should take place as specified in Article I, Section 2.

**ARTICLE VI
BOOKS AND RECORDS**

The Student Council shall keep correct and complete records of the account and minutes of the proceedings of its members meetings, bylaws and voluntary membership lists of all member organizations, and names and addresses of all Student Council members. In addition, each committee shall compose end-of-year reports. Each committee shall report its objectives and projects for that year, as well as suggestions for the following year. These reports must be submitted and compiled before the end of the semester. All records shall be kept on file in the Office of Student Affairs and may be inspected by any member at any reasonable time.

**ARTICLE VII
FISCAL YEAR**

The fiscal year of the Student Council shall coincide with the University's fiscal year, beginning on July 1 and ending on June 30.

**ARTICLE VIII
RELATIONSHIP OF STUDENT COUNCIL TO THE HGSE ADMINISTRATION**

Section 1. Office of Student Affairs

The Student Council will receive support and guidance from the Office of Student Affairs. Committees of Student Council may invite the OSA Student Council liaison to their meetings.

Section 2. HGSE Finances

Financial support, guidance, and information will come from the OSA to the Chief Financial Officer of the Student Council.

Section 3. Communication with the Administration

Members shall contact HGSE administrators regarding Student Council business only with the approval of the Council or a committee of which they are a part, except where otherwise specified in these bylaws. In the case of approval by a committee, the committee must determine that the issue to be brought to the administration is consistent with the role and function of that committee. Student Council will meet with the Deans as necessary and keep them informed on issues and concerns brought to the body.

**ARTICLE IX
AMENDMENT TO BYLAWS**

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a two-thirds majority of the voting membership. Any proposed bylaws changes will be presented and/or emailed to Student Council members following the meeting at which they are proposed.

**ARTICLE X
PARLIAMENTARY PROCEDURE**

Section 1. Parliamentary Authority

Student Council meetings shall be run using Robert's Rules of Order unless a motion to suspend is passed by a majority vote.

APPENDICES: Student Council Statement of Obligation
 Student Council Proxy

**STUDENT COUNCIL
STATEMENT OF OBLIGATION**

I, _____, commit to uphold the requirements of my position as set forth in the Student Council bylaws. I understand that I may be removed from my position if I fail to fulfill the responsibilities required of me in the Student Council bylaws.

Signature _____ Date _____

Office _____

STUDENT COUNCIL PROXY

I, _____, hereby designate the right of proxy with
voting privileges to _____, representing
_____.

(Signature of Student Council member)

(date)

(signature of proxy)

(date)