

Harvard Graduate School of Education Student Council

PREAMBLE

(February, 1989)

WHEREAS: Students at the Harvard Graduate School of Education (HGSE) 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 Council, 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

(Revised August 2021)

ARTICLE I - STRUCTURE

Section 1. Membership

A. Eligibility.

Students must be in good standing in the school to be members of Student Council. The Senior Associate Director of the Office of Student Affairs will determine eligibility and/or questions of eligibility.

B. 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.

C. Term of Membership.

Membership shall last for one academic year. 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. Students returning for the following academic year may run for re-election as long as they remain a student in good standing.

Section 2. Roles

A. Voting Roles.

The HGSE student body will be represented by two types of voting members.

1. Committee Senators. Students will elect senators to represent them on each of the three Student Council Committees: (1) Executive Committee, (2) Programming & Events Committee, and (3) Student Advocacy & Issues Committee. Three senators will be elected to the Executive Committee and eight senators will be elected to the Programming & Events Committee and the Student Advocacy & Issues Committee, respectively.
2. Harvard Graduate Council Voting Representative: A member of the student body elected by students in all academic programs will serve as an at-large voting member of the HGSE Student Council and represent HGSE to the Harvard Graduate Council (HGC).

B. Committees.

The Student Council will be comprised of three standing committees: the Executive Committee, the Programming & Events Committee, and the Student Advocacy & Issues Committee. Senators will be elected to their respective Committees by the student body. The HGC Voting Representative will serve as the ninth student on the Student Advocacy & Issues Committee. (See Article III for more information about Committee jurisdiction). To ensure representation of all students, each committee will have *no fewer than* one part-time virtual student representatives, assuming there is interest

C. Leadership Positions.

The HGSE student body will elect members to serve in the following leadership positions that make up the Executive Committee: Executive Chair, Vice Chair, and Student Council Administrator. Following the general election, Senators will elect members from within their committees to serve in the following leadership positions: Programming & Events Chair and Student Advocacy & Issues Chair. (See Article III for more information).

D. 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 is eligible to serve as a 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.

E. Interim Council

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, including in administering elections. The Interim Council shall work with the HGSE Office of Student Affairs in fulfilling its duties and expenditures of funds.

Section 3. Election Process

A. Nominations and Candidacy.

Nominations and elections will be conducted through an online tool. A nomination form must be submitted by the candidate for all elected positions by the stated deadline.

B. Candidacy for Multiple Positions.

A student may run simultaneously for a committee position and the HGC Representative position. If a candidate is elected to both positions, the candidate will be given the option of which position they would like to accept and the runner-up for the other position, if another candidate exists, will assume the role.

C. Election of Student Council Positions.

For each position, the candidate with a simple majority of votes will be declared the winner, or in the event that no candidate receives a majority of votes, a runoff will be held between the two candidates who received the most votes until there is a winner.

D. 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 and eligible 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. In some cases, the Office of Student Affairs may seek nominations from Degree Program staff.

ARTICLE II - RIGHTS, DUTIES, AND RESPONSIBILITIES

Section 1. Obligations

A. Statement of Obligation.

Each member is required to sign a Statement of Obligation (see Appendix) upon acceptance of their elected office.

B. 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 Senior Associate Director of the Office of Student Affairs to determine appropriate course of action, which may include the officer resigning from the position.

Section 2. Representation.

It shall be the right and responsibility of every elected Student Council member to address issues brought

before the Council either in writing or at Council meetings. In exercising Student Council voting privileges, each Student Council member should endeavor to represent the views of all HGSE students 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.

Section 3. Participation.

Expectations for all Student Council members include:

- **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.
- **Meeting Attendance:** Members are expected to miss no more than two meetings per semester (barring any extenuating circumstances). Student Council members are expected to contact the Council, using agreed upon protocols, 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. After the second absence, the member’s continued participation is subject to review by the Student Council staff advisors. Meeting times will be determined based on Council members availability.
- **Event Attendance:** Student Council members should attend Student Council sponsored events as appropriate.
- **Committee Participation:** All Senators are expected to actively contribute to at least one Committee’s activities. Committee chairs will communicate with the Executive Committee regarding any members who are not performing the duties and responsibilities of Committee membership.

Section 4. Resignations and Removal

A. Resignation.

Any representative may resign their seat at any time, by notifying the Council and staff advisors in writing. 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.

B. Removal

A representative may be removed from the Council for failure to carry out the responsibilities of their office as listed in the Statement of Obligation (see Section 3 of this article) or for violation of University policy. In the case of academic standing, removal is determined by the Senior Associate Director of the Office of Student Affairs. In the case of a violation of University policy, the Senior Associate Director of the Office of Student Affairs will consult with the appropriate administrative office for the determination of appropriate course of action. With some potential exceptions, including for reasons of confidentiality, 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 they are being considered for removal and informed of the reason. Also, they have the right to be granted a fair hearing before the entire Student Council body.

ARTICLE III - COMMITTEES AND LEADERSHIP POSITIONS

Section 1. Committees

A. Standing Committees

Three senators will be elected to the Executive Committee and eight senators will be elected to the Programming & Events Committee and the Student Advocacy & Issues Committee, respectively.

Committee	Duties
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Executive Committee	<p>Shall be responsible for coordination of Student Council meetings and governance; engagement with administration, faculty, and staff; and liaising with the Student Council staff advisors from OSA. Shall be responsible for coordinating communication between the Student Council and the student body. See Executive Chair, Vice Chair and Student Council Administrator descriptions for more information.</p>
Programming & Events Committee	<p>Shall be responsible for coordinating academic, social, and wellness activities and programs to benefit the HGSE community and members of the HGSE student body, including:</p> <ul style="list-style-type: none"> ● Responsibly managing programming and event budgets; ● Maintaining records and templates for reference, including planning documents, speaker contacts, attendance records, and historical budgets; ● Conducting evaluations of events; ● Coordinating joint events co-sponsored by other student groups or schools
Student Advocacy and Issues Committee	<p>Shall be responsible for ascertaining student opinion and concern on academic, social matters, and community issues and engaging Student Council members in conversations about potential action to advocacy on behalf of students with faculty, staff, or other stakeholders, including:</p> <ul style="list-style-type: none"> ● Acting as an advocate for student concerns that affect the Harvard graduate student community across multiple schools; ● Assisting in constructing and coordinating dialogue and action on issues affecting the HGSE student community; ● Promoting dialogue, understanding, and reconciliation across traditional lines of division; ● Supporting action based on Student Council’s overall advocacy priorities, as determined by the Student Council; and ● Engaging with other student organizations at HGSE and across Harvard schools.

To ensure representation of all students, each committee will have *no fewer than* one part-time virtual student representatives, assuming there is interest

B. Special Committees

The Council may appoint members to a special committee to carry out important functions as the need arises. Special Committees can request the appointment of a HGSE student(s) to the committee in order to carry out committee projects; these appointees will have non-voting status.

Section 2. Leadership Positions.

1. Executive Chair.

The Executive Chair’s duties include:

- Serving as primary liaison to the Office of Student Affairs and administration regarding Student Council;
- Facilitating the development of the Student Council’s Strategic Plan and annual report,
- Working with Committee Chairs to establish agendas for each meeting;
- Presiding over all meetings of the Student Council,
- Planning any Student Council retreats, and
- Overseeing changes to the Constitution and By-Laws
- Coordinating the annual budgeting process

2. Vice Chair.

The Vice Chair's duties include:

- Serving as a thought partner to the Executive Chair,
- Overseeing meeting logistics, including scheduling and calendar invitations;
- Recording attendance at and minutes of all Council meetings;
- Maintaining official, current copies of the Constitution and By-Laws;
- Managing votes and elections, ensuring everyone is aware of and follows regulations and a proper record of vote counts is kept;
- Monitoring the flow of Council meetings and suggesting procedural changes in the interest of fairness and efficiency, and
- Monitoring the budget to ensure that expenses do not exceed resources.

3. Student Council Administrator

The Student Council Administrator's duties include:

- Organizing shared drives and maintaining and preserving a historical archive;
- Increasing visibility of Student Council activities through all available channels by communicating in an exciting and engaging manner;
- Managing Student Council weekly email and maintain Student Council Hub presence
- Overseeing the marketing of and recruitment for events
- Maintaining internal or external graphic design capability in order to generate necessary materials on request;
- Developing and maintaining mechanisms for student body communication with Student Council; and
- Engaging with HGC's communication officer to coordination dissemination of information

4. Committee Chairs.

Following the general election, Senators will elect members from within their committees to serve in the following leadership positions: Programming & Events Chair and Student Advocacy & Issues Chair. Committee Chairs are responsible for facilitating the establishment of the Committee's vision and operating procedures, coordinating Committee meetings and tasks, reporting to the Council, and documenting Committee activity.

5. Harvard Graduate Council (H G C) Representative

A. Representation. The HGC Representative shall serve as HGSE's voting representative on the HGC. In discussing, and voting on, HGC business, the HGC Representative represents the opinions and attitudes of the HGSE community. As such, the HGC representative is responsible for obtaining input from Student Council members or the broader HGSE community before voting on HGC business, when feasible, including by garnering such input electronically when needed.

The HGC Representative shall attend regular HGC meetings and disseminate information to the Student Council and the HGSE community as appropriate. The HGC Representative is responsible for ensuring HGSE is represented at all HGC meetings and in all HGC votes. If the HGC Representative may not participate in a specific HGC meeting, he or she must designate one of the additional representatives (See below) to serve in a proxy role at the HGC meeting via email designation to that individual and the Executive Chair and Vice Chair.

B. Additional Representatives. Per the HGC Bylaws, in addition to the HGC Representative, the Student Council may designate up to three additional representatives entrusted with representing its interests on HGC. These representatives will not formally vote on matters before the HGC, except in the case of the voting member's absence, but may fully engage in Council discussions and participate in any other ways.

ARTICLE IV - ADMINISTRATION AND GOVERNANCE

Section 1. Engaging with HGSE Staff and Administration

A. Relationship to the Office of Student Affairs.

The Student Council will receive support and guidance from the Office of Student Affairs. Staff advisors will be present at meetings of the full Council. Committees may invite the OSA staff advisors to their meetings.

B. Communication with the Administration

Members shall contact HGSE faculty and administrators regarding Student Council business, consistent with the stated roles and functions, and only with the approval of the Council or Executive Committee. Student Council will meet with faculty and the Deans as necessary and keep them informed on issues and concerns brought to the body. Meetings with other members of the administration, including the HGSE Dean, should be coordinated through the Office of Student Affairs.

Section 2. Finances

A. HGSE Finances

Financial support, guidance, and information will come from the OSA to the Vice Chair, who serves as the Budget Officer for the Student Council.

B. 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.

Section 3. Governance

A. Parliamentary Authority.

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

B. Electronic Voting.

Student Council members shall establish a procedure for conducting votes electronically, using Robert's Rules of Order.

Section 4. Meetings

A. Date, Time, Place, and Frequency

Meeting time, place, 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.

B. Notice of Meetings

Notice stating the place, day, and time of any meeting of members shall be communicated to all Student Council members as soon as possible before the meeting, at the direction of the person(s) calling the meeting 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 regular communications.

C. Quorum.

A simple majority of members present shall constitute a quorum, with one more member than 50% of the Student Council board in attendance.

D. Voting.

Student Council shall vote when a quorum is present. All votes must follow parliamentary procedures.

E. Virtual Meetings and Virtual Participation

Student Council members shall determine agreed upon protocols for virtual meetings and virtual participation.

F. Proxy Representation.

Any Senator may authorize another Student Council member to act for them by electronic proxy in all matters in which that representative is entitled to participate, whether by voting or participating at a meeting. The authorizing Senator must send an email message detailing the terms of the proxy arrangement to the full Student Council. The proxy must accept the proxy status via email or verbally. Each proxy shall be valid for a given meeting only and shall be submitted to the Council at least 1 hour prior to its taking effect.

G. Special Meetings

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

H. Closed Discussions

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

Section 5. Documentation and Transparency.

The Student Council shall keep correct and complete records of its proceedings. Student Council members shall utilize the Student Council Hub space for making the bylaws, membership, meeting minutes, activities and decisions of the Council transparent to the Student Body. Additionally, each Council should document its efforts via end-of-year reports and other materials which shall be kept on file in the Office of Student Affairs and may be inspected by any member at any reasonable time.

ARTICLE V - 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. Alternatively, members may vote to allow a vote on bylaw alterations to be conducted electronically. Amendments to bylaws may not run counter to any other stated University or HGSE policies and/or procedures. In any situation of a conflict in policies, University administration policies shall be followed.

APPENDIX - Student Council Statement of Obligation

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 _____