



CONSTITUTION AND BYLAWS  
OF THE HARVARD UNDERGRADUATE COUNCIL  
NEWLY REVISED  
FEBRUARY 2012

# CONTENTS

PREFACE TO THE REVISED CONSTITUTION AND BYLAWS	3
<u>CONSTITUTION OF THE HARVARD UNDERGRADUATE COUNCIL</u>	
PREAMBLE	4
ARTICLE I: General Provisions	5
ARTICLE II: Membership	6
ARTICLE III: Organization	7
ARTICLE IV: Legislative Business	10
ARTICLE V: Finance	11
ARTICLE VI: Accountability	12
ARTICLE VII: Amendment and Suspension of Governing Documents	13
<u>BYLAWS OF THE HARVARD UNDERGRADUATE COUNCIL</u>	
ARTICLE I: General Provisions	14
ARTICLE II: Membership	16
ARTICLE III: Committees	20
ARTICLE IV: Officers	28
ARTICLE V: Meetings	30
ARTICLE VI: Finance	36
ARTICLE VII: Campus Elections	40
ARTICLE VIII: College, Faculty, and University Committees	45
ARTICLE IX: Institutional Memory	47

## **PREFACE TO THE REVISED CONSTITUTION AND BYLAWS**

This edition of the Constitution and Bylaws includes the amendments passed during Spring 2012 of the 30<sup>th</sup> legislative session, Fall 2012 and Spring 2013 of the 31<sup>st</sup> legislative session, and the Fall 2013 of the 32<sup>nd</sup> legislative session. The Constitution has not been updated for the last two years and the following is a brief description of the updates.

Spring 2012 of the 30th legislative session had one bylaws amendment. 30S-09, the Student-Faculty Committee Delegate Conduct Appreciation and Delinquency Recovery Act, revises the responsibility of UC committees' interaction with the Student-Faculty Committees.

Fall 2012 of the 31<sup>st</sup> legislative session saw multiple legislations amending the bylaw and Constitution. 31F-02, the Publicity Sub-Committee Act, added the Publicity Sub-Committee to task each committee's Publicity Director be in charge of their respective committee's publicity. 31F-05, the UC Outreach Improvement Act, requires representatives to hold one UC study break per semester, meet with House Masters every month, and become liaisons with student groups. 31F-06, the UC Executive Member Accountability Act, requires that executive members to come up for re-election if accumulating three unexcused absences. 31F-16, the Referenda Procedure Act, clarifies the guidelines on the referenda procedures. 31F-31, the Freshman Class Committee Act, establishes and formalizes the Freshman Class Committee in the bylaws. 31F-33, the Disbandment of the Publicity Sub-Committee Act, disbanded the Publicity Sub-Committee because it was not very effective.

Spring 2013 of the 31<sup>st</sup> legislative session had one change. 31S-17, Referenda Procedure Act, revised the referenda procedure to incorporate the feedback on the revived referenda process.

Fall 2013 of the 32<sup>nd</sup> legislative session saw multiple updates. 32F-09, the Committee Bylaw Update Act, updates the description of committees based on its current function that was not reflected in the Constitution. 32F-11, the Council Organization and Mission Statement Act, updates the outdated Constitution to reflect the current state of the Council's structure. 32F-19, the UC Constitution Article VII Update Act, amends unclear clauses in the Constitution. 32F-23, Council Elections (Sections 42 and 74) Bylaws Update Act, remedies the flaw of the Constitution that does not address what happens when popularly elected representatives vacate their offices prior to inauguration.

The improvement of the order and structure of Bylaws is an item of discussion for the Rules Committee this semester and we hope to improve the bylaw as changes are needed.

Respectfully submitted,

Happy Yang '16  
Parliamentarian

# CONSTITUTION OF THE HARVARD UNDERGRADUATE COUNCIL REVISED THROUGH FEBRUARY 2012

## **PREAMBLE**

We, the undergraduates of Harvard College, are an important part of the University community, and are therefore entitled to an active role in deciding its policies and priorities. To this end, we hereby re-constitute an undergraduate government to represent student interests; to secure an active role for students in deciding official policies and priorities; to safeguard academic freedom and student rights, and to affirm the student citizens dignity and worth; to promote and fund student groups and organizations; and thereby promote student morale and interaction; and finally, to serve as a campus-wide forum for the expression and exchange of student ideas and opinions.

## **ARTICLE I: General Provisions**

### Section 1: Name.

The name of the undergraduate government shall be the Harvard Undergraduate Council.

### Section 2: Objects.

The Council shall pursue the objects stated in the preamble. Any matter that can be decided or considered by an officer, office, or official body within the University, or that directly affects the quality of undergraduate education or life, falls within the Council's jurisdiction. The Council shall be responsible for the selection of undergraduate delegates for official bodies with campus-wide representation, and may review the budget of the college.

### Section 3: Authority.

The authority of this constitution is the basis for the conduct of all business in the undergraduate government. The Council may, by a two-thirds vote, adopt or amend Bylaws. The Executive Board may establish temporary standing rules. Such rulings are subject to full Council veto, in the form of a majority vote. The Council is a permanently and continuously organized body with authority vested in its representatives and elected officers and officials.

### Section 4: Nondiscrimination policy.

The Council shall not discriminate, and shall discourage discrimination on the basis of ancestry, citizenship, creed, economic background or status, ethnic identity, ethnicity, gender expression, gender identity, intellectual disability, national origin, philosophy, physical disability, political affiliation or ideology, race, religion, sex, or sexual orientation. In adhering to this policy, the Council will not advocate the restriction of any one's freedom of public speech, assembly, expression, or association.

## **ARTICLE II: Membership**

### Section 1: Representation.

Each upper-class house shall comprise an electoral district. There shall be three representatives for each residential electoral district. Dudley house shall have representation proportional to the smallest residential district. The First-year dormitories should be divided into four sections (Oak Yard, Elm Yard, Crimson Yard, and Ivy Yard).

### Section 2: Election.

The general election of the Council shall occur within three weeks of upper-class registration in the fall semester. The district shall rank its delegates, according to votes received. The Election Commission shall administer the election of the district's representatives according to the Council Bylaws and the discretion of the Election Commission.

### Section 3. Tenure.

An elected representative shall take office at the first meeting after the election, and shall serve until the first meeting after the next election unless he or she resigns, leaves the college, is expelled for nonattendance or misconduct, is recalled, or transfers out of the district from which he or she was originally elected.

### Section 4. Vacancy.

Following the resignation or expulsion of a member, the vacancy must be announced during the next Council meeting. The district must also be notified. A vacancy may be filled in one of two ways. If only one person seeks the vacated seat, then that candidate will automatically be seated, unless the Council, by a majority vote, declines to seat him or her before the end of the next Council meeting. If more than one person is interested, the vacancy must be filled by Special Election as outlined in the Council Bylaws. This election must be completed within two weeks of the announcement of the vacancy and shall be administered by the Election Commission. If the vacancy occurs after Spring Break, the affected district may not seat a new delegate. Any new delegate has the same powers as other delegates and shall be given lowest priority in committee assignment.

## **ARTICLE III: Organization**

### Section 1. Committees.

There shall be five standing committees: Finance, Student Life, Education, Student Initiatives, and Student Relations. All issues and policy matters shall fall into the appropriate committee (and consequent subcommittee) jurisdiction. Each representative must sit on one of these committees, referred to as his or her primary committee. Representatives may choose to sit on a second of these committees, referred to as their secondary committees. Representatives shall submit committee preferences to the Executive Board following their election, and the Executive Board shall seat representatives on the five standing committees as outlined in the Bylaws. Each Committee shall elect a Chair for a year-long term during the Fall Reading Period.

- Section 1.1. The Finance Committee.

The Finance Committee shall improve student life on campus by providing the financial resources to support officially recognized student organizations and their activities. By enabling student groups, the Committee will also encourage new student activities and social and infrastructural development.

- Section 1.2. The Student Life Committee.

The Student Life Committee shall advocate on behalf of undergraduates and work with administrators to improve all aspects of students' residential experience at Harvard College.

- Section 1.3. The Education Committee.

The Education Committee shall represent undergraduate interests in official University policies and priorities pertaining to education. This committee will work to ensure the academic needs of the students within the official context of the College in both its central and adjunct institutions. The committee shall also be responsible for the annual administration of the Levenson and Marquand awards.

- Section 1.4. The Student Initiatives Committee.

The Student Initiatives Committee aims to improve student life and community by providing new initiatives and services to the student body, and by providing funding and guidance to Harvard students with College-related initiatives and programming.

- Section 1.5. The Student Relations Committee.

The Student Relations Committee shall ensure communication between the Council, student body, alumni, and public and make sure that student views are represented in the work of the Council. The Committee shall interact with campus and other media, operate the electronic and other communications of the Council, and collaborate with student leaders with an interest in Council affairs.

- Section 1.6. The Rules Committee.

The Rules Committee shall review and revise the governing documents of the Undergraduate Council to best meet changing needs, purposes, and missions. The Committee shall also oversee the referendum process.

### Section 2. Officers.

The executive officers shall be a President and a Vice President who shall be elected by the student body; and a Secretary and Treasurer who shall be elected by the Council. No one may hold more than one of these offices concurrently, and no one may Chair or Vice Chair a standing committee while serving as an officer. The executive officers shall serve year-long terms and the President and Vice President shall sit on all committees as ex-officio non-voting members, while the Secretary and Treasurer may elect to sit as a voting member of no more than one standing committee, to be treated as their secondary committee assignment, and shall sit on all other committees as ex-officio non-voting members. If a Chair, the Secretary, or the Treasurer is unable to fulfill his or her duties, an election within the Council shall be held to fill his or her position. The President and Vice President shall be elected from the student body at

large, including members of the Undergraduate Council. The Secretary and Treasurer shall be elected from the ranks of the Undergraduate Council during the Fall Reading Period. Upon assumption of their offices, the President and Vice President shall lose their seats, if any, in their house delegations. Any official action by an officer can be overturned by the entire council by a majority vote.

### Section 3. Executive Board.

The Executive Board shall serve as leaders and facilitators, working as a team to ensure the effectiveness, transparency, efficiency, and accountability of the Harvard Undergraduate Council. The Board will provide direction and guidance to the Undergraduate Council's initiatives and projects, and constantly work toward representing student voices and improving the quality of life at Harvard College.

The general executive authority shall reside in the Executive Board, the voting membership of which shall consist of the four executive officers and Chairs of the standing committees (and Vice Chairs in the absence of the Chairs). The President will preside over the board. The President shall designate a Parliamentarian from the membership of the Council, who shall serve as a non-voting member of the Board unless he or she is otherwise a voting member. The Executive Board shall be charged with compiling the week's docket of legislative business. The board may, by a vote of two-thirds, vote to close a piece of legislation to amendments. This vote may not be made on a Finance Committee Grants Package. The Council may overturn this closed rule by a majority vote. The Secretary, Treasurer, and Chairs of the standing committees shall serve during the calendar year following their elections. They shall remain representatives while in office, but shall not be required to seek re-election in their Houses during their terms. The Houses of these officers shall elect a reduced number of representatives to a total of three. Upon the completion of their terms, the House seats of the Secretary, Treasurer, and Chairs of the standing committees shall become vacant and be filled in a special election within the first two weeks of the spring term. However, these officers must seek reelection as representatives if their electoral districts have changed prior to the fall general elections.

### Section 4. Chief Executive.

The chief executive officer shall be the President, who shall preside over the Council and the Executive Board; shall delegate any responsibility whose exercise is not otherwise assigned; shall serve as the undergraduate government's general representative and official spokesperson; and shall serve, along with the Vice President, ex officio as a nonvoting member of all standing committees. Any other official action by the President may be overturned by the entire Council by a majority vote.

## **ARTICLE IV: Legislative Business**

### Section 1. Meetings.

Any undergraduate may participate in any meeting of the Council unless the meeting has been called into Executive Session as outlined in the Bylaws.

### Section 2. Committee Jurisdiction.

Only one committee may pursue legislative work in one area unless the Chairs of the committees in question determine otherwise. In the event of disputed jurisdiction, the President has the power to refer all legislation to a certain committee. Committee Chairs may on their own create subcommittees and refer issues to them. If referral to subcommittee is ordered by order of the Executive Board, the Chair of the committee must create a subcommittee and refer the issue to it.

### Section 3. Quorum.

The quorum of any meeting shall be a simple majority of the voting members. Council business may continue in the absence of a quorum. No legislation can be passed in the absence of the quorum.

Section 4. Motions.

A motion may be made by any member of the Council. No motions will be allowed unless permitted by the governing documents.

Section 5. Referenda and Propositions.

Any question may be committed to a referendum by a petition by 10% of the student body. The Council may offer a question as a proposition by a two-thirds vote. A referendum will be advisory unless the provisions of the referendum make its results binding and it achieves a simple majority of the student body. A referendum/proposition passes if a simple majority of students votes in favor. A binding referendum may be overturned by three quarters of the Council except for a referendum on constitutional measures, in which case the Council constitution and bylaws are automatically amended to include the proposed change. The Executive Board shall be the governing body of all referenda, with the the chair of the Rules Committee acting as the executive officer. The procedure for referenda is set out in the Bylaws.

## **ARTICLE V: Finance**

### Section 1. Income.

The Council shall receive term-bill income for its own operations, for grants to undergraduate organizations, and to stimulate social life. The Council shall have final control over this income but shall not deviate from the budget enumerated in the Bylaws unless said budget is amended. No resolution may be considered if said resolution authorizes spending in excess of the sum of the amount remaining in the appropriate fund, minus all unpaid authorizations from said funds. The Grants fund may be spent only on grants, and the Operations fund may be spent only on Council operations. Upon request to the Office of the Dean of the College, a student will receive an automatic full refund of the Undergraduate Council Fee paid through the term bill for the current academic year. No refunds will be made for requests submitted to the Office of the Dean after the Undergraduate Council Fee refund deadline, which shall be no later than October 1st each year. Students shall be made amply aware of the deadline for term bill refund requests. The names of students requesting refunds will be confidential except for the purpose of verifying and fulfilling refunds. To preserve student confidentiality, no list of student names who request term bill refunds will be provided to any member, officer, or body of the Council.

### Section 2. Allocation.

The Budget shall determine where this money is spent. No less than 60% of the Council's finances, excepting any money allocated to the Reserve Account enumerated in Article V, Section 4, shall go to the Grants Fund. No more than 5% shall be allocated for operations; no more than 5% shall be allocated to the Student Relations Fund; no more than 10% shall be allocated to the Student Initiatives Fund, and no less than 25% shall be allocated to the House Fund. Budgeted income remaining in any fund at the end of a session of the Undergraduate Council shall roll over to that fund in the following academic year.

### Section 3. Grants.

The Finance Committee shall recommend and docket before the Council a package of grant allocations from the grants fund. Applications for said grants must be made available a week before their due date and publicized. The budget for grants shall be divided between fall semester and spring semester with year-long grants included in the fall allocation. No member of the Finance Committee shall participate in the consideration or vote on any grant with which he or she is a member, officer, or the equivalent. These grants shall be awarded based upon benefit to the community, fostering independence, and other Finance Committee guidelines. It shall be the duty of the Grants Vice Chair and Secretary of the Finance Committee to prepare a detailed and computerized report of the Grants Process in order to inform the next Finance Committee of previous grants. The Finance Committee shall also be charged with the recommendation and docketing of grants for the House Committees, in accordance with guidelines provided in the Bylaws of the Undergraduate Council and in standing rules adopted by the Finance Committee.

### Section 4. Reserve Account.

The Undergraduate Council shall maintain a Reserve Account for overdraft protection, from which account only overdraft expenditures shall be made. Within one month after the beginning of each session of the Undergraduate Council, the Reserve Account shall have in it no less than \$5,000.

## **ARTICLE VI: Accountability**

### Section 1. Information.

Any document or record produced by the Council or any department shall be a matter of public record, with such exceptions as the Bylaws or Executive Board may prescribe. The proceedings of meeting are public record unless the Chair or President has moved the meeting into executive session.

### Section 2. Officers.

Every officer, delegate, or Harvard Undergraduate who exercises any power or duty under the authority of this constitution, or who represents the Council or any department, is responsible to the electing body and ultimately to the Council. The Council may move to expel any officer or member in accordance with the Bylaws.

### Section 3. Departments.

No department of the Council may affect the actions of the entire Council without the approval of the entire Council. Committees may, however, act under their own jurisdiction and appoint delegates to committees outside the Council. They may also affect their own rules for internal procedure.

### Section 4. Recall.

Recall shall be defined as the removal of an individual from an elected office by the electing body. Each representative may be submitted to a recall election by a petition of one-tenth of the members of his or her district. After this petition has been submitted to the Executive Board, the district must then have a vote of confidence in said representative, within two weeks, excluding any absence or recess. A representative shall be recalled by a two-thirds vote, providing that the turnout in the recall election equals or exceeds the district's turnout in the first general election of the academic year. A popularly elected office or office emeritus may be submitted to a recall election by a petition of one-tenth of the student body. After this petition has been submitted to the Executive Board, the campus must then have a vote of confidence in said office within two weeks, excluding any absence or recess. A popularly elected office shall be recalled by a two-thirds vote of the student body, provided that the turnout is equal to or greater than the turnout for the most recent presidential election. Internally elected offices shall be recalled by a two thirds vote of the electing body.

### Section 5. Expulsion.

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. Any individual who exercises power or duty under this constitution or bylaws may be subject to expulsion. Expulsion by petition, as outlined in the bylaws, shall require a two-thirds vote of the Council. Expulsion for violation of attendance rules shall follow the procedures as outlined in the bylaws.

## **ARTICLE VII: Amendment and Suspension of Governing Documents**

### Section 1. Rules Committee.

There shall exist a Rules Committee. All representatives to the Undergraduate Council are eligible to serve on the Rules Committee, and shall be selected for service as outlined in the Bylaws. This committee will meet regularly to generate and review potential changes to the Constitution and Bylaws. The Vice-President or his or her designee shall chair the Rules Committee but shall not have voting privileges except to make or break a tie. Only committee members shall maintain voting privileges, however all Council members may make and second motions from the floor.

No proposed amendment to this Constitution or the Bylaws shall be considered as new or docketed business by the Council without having been considered by the Rules Committee. Only the Rules Committee may docket proposed amendments to the Constitution and Bylaws. The Chair may discuss and docket proposed amendments with the Rules Committee through electronic mailing or any other kind of communication to ensure that this process is efficient.

### Section 2. Amendment of the Constitution.

- Section 2.1. Proposal.

If a proposed amendment to the Constitution is docketed by the Rules Committee, the Rules Chair must communicate to all Council members the following day of the proposed amendment. This communication must include the text of the proposed amendment and a brief explanation of what changes will occur if the amendment is put into effect. Voting on the amendment may begin as the first order of business at the general meeting following the amendment's docketing by the Rules Committee. A proposed amendment may be tabled until the next general meeting by a vote of  $\frac{1}{4}$  of the council. An amendment may only be tabled once in its consideration by the Council. An amendment proposed as new business will follow the same procedure if it has been considered by the Rules Committee.

- Section 2.2. Voting.

Amendments to this Constitution require three-fourths of those voting either for or against the amendment to be adopted. At least two-thirds of the Council must vote either in the affirmative or negative on the question of amending the Constitution in order for the amendment to be made. Voting on an amendment to the Constitution shall end at the opening of the meeting of the Council immediately following the meeting at which voting begins. The Secretary may employ any kind of communication in order to assure that all members of the Council are aware of the vote on any amendment, and shall accept votes in the same manner.

### Section 3. Amendment and Suspension of the Bylaws.

Amendments to the Bylaws of the Undergraduate Council require a two-thirds majority vote of those voting for or against the amendment to be adopted. The Council may suspend any of its Bylaws at and for any time by a two-thirds vote, with at least a quorum (fifty percent + 1) of the Council voting for or against the suspension of the Bylaw(s).

# BYLAWS OF THE HARVARD UNDERGRADUATE COUNCIL REVISED THROUGH FEBRUARY 2012

## **ARTICLE I: General Provisions**

### Section 11. Office.

The Undergraduate Council shall maintain an official Council office.

### Section 12. Incorporation.

- Section 12.1. Registration.

The Council shall be registered with the Commonwealth of Massachusetts as a nonprofit corporation, to be named the Harvard Undergraduate Council, Incorporated. The constitution, together with any articles submitted to the Secretary of the Commonwealth in application for recognition, shall constitute the corporate charter and bylaws for legal purposes. The corporation shall exist perpetually. The corporation's purpose is educational, insofar as its end is the better governance of a university. This purpose is neither exclusive nor mandatory.

- Section 12.2. Powers.

The corporation may exercise any power or privilege ordinarily enjoyed by a non-profit corporation under state law, and all lawful powers conducive or incidental to the achievement of its objects. The enumeration of certain powers or privileges does not deny or disparage other general powers or privileges that the corporation may by law possess or exercise, all of which are hereby expressly claimed.

- Section 12.3. Tax Status.

The corporation is a charitable, non-partisan, non-profit organization, and shall not engage in any activity that could compromise this status. The corporation shall neither consider nor endorse the candidate or platform of any organized political campaign or party; the creed, doctrine, or ideology of any religious, denominational, sectarian, or cultist enterprise, institution, or organization; or any activity that solicits funding or support for anything in either category above.

### Section 12.4. Dissolution.

If the corporation dissolves without a legal successor, then its residual assets shall be distributed among the house committees and the First-Year Caucus, on a per-undergraduate basis, if possible; otherwise these assets shall be distributed to a charitable organization within the University community that is eligible for tax-exempt contributions under federal tax law, or to local government for exclusive public purpose within the University Community.

### Section 13. Affiliation.

- Section 13.1. Qualifications and Prerequisites.

The Council shall not join any discriminatory, partisan, or sectarian organization, or one whose activities include the consideration or endorsement of the candidate or platform of any organized political campaign or party; the creed, doctrine, or ideology of any religious, denominational, sectarian, or cultist enterprise, institution, or organization; or any activity that solicits funding or support for anything in either category above. The Executive Board shall thoroughly investigate proposed affiliation with any organization, and shall promptly report to the Council upon the benefit to the Council and undergraduate body of such affiliation. A permanent affiliation entails approval of the organization's constitution and agreement to the obligations implied thereunder, and shall not be considered before the Executive Board has reported.

- Section 3.2. Temporary affiliation.  
The Council may temporarily join any qualified organization, as permitted by the regulations governing Harvard student organizations by a two-thirds vote, or by simple majority if affiliation is a prerequisite to attend a conference to which a delegation is accredited. No temporary affiliation shall extend beyond the first full academic year after the vote to affiliate.
- Section 3.3. Permanent Affiliation.  
The Council may permanently join any qualified organization, as permitted by the regulations governing Harvard student organizations, if a delegation has attended and reported upon a conference of the organization, or if the organization has invited the Council's membership and provided substantial literature documenting its purposes, activities, and accomplishments.
- Section 3.4. Conferences.  
The Executive Board shall notify the Council of any invitation to the conferences of an affiliated organization for consideration of whether to accredit a delegation. The Executive Board shall provide for the selection of any delegate to such a conference; the selection must be approved by the Council if the conference exceeds two hundred dollars. No member of the graduating class shall be the sole delegate to such a conference, or be a member of the first delegation accredited to an organization. The Council shall fully pay the registration of its delegation to any conference, and may also pay its transportation. The delegation to a conference shall report to the Council upon its attendance, the conference's work, and the state of the affiliated organization by the second meeting after its return from the conference.

## **ARTICLE II: Membership**

### Section 21. Attendance.

- Section 21.1. Record.

**A. Procedure.** The Secretary of the Council shall call roll at the announced time of the beginning and end of each regular general meeting, and shall note all arrivals and departures of representatives from the meeting, and the times thereof, until the meeting is adjourned. The Secretary or equivalent officer of each of the standing committees shall call roll at the announced time of the beginning of each regular committee meeting, and shall note all arrivals and departures of representatives from the meeting, and the times thereof, until the meeting is adjourned. The Secretary or equivalent officer of each committee shall record the name of each member present at each regular committee meeting, and shall promptly deposit this roll with the Secretary. An election commissioner absent from a committee meeting on election business will be excused. All absence records shall be cleared at the end of each semester.

**B. Half-Absence.** Any one of the following is considered grounds for receipt of one half-absence: arrival after the conclusion of the roll call at the beginning of a general or committee meeting or absence upon the adjournment of a general or committee meeting; absence from a substantive portion still less than fifty percent of a general or committee meeting, as determined by the start and end times of said meetings, at the discretion of the Secretary. Where a representative is present for more than fifty percent of a general or committee meeting, as determined by the start and end times of said meetings, but is not present during both roll call and adjournment, they shall only be assessed a half absence.

**C. Full Absence.** Any one of the following is considered grounds for receipt of one full absence: arrival after the conclusion of the roll call at the beginning of a general or committee meeting and absence upon the adjournment of a general or committee meeting, except as noted in 21.1(B) above; absence from fifty percent or more of a general or committee meeting, as determined by the start and end times of those meetings; failure to vote on a constitutional amendment.

- Section 21.2. Warning.

The Secretary shall inform members of their absences when asked and shall notify any member who is within one absence of expulsion from the Council or removal from a committee.

- Section 21.3. Expulsion.

Upon the call to order of any Executive Board meeting, any member who has been absent from three or more regular Council meetings, three or more regular meetings of his or her primary committee, or any combination of four absences from regular Council meetings and regular meetings of his or her primary committee shall be expelled from the Council. These expulsions occur automatically and are not subject to any deliberation or vote. The Secretary shall notify members due to be expelled for reasons related to the attendance policy a minimum of twentyfour hours before the call to order of each regular Executive Board meeting. These pending expulsions must be announced in the Secretary's remarks during the next full Council meeting. Should the expelled member be reinstated before the next full Council meeting, the Secretary's remarks should reflect both the expulsion and reinstatement. Expelled members must attend the first or second meeting of the Executive Board occurring after they have been notified by the Secretary in order to be considered for reinstatement. Irrevocable expulsion shall be effective immediately following the conclusion of the second Executive Board meeting following the Secretary's

notification to the representative of his or her expulsion, unless the member shall have been reinstated or the member's reinstatement fails at the first Executive Board meeting.

- Section 21.4. Reinstatement.

An expelled member shall have time to speak to the Executive Board and answer questions. A two-thirds vote of the Executive Board shall be required for reinstatement, in which case the member's absences shall be reduced as the Executive Board deems appropriate. If the expelled former member is not reinstated, the expulsion is irrevocable. Failure to appear at the meeting where expulsion occurs or the meeting directly following the expulsion, without prior notice to the Executive Board, will make that expulsion irrevocable. If prior notice is given, the Executive Board may consider reinstatement in the expelled member's absence. No member shall be expelled and no expulsion shall be made irrevocable through negligence or error on the part of the Executive Board or any Council officer.

- Section 21.5. Removal from and Reinstatement to Additional Committees.

The Chairs of the standing Committees must remove any member who sits on that committee as a secondary committee who has been absent from three or more regular meetings of those Committees. The Chairs of all Committees other than the five standing committees must remove any member who has been absent from three or more regular meetings of those Committees. The Chair has the sole authority to make such a removal and this decision is not subject to any deliberation by the Committee. These pending removals must be announced by the Chair during the next regular Committee meeting. The Chair must notify the member of his or her pending removal at the regular Committee meeting immediately following the absence which incurred the removal. Removal shall be effective immediately following the conclusion of the first subsequent regular Committee meeting following the announcement of the pending removal. If a removed member wishes to be reinstated, he or she must appear before the Committee at its next meeting. The removed member shall have time to speak to the Committee and answer questions. A two-thirds vote of the Committee shall be required for reinstatement, in which case the member's absences shall be reduced as the Committee deems appropriate. If the former member is not reinstated, he or she is removed from the Committee. Failure to appear at the meeting directly following removal will make that removal irrevocable, except in the case of debilitating illness or family emergency, in which case the Committee may consider reinstatement in the removed member's absence. No member shall be removed and no removal shall be made irrevocable through negligence on the part of the Committee or any Committee officer.

- Section 21.6. Attendance Verification.

Any failure on the part of the Secretary to enforce the attendance policy may be regarded as substantive grounds for recall. If the Secretary is not performing his or her duties, then any Council member has the right to inspect the attendance rolls and motion for the expulsion of certain members and/or the recall of the Secretary.

- Section 21.7. Executive Attendance

Each Executive Committee member is expected to attend each Executive Committee meeting. If a member accumulates three unexcused absences, that member's position as an executive member in the council will come up for immediate election.

## Section 22. Conduct.

- Section 22.1. Duties of Members.  
All members of the Undergraduate Council are responsible for electronically notifying their house or district of all relevant Council business on a weekly basis whenever the Council is in regular session, for assistance in publicizing all Council projects and events, and for assistance in conducting all Council surveys. Members are also required to attend all full Council and committee meetings as outlined in the attendance policy. Members are expected to hold one UC Study Break per semester in their House/Yard as well as holding weekly office hours staffed by at least one UC Representative and monthly meetings with House Masters. Freshmen representatives are expected to hold monthly meetings with the Freshman Dean's Office or with Yard Resident Deans. It is the members' responsibility to ensure that each House Committee have at least one of that house's UC Representatives in attendance. Each member will be assigned a number of student groups and will act as their UC liaison, answering any questions they may have and providing information about UC services.
- Section 22.2. Ethics.  
No member of the Undergraduate Council, except where otherwise noted in the case of officers, may enter into any contracts or agreements on behalf of the Council without Council approval. All members should avoid entering into "conflicts of interest" which might reflect poorly upon the Council. No member may misrepresent his or her authority with respect to the Council and no member may sponsor Council resolutions in which he or she expects to receive monetary gain.

### Section 23. Misconduct.

- Section 23.1. Petition.  
Any ten members may introduce a resolution to reprimand, censure, or expel another member or to recall any officer, for misconduct. The petition must allege specific misconduct.
- Section 23.2. Misconduct Defined.  
The term 'misconduct' shall include disorderliness, or disturbance of the peace; infraction or contempt of the Council's authority; infringement upon the rights of another undergraduate; malfeasance; misfeasance; nonfeasance; wilful hindrance of the Council or any officer or department in his, her or its legitimate work; conspiracy to commit any act mentioned above; failure to carry out the duties of members and violations of the rules of ethics as outlined above. The term "misconduct", with respect to an office, shall also include disobeying or ignoring an instruction; incompetence; negligence; unsatisfactory reportage; and failure to carry out the duties of the office as outlined in the Constitution and Bylaws.
- Section 23.3. Warning.  
The Secretary shall promptly notify the member or officer involved about the resolution for his expulsion or recall.
- Section 23.4. Consideration.  
A resolution for reprimand, censure, expulsion or recall shall be considered at the first meeting convened more than three days after the aforementioned warning. The member facing disciplinary action may appoint up to two managers for the defence, who shall attend the meeting until the disposition of the resolution. The sponsor or a designee of the sponsor may speak first for up to five minutes, and the member facing disciplinary action, or his or her manager, may reply for up to five minutes. The Council shall consider the resolution for up to ten minutes after these speeches, during which any undergraduate may directly question the sponsor or his or her designee, or the member facing disciplinary action or his or her manager. The vote shall be taken by secret ballot. A resolution for reprimand or censure shall require a simple majority. A

resolution for expulsion or recall shall require a two-thirds vote. Any officer so recalled shall be ineligible to the same office until the next general election.

Section 24. Coffey-Rollert Award.

The Council shall award the Coffey-Rollert Award to a graduating senior each academic year who has spent at least one semester of his or her senior year on the Council and has never served as Council President or Vice President. Any member of the Council may nominate an eligible student for the award until the penultimate meeting of each academic year, upon which time there shall be a secret ballot vote of the Executive Board to determine the winner, unless there is only one nominee in which case the nominee shall receive the award. The President may elect to break any ties or divide the award among multiple recipients, and shall confer the award at the final Council meeting of each academic year. The Coffey-Rollert Award shall include a financial component drawn from a gift account administered by the Administrative Committee with the Office of Student Life. The Administrative Committee shall coordinate with donors to ensure the continuity of this account.

## ARTICLE III: Committees

### Section 31. Finance Committee.

- Section 31.1. Finance Committee Structure.
- The Finance Committee shall at its first meeting every semester elect exactly one Grants Vice Chair, Policy Vice Chair two Vice-Chairs of Grants, one Vice-Chair of Policy, and one Secretary. The Secretary shall be responsible for maintaining all records on the grants process and working with the Chair and Grants Vice Chairs to coordinate both the application and disbursement process, as well as taking minutes and recording attendance during Committee meetings. The Chair shall be responsible for assigning each group a meeting time to present their project applications to the Finance Committee. The Vice Chairs shall also assume any responsibilities deemed necessary by the Chair. When the Chair is absent, the chair shall devolve to the Grants Vice Chair Vice-Chair of Policy followed by the Secretary Policy Vice Chair.
- Section 31.2. Grants Process.

The Finance Committee shall direct every group interested in Council funding to apply through the grant process. Unless so designated by the Bylaws, the entire operating procedure of the grants process shall be set by the recommendations of the Policy Subcommittee approved by a majority vote of the Finance Committee. The Chair shall determine the operating procedure of the Finance Committee during time sensitive circumstances, provided that such procedures neither conflict with nor contradict established policies. All decisions of the Chair may be overturned by a majority vote of the Finance Committee.
- Section 31.3. Policy Subcommittee.

The Finance Committee shall have a standing Policy Subcommittee, whose members shall be appointed by the Chair. The Policy Vice Chair shall be the Chair of the Policy Subcommittee. The Policy Subcommittee shall establish all funding guidelines and the operating procedure of the Finance Committee. The guidelines shall be approved by a majority vote of the Finance Committee.

### Section 32. Student Life Committee.

- Section 32.1 Student Life Committee Structure

The Student Life Committee shall at its first meeting every semester elect exactly one Vice Chair for College Life, Vice Chair for House Life, and Secretary. The responsibility of the Chair includes, but is not limited to, the coordination and promotion of Student Life projects and the representation of the Student Life agenda on the Executive Board, before the Full Council, and to the Harvard administration. The Vice Chairs shall be responsible for overseeing and coordinating advocacy efforts and projects in their respective areas. When the Chair is absent, the chair shall devolve to the Vice Chair for College Life followed by the Vice Chair for House Life. The committee secretary will be responsible for keeping all committee minutes and records as directed by the governing documents and the Chair.
- Section 32.11 Student Life Committee Officers

College Life Vice Chair: The College Life Vice Chair heads up College Committee, the team of SLC reps that focuses on College Life projects. Meets with the Chair and other Officers weekly. Fills in for the Chair if the Chair is unavailable for a SLC or Exec meeting. Elected every semester. House Life Vice Chair: The House Life VC heads up

House Committee, the team of SLC reps that focuses on House Life projects. Meets with the Chair and other Officers weekly. Fills in for the Chair if the Chair is unavailable for a SLC or Exec meeting. Elected every semester. Secretary-Treasurer: The Secretary-treasurer ensures that all logistical matters of the committee are in order. A main expectation of the Secretary-treasurer is keeping up online with the committee via email, UC Wiki, etc. Additionally, the Secretary-treasurer compiles and copies meeting agendas and minutes. Additionally encouraged to lead projects. Elected every semester.

- Section 32.12 Student Life Committee Sub-Committees

House Committee: The House Committee team focuses on the improvement of House life. House Committee is led by the House Life Vice Chair, who sets up and runs the House Committee project meetings.

College Committee: College Committee deals with issues pertaining to college life. College Committee is led by the College Life Vice Chair, who sets up and runs the College Committee project meetings.

- Section 32.2 Student Life Committee Duties

The responsibility of the Student Life Committee (SLC) is to represent undergraduate interests in official University policies and priorities pertaining to student life. SLC representatives serve as general advocates on behalf of the student body and work with College and FAS administrators to improve all aspects of students' residential and college experience. It is the task of SLC to work on behalf of students, serving as liaisons to faculty and administrators in all matters of student life. SLC members will take on multiple advocacy project during the year, based on individual inspiration, constituent need, and other sources of innovation.

Student-Faculty Committees:

SLC is tasked with the population of seven Student-Faculty committees reporting to the Faculty, Corporation, or other Harvard bodies:

1. Athletics (1 student)
2. CSL (4 students – 2 from SLC, SLC Chair, UC President & VP)
3. HUDS (9-12 students)
4. OSAPR (3-4 students)
5. Safety (4 students)
6. Shareholder (1 student, appointed for 2-year term)
7. UHS (3 students)

The number of appointees in parentheses can change every year at the Faculty/Chair/UC's discretion. SLC is also expected to stay in touch with the S-F reps by having the reps report at SLC meetings monthly. Because the student-faculty appointments are supposed to be for academic years as opposed to calendar years, the process involves a fair amount of work during the late summer. The SLC Chair must work with the Edcom Chair and the UC President and VP to ensure that everything is prepared for students to apply in mid-September. The actual appointments process in the fall is also tricky because it coincides with the first meetings of SLC and the UC. Below is an approximate timeline of steps in the appointments process.

August 10: SLC Chair completes copy of generic UC appointments form for each committee SLC appointed members to the previous year.

August 15: UC President/VP review forms and email them out to the committee chairs, CCing SLC Chair. Explain that we are pre-completing the form with details from last year for their convenience, but we need them to confirm the details by September 7.

September 1: Follow up with any chairs that haven't submitted a form for their committees yet.

September 7: Deadline for completion of the form and returning to the UC President.

September 10: Application open. SRC administers emailing of the whole campus via mail merge to solicit applications. Google Form with applications operated by SLC Chair and EdCom Chair.  
September 18: Application deadline. Target of 150-300 applications received for all committees including EdCom.

September 20-22: SLC Chair and any interested members interview top applicants (roughly 2-3x the number of spots available). SLC selects and approves appointments.

September 25: UC General approves appointments at its first meeting.

October 1: Faculty approves appointments.

### Section 33. Education Committee.

- Section 33.1. Education Committee Structure.

The Education Committee shall at its first meeting every semester elect exactly one Vice Chair for Educational Policy, Vice Chair for Educational Services, and Secretary. The responsibility of the Chair includes, but is not limited to, the coordination and promotion of Education projects and the representation of the Education agenda on the Executive Board, before the Full Council, and to the Harvard administration. The Vice Chairs shall be responsible for overseeing and coordinating advocacy efforts and projects in their respective areas. When the Chair is absent, the chair shall devolve to the Vice Chair for Educational Policy followed by the Vice Chair for Educational Services. The committee secretary will be responsible for keeping all committee minutes and records as directed by the governing documents and the Chair.

- Section 33.2. Annual Awards.

The Education Committee is delegated responsibility by the College to confer the Joseph R. Levenson Memorial Teaching Prize and the John H. Marquand Award for Exceptional Advising and Counselling of Harvard Students to the faculty and staff of Harvard College. At the beginning of the spring term, the Education Chair shall accept applications for the Awards subcommittee, and shall choose a Chair and members. The Awards subcommittee is responsible for advertising to solicit award nominations in conjunction with the Student Relations Committee, accepting nominations and presenting them to the Education Committee, and organizing the presentation ceremonies and, if possible, banquets for each award.

### Section 34. Student Initiatives Committee.

- Section 34.1. Student Initiatives Committee Structure.

The Student Initiatives Committee shall at its first meeting every semester elect exactly one Vice Chair for Programs, one Vice Chair for Events, and one Secretary. The responsibility of the Chair includes, but is not limited to, the coordination and promotion of Student Initiatives projects and the representation of the Student Initiatives agenda on the Executive Board and before the Full Council. When the Chair is absent, the chair shall devolve to the Programs Vice Chair followed by the Events Vice Chair. The Programs Vice Chair will support the chair in overseeing established UC programs and the creation of new initiatives. The Events Vice Chair has responsibility for the Council's student programming as outlined below. The committee secretary will be responsible for keeping all committee minutes and records as directed by the governing documents and the Chair.

- Section 34.2. Council Initiatives.

All proposed initiatives to benefit the undergraduate experience that will be operated by the Undergraduate Council must be formally initiated through Council legislation originating in the Student Initiatives Committee. Upon the formal approval of these initiatives, the Student Initiatives Committee shall develop procedures to maintain their successful operations. No later than October 15th of each year, the Student Initiatives Committee shall docket legislation listing existing initiatives the Council will operate or continue to endorse for the next year. This legislation shall outline details of these operations, including their funding.

- Section 34.3. UC Sponsored Events

The Events Vice Chair is charged with supporting student organizations through the facilitation, planning, and execution of campus wide events in addition to providing logistical support for student group activities. The role of the Events Vice Chair is to both complement existing student efforts on campus and to partner with other organizations in an effort to execute its own programs that supports a more unified campus environment. The Events Vice Chair must present a comprehensive budget to the Finance Committee and Treasurer every semester for the events planned.

### Section 35. Student Relations Committee.

- Section 35.1. Student Relations Committee Structure.

The Student Relations Committee shall at its first meeting every semester elect exactly one Vice Chair, Secretary and Historian. When the Chair is absent, the chair shall devolve to the Vice Chair. The committee secretary will be responsible for keeping all committee minutes and records as directed by the governing documents and the Chair.

- Section 35.2. Student Relations Committee Duties.

The duties of the Student Relations Committee shall include communicating with local and campus media; approving and placing all media advertisements; writing official press releases to post on the website and send to Representatives for mailing to House Lists; coordinating publicity for Council events and initiatives; creating electronic notices of Council events and forwarding them to the UC General list for distribution to House, dorm, and open Lists by Representatives; writing and sending mail merges to the undergraduate body; monitoring and operating, in conjunction with and with the approval of the President, the UC-President mailing account (ucpres@fas.harvard.edu); interacting with student groups to understand their needs from the UC, holding public town halls and other events to bring student feedback into UC work, and working with and creating a network of Council alumni. All mail merges sent to the undergraduate body or any portion of it must be approved by the President and Student Relations Chair. All notices intended for distribution to email lists must be approved by the Student Relations Chair. All messages sent from the ucpres@fas.harvard.edu email account must be approved by the President.

The Student Relations Committee shall follow the following procedures and requirements for its continual carrying out of these duties and responsibilities.

- Section 35.21: Publicity Tiers

A. The first tier of UC-provided publicity, “Recommendation”, shall consist of direct e-mails to district lists. It is up to the discretion of the individual UC members to publicize “Recommended” events through direct emails to district lists. “Recommended” events shall be so classified if they are designed to include limited populations of the study body and/or if the event requires only minimal publicity aid from the SRC.

B. The second tier of UC-provided publicity, “Co-Sponsorship”, shall consist of inclusion of the event information in the UC Weekly, direct e-mails sent to district lists by UC representatives, and publicity on Social Media pages. “Co-Sponsorship” events shall be so classified if they are designed to include limited populations of the student body and/or if the student group requires only minimal publicity aid from the SRC.

C. The third tier of UC-provided publicity, “Sponsorship”, shall consist of inclusion of event information in the UC Weekly, direct e-mails sent to district lists by UC representatives, publicity on Social Media pages, and Campus Liaising. “Sponsorship” events shall be so classified if they are designed to include large populations of the student body, if the event topic concerns an issue of importance to the UC, and/or if the student group is unable to sufficiently publicize the event without the aid of UC representatives and the SRC.

D. The fourth tier of UC-provided publicity, “Partnership”, shall consist of inclusion of event information in the UC Weekly and/or UC FAS Website, direct e-mails sent to district lists by UC representatives, publicity on Social Media pages, Campus Liaising, and/or a campus-wide mail merge. “Partnership” events shall be so classified if they are designed to include every member of the student body, if the event topic concerns an issue of direct importance to the UC, and/or if the group is unable to sufficiently publicize the event without the direct involvement of UC representatives and the SRC.

- Section 35.22: Approval Processes

A. In instances calling for Recommendation, Co-Sponsorship, or Sponsorship, a committee of the Council must receive verifiable approval from both the Chair and the Vice Chair of the SRC before entering into such agreements.

B. In instances that does not receive approval from both the Chair and the Vice Chair of the SRC, or in instances calling for specific publicity tactics beyond the four tiers of publicity, the full SRC must approve of the legislation by majority vote. Sponsors of the original legislation need not be present.

C. In instances of legislation calling for Partnership, the legislation must pass through a majority vote of the SRC and the Council. All other forms of publicity do not require full council approval unless a member of the Council raises objection and calls for a vote. Sponsors of the original legislation need not to be present.

D. Legislation passed by both an originating committee and the Student Relations Committee shall appear before the Executive Board as a docketed and recommended piece of legislation from both committees.

- Section 35.23: Publicity Standards

A. All Social Media publicity shall be subject to the approval of the SRC Chair, and be published by the SRC Online Communications Task Field member(s).

B. All e-mails sent on behalf of the UC shall have the approval of the SRC Chair. Links to the UC’s Social Media pages and/or FAS Website must be present in the e-mail, as well as a prominent mention of the UC’s publicity collaboration with the responsible individuals in their publicity materials.

C. All postering publicity design and content shall be up to the discretion of the SRC Chair and Vice Chair after consultation with the Student Relations Committee.

D. All Freshman Tabling and/or Upperclass House Committee liaising publicity shall have the approval of the SRC Chair. These publicity means shall be coordinated by the SRC Liaison Programs Online Communications Task Field member(s).

E. All UC FAS Website publicity shall be subject to the approval of the SRC Chair. Website publicity posts shall be published by the SRC Online Communications Task Field member(s).

F. All other methods of publicity shall be approved by both the SRC Chair and Vice Chair, and coordinated by the SRC Vice Chair.

- Section 35.3. UC Historian

The duties of the UC Historian include running historical investigation of the UC by cataloging all articles published about the UC, compiling information about relevant past UC initiatives and reports, interviewing former UC Officers and members about projects they led, overseeing the maintenance of the historical sections of the UC website, liaising with the Harvard University Archives and presenting a report at the end of every semester containing:

- Links and text of every published article written about the UC
- All minutes, agendas, pieces of legislation from the semester
- UC financial records from the Treasurer
- Annual/semesterly reports from the President, Vice President, and Committee Chairs”

### Section 36. Rules Committee

- Section 36.1. Committee Structure.

The Rules Committee shall consist of between eight and ten members of the Council. The Committee shall elect a Secretary at its first meeting. When the Chair is absent, the Chair shall devolve to the committee secretary.

- Section 36.2. Committee Selection.

Within the first two weeks following the election of a new Council, each of the five standing committees shall elect a delegate to the Rules Committee. Following these elections, the Vice-President shall solicit nominations from additional members of the Council interested in serving on the Rules Committee. The Executive Board shall appoint, subject to Council confirmation, between one and three additional delegates from those nominated. The Parliamentarian shall always be a voting member of the Rules Committee.

- Section 36.3. Vacancies.

In the event that a vacancy occurs on the Rules Committee, the same process by which that delegate was initially seated on the Committee shall be followed to fill the vacancy.

- Section 36.4. Endorsements Process.

The Rules Committee shall direct every party interested in Council endorsement, sponsorship, or support of an initiative benefiting the undergraduate experience to apply through the endorsements process. All parties seeking endorsement must first bring their issue before the Rules Chair. The Chair shall determine the operating procedure of the Rules Committee during time sensitive circumstances, provided that such procedures neither conflict with nor contradict established policies. All decisions of the Chair may be overturned by a majority vote of the Rules Committee.

All initiatives will be heard by the Rules Committee and must fulfill the following requirements before being considered for Council endorsement:

1. If the nature of the initiative is political, the initiative or project must not go beyond the politics of the university. The Council may endorse a project that confronts university policy but may not endorse a policy of any institution outside of the university if it is not somehow directly affecting the student body.
2. The request for endorsement must be initiated by Harvard undergraduates, and therefore individual students, recognized student organizations, and unrecognized student organizations are eligible to apply.

3. The request for endorsement must include a clear proposal for action that will be pursued in a timely manner.
4. Parties requesting endorsement of their initiative must show that they have made a significant effort to reach out to students throughout the university to inform them and invite them to support or participate in the initiative.
5. Parties requesting endorsement of their initiative must provide information on groups that oppose their project and the contact information of this group/groups (This applies whether the opposing group consists of administrators or students).
6. Parties requesting endorsement of their initiative must make clear how a UC endorsement would help their cause.

The Rules Committee will use the following procedures in reviewing requests for endorsement:

1. Groups or individuals will approach the Rules Chair directly or via another member of the Council with an informal proposal.
2. The Rules Chair will send the aforementioned requirements for endorsement to the petitioner before they appear in front of the committee. Once the petitioner can provide evidence that these requirements have been met, only then will the Rules Chair invite them to present to the committee.
3. The committee has only one week to endorse or decline the request of the petitioner. Legislation will be drafted in the affirmative during the interim of meetings and will be voted on before the next UC General Meeting.
4. After the Rules Committee votes on docketing and recommending the piece of legislation, the legislation will be presented to the Executive Board which will vote on the legislation's recommendation.

- Section 36.4 Evaluation Task Force

The Rules Committee will organize an evaluation task force at the end of every semester if legislation needs to be appraised. The task force will be co-chaired by the Rules Committee Chair and Parliamentarian and will be comprised of members of the rules committee and any other voting members of the UC who wishes to join

### Section 37. Committee Assignments.

- Section 37.1. Committee Selection Procedure.

In assigning committees to elected representatives, the Executive Board must seat any representative on a committee he or she previously sat on as a voting member, if he or she wishes to be so seated. Further, the Executive Board must seat the representatives with the most votes in each district general election on their first choice primary committee, as space permits pursuant to Section 37.2. In making all other primary and secondary committee assignments, the Executive Board shall take into account representatives' preferences, results of the district elections, and seniority on the Council. Committee assignments are final once enacted by the Executive Board. Legislation adjusting committee assignments following initial seating must be considered by the Executive Board and be approved by a two-thirds vote of the Council.

- Section 37.2. Committee Sizes.

In seating representatives on committees in the fall, the Executive Board shall seat, excepting Chairs, no more than nine representatives each on the Education, Student Life, and Student Initiatives Committees as their primary committees, no more than eleven representatives on the Finance Committee as their primary committee, and no more than six members on the Student Relations Committee as their primary committee. In seating representatives on committees as secondary members, the Executive Board cannot increase the size of a committee, including its Chair, beyond 20 members.



## ARTICLE IV: Officers

### Section 41. Committee Elections.

The President of the Council shall administer and oversee the annual elections of Committee Chairs. The Chairs shall administer all further internal committee elections. Each candidate may appoint someone to oversee the vote counting. Prior to the meeting of the election, official ballots shall be prepared by the above committee. Such ballot shall contain a genuine signature of the individual administering the election to affirm its officiality. A roll-call of all voting members shall be taken prior to the voting. Only Undergraduate Council members may be voting members. Voting members will further only include all primary members of the committee, as well as all secondary members who have maintained the participatory status. Expelled Representatives are not eligible to vote unless they have not yet had an expulsion hearing in front the Executive Board. After the ballots have been counted, the total votes cast shall be compared with the number of the voting members present and absentee ballots accepted. If there is a discrepancy, the vote will be called void, and a re-vote will be called immediately. In the event of a tie after the first round of voting during an election of a Committee Chair, there shall be exactly one further round of voting. If there is a tie after the second round of voting, the President shall cast the deciding vote before the results are announced.

### Section 42. Succession.

#### Section 42.1. Presidency

- i) *Temporary Vacancy*. If the Presidency becomes temporarily vacant, then the person who is highest on the following list and is eligible and able to serve as President shall act accordingly until the incumbent's disability ends: the Vice President, the Secretary, the Treasurer, the Chairs of the standing committees, in alphabetical order by committee. When the President is absent from the chair, the chair shall likewise devolve, but the acting President shall only act as presiding officer and shall not exercise any other power or duty of the office. Any officer so presiding shall yield the chair to any officer higher on the above list upon the disposition of the pending main motion.
- ii) *Permanent Vacancy*. If the Presidency becomes permanently vacant, the Vice President shall vacate his or her office and assume the Presidency.
- iii) *Dual Vacancy*. If both the offices of President and Vice President become simultaneously and permanently vacated, the Council will elect, as a joint ticket, a President and Vice-President at the next full Council meeting. All Harvard College students in good standing may be nominated as candidates in these elections.

#### • Section 42.2. Other officers.

If the office of the Vice President, Secretary, or Treasurer becomes permanently vacant, then the council will elect a successor at the next full council meeting. If the office of the Vice President, Secretary, or Treasurer becomes temporarily vacant, then the successor shall act until the disability ends or another successor is elected. If the Vice Presidency becomes temporarily vacant, then the person who is highest on the following list and is eligible and able to serve as Vice President shall act accordingly until the incumbent's disability ends: the Secretary, the Treasurer, the Chairs of the standing committees in alphabetical order by committee. If the office of the Secretary becomes temporarily vacant, the President will appoint a successor to fill the office until the incumbent's disability ends. If the office of the Treasurer becomes temporarily vacant, the Chair of the Finance Committee shall serve as the Treasurer until the incumbent's disability ends.

### Section 43. Parliamentarian.

The duties of the Parliamentarian shall include clarifying parliamentary procedure upon request, taking minutes at Executive Board meetings, keeping a portfolio of all Constitution and Bylaws amendments passed by the full council, and compiling updated copies of the Constitution and Bylaws before the end of his or her term to be made available to the Council and public.

Section 44. Presidential Office Hours.

Each week while the Council is in regular session, the President shall hold office hours for Council members and the public to discuss the work of the Council. These office hours shall be publicized over the uc-general email list.

## ARTICLE V: Meetings

### Section 51. Calling Meetings.

- Section 51.1. Council.  
The Council shall regularly meet by rule or at the call of the Executive Board. The Council shall not meet before noon, during vacations, during exam period and no more than twice during Reading periods. The President or Executive Board as a whole may convene the Council with one day's notice to the Council as a whole.
- Section 51.2. Departments.  
Each department shall regularly meet by rule, or at the call of the Executive Board or the presiding officer of the department in question. No department may meet when the full council is in session, and all meeting time and places must be confirmed with the Secretary. Committees must meet in the in compliance with the minimum guidelines outlined in the Article III of these bylaws.

### Section 52. Quorum.

The members present at a committee or subcommittee do not need a quorum to carry on normal business. A committee may not recommend legislation or pass official statements without a quorum, however. It may send legislation to the Executive Board for docketing, in which case the Executive Board will have to make a recommendation.

### Section 53. Council Meetings.

- Section 53.1. Agenda.  
The Executive Board shall prepare and circulate to the membership an agenda for each regular meeting. The agenda should also be posted in Harvard's electronic mail system at least one day before the meeting itself.
- Section 53.2. Minutes.  
The Secretary shall carefully record all proceedings in Council, and circulate these minutes to the membership after each meeting. In addition, such minutes should be posted electronically in Harvard's electronic mail system. Any correction to the minutes shall be in order throughout the next meeting, whose adjournment should constitute their approval. The Executive Board or the Council may amend the minutes by a majority vote.
- Section 53.3. Order of Business.  
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.
  - A. Opening Business. Roll call and officer remarks. The time for the President's remarks shall be limited to three minutes, and the time for other officers' remarks shall be limited to one minute. These periods may be extended by the Council.
  - B. Committee Reports. The Chairs of the standing committees, Rules Committee, and all Ad Hoc Committees shall each have one minute to report on the progress of their respective committees. Each committee shall submit to the Secretary a bulleted list of items discussed for inclusion in the week's agenda.
  - C. Question and Comment Period. Any party with a vested interest in the Council may ask a question concerning Council business or speak for up to two minutes on any subject of interest to the Council. Any question that cannot be answered at that time will be treated as a question at the

next meeting when the President will be responsible for answering it. Question and Comment Period shall not exceed ten minutes.

D. For the Good of the Council. The Council may hear presentations by invited parties and hold discussions during this time, as permitted by the Executive Board. All special business, as determined by the President, shall also be during For the Good of the Council.

E. Docket. Following committee presentation and docketing by the Executive Board, any piece of legislation shall be placed under docketed business. If a committee votes to docket a bill by a majority, the Executive Board may not keep it off the docket for more than two weeks. All proposals subject to docketing through the Executive Board must have been considered with a complete text in committee, and that text must be available for the Executive Board. No legislation subject to the jurisdiction of a committee can be docketed by the Executive Board if it has not been considered by the appropriate committee.

F. New Business. At the end of docketed business, the Council may, by a two-thirds vote, choose to review new business. All new business must be presented in written form to all members of the Council at the time of its introduction. The member introducing the new business will have one minute to explain why the Council should consider this. If the business is considered, it should be reviewed in the same manner as normal legislation.

- Section 53.4. Phone and Email voting.

When the Executive Board employs phone and email voting on a constitutional questions, said voting shall cease on the day of the next meeting of the full council following the initial vote on the constitutional change. Any member not voting by the adjournment of the next meeting of the full council shall be recorded as having abstained. The Vice President shall employ appropriate measures to ensure the integrity of all email votes.

#### Section 54. Procedure.

- Section 54.1. Parliamentary Authority.

The current edition of Robert's Rules of Order Newly Revised shall govern the procedures of each meeting.

- Section 54.2. Special Rules of Order.

The following special rules of order shall supersede any other rules of order in governing the proceedings in Council.

A. Adjournment. Any motion to adjourn or to Recess shall be debatable. A motion to Adjourn before the completion of the docket shall require a two-thirds vote.

B. Cloture. Any motion to close debate before the expiration of allotted time shall require a two-thirds vote. The President may note upon such a motion if there are several people left to speak on this issue. No motion to close shall take effect until a speaker on each side, in addition to remarks from presenter and those making amendments, has been heard. If one motion to close debate has already been offered on the pending motion, and failed, it will be the President's discretion whether or not to recognize additional motions of cloture on the pending motion.

C. Elections. Any motion for election to fill a vacated office shall take precedence.

D. Submission and Consideration of Amendments. All amendments must be presented in writing to the President and must receive a one-third vote to be considered. At his or her discretion, the Chair may accept simple amendments verbally. Provided the requisite vote for consideration, the sponsor shall be recognized for a one minute opening speech. The Chair must entertain at least one speaker for and against.

E. PRS Clicker Voting. If electronic PRS voting is available, then the Council shall submit all substantive questions to vote by PRS Clickers except in elections and disciplinary action. All

votes using PRS Clickers shall be roll call votes and the results of all such votes shall be included in the minutes. During roll call votes, Representatives may vote yea, nay, or present.

F. Voting. Where electronic PRS voting is not available or on questions of procedure, all voting will be done by hand or voice at the discretion of the Chair except for votes in elections and disciplinary action. If voting is done by voice, a Call for Division shall necessitate voting by hand. Any member of the Council may motion for a roll-call vote. This requires a one-fourth vote and must be published in the minutes by the Secretary.

G. Divide the Question. Any Council member may motion to divide an issue into two or more votes. This requires a majority vote.

H. Amendment by Unanimous Consent. The sponsors of any resolution or amendment may propose amendments to their resolution or amendment until the closure of debate. If no member of the Council objects to the inclusion of the proposed alteration, the motion or amendment shall be considered amended immediately. If any member objects, it must be considered in the normal manner.

I. Amendment After Adoption. A motion to amend after adoption shall require a majority vote for consideration. The member making the motion shall have one minute to explain why the Council should consider amending after adoption. This motion, which includes motions to rescind or repeal, shall not be used to alter a previously passed Constitutional or Bylaws change. The provisions of 54.2(K) shall apply to motions to amend after adoption.

J. Majority Vote. For the purposes of normal legislation, a majority vote shall be defined as a majority of those voting yea or nay. At least a quorum of the Council must vote yea or nay, otherwise it is considered that no action is taken on a bill, and the bill may go through the legislative process again.

K. Committee-Specific Business. Consideration and adoption of amendments to legislation concerning committee specific business will require a three-fifths vote of those voting.

Committee-specific business includes legislation docketed by a standing committee. In uncertain cases, the Executive Board shall decide whether legislation is general or committee-specific.

- Section 54.3. Executive Session.

A. Authorization. The Undergraduate Council and any of its subsidiary entities may, by majority vote, enter into executive session.

B. Restrictions on Business. No legislation may be adopted, nor may standing rules, the Bylaws, the Constitution, or any other governing authority or document be suspended or amended, nor may any person officially be appointed to or confirmed in a student-faculty committee, in executive session.

C. Recordkeeping. Minutes and other records during executive session shall be kept in the usual fashion, and shall be held in confidence except as otherwise provided under Section 54.3D.

D. Release of Records. The Undergraduate Council and any of its subsidiary entities may release any or all of its respective executive session records by majority vote.

E. Retroactivity. Section 54.3D shall apply to records from executive sessions occurring before the passage of Section 54.3.

- Section 54.4. Official Council Documents.

Official documents of the Undergraduate Council, including the agenda and the minutes of Council meetings and the text of all resolutions passed by the Council, must reflect the non-discrimination policy of the Council. The Secretary may insert gender-neutral language where necessary in any official document, except quotations and paraphrases of comments made by individuals. All such changes in resolutions shall be made before the resolution is introduced on the Council floor and shall be noted by the Secretary in footnotes. No change made by the Secretary shall change the effect of the resolution or document in question. Typographical errors present in official Council documents, including the Constitution and Bylaws, the text of all

resolutions passed by the Council, and the final copy of the minutes will be corrected at the discretion of the Secretary or the secretaries of the committees. Each secretary shall be required to keep a thorough record of all typographical errors corrected.

- Section 54.5. Time Limit.

The following schedule shall be followed for each piece of legislation considered by the Council:

A. Opening Speech. The measure's sponsor shall have two minutes for an opening speech.

B. Q&A. Council members may ask questions of the sponsor for up to five minutes.

C. Debate. Speakers will speak for up to one minute each, alternating sides and beginning with opposition to the measure. Amendments to the measure may be proposed until the end of debate. Following two speakers on each side, or in the absence of speakers on either side, the Council will immediately move into Question on the measure unless the Council votes to extend the limits of debate. Such a motion shall include the number of speakers by which to extend, on which sides the speakers shall speak, and the amount of time to be allotted to each speaker, and shall require a majority vote to pass.

- Section 54.6. Absentee Voting.

All voting must be done in person. No form of absentee or proxy voting may be permitted. If a member is absent or must leave early from a General Meeting he or she forfeits his or her right to vote on said legislation unless he or she returns during the vote or unless that legislation is constitutional in nature.

## Section 55. Legislation.

- Section 55.1. Introduction of Legislation.

No legislative business shall be considered by the Council or by any of its committees which has not been introduced by a member of the Council.

- Section 55.2. Sponsorship.

Any piece of legislation proposed to the Council or to any of its committees shall be sponsored by no less than one member of the Council. No person or entity shall be considered a sponsor of legislation considered by the Council who is not a member of the Council. The sponsor or sponsors of a piece of legislation should be only those parties intimately involved in the drafting, creation, and innovation of the given legislation. Sponsorship may be withdrawn at any time until voting begins on the question of legislation. No sponsors may be added after legislation has been introduced to the Council or to any of its committees excepting the case that a piece of legislation has a sole sponsor who withdraws his or her sponsorship, in which case a Council member in support of the legislation is permitted to put forward his or her name as a sponsor, pending approval of the majority of the Council or committee.

- Section 55.3. Co-Sponsorship.

Legislation proposed to the Council may be co-sponsored by intimately interested parties. Co-sponsors may include, but are not necessarily limited to, members of the Council personally involved in the pursuit of the legislation's passage, members of the Council who would be directly affected by the passage or implementation of the legislation, Harvard-affiliated student groups directly involved in the issue discussed by the legislation, and Harvard undergraduates involved in the inspiration for the legislation. Status of co-sponsorship of legislation may be changed at any time until voting begins on the question of the legislation.

- 55.5 Verification

No new business may be considered if the legislation does not confer to the Council's Constitution and Bylaws. It is the responsibility of each Committee's Rules delegate to verify that legislation confers with the Council's Bylaws

- 55.6 Reconciliation

If two committees of the Council pass differing versions of the same piece of legislation it shall be the responsibility of the Rules Committee to draft a new piece of legislation that reconciles the differences

- 55.7 Relevancy

Legislation is considered relevant for the purpose of allocating funds, taking an action or making a statement which requires full council approval, or taking an action where no guidelines in the Constitution or Bylaws exists. Symbolic legislation or legislation relating to the council's normal operating procedures shall not be considered relevant business unless they fulfill the above stated guidelines.

Section 56. Emergency Session.

The Executive Board may, by two-thirds vote, convene the Council in an emergency session at a time not permitted under Section 51.1. The emergency session must have quorum and must be based on the membership numbers (absent and present) from the previous normal General Council meeting. The only legislation that may be passed, and amendments that may be made, shall be legislation, which legitimately solves the emergency for which the meeting was called.

Section 57. Retreat.

Prior to the first general meeting of each semester, the President and Executive Board shall organize an Undergraduate Council Retreat open only to Council members for the purposes of ensuring a smooth working relationship between members of the Council and Council leadership, Council bonding, and efficiency in the Council's work. The Retreat shall be considered a general meeting for attendance purposes. At this retreat each representative will receive a packet containing a congratulatory letter from the Executive Board, copy of the Constitution and Bylaws, a document containing a brief history of the Council, description of Council positions, a guide on crafting legislation and parliamentary procedure, a checklist of suggested first actions, contact information of a veteran member of the Council who will serve as a mentor, and any other document the Executive Board deems necessary. Representatives joining the council following the retreat shall receive the same relevant information. The Vice -President shall hold a presentation concerning Rules and parliamentary procedure

Section 58. Special Legislation.

The Council has the authority to use the following forms of special legislation to take a position or seek information that does not meet the guidelines of the endorsement process

- Section 58.1 Position Paper

The Council may adopt a position paper with a two thirds vote. A position paper is an extensive report providing evidence as to why a particular University body should take a particular action. All position papers must be addressed to a specific individual or individuals, make a specific request, and require a response by a specific date.

- Section 58.2 Statement of Support

The Council may adopt a statement of support with a majority vote. Statements of support may include calls for or recommendations for specific actions if the council so chooses.

- Section 58.3 Request

Any member of the Council can ask that the Council Request specific information from an entity of the University. A Request must be addressed to a specific individual or individuals, make a specific request, and require a response by a specific date. If approved by a majority vote, the Executive Board is responsible for tracking the response of the request.

## **ARTICLE VI: Finance**

### Section 61. Treasury.

- Section 61.1. Accounts.

The treasury shall consist of six permanent funds: a Grants Fund, an Operations Fund, a House Fund, a Student Initiatives Fund, a Student Relations Fund, and a Reserve Fund. The Treasurer shall be responsible for tracking all the funds and keeping records of all receipts, contracts, bank statements, and copies of checks written.

A. Grants Fund. The Grants Fund shall include monies intended for grants to student groups.

B. Operations Fund. The Operations Fund shall include monies intended for administrative and elections-related expenses as well as for managerial overhead.

C. House Fund. The House Fund shall include monies intended for grants to House Committees.

D. Student Initiatives Fund. The Student Initiatives Fund shall include monies intended for the work of the Student Initiatives Committee.

E. Student Relations Fund. The Student Relations Fund shall include monies intended for the work of the Student Relations Committee.

F. Reserve Fund. The Reserve Fund shall be reserved and structured as a savings account for the sole purpose of budgetary overdraft protection as enumerated in Article V, Section 4 of the Constitution.

G. Additional Funds. Any additional funds may be created by the Council in its original budget outline or by subsequent amendment, provided that the originating legislation delineates the purposes for which monies may be expended and specifies the permanent fund to which unspent monies will rollover at the end of each Council year.

- Section 61.2. Income.

The Treasurer shall earmark the new term-bill income at the beginning of the academic year as directed by the Council in accordance with Article V of the Constitution.

- Section 61.3. Appropriations.

An appropriation shall expire if not claimed by the end of the spring session of the year in which it was appropriated, except for grants, which shall expire after sixty days.

- Section 61.4. Reporting of Finances.

A weekly statement of the Council's finances will be presented to the Council, and entered into the minutes, for public review.

### Section 62. Budget.

- Section 62.1. Budget Outlays.

The Council shall outline a budget at the start of each academic year, before any funds can be allocated.

- Section 62.2. Operations.

The following schedule shall govern any routine expenditure from the Operations and Discretionary Fund.

A. Administrative Expenses. The Executive Board may appropriate up to \$200.00 without consulting the Council for normal operational expenses and pestering of public notices.

B. Elections. The Council will fully fund the costs of running its own elections.

C. Overhead. The Operations fund will be used to pay the rent, phone bill, mailing costs, costs of office supplies, hired office managers, and the refund of term bill fees.

### Section 63. Student Group Grants.

- Section 63.1. Student Group Grants.

The money earmarked for the Grants process and the Finance Committee shall be established in the Council budget at the beginning of each academic year and allocated according to Finance Committee guidelines. The minimum Grants Fund allocation enumerated in the Constitution shall be used only for funding student groups or those groups selected to receive funding according to Finance Committee guidelines. Any granted money not claimed, and any money remaining in the grants fund at the end of the semester or year shall remain in the grants fund for the next semester or year, and this remaining money shall not be counted as part of the required allocation of new money.

- Section 63.2. Grant Restrictions.

No group may receive funding for a project which does not occur within the semester for which an application is made without a 2/3 vote of the Finance Committee and a 2/3 vote of the Council. No group may receive funding for projects occurring during the summer. No funding shall be given for to pay for honoraria, speaker fees, and costs associated with the travel or lodging of speakers. All other grant restrictions shall be established by the Policy Subcommittee and approved by a majority vote of the Finance Committee. These guidelines shall be publicized to grant applicants and made available in hardcopy and on the Council website at least once a semester. Funding shall be given to the Phillips Brooks House Association, its programs, and its successor entities only as prescribed in 28S-32 “The PBHA Block Grant Act” until September 1, 2012, upon which the Parliamentarian shall remove this clause from the Bylaws.

- Section 63.3. Grants for the Following Academic Year.

Grants shall not be allocated for following academic years without a 2/3 vote of the Finance Committee and a majority vote of the Council. No grants shall be allocated for events or projects occurring after the first convening of the Finance Committee in the following academic year.

- Section 63.4. Reimbursement Period.

The Policy Subcommittee shall establish deadlines after which no further funding shall be allocated and funding already allocated shall expire. Such deadlines must be approved by a majority vote of the Finance Committee and shall be widely publicized to the campus.

- Section 63.5. Application for Grants.

The Finance Committee shall continually make available grant applications to student groups during the academic year, in accordance with the deadlines set by the Policy Subcommittee. These applications shall be widely publicized and made available on the Council website or in another electronic format. The Chair of the Finance Committee and his or her designee(s) shall be responsible for ensuring regular communication with the campus regarding the availability of grants and notifying grant recipients of the status of their applications.

- Section 63.6. Student Group Non-Discrimination Provision.

To receive Undergraduate Council grants, student groups must either be recognized by Harvard College as an official student group, or must not discriminate on the basis of any of the characteristics enumerated in Article I, Section 4 of the Council Constitution, and sign a statement to this effect. In addition, to be eligible for Undergraduate Council grants, events or

projects must not be discriminatory on the basis of any of the characteristics enumerated in Article I, Section 4 of the Constitution of the Undergraduate Council.

#### Section 64. House Committee Grants.

- Section 64.1. Jurisdiction.  
All funding for House Committees shall come from the House Fund and shall fall under the jurisdiction of the Student Initiatives Committee. An equal amount of funding will be available to each House Committee, with the exception of Dudley House.
- Section 64.2. Minimum Funding.  
Annual funding per eligible House Committee shall constitute no less than one-twelfth of 25% of the annual Council budget and no less than \$4500 per semester, with the exception of Dudley House.
- Section 64.3. Dudley House.  
If eligible, annual funding for Dudley Committee shall constitute \$1000 plus 16% of the annual allocation given to each of the other twelve House Committees as outlined above.
- Section 64.4. Funding Periods.  
Eligible House Committees shall be awarded allocations on a semesterly basis no later than the second meeting of each session. Funding to eligible House Committees shall be upfront and unrestricted.
- Section 64.5. Eligibility.  
In order to be eligible for funding, a House Committee must be democratically elected in a house-wide election, participation in activities funded by the House Committee may not be predicated upon the payment of dues, and all regular meetings of the House Committee must be open to the entire house community.
- Section 64.6. Funding for Ineligible House Committees.  
House Committees which do not meet the eligibility requirements outlined above may apply for funding on a per event basis and will be held by the Finance Committee to the same standards as other student groups. Total funding to events organized by a House Committee not meeting the eligibility requirements in any given semester may not exceed the amount of the upfront semesterly allocation granted to each eligible House Committee.

#### Section 65. Social Event Grants.

All funding for grants to undergraduate social events independent of a recognized student group shall come from the Student Initiatives Fund and shall be granted in accordance with provisions outlined in the Constitution of the Undergraduate Council, herein, and in the standing rules of the Student Initiatives Committee. These monies may not be used to fund parties hosted by student groups, house committees, non-undergraduate affiliated events, or parties held off campus.

#### Section 66. Accountability & Disbursement.

- Section 66.1. Audit of Council Finances.  
No more than once per year, the Council may require an audit of Council finances by majority vote. Such a vote shall require the Finance Committee Chair to Chair and appoint an audit committee consisting of him or herself and two Representatives not on the Executive Board. The

Committee shall present a written report to the Council and a copy of this report shall be posted on the Council web site.

- Section 66.2. Signing Authority.

The President, Treasurer, and Vice President shall have signing authority. All disbursements and contracts must be co-signed by two of the three mentioned above. No check should ever be made out to a person who is the signatory of that check. The Council may allocate money from its discretionary fund but may not violate budget constraints. The Council may not spend money that it has not appropriated through legislative business with the exception of provisions in Section 62.2.

#### Section 67. Freshman Class Committee

The Finance Committee has the responsibility of soliciting applicants to the Freshman Class Committee. The FiCom chair shall select the members of this committee. The committee will consist of two freshman members of the Undergraduate Council, two members of the First Year Social Committee, and six members from the remainder of the freshman class to hold a position until the end of the academic year. The Chairman of the Finance Committee will serve as an ex- officio co-chair of the FCC.

- Section 67.1. Funding

The Freshman Class Committee shall hold weekly meetings and make the grant applications available to all students and organizations. The Freshman Class Committee will be funded through the Freshman Life Fund. The fund consisting of no less that \$10,000 with half of that amount earmarked for capital improvements and half of that amount earmarked for intermediate-range programming between freshman entryway programming and FYSC class-wide programming. Funds shall be only be distributed to events benefitting the entire freshman class. The grants shall be approved by a majority vote of the voting members of the Freshman Class Committee and distributed by the Treasurer. The Freshman Class Committee may establish its own criteria on which to base grant decisions.

- Section 67.2. Transparency

The Freshman Class Committee shall submit to the Council reports of all grants that have been approved by the FCC on a weekly basis.

- Section 67.3. Officers and Timeline

The Freshman Class Committee will elect from its members a Chairman and a Secretary on the first meeting. The Chairman of the Finance Committee will run the election in the manner prescribed by the bylaws for the election of a committee chair and committee secretary. The timeline on which applications for the FCC are solicited and reviewed should mirror those of the Student-Faculty Committees, but are up to the discretion of the FiCom Chair.

## **ARTICLE VII: Campus Elections**

### Section 71. Structure of the Election Commission.

- Section 71.1. Scope.  
The Election Commission shall administer external elections, including the general elections of representatives, the popular elections of the President and Vice President, and special elections to fill Council vacancies. The Election Commission shall not be charged with internal elections of officers.
- Section 71.2. Membership.  
The Election Commission shall be composed of five Commissioners, one of whom shall serve as Chair and none of whom shall be a member of the Council. Election Commissioners shall serve one-year terms beginning once confirmed by the Council after Spring Break and ending once the next Commission has been so confirmed.
- Section 71.3. Geographic Diversity.  
No more than two Commissioners may be residents of the same House, as defined by the Office of Student Life. For this purpose, first-year students are considered residents of their assigned Houses following their assignment.
- Section 71.4. Selection of Commissioners.  
No later than the first day of classes following Spring Break, the Executive Board shall publicize the availability of Election Commissioner positions, including the position of Chair, to the entire campus. The Executive Board shall interview and nominate a Chair, with whom it shall work to nominate a slate of four further Commissioners. The Executive Board shall present their slate of nominations at the third Council meeting after Spring Break. The nominees will be seated on the Election Commission upon confirmation by a majority of the Council. The list provided by the Executive Board shall be voted up or down without debate, unless the Council by a two-thirds vote shall decide to debate the appointments.
- Section 71.5. Quorum.  
Quorum for the Election Commission shall be three Commissioners. The Commission may not meet, nor may any official action in regards to an external Council election be taken, nor may voting in an external Council election occur, unless the Commission contains at least three Commissioners, including the Chair. During any period of active campaigning or voting in a Presidential election, if there is a lack of quorum in the Election Commission due to vacancies, the voting and non-voting members of the Executive Board who are not candidates or have never been campaign staffers in the current election, shall become members of the election commission, and the quorum of the Election Commission shall become a majority the new total number of members on the Commission. This newly constituted Commission shall then administer the remainder of the election in conjunction with the Office of Student Life, and certification of results shall be put forward to the entire council as described in Section [72.1E]. If such a series of vacancies shall occur during a period of active voting or campaigning in a general or special election, the voting and non-voting members of the Executive Board shall administer these responsibilities and the normal certification process as described in Section [72.1E] will be followed. During such situation in any election, all members of the Executive Board shall relinquish their seats on the Election Commission and normal procedures for filling vacancies

shall be followed. Any member added to the Commission in such way shall be required to resign if any conflict of interest arises.

- Section 71.6. Vacancies.

The Chair shall nominate new Commissioners to the Executive Board of the Council for confirmation to fill vacancies on the Commission within three weeks of the vacancies occurring, unless such vacancies have already been filled by Council legislation. All vacancies on the Commission must be filled by one week before the start of a period of campaigning or voting in a general or presidential election. Vacancies may not be filled between the beginning of the campaigning period of an election and the public release of final results, and all vacant positions shall be considered an “abstain” vote in any Election Commission vote during that election and may not count towards meeting quorum for any meeting or vote of the Commission for that election. If the Chair of the Commission becomes vacant, the Executive Board shall nominate and the Council shall confirm a new Chair. The Commission may elect an Acting Chair at its next meeting if confirmation of a new Chair has not occurred.

- Section 71.7. Conflicts of Interest.

Members of the Election Commission shall resign if there exists a conflict of interest involving a candidate for campus-wide popular election. The Commission shall be the final judge of such conflicts of interest. Election Commissioners may not run for Council representative, President, or Vice President during their term, nor may they serve on the campaigns of any candidate. If a Commissioner wishes to run for any position on the Council, he or she must resign from the Election Commission before the beginning of the campaigning period for that particular election or else will be deemed ineligible for candidacy in that election.

## Section 72. Operations of the Election Commission.

- Section 72.1. Duties.

The Election Commission is charged with the following duties:

A. Publicity. The Commission shall publicize external elections to the campus by means of posterage, emails to every student, and placing notices in the Yard Bulletin and House newsletters.

B. Petitions. The Commission shall make petitions for candidacy available to all students, collect and validate them, and make a list of certified candidates available to the public no later than three days following the deadline for submission of petitions in any election. The Commission is required to hold an election for the particular position if at least one petition for candidacy is received.

C. Online Voting System. The Commission shall be responsible for working with FAS Information Technology to ensure the proper functioning of the Council electronic voting system, including ensuring that timely and accurate voter eligibility information is included in the system. FAS IT shall extensively test the electronic voting system one week before any election and shall publish a report indicating the readiness of the electronic voting software. An unsatisfactory report will require that the problem be fixed prior to the running of an election. FAS IT shall implement technology to ensure that while an election is taking place, the incoming results of an election can only be viewed by a quorum of Election Commissioners.

D. Notification of the Student Body. Within an hour of the start of voting in an election, the Election Commission Chair shall write an e-mail notifying the eligible voters in that election that an election is occurring. He or she will stipulate the duration of the election and the offices open for election. Under no circumstance shall he or she make mention to any candidate in such an email.

E. Results and Certification. The Commission shall tally ballots using the Hare-Clark voting system and notify candidates and the public of results within 24 hours upon the close of an election. A quorum of Election Commissioners and a designee from the Office of Student Life

shall be present for the viewing and tallying of the final results of a presidential election and The Election Commission shall certify the results of an election unless it has substantive evidence that the results of the election are invalid. If necessary, the Executive Board of the Undergraduate Council may choose to grant the Election Commission one and only one extension of 24 hours to execute its purpose. Such extension may be granted only if the Election Commission provides a petition outlining the reason for such necessity. If by the end of the deadline, whether extended or not, the Election Commission fails to certify the results of the election and release them to the public, then the President of the Undergraduate Council shall call an emergency meeting of the Council and the Council shall henceforth have the sole authority in determining the means of certification. In addition, the Election Commission shall also submit a detailed report to the Executive Board on the reasons for which it has not certified and released the results.

F. Rules. The Commission shall be responsible for enforcing all election rules, including spending limits.

- Section 72.2. Rules.

The Commission shall draft and approve sets of additional Rules for each election. The Commission shall present the Rules for the upcoming general election to the Council before the last Council meeting of the spring term each year, and shall present the Rules for the upcoming presidential election to the Council no later than October 15 of each year. In addition, the Commission must publish and release the rules to the general public immediately after its presentation to the Council. The Rules for each election shall include financial regulations, restrictions on postering and emails, allowed dates of campaigning, and all other rules the Commission feels are necessary for the orderly and efficient conduct of the elections. The Rules shall also delineate specifically the standard punishments for their violation. During the course of an election, the Commission may institute additional Rules by two-thirds vote. The Council may amend the Rules as approved by the Commission by two-thirds vote.

- Section 72.3. Council Authority and Removal of Commissioners.

The Election Commission exists as an independent regulatory body of the Council, responsible for facilitating free and fair elections, while abiding by and executing the Constitution and these Bylaws. The Council may, by two-thirds vote, remove the Chair or any Commissioner for Misconduct as defined in these Bylaws. Commissioners other than the Chair may be also removed by two-thirds vote of the Commission, excluding the Commissioner in question.

- Section 72.4. Meetings.

The Commission shall meet by call of the Chair, and no less than every other day during a period of campaigning or voting in an election. All decisions of the Commission during a period of campaigning or voting in an election shall be published to the Council email list no later than twelve hours following the decision.

- Section 72.5. Council Coordination.

The Election Commission Chair shall meet regularly with the Executive Board in preparation for each election. The Chair shall honor all requests to brief the Executive Board and Council. Upon the certification of each Election Commission, the President or a designee of the President shall serve as the liaison between the Council and the Election Commission. The liaison shall be the primary contact person for the Commission. Commissioners shall contact the liaison if the need to contact the Council arises for any reason. The liaison shall serve as the recipient of any form of initial contact and shall ensure all such communications reach all appropriate parties and are properly resolved. The liaison shall also receive the minutes of Election Commission meetings upon the conclusion of each election and ensure that these records are properly published and

saved for future reference. Liaisons shall resign if they are inappropriately biased in any election for any reason.

- Section 72.6. Budget.  
The Council shall legislate separate budgets for the Election Commission for the general and presidential elections.

### Section 73. General Elections.

- Section 73.1. First-Year Districts.  
The first-year district shall be the Oak Yard, consisting of Canaday and Thayer Halls; Ivy Yard, consisting of Holworthy, Hollis, Lionel, Massachusetts, Mower, Stoughton, Straus Halls and Apley Court; Crimson Yard, consisting of Greenough, Hurlbut, Pennypacker, and Wigglesworth Halls, and Elm Yard, consisting of Grays, Matthews, and Weld Halls. The Election Commission may make minor shifts in district designs if absolutely necessary for the completion of the election.
- Section 73.2. Schedule.  
Any undergraduate may nominate him or herself to run for the Council by notifying the Election Commission by 5:00 PM on the Friday preceding the first day of voting. All candidates must accept their nominations with the intent of completing their term in office, and thereby commit themselves to maintaining official conduct within the scope of the Constitution and these Bylaws.
- Section 73.3. General Election Finance.  
Candidates may not distribute candy, food, merchandise, prizes, or otherwise indirectly-related campaign materials to voters in their election district. Acceptable materials include posters, door drops, and pamphlets/brochures that conform to Election Commission standards. Electronic media and communications shall not come under restrictions beyond what the Election Commission establishes so long as no direct cost is associated with the electronic campaign. Restricted materials therefore include paid election campaign websites or online gift giving. The council shall reimburse all candidates for up to \$10 in campaign printing costs upon approval by the Election Commission and submission of receipts to the Vice President.

### Section 74. Presidential and Vice-Presidential Elections.

- Section 74.1. Nomination and Election of the President and Vice President.  
The President and Vice President of the Undergraduate Council shall run together—as a ticket. Each ticket must clearly state which student is seeking which office (president/vice president); if the ticket is elected, this is the office each candidate will hold. To compete in the election, each ticket must present 150 valid undergraduate signatures to the Election Commission by the fourth Monday preceding Thanksgiving. Nomination petitions for each office shall be made available to potential candidates no later than ten days prior to the deadline for certification of petitions. Undergraduates may sign as many nominating petitions as they choose. The Election Commission shall certify the nominating petitions and officially declare the eligible tickets no later than the fourth Wednesday preceding Thanksgiving. Campaigning may begin at 12:01 AM on the third Monday preceding Thanksgiving. Voting in the election of the President and Vice President shall occur during a 72-hour period beginning at noon on the second Monday before Thanksgiving.
- Section 74.2. Campaign Finance.

There shall be a campaign spending limit of \$400 per ticket. The Council shall reimburse candidates for all expenses that they incur. Receipts must be submitted to the Treasurer for reimbursement to occur. The Election Commission shall be charged with monitoring all campaign spending by the candidates and shall provide a list of standardized campaign expenses. The Election Commission shall consider all complaints against the validity of a candidate's spending and shall have the right to expel a candidate from the election for violation of the spending rules. Any in-kind or monetary donations will count against the candidate's spending limit. Organizations may endorse candidates, but may not spend money or resources on any campaigns. Candidates must report actions that may be considered campaign violations and must sign a pledge to adhere to election guidelines and agreeing to the responsibilities of the office for which they are running.

- Section 74.3. Term of Office.

The popularly elected President and Vice President shall serve during the calendar year following their election.

- Section 74.4. Vacancy Prior to Inauguration

i) *Pre-Vacancy.* If the Executive Committee finds that the President-elect or Vice President-elect has become ineligible to hold office or unwilling to do so, by means of a signed document submitted irrevocably to the Council, following the certification of election results and prior to inauguration, their term is considered pre-vacated. The Council may vote to overrule the finding of pre-vacancy.

ii) *Presidential Pre-Vacancy.* In the event the term of the President-elect is pre-vacated, the Vice President-elect shall serve as President for the pre-vacated term and the term of the Vice President-elect is considered pre-vacated.

iii) *Vice Presidential Pre-Vacancy.* In the event the term of the Vice President is pre-vacated, the Council shall elect a new Vice President to serve the pre-vacated term.

iv) *Dual Pre-Vacancy.* In the event both the presidency and the vice-presidency are pre-vacated, the Council shall elect a new President and Vice President as a ticket to serve the pre-vacated term.

v) *Timing of Elections.* Elections to fill pre-vacated terms shall occur on or before the date of inauguration.

### Section 75. Special Elections.

- Section 75.1. Vacancies.

In the event of a vacancy for which more than one candidate has applied, a special election must be conducted in the district experiencing the vacancy. Upon their assumption of office, the seats, if any, of the popularly elected President and Vice President shall become vacant and shall be filled according to the provision for filling any Council vacancy.

- Section 75.2. Administration.

Special elections shall be administered by the Election Commission in consultation with the Secretary. Voting shall be scheduled so as to seat the new members within the two week time limit specified in the Constitution, preferably during the Wednesday, Thursday, and Friday of the second week after the vacancy is announced.

### Section 76. Referenda Procedure

- Section 76.1. Timeline

The UC may put questions to the student body in the form of referenda twice a year. The first

ballot will coincide with the UC Presidential and Vice-Presidential Elections and the second ballot will be in the weeks following Spring Recess. The Rules Committee shall set the official timeline at the start of each semester.

- Section 76.2. Petition Format

Petitions must be filed electronically to the Rules Committee. Each signee must provide their full name and Harvard email address to ensure that each is an undergraduate student. The preliminary wording of the proposed referendum must be included at the top of all petition forms, and only minor changes (at the discretion of the Rules Chair) can be made prior to submission. The UC will work with a neutral third-party (proficient in survey design or polling) to ensure questions are free from bias.

- Section 76.3. Rules

All parties campaigning for or against a referendum/proposition are subject to the same publicity rules used in the presidential/vice-presidential elections of that academic year. The UC will compensate each side of the campaign up to \$15 for printing expenses. Each side is also permitted to host a website, so long as it adheres to the campaign rules. The UC will accept a 300-word statement from both sides of the campaign, as well as 150-word rebuttals to the opposing side's statement. These, along with indications of support from recognized student groups, will be placed on the UC website in advance of voting as well as on the ballot. Members of the Council (with the exception of the Rules Chair) are welcome to participate in these campaigns, but their personal positions cannot be misrepresented as the position of the UC at large.

- Section 76.4. Impact

If a binding referendum passes, UC representatives will be appointed to work with the proposing group of students (or in the case of a proposition, to take point on the issue within the UC). They will write a position paper supporting the result of the referenda and outlining the next steps the UC will take in order to achieve the desired policy change. The position paper will be voted on by the UC at a general meeting and can only be overturned by a three-quarters vote. If a non-binding referendum/proposition passes, the results are purely advisory, and the UC has discretion in deciding whether or not to pursue the issue.

## **ARTICLE VIII: College, Faculty, and University Committees**

### Section 81. Division of Committees.

- Section 81.1. Procedure for Division.

Delegates to all College, Faculty, and University Committees shall be elected by the Student Life and Education Committees. Responsibility for these elections shall be divided between the Student Life and Education Committees as described in these Bylaws. The President shall determine responsibility for elections to College, Faculty, and University Committees not listed in these Bylaws.
- Section 81.2. Student Life Committees.

The Student Life Committee shall elect delegates to the following committees as follows. Except when noted, delegates shall serve for year-long terms.

  - A. Committee on College Life. The five student delegates to the Committee on College Life shall be the Student Life Chair, the Student Life Vice Chair for College Life, and three students. It is strongly suggested that these students be members of the Student Life Committee that are not sitting on the Committee on House Life. The Chair and Vice Chair shall serve as delegates while in office.
  - B. Committee on House Life. The five student delegates to the Committee on House Life shall be the Student Life Chair, the Student Life Vice Chair for House Life, and three students. It is strongly suggested that these students be members of the Student Life Committee that are not sitting on the Committee on College Life. The Chair and Vice Chair shall serve as delegates while in office.
  - C. Advisory Committee on Shareholder Responsibility. The delegate to the Advisory Committee on Shareholder Responsibility shall serve one two-year term.
  - D. Further Committees. The Student Life Committee shall also elect delegates to the Commission of Inquiry, the Athletics Committee, the HUDS Advisory Committee, the Campus Safety committee, the Office of Sexual Assault Prevention and Response Advisory Committee, and the UHS College Committee.
- Section 81.3. Academic Committees.

The Education Committee shall elect delegates to the following committees as follows. Except when noted, delegates shall serve for year-long terms.

  - A. Committee on Undergraduate Education. The five student delegates to the Committee on Undergraduate Education shall be the Education Chair, the Education Vice Chair for Educational Policy, and three students. It is strongly suggested that these students be members of the Education Committee. The Chair and Vice Chair shall serve as delegates while in office.
  - B. General Education. At least one of the delegates to the standing committee(s) with jurisdiction over programs of general education must be a member of the Education Committee.
  - C. Further Committees. The Education Committee shall also elect delegates to the Advising and Counseling Committee, the Pedagogical Improvement Committee, the Advisory Committees for Arts and Humanities, Social Science, and Science, the Library Committee, and the Committee on Writing and Speaking.

### Section 82. Election of Delegates.

- Section 82.1. Procedure for Election.

No later than October 31 in any calendar year, the Student Life and Education Committees shall elect student delegates to College, Faculty and University committees. The delegates to the

Committees on College Life, House Life, and Undergraduate Education, excepting the Chairs and Vice Chairs, shall be elected following the standard practices for committee elections as outlined in these Bylaws. All other delegates shall be elected by secret ballot. Within one week of the confirmation of delegates by the Council, the President shall deliver a roster of delegates to those committees to University Hall within one week of their election. The President shall also be responsible for reporting any resignations from or changes to that roster to University Hall.

- Section 82.2. Delegate Restrictions.

No undergraduate may serve on more than one of the Committees on College Life, House Life, and Undergraduate Education, with the exception of the Student Life Chair. No district may be twice represented on one of the aforementioned committees, with the exception of the Chairs and Vice Chairs.

- Section 82.3. Attendance Requirement

Provided that delegates have been allowed adequate input in the scheduling of Student-Faculty committee meetings, no delegate shall miss greater than one (1) meeting per semester. Two or more absences will result in an expulsion hearing with the electing committee.

- Section 82.4. Delegate Interaction.

The Vice Chairs of the Student Life and Education Committees are responsible for coordinating with student delegates to committees under their jurisdiction to ensure collaboration between the committees. The Secretaries of the Student Life and Education Committees are responsible for notifying student delegates of upcoming meetings. The Student Life and Education Chairs shall call upon elected delegates to complete one semesterly report per Student-Faculty committee, containing details of the committee's work, with emphasis on impending changes to educational and student life policies. Precise content of these reports shall be commissioned at the Chairs' discretion.

- Section 83.4 UC Website Profiles

The Student Relations Committee shall gather and publish the profiles of the elected delegates to the UC website within three (3) weeks of their election.

### Section 83. Committee Operation.

- Section 83.1. Agenda Setting.

The respective Chairs and Vice Chairs serving on the Committees on College Life, House Life, and Undergraduate Education shall be responsible for meeting with the appropriate college administrators to set the agenda for meetings of those committees.

- Section 83.2. Delegate Interaction.

The Vice Chairs of the Student Life and Education Committees are responsible for coordinating with student delegates to committees under their jurisdiction to ensure collaboration between the committees. The Secretaries of the Student Life and Education Committees are responsible for notifying student delegates of upcoming meetings. The Student Life and Education Chairs shall designate one of their committee meetings each month as joint meetings with the student delegates. All student delegates elected by a committee must attend the joint meetings of their electing committees.

- Section 83.3. Advocacy Coordination

The Student Life and Education Chairs, in coordination with the President, shall maintain a UC Student Affairs email address for the purposes of ensuring coordination in interactions with University Hall and College, Faculty, and University Committees.



## **Article IX: Institutional Memory**

### Section 91. Midyear Report

At the conclusion of half of each Presidential term, the Executive Board of the Undergraduate Council will be charged with overseeing the compilation of a report detailing the activities of the Undergraduate Council during the previous half calendar year. The Executive Secretary shall oversee the compilation and editing of the report so that it is published by the beginning of the Spring Term. The Midyear Report shall aim to be a clear and concise summary of the Council's successes, challenges and future plans or goals, written with a student audience in mind. Written at the conclusion of the Spring Semester, it will also outline, as applicable, any future goals or further action necessary for Council initiatives.

### Section 92. Contents of the Midyear Report

The President and Vice President shall jointly compose a summary of their midterm and its major initiatives, including areas where further action is needed. The Treasurer shall present the Council's budget for the Fiscal Midyear, along with a summary of major changes and additions along with justifications for those changes. The Treasurer will also present a comparison to previous years' budgets. Committee Chairs will prepare a summary of all major initiatives implemented or considered in their committees, including relevant actions taken, resolution, challenges faced, current status and advice on the course of any future action needed. The Student Relations Committee, will be charged with distributing the Midyear Report to students and administrators through appropriate mechanisms, including but not limited to House and Dorm-wide email lists and through the UC website.”;

### Section 93. Annual Report

At the conclusion of each Presidential term, the Executive Board of the Undergraduate Council will be charged with overseeing the compilation a report detailing the activities of the Undergraduate Council of the previous calendar year. The Executive Secretary shall oversee the compilation and editing of the report so that it is published by the beginning of the Spring Term. The Annual Report shall aim to be a clear and concise summary of the Council's successes, challenges and future plans or goals, written with a student audience in mind. Written at the conclusion of the Fall Semester, it will also outline, as applicable, any future goals or further action necessary for Council initiatives.

### Section 94. Contents of the Annual Report

The President and Vice President shall jointly compose a summary of their term and its major initiatives, including areas where further action is needed. The Treasurer shall present the Council's budget for the Fiscal Year, along with a summary of major changes and additions along with justifications for those changes. The Treasurer will also present a comparison to previous years' budgets. Committee Chairs will prepare a summary of all major initiatives implemented or considered in their committees, including relevant actions taken, resolution, challenges faced, current status and advice on the course of any future action needed. The Student Relations Committee will be charged with distributing the Annual Report to students and administrators through appropriate mechanisms, including but not limited to House and Dorm-wide email lists and through the UC website.