

### **Student Organization Officers**

The Office for Student Affairs is committed to a fair and transparent student organization leadership selection process. We aim to have all student organization officers chosen by election or consensus by the group's membership. In the event that this is not possible, OSA permits some leadership positions to be chosen via application.

All officers must be enrolled in a degree-seeking program at the Harvard Chan School or GSAS students in programs based at the Chan School [hereafter Harvard Chan student] and be in good academic standing. Officers who graduate or otherwise end their Harvard Chan student status automatically relinquish their position as an officer of the organization. Typically, each officer is elected for one academic year period (September/November to May) for fall semester. MPH-65 and SM-80 students who are elected in the fall semester and who will graduate in the spring semester (March) must find a replacement officer by December. Any officers may be re-elected for any of the offices in subsequent years as long as the candidate is still a Harvard Chan student. If a change in leadership has occurred, please submit the Primary Contact Change Form in the Organization Leader Resource Center in Harvard Chan Engage.

All organizations must have at least three officers. Each organization must have at least three officers; one must be a finance position and another must be a summer liaison to OSA. Leaders with titles President, Vice-President, Treasurer, and Other can be changed in Engage by current student leaders in the roles and by the Primary Contact. This is done through the Roster in the "burger widget" in the Mange page of the group.

Many organizations choose to have additional leadership positions (beyond the 3 officers needed for student organization recognition). These positions may be filled via an application process and details about the positions included in the annual student organization recognition documents. Please note that Postdoctoral Fellows, Visiting Fellows, and Visiting Scholars are not considered students and cannot hold an officer position but may be a non-voting student organization member.

### **Student Organization Officer Election Procedures**

- The officers for fall recognized student organizations will be elected within the first four (3) weeks of the new academic year. Nominations for officers will occur one (1) week before election.
- The officers will be current Harvard Chan students; elected offices are open to all returning/new students at Harvard Chan who become members of the student organization.
- The elections will take place during a General Meeting and will be publicized to all members through email and at General Meetings. All potential candidates will be informed of office responsibilities.
- All voting members can nominate candidates and self-nominate.
- Each potential candidate will be informed of their nomination and will be given the choice to accept or decline the nomination.

- Each voting member may vote once through a secret ballot.

### **Campaign Procedures**

- Campaigning is any activity by a candidate or supporter that is intended or likely to affect how a voter casts a ballot. This includes the placement of any signs or the like on display and the solicitation of the vote of any Harvard Chan student.
- Campaigning includes, but is not limited to, the following: distributing printed material, posting notices on campus bulletin boards; making speeches to groups, attending and/or speaking at parties or other gatherings sponsored for, or intended to promote one's candidacy for office; door-to-door solicitation; e-mail notification; telephone solicitation; and other forms of verbal and written expression of one's candidacy for office and qualifications/ experience ambitions/ platform for that office.
- Candidates are expected to conduct themselves in an ethically appropriate manner.
- A candidate or supporter may under no circumstances intentionally interfere with the campaign of another candidate in any way, including but not limited to the destruction of campaign materials.
- A candidate is responsible for the actions of anyone campaigning on his or her behalf; candidates will be held responsible for their supporter's conduct.
- Student Listservs, including but not limited to, Student News and Student Association, departmental and program lists may not be used for campaigning or lobbying in support of candidates.
- All campaign materials must be removed within 24 hours of the end of voting period.
- Only current Harvard Chan Students are eligible to vote.

### **Removal of Member or Officer**

If a member or officer is not fulfilling their position requirements and expectations there is the possibility of removal. To begin this process, please contact OSA to provide details. The process for removal will be determined by the circumstances. The process may include a closed meeting between the organizations' officers and OSA staff or a general meeting of all student organization members to discuss a vote of no-confidence. A reasonable attempt must be made to ensure participation (i.e. 24-hours' notice) by all student organization members and a majority vote is required to remove an officer from their elected position. A replacement then must be found for the position.

If any officer is unable to perform their position requirements and wishes to resign, they are allowed to do so. A replacement for any official positions will require an election during a general meeting, whereas an appointed position will simply require a new appointee, as granted by the collection of Officers.

OSA must be contacted before removal of officer procedure begins.

### **Student Organization Decision-Making Procedures**

Major decisions, defined as those involving the expenditure of two hundred dollars (\$200) or more of the organization's budget, correspondence with groups or significant individuals (dignitaries/influential

officials/invited guests) outside the organization, planning for special or large scale events, or a decision equivalent in magnitude or scope to the previous examples, will require group decision making procedures.

Items requiring a major decision will be discussed and voted on at General Meetings and all Harvard Chan student members of the organization are able to vote. All meetings where major decisions will be made will be announced one week prior to discussion and voting. All votes on major decisions will require a quorum, which is defined as 50% of all voting members. Major decisions will be published to all organization members, the student organization advisor, and OSA within one week of ratification.