



HARVARD
T.H. CHAN

SCHOOL OF PUBLIC HEALTH

Student Association

Constitution

2022 – 2023 Academic Year

Harvard T.H. Chan School of Public Health
677 Huntington Avenue
Boston, MA 02115

ARTICLE I-1: NAME

This organization is called the Harvard Chan Student Association at the Harvard T.H. Chan School of Public Health.

ARTICLE 1-2: Abbreviations

The Harvard Chan Student Association shall also be known as HCSA. In these documents and in all other matters related to HCSA.

ARTICLE II: PREAMBLE

The purpose of the organization is to act on behalf of Harvard T.H. Chan School students in matters concerning their education and wellbeing. This requires interaction with the administration, faculty, staff, and other groups and individuals affiliated with the T.H. Chan School and Harvard University.

This document shall contain the rules and laws of HCSA. These laws and rules shall accord with the HCSA Constitution. The constitutions, guidelines, and rules of all HCSA Committees must accord with these laws.

ARTICLE III: MEETINGS AND OPERATION

Section 1: Agenda

The President and Vice-President of Communications shall prepare an agenda for all meetings of the Association, which must be communicated to the entire membership twenty-four (24) hours before the meeting will be called to order.

Section 2: Frequency

A meeting time will be decided on by the executive board. Meetings of the executive board will occur every week at a scheduled time. Meetings of the whole Association will happen every 2 weeks, unless voted on the increase or decrease during the academic year.

Section 3: Attendance

Any active Harvard T.H Chan School of Public Health student in good standing may attend any meeting of the HCSA and shall have the ability to propose legislation. Any active Harvard T.H Chan School of Public Health student in good standing may, when recognized by the presiding Chair, speak and ask any questions of HCSA. Only representatives may make motions from the floor and vote on motions being considered.

1. Harvard T.H Chan School of Public Health administration, faculty, and staff may attend meetings of HCSA as observers and in order to answer questions, which HCSA chooses to ask of them directly.
2. Harvard T.H Chan School of Public Health administrator, faculty, or staff may speak at a HCSA meeting of the Representative Assembly upon approval by the presiding Chair.

ARTICLE IV: MEMBERSHIP AND STRUCTURE

Section 1: Eligibility

Any active student in good standing and enrolled in a recognized degree program housed at the Harvard T.H. Chan School of Public Health, is eligible to become an officer of the Harvard Chan Student Association (HCSA). More information about eligibility for each HCSA position is in Article IV Section 11.

The Person-at-Large (PAL) position can be a currently enrolled student or alumnus/alumna, but the PAL must have formerly served in HCSA, preferably on the Executive Board, for at least one year. This position is an executive officer that cannot incur expenses and has no voting privileges within the HCSA. The PAL may not hold another position in HCSA.

If a current member of HCSA desires to run for another open position for which, and the start of the positions term overlaps with their current role, they may run for the open position and not have to resign their current office. In the event, they lose the election, they must serve out the remainder of their term of their current role. If they win the election, their previously held elected position is filled by appointment by the executive board. The appointed person only serves out the rest of the term of the previous office holder.

Section 2: Composition

HCSA has 20 voting officers and 2 non-voting officers. It is composed of the following boards, divisions, and positions:

Executive Board (6 voting officers, 1 non-voting officer)

- President
- Vice President of Academic Affairs
- Vice President of Communication
- Vice President of Finance
- Vice President of Student Advocacy
- Vice President of Student Life
- Person-at-Large

Division of Academic Affairs (8 voting officers)

- Program Representatives
 - Master of Science, 42.5 and 60 credits
 - Master of Science, 80-credits
 - Master of Public Health, 45 credits (2 Officers)
 - Master of Public Health, 65 credits
 - Master of Public Health, 45 credits in Epidemiology
 - Doctor of Public Health
 - Doctor of Philosophy and Doctor of Science

Division of Communication (1 voting officers)

- Public Relations Coordinator

Division of Student Advocacy (4 voting officers. 1 non-voting officer)

- Diversity, Equity and Inclusion Advocate
- International Students Advocate
- Harvard Graduate Council (HGC) Representative
- Harvard Graduate Council External Advocacy Committee Representative
- Community and Volunteer Engagement Coordinator

Division of Student Life (2 voting officers)

- Health and Wellness Coordinator
- Professional Development Coordinator

Section 3: Organizational Structure

Spring 2-Elected Positions

- President
- Vice President of Academic Affairs
- Vice President of Communications
- Vice President of Student Life

Summer -Appointment

- Person-at-Large

Summer-Elected Position

- Academic Program Representative
 - Master of Public Health, 45 credits in Epidemiology

Fall-Elected Positions

- Vice President of Finance
- Vice President of Student Advocacy
- Community and Volunteer Engagement Coordinator
- Health and Wellness Coordinator
- Diversity, Equity and Inclusion Advocate
- Public Relations Coordinator
- Harvard Graduate Council (HGC) Representative
- International Students Advocate
- Academic Program Representatives
 - Master of Science, 42.5 and 60 credits
 - Master of Public Health, 45 credits
 - Master of Public Health, 45 credits
 - Doctor of Public Health
 - Doctor of Philosophy and Doctor of Science
 - Master of Science, 80-credits
 - Master of Public Health, 65 credits
- Professional Development Coordinator

Fall-Appointed Position:

- 1 non-voting Harvard Graduate Council Representative
- 1 Harvard Graduate Council External Advocacy Committee Representative

EXECUTIVE BOARD

The HCSA Executive Board is comprised of: the President, Vice President of Academic Affairs, Vice President of Communication, Vice President of Finance, Vice President of Student Advocacy, Vice President of Student Life, and Person-at-Large.

President

The HCSA President leads the executive board and general body in his or her role as the chief executive officer and official representative of HCSA. S/he acts as the key bridge between HCSA and the Harvard T.H. Chan School administration, serving as the principal liaison to the Office of Student Affairs and communicating with the Office for Student Services and the Deans' offices. The President bears principal responsibility for building collaboration across all HCSA divisions and helps them achieve their goals during the school year. The President also supports each Vice President and HCSA Representative in fulfilling their roles and responsibilities. The position's responsibility for preserving institutional memory is great. In addition to chairing the summer team to prepare for orientation and the following school year, it

is the President's responsibility to gather activity reports and evaluations from the Vice Presidents and pass along lessons learned to future administrations. Additionally, the President serves as a non-voting representative of the Harvard T.H. Chan School of Public Health in the Harvard Graduate Council.

Vice President of Academic Affairs

The VP of Academic Affairs is responsible for soliciting concerns that arise from the Harvard T.H. Chan School Student body, related to all matters regarding their education and academic life. The VP of Academic Affairs is responsible for overseeing all activities related to the Division of Academic Affairs and its officers (Academic Program Representatives). The Vice President of Academic Affairs shall be responsible for chairing Division meetings, events, survey(s), and operating procedures necessary to achieve the goals of the Division.

The VP of Academic Affairs shall serve as one representative on the School's Committee of Educational Policy and as the student representative to meetings of the Faculty Assembly. In the event the VP of Academic Affairs cannot meet the attendance threshold established by the Committee of Educational Policy, the VP should appoint an individual to fill the role via an open and transparent process. If the VP of Academic Affairs is unable to attend a meeting of the Faculty Assembly, the VP may appoint another Board member to attend in place in accordance with the rules of the Faculty Assembly. A representative must be selected at least 2 weeks prior to the Faculty Assembly meeting (typically once per month). The VP of Academic Affairs is responsible for creating and monitoring an open and transparent process to select student representatives to School committees. These committees include but are not limited to:

Educational Policy (2 — the VP of Academic Affairs serving as one representative, the other representative must come from within HCSA ranks)

Admissions and Degrees (1)

Faculty Meetings (1 – the VP of Academic Affairs can extend invitation to another Board member to attend in their place)

Any students serving on School Committees must relay all pertinent information to the Student Association through the Vice President of Academic Affairs within 48 hours of the interaction's conclusion in the form of meeting minutes or one-on-one meeting of the Vice President of Academic Affairs.

Vice President of Student Advocacy

The Vice President of Student Advocacy is responsible for soliciting concerns that arise from the Harvard Chan student body regarding their welfare, inclusion, and the policy or political environment at the School. The Vice President advocates for students with faculty, administration, staff, and HCSA to ensure that student concerns are addressed. The Vice President of Student Advocacy oversees the efforts of the Diversity, Equity and Inclusion Advocate, the International Student Advocate, and the Harvard Graduate Council External Advocacy Committee Representative. S/He is also responsible for providing forums for student feedback and support including hosting town halls, creating surveys, and/or other avenues for students to safely voice their concerns. The VP of Student Advocacy is additionally responsible for maintaining close contact with student organizations and with the relevant student services offices such as the Office of Student Affairs, Office of Diversity and Inclusion along with its Equity and Diversity Inclusion fellows, Office of Career and Professional Development, and Office of Financial Aid. These connections serve to relay any student issues that offices should be aware of and which the VP of Student Advocacy can work together to resolve. S/He should also establish collaborative working relationships with student organization leaders to ensure that the needs of student organizations are met. The VP of Student Advocacy serves on the summer team.

Vice President of Student Life

The Vice President of Student Life leads the Division of Student Life and maintains broad oversight of all HCSA activities relating to the relationship between the Harvard Chan School and its community – students, staff, faculty, and local residents. This position is responsible for improving the social environment and student life atmosphere at the Harvard Chan School and overseeing the activities of the Health and Wellness Coordinator and the Community and Volunteer Engagement Coordinator. S/he works with officers of HCSA, the Office of Student Affairs, the Director of Community Engagement, and others to improve the lives of students by helping to create opportunities for socialization, exercise, and service at the school. Additionally, this position manages the planning and preparation of all events and extra-curricular activities hosted by HCSA. The Vice President of Student Life is responsible for meeting regularly with division officers and overseeing division-related HCSA events, including venue selection, budget allocation, and date-setting.

Vice President of Communications

The Vice President of Communications serves with the President and other Vice Presidents on the Executive Board. The Vice President of Communication manages the Division of Communication and is responsible for working closely with all officers of HCSA to manage external and internal communication. This position also works to ensure effective communication between HCSA divisions, and is charged with improving methods of communication between HCSA officers and the student community. The Vice President of Communications maintains the official HCSA attendance record, keeps track of HCSA officers' good standing, and holds them accountable for the loss and recovery of voting privileges. Additionally, s/he manages HCSA Deans' Dinners; takes, shares, and archives minutes from Executive, Division, and General meetings; oversees the HCSA Constitution; and compiles and edits the "lessons learned" document throughout the year. Lastly, the Vice President of Communication works closely with the HGC representatives to enable multilateral communication between Harvard Chan School students, HCSA and the Harvard Graduate Council.

S/He sends minutes after each meeting to the full council, and posts on the HCSA website for public viewing within 48 hours.

Vice President of Finance

The Vice President of Finance serves with the President and other Vice Presidents on the Executive Board. This position is responsible for working closely with all officers of HCSA to allocate the yearly budget, maintain a record of revenues and expenditures throughout the year, and oversee the sale of tickets to all HCSA events. Additionally, the Vice President of Finance works with Harvard Chan School administrators to understand funding and budgeting decisions as they pertain to students. In this capacity s/he acts as a link between finance-related student interests and the Harvard Chan School administration. This position manages the HCSA funding provided to student organizations and creates a process to accept and evaluate student organization funding proposals and allocate HCSA funding to student organizations in association with OSA staff. The Vice President of Finance establishes a Finance Committee from the members of the HCSA board to review the student group funding applications. At the end of the year, this position is responsible for analyzing HCSA spending to help compile financial "lessons learned" for the incoming administration.

The VP of Finance receives training from OSA on financial policies and setting up access to the HCSA HUECU account.

The VP of Finance must submit a proposed budget during the first meeting of the academic year for full HCSA board approval. Any updates to the HCSA budget must be put forth via a proposal in HCSA bi-weekly meetings and approved by a 2/3 majority vote. The HCSA Budget is provided by the Office for Student Affairs and is active starting July 1.

Person-At-Large

The Person-at-Large provides advice and historical context to the current Executive Board. S/he can be a currently enrolled student or alumnus/alumna, but must have formerly served in HCSA, preferably on the Executive Board, for at least one year. This position has no voting privileges and cannot incur expenses. This position is appointed by a consensus among elected officers over the summer months in order to provide continuity of knowledge to new HCSA officers. The Person-at-Large may not hold another role in HCSA. The Person-at-Large is to be someone local to the Boston area and easily accessible.

Section 5: Position Descriptions

Division of Academic Affairs

Vice-President of Academic Affairs

Academic Program Representatives (8)

There will be eight Academic Program Representatives within the Division of Academic Affairs, each with one vote in HCSA. Only currently enrolled students specifically from a degree program housed at or under the Harvard Chan School may run in an election to represent it.

- Master of Science, 42.5 and 60 credits – one officer
- Master of Science, 80 credits – one officer
- Master of Public Health in Epidemiology – one officer
- Master of Public Health, 65 credits – one officer
- Master of Public Health, 45 credits – two officers
- Doctor of Public Health – one officer
- Doctor of Philosophy and Doctor of Science – one officer

Program Representatives will zealously represent and advocate for all members of their respective Academic Programs. Each officer will take reasonable means to survey members, hold town halls, and office hours for their respective Academic Programs to better understand issues of concern and keep members updated on Student Association initiatives and events.

All Program Representatives will be responsible for the following (at minimum):

- 1 introduction correspondence to Academic Programs at start of tenure
- 1 monthly correspondence to Academic Programs at start of each month (e.g. Newsletter, Engage post, etc.)
- ≥ 1 survey (5 questions) following each academic block relevant to Academic Program officers support (i.e. Fall 1, Fall 2, Spring 1, Spring 2, Summer, Winter) using the standardized survey questions below. Survey results will be shared with the Vice President of Academic Affairs to relay to the Committee of Educational Policy and/or the current Dean of Education.

Program Representatives will hold academic and social events that bring students from their program together to build community and network. Each Program Representative has a listserv through HCSA that they will use to communicate with their respective Departments and Programs.

Each Program Representative will be allotted funding for programming efforts by the Vice President of Finance.

Standardized Survey Questions

1. Please select your program from the following: (Multiple Choice)
 - a. Master of Science, 42.5 or 60 credits
 - b. Master of Science, 80 credits
 - c. Master of Public Health in Epidemiology
 - d. Master of Public Health, 65 credits
 - e. Master of Public Health, 45 credits

- f. Doctor of Public Health
 - g. Doctor of Philosophy or Doctor of Science
2. Please indicate the Academic period from the following: (Check all that apply)
 - a. Spring 1
 - b. Spring 2
 - c. Fall 1
 - d. Fall 2
 - e. Summer
 - f. Winter Session
 3. Please list the course(s) from this Academic period you found most beneficial to your education at Harvard Chan: (Short answer/Text)
 4. Please list the course(s) from this Academic period you found least beneficial to your education at Harvard Chan: (Short answer/Text)
 5. Please provide any comments or feedback you have on your experience this Academic period: (Long answer/Text)

Division of Communication

Vice President of Communication

Public Relations Coordinator

The Public Relations Coordinator is responsible for ensuring effective communication between HCSA and the Harvard community. S/he does this by executing marketing, outreach and messaging activities regarding events of interest to students, as well as receiving student feedback on ideas and needs. The Public Relations Coordinator is also responsible for maintaining the HCSA website, Harvard Chan Engage HCSA page and social media accounts (e.g., Facebook, Twitter, and Instagram). The Public Relations Coordinator also manages Stall Stories; a HCSA publication each month featured in the bathroom, and is responsible for seeking interesting, informative, culturally competent, and entertaining content to share with the student body. The Stall Stories Editor also writes, formats, prints and distributes a paper edition of Stall Stories every month during the regular academic year.

Division of Advocacy

Vice President of Student Advocacy

Diversity, Equity and Inclusion Advocate

The Diversity, Equity and Inclusion Advocate aims to promote inclusion at the Harvard Chan School. This position reports to the Vice President of Student Advocacy. The Diversity, Equity and Inclusion Representative also regularly attends the Dean's Advisory Council on Diversity and Inclusion (DACDI) as the HCSA representative. This representative also actively engages with the Office of Diversity and Inclusion and the Chief Diversity, Inclusion and Belonging Officer to ensure that all students feel safe and welcome at the Harvard Chan School. This representative is responsible for soliciting, reporting, working to address, and communicating about diversity and inclusion issues facing Harvard Chan students.

International Students Advocate

The International Students Advocate serves as the liaison between HCSA and the Harvard Chan School's international student community, including international students and international student organizations. This representative is responsible for soliciting, reporting, working to

address, and communicating progress on concerns arising from Harvard Chan School international students. The International Students Advocate should maintain regular contact with international students and international student groups through surveys and/or regular office hours, and communicate regularly with the Vice President of Student Advocacy and the Student Advocacy Committee. Additionally, the International Student Advocate works with the Harvard University International Office, Office for Student Affairs, and Office of Financial Aid, to address international student concerns and issues. This representative also liaises with the Office for Alumni Affairs to connect international students to alumni mentors. Furthermore, this representative works with existing student organizations to co-organize cultural events throughout the academic year and is responsible for planning HCSA's annual variety show: INIGHT.

Harvard Graduate Council External Advocacy Committee Representative

The Harvard Graduate Council's External Advocacy Committee (EAC) Representative is a fall appointed position without voting privileges on HCSA. In this role he/she will represent Harvard Chan on the Harvard Graduate Council's External Advocacy Committee. Their role is to assist the Harvard Graduate Council in developing its policy positions and submit proposals for consideration and review. Once appointed into this role the Harvard Chan EAC Representative will be a part of one of three EAC subcommittees: Local & State Affairs; Federal Affairs; or Quality Assurance. This position will work closely with the Vice President of Student Advocacy in order to advocate for Harvard Chan student needs and positions and bring these to the Harvard Graduate Council's External Advocacy Committee. They will maintain regular contact with Harvard Chan students through surveys and/or regular office hours, attend all HCSA meetings EAC meeting.

Harvard Graduate Council Representative

The Harvard Graduate Council (HGC) representative is elected by Harvard Chan students to be the School's voting representative at the Harvard Graduate Council. They are responsible for ensuring effective communication between students at the Harvard Chan School and the broader Harvard community. They attend all HGC meetings and play an active role within HGC committees. The HGC representative promotes awareness of HGC and its activities among Harvard Chan students and form ties between Harvard Chan and other Harvard graduate schools by promoting and co-organizing events (e.g., conferences, lectures, social gatherings). Additionally, the HGC representative is responsible for identifying the needs and concerns of Harvard Chan students with respect to the larger Harvard Community and working to address these needs through advocacy in HGC.

There are two additional non-voting representatives from the School at HGC. Per the HGC Constitution, the President of HCSA serves as one non-voting representative to HGC. An additional non-voting HGC representative is appointed by the Executive Board in the fall semester.

Community and Volunteer Engagement Coordinator

The Community and Volunteer Engagement Coordinator works with the Harvard Chan School Director of Community Engagement and student organizations to coordinate volunteer opportunities for students at least twice per semester. This includes surveying new and current students to catalog skills and abilities, which could be aligned with student interests to provide needed services to community organizations. It also involves identifying existing volunteer programs in the community and facilitating student assistance to those organizations, and sponsoring, advertising, and implementing volunteer programs, which integrate community needs with student expertise and interest. The position is also responsible for regularly assessing the effectiveness of programs in terms of meeting community needs and student interests. Additionally, the individual in this role is responsible for awarding the HCSA Community Engagement Award at the end of each academic year prior to graduation.

The Community and Volunteer Engagement Coordinator also serves as the School's leader on the Harvard Votes Challenge coordinated by the Institute of Politics at the Harvard Kennedy School to foster student civic engagement.

Division of Student Life

Vice President of Student Life

Health and Wellness Coordinator

The Health and Wellness Coordinator is responsible for regularly surveying the student body to assess wellness needs and organizing activities or services to respond appropriately. The position engages with university resources (e.g., Harvard University Health Services) to identify and address unmet health needs in the student body. The Health and Wellness Coordinator works with the Office of Student Affairs, Vanderbilt Hall, Shattuck House Residential Community Advisors and others to sponsor, advertise, offer, and evaluate sporting or wellness activities for students, aiming to offer at least two per semester.

Professional Development Coordinator

The Professional Development Coordinator is focused on meeting the professional needs of the student body through resource creation and delivery, events, and activities. They are responsible for planning and overseeing activities that will allow students to develop and work towards their career goals, network, and access. The coordinator will work together with the Office of Career and Professional Development to create and promote materials, facilitate any necessary HCSA-led training, workshops, student or alumni panels, etc.

Section 7: Committee Changes

In the event that the Harvard Chan School creates any new academic- or advocacy-related committees that have a student representative on them, the Executive Board shall appoint a HCSA officer to serve on that Committee. The Constitution shall be amended to reflect the additional committee(s) and additional Division responsibilities.

Section 8: Unfilled Positions

In the event that a spring elected Executive Board position is not filled during the spring election then this Executive Board position will be elected in the fall. If an Executive Board position is not filled in the fall election then the HCSA President will appoint an HCSA Representative to fill this role for the remainder of the term. For any unfilled elected officer positions, the HCSA Executive Board may appoint a currently enrolled student to fill the position after the election ends. Until the seat is filled, the Division Vice President shall assume the position's constitutional responsibilities.

In the event that an HCSA Officer forfeits his/her seat or is dismissed from the body, the HCSA Executive Board may appoint a currently enrolled student to fill the position as soon as the officer leaves. This shall occur by a simple majority vote of all officers of the Executive Board in good standing. In the event of a tie, the President shall cast the deciding vote.

Section 9: Faculty Advisor

The Office of Student Affairs (OSA) serves as the faculty advisor to HCSA.

Section 10: Removal from Office

In the event that an HCSA officer does not perform a reasonable execution of duties; an issue can be filed with the executive board to request the officer be removed from the office. If this issue is about an executive board officer, this issue is brought to the Office for Student Affairs advisor.

Such a decision shall be made by 2/3 majority vote of HCSA. HCSA is mandated to act on the request of removal, unless withdrawn by the requester.

In the event that an officer of HCSA is exhibiting severe dereliction of duties, or abuse of authority, has missed 3 or more meetings, failure to maintain good standing, or has provided false or negative representation of HCSA as an organization, the HCSA President, with approval from the executive board, may either rescind voting privilege, may ask for said officers resignation, or may call for a vote of removal from office.

If an elected or appointed officer of HCSA is accused of violating a School or University policy and is under investigation, s/he is deemed to be not in good standing. The School, represented by the Office of Student Affairs, may request the officer be removed from office temporarily while an investigation is ongoing and removed permanently if the investigation results in a disciplinary action.

Resignation: Each elected officer of HCSA has the right to resign and may do so by submitting their resignation in writing (including email) to the Executive Board and OSA. The resignation of an elected officer will be noted in the next scheduled HCSA meeting and reflected in the minutes.

Section 11: Terms of Office

The following positions serve for one academic year from the date they are elected until May commencement. All officers elected in the fall will begin their service on the Monday following elections. Officers must be active students, in good standing, and enrolled in a degree program housed at the Harvard T.H. Chan School of Public Health:

- Vice President of Finance
- Vice President of Communication
- Person-at-Large
- Academic Program Representative
 - Master of Science, 42.5 and 60 credits
 - Master of Public Health, 45 credits
 - Doctor of Public Health
 - Doctor of Philosophy and Doctor of Science
- Community and Volunteer Engagement Coordinator
- Health and Wellness Coordinator
- Diversity, Equity and Inclusion Advocate
- Public Relations Coordinator
- Harvard Graduate Council (HGC) Representative
- International Students Advocate
- Non-voting Harvard Graduate Council Representative
- Harvard Graduate Council External Advocacy Committee Representative

The following positions serve for one academic year from the date they are elected until May commencement. For HCSA spring elected executive board positions, officers will begin their service on Commencement Day of the same year. Active students in good standing enrolled in a recognized degree seeking program housed at the School who will also be a student during the upcoming full academic year, fall and spring semesters, are eligible to run for election.

- President
- Vice President of Academic Affairs
- Vice President of Student Advocacy
- Vice President of Student Life

For HCSA positions elected in Spring 1, officers will begin their service the Monday after their election. Officers elected in Spring 1 to roles designated in a Spring 1 election will serve until the last day of fall semester. Officers must be active students, in good standing, and enrolled in a degree program housed at the Harvard T.H. Chan School of Public Health and must be enrolled in the spring and fall semesters.

- Academic Program Representatives
 - Master of Science, 80-credits
 - Master of Public Health, 65 credits

For HCSA positions elected in the summer the officer will begin their service the Monday after their election and serve until May Commencement.

- Academic Program Representatives
 - Master of Public Health, 45 credits in Epidemiology

Each officer must document all activities, programs, events, and lessons learned from their year as a HCSA officer and submit these materials to the HCSA President and VP of Communication no later than April 30.

Section 12: Certification

All HCSA officers must abide by the policies and procedures of the Harvard T.H. Chan School of Public Health and Harvard University, as outlined in the Student Handbook and/or elsewhere in University publications.

ARTICLE V: ELECTIONS AND APPOINTMENTS

All eligible students, including returning HCSA officers may run for election, and students are encouraged to nominate and vote for themselves. The Office of Student Affairs will act as the oversight body for all elections, tallying votes and acting as a neutral counselor in the event of any disputes over outcomes, proceedings and any additional proceedings.

Program Representatives: Active students in good standing enrolled in a recognized degree-seeking program housed at the School may be elected to represent that program. Likewise, only currently enrolled students in good standing from that program who will receive a degree from that program may elect their representative.

International Students Advocate: Only those currently enrolled as “international students” in good standing enrolled in a recognized degree-seeking program housed at Harvard Chan, may run for the position of International Students Advocate. Likewise, only those currently enrolled as “international students” in good standing, enrolled in a degree-seeking program at Harvard Chan may elect their representative.

For all other positions, all current students in good standing are eligible to run and vote for the seat. All voting will be conducted by secret ballot, to be counted by the Office of Student Affairs.

A list of all nominees, along with their photos and candidate statements, shall be posted on HCSA’s website and on the voting form. Nominations are due one week before voting occurs and candidates shall be given at least three days between the end of the nomination period and the beginning of the voting period to campaign. Election results shall be distributed to students, faculty and staff within one week of the end of the voting period. Office of Student Affairs will ensure school-wide emails are sent to all students for:

1. The day when nominations open
2. The day of voting opening
3. The day of voting closing
4. End of election with final outcomes

If a seat remains vacant after an election, the Executive Board reserves the right to appoint a current student in good standing to the position by a simple majority vote. This appointment must also be confirmed by a majority vote of the full HCSA body. If there are no current students willing to fill the position, it falls to the Vice President of that division to fulfill the seat's duties and responsibilities, which may include an appointment.

Rules for Nominees

- Nominees may spend up to \$25 of their own funds on campaign-related materials and must adhere to conduct outlined in the Student Handbook, the HCSA Code of Conduct, and guidelines created by the Office of Student Affairs.
- Additionally, nominees are prohibited from:
 - Damaging, defacing, or removing signs or endorsements for other candidates
 - Threaten or in any way discourage other students from running
 - Collecting campaign donations from any student, staff, faculty, alumni, office, department, or program on campus
- Candidates are responsible for the conduct of their campaign teams.

Nominees found violating these rules will be removed from the election ballot and may face sanctions from HCSA and the Office of Student Affairs.

Section 2: Fall Elections

Executive Board officers elected the previous spring are responsible for conducting fall elections. They should make all reasonable efforts to solicit nominations and votes from every active student in good standing. To this end, the Executive Board must hold an informational meeting for students interested in running for office the first week of the fall semester. Fall elections will take place within the first three weeks of the fall semester and a fall retreat will be held by the end of September. For a list of fall elected positions see Article IV Section 11.

Section 3: Spring 1 Elections

Executive Board officers are responsible for conducting spring 1 elections. They should make all reasonable efforts to solicit nominations and votes from every active student in good standing. To this end, the Executive Board must hold an informational meeting for students interested in running for office the first week of the spring semester. Spring 1 elections will take place within the first three weeks of the spring semester and a spring retreat will be held by the end of February. For a list of spring 1 elected positions see Article IV Section 11.

Section 4: Spring Executive Board Elections

The President, Vice President of Academic Affairs, Vice President of Student Advocacy, and Vice President of Student Life for the upcoming academic year shall be elected in the spring. Only active students in good standing at the School are eligible to cast a vote in the election.

Nominations for spring elections begin the Monday after Spring Break and voting must occur at least three weeks before the start of final exams in May.

Section 5: Summer Elections

Executive Board officers elected in the spring are responsible for conducting summer elections. They should make all reasonable efforts to solicit nominations and votes from every current student in good standing. Summer elections will take place within the first three weeks of June. For a list of summer elected positions see Article IV Section 11.

Section 6: Officer Appointments

The Person-at-Large position is an advisory position on the Executive Board, meant to preserve institutional memory in HCSA between academic years. This position may be held by an alumnus or alumna; however, the position is not an officer, cannot incur expenses, and has no voting privileges within the HCSA. The PAL may not hold another position in HCSA.

The Spring Elected Executive Board appoints the PAL by a simple majority vote. In the case of a tie, the President shall cast the deciding vote. The PAL shall negotiate his/her level of commitment with the Executive Board within one week of being appointed and must be able to provide advice as needed within 48 hours of solicitation.

For any appointed roles, the Executive Board shall choose by a simple majority vote. In the case of a tie, the President shall cast the deciding vote.

ARTICLE VI: AMENDMENTS TO THE CONSTITUTION & MEETING RULES

Section 1: AMENDMENTS TO THE CONSTITUTION

A motion to amend the constitution may be presented at any meeting of HCSA. A proposal requires 2/3 vote of those officers present to be approved. Upon ratification, this Constitution will supersede the provisions and authority of all other constitutions.

Section 2: MEETING RULES

All meetings shall operate under Robert's Rules of Order, newly revised. Each HCSA may adopt standing rules by majority vote as they fine necessary. All standing rules not covering the preceding articles and not covered in Robert's Rules of Order are valid for only the semester in which they were adopted. Standing rules may be changed by a majority vote of the specific groups concerned.