

Harris Student Government

BYLAWS

HARRIS STUDENT GOVERNMENT

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TABLE OF CONTENTS

PREAMBLE

ARTICLE I: NAME AND LOCATION

Section 1: Name

Section 2: Location

ARTICLE II: MISSION AND DEFINITIONS

Section 1: Mission

Section 2: Definitions

ARTICLE III: ORGANIZATION

ARTICLE IV: EXECUTIVE BOARD RESPONSIBILITIES AND COMMITTEES

Section 1: Requirements for Executive Board Members

Section 2: Executive Board Members

Section 3: Duties and Responsibilities

ARTICLE V: COMMITTEES

Section 1: Requirements for Committee Members

Section 2: Committees

Section 3: Standing Committee Duties & Responsibilities

Section 4: Creating, Expanding, or Decreasing Membership of Standing Committees

Section 5: Creating or Removing Standing Committees

Section 6: Ad Hoc Committee

ARTICLE VI: EXECUTIVE BOARD ELECTION SYSTEM

Section 1: Election Governing Committee

Section 2: Requirements for Candidates

Section 3: Election Process and Recommended Timelines

Section 4: Campaigns

Section 5: Voting in Elections

Section 6: Write-In Candidates

Section 7: Election Results

Section 8: Transition Period and Start of Term

ARTICLE VII: COMMITTEE APPOINTMENT SYSTEM

Section 1: Committee Appointments

Section 2: Requirements for Committee Candidates

Section 3: Recommended Appointment Timelines

ARTICLE VIII: OFFICER REMOVAL

Section 1: Removal of the Executive Board Members

Section 2: Removal of the President

ARTICLE IX: VACANT HARRIS STUDENT GOVERNMENT POSITIONS

Section 1: Vacant Executive Board Positions

Section 2: Vacant Committee Positions

Section 3: Vacant Office of the President

ARTICLE X: FUNDING

ARTICLE XI: HARRIS STUDENT ORGANIZATIONS

Section 1: Recognition

Section 2: Recognition Status

ARTICLE XII: MEETINGS

Section 1: General HSG Meetings

Section 2: Executive Board Meetings

Section 3: Committee Meetings

ARTICLE XIII: AMENDMENTS

ARTICLE XIV: DISPUTE RESOLUTION

Section 1: Purpose

Section 2: Informal Resolution

Section 3: Formal Resolution

Section 4: Confidentiality and Records

PREAMBLE

The Harris Student Government serves as the main liaison between the Administration and the student body, orienting its actions to the enhancement of graduate student life at The Irving B. Harris Graduate School of Public Policy Studies (Harris). As the premier Harris Student Organization, our mission is to strengthen the relations between the Student Body, Faculty, and Administration.

ARTICLE I: NAME AND LOCATION

Section 1: Name

The official name of this organization is the Harris Student Government (HSG).

Section 2: Location

The official mailing address of the organization is 1307 East 60th Street, Chicago, Illinois 60637.

ARTICLE II: MISSION AND DEFINITIONS

Section 1: Mission

Harris Student Government represents all Harris students across the academic programs offered at Harris. We are committed to promoting student welfare, facilitating student participation in policy and decision-making at Harris and The University of Chicago, and amplifying student opinion and expression. We strive to create and encourage opportunities that are inclusive and reflective of our diverse student body. HSG is dedicated to listening to students, staff, and faculty to ensure the responsible utilization of available resources and to foster an environment where every voice is heard and valued.

Section 2: Definitions

- a. First-year: A student who has been admitted to Harris and is in their first academic year.
- b. Second-year +: A student who has been a registered student at Harris for at least three quarters, excluding any periods of leave of absence.
- c. Student Body: Admitted students across all programs offered in Harris, including 1) Master of Public Policy, 2) Master of Science in Computational Analysis and Public Policy, 3) Master of Art in Public Policy, 4) Master of Art in Public Policy with Certificate in Research Methods, 5) Evening Master Program, 6) Ph.D., and any other programs that may be created under Harris.

ARTICLE III: ORGANIZATION

HSG is composed of two integral components: Executive Board and Committees. As an entity, they are known as the Harris Students Government. The Executive Board is responsible for overarching leadership, strategic planning, and coordination of HSG activities. The Committees are tasked with executing specific initiatives and programs that align with our mission. These two bodies operate in synergy, ensuring a comprehensive approach to student representation and advocacy.

ARTICLE IV: EXECUTIVE BOARD RESPONSIBILITIES AND COMMITTEES

Section 1: Requirements for Executive Board Members

- a. All Executive Board members must be in good academic and conduct standing within the Harris community.
- b. Members must be degree-seeking students at the Harris School, demonstrating a commitment to their academic pursuits and adherence to school policies.
- c. Members should exhibit leadership potential and a history of positive involvement in school or community activities.

Section 2: Executive Board Members

The Executive Board positions are as follows:

- a. President
- b. Vice President
- c. Finance Committee Chair
- d. Academic Committee Chair
- e. Career and Alumni Relations Committee Chair
- f. Secretary General
- g. First-Year Representative
- h. Graduate Council Liaisons (up to 3 or as determined by the Graduate Council)

Section 3: Duties and Responsibilities

a. President

- (i) Eligibility: Must be a second-year + student.
- (ii) Process: Elected during the Spring Quarter election.
- (iii) Term of Service: Expected to serve for the full academic year following the Spring Quarter election.
- (iv) Responsibilities:
 - (1) Acts as the principal liaison between the Student Body and external entities, including but not limited to the Harris School of Public Policy and The University of Chicago administration, the Career Development Office, the Alumni Relations Office, the Student Engagement Team, as well as faculty and staff.
 - (2) Oversees the Executive Board and ensures the smooth operation of the Harris Student Government.
 - (3) Manages relationships with the student leadership of Harris Student Organizations and serves as a primary point of contact.
 - (4) Leads and represents HSG in public communications, articulating policy, goals, and objectives through verbal and written statements.
 - (5) Organizes and conducts board meetings and oversees the approval of external communications.
 - (6) Serves as the primary contact for addressing student concerns.
 - (7) Develops a strategic vision for the organization and establishes objectives to realize that vision.

- (8) Engages in Orientation Week activities to support the Student Engagement Team in welcoming new students.
- (9) Exercises the casting vote in the event of a tie in Board decisions.

b. Vice-President

- (i) Eligibility: Must be a second-year + student.
- (ii) Process: Elected during the Spring Quarter election.
- (iii) Term of Service: Expected to serve for the full academic year following the Spring Quarter election.
- (iv) Responsibilities:
 - (1) Oversees internal operations and logistics for the Harris Student Government, including but not limited to the management of standing and ad hoc committees and the upkeep of bylaws.
 - (2) Directs and manages the election process for the Executive Board and the appointment procedures for committee positions.
 - (3) Conducts regular check-ins with the board and committees to ensure effective communication and collaboration.
 - (4) Steps in to fulfill the duties of the President in their absence.

c. Finance Committee Chair

- (i) Eligibility: Must be a second-year + student.
- (ii) Process: Elected during the Spring Quarter election.
- (iii) Term of Service: Expected to serve for the full academic year following the Spring Quarter election.
- (iv) Responsibilities:
 - (1) Sets budgetary allocation for HSOs and HSG activities with the Board approval.
 - (2) Creates allocation applications at Harrishub and requires HSOs to submit applications within the specified timelines.
 - (3) Leads the review and administration of the HSOs allocation applications.
 - (4) Ensures the disbursement of approved allocation to respective HSOs through Student Engagement.
 - (5) Ensures public dissemination of the committee's budgeting decisions and allocations.
 - (6) Coordinates with the Student Engagement Team to resolve technical issues faced by HSOs from submitting their allocation applications at Harrishub.
 - (7) Creates and maintains a yearly budget for Harris Student Government-funded activities.
 - (8) Chairs Finance Committee meetings and attending necessary budget-related meetings, if required.
 - (9) Reviews rules and guidelines for HSOs allocation funding process, and update with the collaboration of HSO leaders and Student Engagement, if required.

d. Academic Committee Chair

- (i) Eligibility: Must be a second-year + student.
- (ii) Process: Elected during the Spring Quarter election.
- (iii) Term of Service: Expected to serve for the full academic year following the Spring Quarter election.

(iv) Responsibilities:

- (1) Oversees the overall Academic Committee's activities and initiatives.
- (2) Develops and recommends improvements to core curricula, certificate program, and academic training at Harris.
- (3) Receives and addresses comments and issues raised from students regarding academic matters in appropriate communication channels determined effective by the Academic Committee
- (4) Participates in academic dishonesty meetings in collaboration with the Dean of Students' office.
- (5) Selects a Vice Chair among the appointed Academic Committee members.
- (6) Holds bi-quarterly meetings with the staff contact in the Dean of Students office.
- (7) Assists the President on serving as the liaison between the Student Body and faculty.

e. Career and Alumni Relations Committee Chair

- (i) Eligibility: Must be a second-year + student.
- (ii) Process: Elected during the Spring Quarter election.
- (iii) Term of Service: Expected to serve for the full academic year following the Spring Quarter election.
- (iv) Responsibilities:
 - (1) Oversees committee's activities and initiatives.
 - (2) Acts as the primary liaison between the Student Body and key related entities, including but not limited to the Alumni Relations & Development Team and the Career Development Office (CDO).
 - (3) Receives and shares comments and issues raised from students regarding experiences with career development, engagements, and relevant resources.
 - (4) Serves as a vital liaison between the CDO and the student body within the framework of the student government, facilitating effective communication, engagement, relevant resources, sharing comments and complaints to enhance career-related initiatives and opportunities for the student community.
 - (5) Serves as a liaison to the Office of International Affairs (OIA) and organizes events focused on visa-related matters in collaboration with the OIA office to ensuring a smooth and informed process for international students.

f. Secretary-General

- (i) Eligibility: Must be a second-year + student.
- (ii) Process: The HSG Executive Board will appoint the person in the position through the application and appointment process in the Spring Quarter.
- (iii) Term of Service: Expected to serve the entire academic year following the Spring Quarter appointment.
- (iv) Responsibilities:
 - (1) Keeps and organizes archives and records for the Harris Student Government.
 - (2) Oversees the scheduling and email communications for HSG.
 - (3) Facilitates the distribution of updates and correspondence to the community.
 - (4) Collaborates with and supports the Executive Board in fulfilling their responsibilities during their term of office.

- (5) Documents the minutes for Harris Student Government (HSG) board meetings.
- (6) Serves as an additional point of contact for the student body.

g. First-Year Representative

- (i) Eligibility: Must be a first-year student.
- (ii) Process: The HSG Executive Board will appoint the person in the position through the application and appointment process in the Fall Quarter.
- (iii) Term of Service: Expected to serve the entire academic year following the Fall Quarter appointment.
- (iv) Responsibilities:
 - (1) Serves as the primary liaison between first-year students and the Harris Student Government, ensuring their concerns and interests are represented.
 - (2) Engages actively with first-year students to understand their needs, challenges, and aspirations.
 - (3) Communicates and collaborates with the HSG Executive Board to address issues specific to first-year students.
 - (4) Keep first-year students informed about HSG activities, opportunities, and resources available to them.

h. Graduate Council Liaisons

- (i) Eligibility:
 - (1) The eligibility for the position of Graduate Council (GC) Liaison shall be contingent upon the proportionate representation of the Harris School of Public Policy students within the total graduate student population at the University of Chicago.
 - (2) Composition Based on Representation
 - (1) In the Case of Three Liaisons: Should the representation warrant the allocation of three Graduate Council Liaisons, the composition shall be as follows: at least one of the liaisons must be second-year students from the Harris School of Public Policy, and two liaisons must be a first-year student from the same school.
 - (2) In the Case of Two Liaisons: If the representation necessitates only two Graduate Council Liaisons, the composition shall be composed of at least one second-year student and one first-year student from the Harris School of Public Policy.
 - (3) Each cohort of Graduate Council Liaisons must demonstrate a commitment to diversity. This includes, but is not limited to, diversity in academic interests, perspectives, and backgrounds. The aim is to ensure a comprehensive representation of the Harris School's student body in the Graduate Council.
- (ii) Process: The new Executive Board will appoint people in position through the application and appointment process in the Fall Quarter.
- (iii) Term of Service: Expected to serve the entire academic year following the Fall Quarter appointment.
- (iv) Responsibilities:
 - (1) Represents the entire student body of the Harris School of Public Policy at meetings, events, and other affairs convened or overseen by the Graduate Council.

- (2) Attends all such events and meetings unless exceptional circumstances arise. This ensures consistent and effective representation of the Harris School of Public Policy.
 - (3) Represents both the Graduate Council and the Harris Student Government.
 - (4) Tasks to the crucial role of establishing and maintaining effective communication channels between the Graduate Council, HSG, and the Harris Student Body.
 - (5) Takes the interest of the Harris School Government in precedence in the event of any disagreements or conflicts of interest between the Graduate Council and the Harris Student Government.
- (v) Additional Considerations:
- (1) Although HSG follows its bylaws for selecting and determining the term of Graduate Council Liaisons, the Graduate Council may establish its own criteria and procedures for their appointment and duration.
 - (2) Should there be discrepancies in terms, HSG will collaborate with the Graduate Council to ensure consistency and adherence to the overarching guidelines or stipulations established by the Graduate Council.

ARTICLE V: COMMITTEES

Section 1: Requirements for Committee Members

- a. All Committee members must be in good academic and conduct standing within the Harris School community.
- b. All Committee members must be degree-seeking students at the Harris School, demonstrating a commitment to their academic pursuits and adherence to school policies.
- c. Members should exhibit leadership potential and a history of positive involvement in school or community activities.

Section 2: Committees

- a. Finance Committee
- b. Academic Committee
- c. Career and Alumni Relations Committee
- d. Ad Hoc Committee(s)

Section 3: Standing Committee Duties & Responsibilities

a. Finance Committee

- (i) The Finance Committee will consist of no more than 7 members: Finance Committee will strive to represent first and second-year students from more than one-degree program (Master of Public Policy, Master of Science in Computational Analysis and Public Policy, Master of Art in Public Policy, Master of Art in Public Policy with Certificate in Research Methods, Evening Master Program, Ph.D., etc.)
- (ii) Committee members are expected to serve the entire academic year following their appointments.
- (iii) The committee is expected to meet at least twice a quarter or at an appropriate and reasonable time chosen by the Finance Chair in conjunction with the Finance Committee members.
- (iv) The committee will track and archive Harris Student Government's account transactions. These documents will be transferred to the incoming Executive Board in the Spring Quarter following elections during the transition process. Other responsibilities include monitoring funding to Harris Student Organizations and other Harris students and providing guidance to Harris Student Organizations about funding opportunities at Harris and The University of Chicago.
- (v) The committee will share their budgeting decisions and allocations with the Harris School student body.
- (vi) It is the aim of the Finance Committee to coordinate a budgetary process for Harris Student Government in harmony with student organizations. Direct conversations between the Finance Committee and Harris Student Organizations' Treasurers (or designated representatives) shall be undertaken, as necessary and appropriate, to assist with funding needs in an equitable manner.
- (vii) This committee is a standing (permanent) committee.

b. Academic Committee

- (i) The Academic Committee will consist of no more than 7 members and strive to represent first and second-year students from more than one-degree program (Master of Public Policy, Master of Science in Computational Analysis and Public Policy, Master of Art in Public Policy, Master of Art in Public Policy with Certificate in Research Methods, Evening Master Program, Ph.D., etc.)
- (ii) Committee members are expected to serve the entire academic year following their appointments.
- (iii) The Academic Committee is recommended to meet weekly throughout the quarter at an appropriate and reasonable time.
- (iv) The Academic Committee provides a review of the Core Curriculum during the Spring Quarter and share the deliverables to the appropriate authority to suggest improvements.
- (v) The Academic Committee will liaise between the Harris administration and the student body on academic issues. Other responsibilities include engaging with the administration to solve ongoing student concerns with transparency and occasionally serving as student representatives for academic dishonesty cases.
- (vi) The Vice-Chair shall be a first-year student appointed by the Academic Committee Chair.
- (vii) This committee is a standing (permanent) committee.

c. Career and Alumni Relations Committee

- (i) The Career and Alumni Relations Committee will consist of no more than of 7 members and strive to represent first and second-year students from more than one-degree program (Master of Public Policy, Master of Science in Computational Analysis and Public Policy, Master of Art in Public Policy, Master of Art in Public Policy with Certificate in Research Methods, Evening Master Program, Ph.D., etc.)
- (ii) Committee members are expected to serve the entire academic year following their appointments.
- (iii) This committee is expected to meet at least twice a quarter or at an appropriate and reasonable time chosen by the Career and Alumni Relations Committee Chair in conjunction with the remaining Committee members.
- (iv) This committee will liaise with the Harris Careers Development Office, the Harris Alumni Relations and Development, and the Student Body on matters relating to careers and alumni relations.
- (v) The committee may work independently and/or alongside the Harris Administration to collate students' views, conduct studies, organize events, and work on special projects relating to careers and relations.
- (vi) This committee is a standing (permanent) committee.

Section 4: Creating, Expanding, or Decreasing Membership of Standing Committees

- a. Standing committees shall be moderately expanded or decreased at the recommendation of the President and/or Vice President subject to the student body's needs.
- b. Approval must be subjected to a majority vote by the HSG Executive Board.

Section 5: Creating or Removing Standing Committees

- a. New standing committees can be created by the President, and the approval is subjected to vote by majority of the Executive Board.
- b. Current standing committees can be removed by the President, and the approval is subjected to vote by majority of the Executive Board.

Section 6: Ad Hoc Committee

- a. Ad hoc committees may be formed as needed for the purpose of Harris Student Government to help with an event or project.
 - (i) Formed by the President of Harris Student Government and/or Harris Student Government Executive Board.
 - (ii) When asked by Harris staff, students, and faculty, special consideration is given to creation.
- b. Ad hoc committees shall be held by the following students in good standing.
 - (i) Harris Student Government Executive Board
 - (1) Created at the discretion of the Harris Student Government Executive Board where only Harris Student Government Executive Board (elected members) can serve on this board.
 - (2) Examples include disciplinary issues, etc.
 - (ii) Harris Student Government
 - (1) Created at the discretion of the Harris Student Government Executive Board, where only Harris Student Government (elected and appointed members) can serve on this board.
 - (2) Examples include Career Development Office feedback task force, etc.
 - (iii) Student Body
 - (1) Created at the discretion of the Harris Student Government Executive Board where only Harris students can serve on this board.

ARTICLE VI: EXECUTIVE BOARD ELECTION SYSTEM

Section 1: Election Governing Committee

- a. The Executive Board will create an ad hoc election committee to oversee the election process.
- b. The election committee will state the election rules to the student body, certify that those who declared an intention to run meet the necessary qualifications for the election, monitor campaigns, administer the voting process, oversee the votes, and report the results to the Executive Board.
- c. Students declaring to run on the election cannot serve on the election committee.
- d. The detailed process of the election including but not limited to the timeline, applications, etc. are at the discretion of the election committee.
- e. The election committee may include no more than two executive board members. The committee will also be composed of at least two non-executive board members. These non-executive members must be currently enrolled Harris students.

Section. 2: Requirements for Candidates

- a. All candidates must be a degree-seeking student at Harris in good academic and conduct standing.
- b. All candidates must satisfy the stated requirements of their respective position of interest in accordance with Article IV.

Section 3: Election Process and Recommended Timelines

- a. All interested candidates who are not graduating in June will declare their intention to run for the Executive Board positions in accordance with the procedures outlined by the election committee.
- b. All candidates must declare their intention to run individually.
- c. No candidate may run for more than one (1) position on the Executive Board in a given election.
- d. Recommended Timeline (may be rescheduled at the discretion of the Election Committee):
 - (i) The election process announced on Week 4.
 - (ii) Declare an intention to run within 10 days after the official announcement of the election process.
 - (iii) Certified by the committee within 7 days of the declaration deadline.
 - (iv) Election held on Week 7
 - (v) Results announced within 72 hours from the close of voting.
 - (vi) While this timeline is flexible, the election committee will have no longer than 6 academic weeks to hold the election and announce results.

Section 4: Campaigns

- a. Campaigning shall be defined as disseminating printed material, commercial ads, public speeches, and displays regarding any candidate or ballot measure. Any Harris Student Government officeholder's actions while discharging their duties shall not be considered campaigning.
- b. No candidate shall spend more than \$350.00 per candidacy.

- c. No candidate shall use any Harris Student Government resources for campaigning purposes. Failure to obey this provision shall constitute sufficient grounds for disqualification.
- d. All campaign materials shall bear the name of the candidate who has published them. Failure to obey this provision shall constitute sufficient grounds for disqualification.
- e. Any action of a candidate that is found unbecoming of a student by Harris Student Government, as demonstrated by either a majority vote of the current Executive Board or a majority vote by the ad hoc committee, shall result in immediate disqualification. Additional disciplinary measures may be taken if Harris Student Government deems them necessary.

Section 5: Voting in Elections

- a. Only Harris students with at least one more quarter left on their academic program can vote on are eligible to vote in the election process.
- b. A list of all registered students shall be maintained by the Student Engagement Team and the election committee.
- c. Ballots shall be released electronically (or manually if deemed necessary by the Executive board and the ad hoc committee) by the ad hoc committee and at times specified by the ad hoc committee.
- d. The ad hoc committee will manage the counting of ballots returned after voting and announce the results to the Student Body.

Section 6: Write-In Candidates

- a. Write-in candidates shall be allowed for all positions. If there are no candidates for an office, the write-in candidate must appear on at least one-third of the write-in ballots cast to be elected and win the election by a majority of votes.
- b. Write-in candidates must be in good standing by the criteria expressed in Article IV.

Section 7: Election Results

- a. If more than one candidate runs for an elected office, the winner shall be the candidate who receives the majority (50% +) of the votes cast.
- b. If no candidate receives a majority of the votes, Harris Student Government shall hold a runoff election to determine the winner.
- c. The winner of the runoff election will be determined by majority (50%+) of the votes casted on the runoff election.
- d. The results shall be announced to the student body within 72 hours from the close of voting.
- e. If an elected candidate abdicates their position at any time before the start of the Fall Quarter, the vacated position can be transferred to the next candidate who garnered a plurality of votes during the previous election.

Section 8: Transition Period and Start of Term

- a. The term for newly elected members of the Harris Student Government will officially commence in Week 9 of the Spring Quarter.
- b. Transition Meetings:
 - (i) All newly elected board members and incumbents are required to attend at least two meetings (individual and Executive Board meetings) to ensure a seamless transfer of

knowledge and responsibilities.

- (ii) Prior to the end of Spring Quarter, the newly elected President, Vice President, and the Secretary-General must attend a transition meeting with the Harris School of Public Policy leadership to align on expectations and objectives for the upcoming term.

ARTICLE VII: COMMITTEE APPOINTMENT SYSTEM

Section 1: Committee Appointments

Committee positions will be based on an appointment application process. The Executive Board will appoint committee positions. Following an application process, the Executive Board appoints these positions in both the Spring and Fall Quarter.

Section 2: Requirements for Committee Candidates

- a. Degree-seeking first-year student or a second-year + student at the Harris School.
- b. Applicants must be in good academic and conduct standing within the Harris School community.

Section 3: Recommended Appointment Timelines

- a. Spring Quarter Appointments
 - (i) All interested candidates must submit applications for the positions announced by the Executive Board.
 - (ii) The application process will be determined by the newly elected Executive Board after the Spring Quarter election.
 - (iii) After receiving the applications, the Executive Board will review and select candidates for the appointed positions.
 - (iv) The Executive Board should aim to ensure a balanced representation of incoming first-year students in the committee appointments for the upcoming Fall Quarter.
- b. Fall Quarter Appointments
 - (i) All interested candidates must submit applications for the positions announced by the Executive Board.
 - (ii) The application process will be determined by the Executive Board.
 - (iii) After receiving the applications, the Executive Board will review and select candidates for the appointed positions.
 - (iv) While Fall Quarter appointments primarily focus on first-year students, second-year+ students may also be considered.

ARTICLE VIII: OFFICER REMOVAL

Section 1: Removal of the Executive Board Members

- a. If an Executive Board officer is found to no longer be in good standing at Harris, acting maliciously or in bad faith, or not upholding the duties or responsibilities of their office, the Executive Board, or the Harris Student Government, they can be removed at the discretion of the President, with the consent of no less than a two-thirds vote of the remaining Executive Board members.
- b. The elected officials in question will not have a vote in this procedure.
- c. The elected officials will have the chance to defend themselves to the Executive Board before the removal vote in a manner determined by the President (i.e., in-person appeal, via written letter, etc.).
- d. Following their removal, the former officer will not be eligible for any Harris Student Government position for their remaining time at Harris, whether elected (including write-ins) or appointed. This also applies in the situation where the Executive Board officer resigns from their position. They will be ineligible to run for any future Executive Board positions.
- e. These clauses apply to all Executive Board positions except for the Presidency.

Section 2: Removal of the President

- a. If the President is found to no longer be in good standing at Harris, acting maliciously or in bad faith, or not upholding the duties or responsibilities of their office, the Executive Board, or the Harris Student Government, they can be removed with the consent of no less than a two-thirds vote of the remaining Executive Board members.
- b. The President will not have a vote in this procedure.
- c. The President will have the chance to defend themselves or their counterpart to the Executive Board before the removal vote, in a manner determined by the remaining Executive Board (i.e., in-person appeal, via written letter, etc.).
- d. The Director of Student Engagement may be in attendance throughout the removal process as requested by the Executive Board, though they have no voting power.
- e. Following their removal, the former President will not be eligible for any Harris Student Government position for their remaining time at Harris, whether elected (including write-ins) or appointed. This also applies in the situation where the President resigns from their position. They will be ineligible to run for any future Executive Board positions.

ARTICLE IX: VACANT HARRIS STUDENT GOVERNMENT POSITIONS

Section 1: Vacant Executive Board Positions

- a. A vacancy in an Executive Board position may occur due to resignation, removal, or the absence of eligible candidates for a position.
- b. In the event of a vacancy, the President shall nominate a replacement for the vacant position. The appointment must be approved by a majority vote of the remaining Executive Board members. All newly appointed members must meet the eligibility criteria for Executive Board positions.
- c. This clause applies to all Executive Board positions except for the Presidency.

Section 2: Vacant Committee Positions

- a. A vacancy in a committee position may occur due to resignation, removal, or the absence of eligible candidates for the position.
- b. The President shall nominate a replacement for the vacant committee position. The appointment must be approved by a majority vote of the remaining Executive Board members. All newly appointed committee members must meet the eligibility criteria for their respective positions.

Section 3: Vacancy in the Office of the President

- a. A vacancy in the Office of the President may occur due to resignation, removal, or the absence of eligible candidates for the position.
- b. In the event of a vacancy in the Office of the President, the remaining Executive Board members shall create an ad hoc special election committee to administer an additional student body-wide election to elect a new President. The guidelines for this election shall follow those listed in Article VI, with an adjusted timeline set by the appointed ad hoc election committee to ensure a respectful and efficient electoral process.

ARTICLE X: FUNDING

Harris Student Organizations registered with the Harris Student Government, and those who operate within and serve Harris School students shall have the right to spend money allocated to them as approved by the Finance Committee as long as Harris Student Government continues to receive funding from the Harris School Administration and The University of Chicago.

The Finance Committee shall provide each Harris Student Organization funding per expenditure basis. The Finance Committee, subject to Executive Board approval, shall determine the amount of money for each student organization.

The Finance Committee shall request, prior to all expenditures, a plan from each student organization for the use of funds to be provided by Harris Student Government using budget allocation forms. The request will detail expense requests for events/miscellaneous requirements and a description of students to be served. Expense requests will be considered by the full committee at regular intervals as determined by the Finance Committee Chair.

All budgeting decisions and allocations shall be publicly disseminated to the Harris School student body by the Finance Committee.

HSOs shall follow The University of Chicago and Harris School procedures for reimbursements and other rules that the Finance Committee may adopt at the beginning of each academic year. The reimbursement process is outside of the control of the Harris Student Government.

ARTICLE XI: HARRIS STUDENT ORGANIZATIONS

Section 1: Recognition

a. Conditions

- (i) Only currently registered Harris students are eligible for active membership status in Harris Student Organizations. All other persons, but not limited to, faculty, staff, and community members, may participate in the organization but will not be recognized as leaders of the organization.
- (ii) Harris Student Organizations may not discriminate against any potential members based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, or other factors irrelevant to participation in programs of The University of Chicago.
- (iii) The purpose and/or functions of a Harris Student Organization must not duplicate those of an existing Harris Student Organization.
- (iv) Harris Student Organizations must hold at least one event per quarter of the academic year.

b. Process

- (i) The Executive Board will open the "New Harris Student Organization Recognition Application" in both the Fall and Spring Quarters. The Executive Board reserves the right to adjust the application timeline as necessary.
- (ii) A group of enrolled Harris students interested in creating a new Harris Student Organization shall include at least three (3) students committed to the completion of their Harris Student Organization recognition process. This group will be known as "Prospective HSO Leadership."
- (iii) The prospective Harris Student Organization must obtain at least three (3) signatures from the active HSO leadership.
- (iv) The Prospective HSO Leadership shall complete the New HSO Recognition Application.
- (v) The Executive Board will review the application and schedule a meeting with the Prospective HSO Leadership upon request to discuss the submitted application, ask questions to the Board about HSO opportunities, and answer questions from the Board about the prospective HSO.
- (vi) The Executive Board will review and vote by majority to approve or deny Harris Student Organization status to the submitted organization within three weeks of the application deadline.
- (vii) The application will specify guidelines and criteria for new HSOs.
- (viii) If the prospective Harris Student Organization is granted recognition, then its Leadership will undertake the required training by Student Engagement Team before it can begin organizational operations.
- (ix) If the prospective Harris Student Organization is denied recognition, then its Leadership will be given a detailed explanation or granted a meeting with the Executive Board as requested. If relevant, then the explanation will include how the denied organization could gain recognition in the next application cycle.

Section 2: Recognition Status

a. Active Status

- (i) Prior to the end of each Spring Quarter, every Harris Student Organization must submit a list of students who shall carry the leadership of the Harris Student Organization for the next academic year and updated guiding documents (i.e., Bylaws). Harris Student Organizations who fail to do so will be subject to losing their recognition status by Harris Student Government and the Student Engagement Team.
- (ii) Additional requirements to maintain the active status may include but not limited to participating in HSO training, finance audits, etc. These requirements will be notified to HSO leaderships in advanced.

b. Dormant Status

- (i) Harris Student Organizations with little to no programming, as determined by the Executive Board, for two (2) consecutive academic quarters and/or no leadership to carry over will be moved to dormant status and warned of their new status by the President. Dormant Harris Student Organizations will remain dormant for one (1) academic year before being removed as a recognized Harris Student Organization.
- (ii) Dormant Harris Student Organizations can regain their active recognition status by providing at least three (3) students committed to the leadership of the Harris Student Organization and programming proposals for the academic year.

ARTICLE XII: MEETINGS

Section 1: General HSG Meetings

- a. The President will convene the entire Harris Student Government for a welcome meeting in the Fall Quarter following the appointment schedule.
- b. Additional General HSG meetings may be held as deemed necessary by its members.
- c. When scheduling the HSG meetings, the Executive Board will act in good faith in determining a convenient date, time, and location that is respectful of students' time.

Section 2: Executive Board Meetings

- a. The Executive Board shall have, at a minimum, meetings on a bi-weekly (once every two weeks) basis during each quarter of each academic year. The President, Vice President, and Secretary-General shall arrange a convenient time and place for all meetings.
- b. For all matters requiring votes or major consensus decisions, a minimum of one-half of the Executive Board members must be present. Votes shall be decided by a majority vote of the Executive Board (50% +). In cases where a vote must occur outside of regularly scheduled meetings, voting by email is permitted if there are no objections.
- c. Executive Board members must notify the Secretary-General in advance if they plan to miss any meetings. More than three (3) unjustified absences during the member's elected term will result in consideration for removal from office.

Section 3: Committee Meetings

- a. Committee meetings shall be scheduled based on a regular interval determined by the Chair of each committee, taking into consideration of the availability of committee members and the urgency of committee matters. The Chair shall provide reasonable notice of each meeting to all committee members.
- b. For all matters requiring votes or major consensus decisions, a minimum of one-half of the committee members must be present. Votes shall be decided by a majority of the committee (50% +). In cases where a vote must occur outside of regularly scheduled meetings, voting by email is permitted if there are no objections.
- c. Members of the Committee must notify the Chair in advance if they plan to miss any meetings. More than three (3) unjustified absences during the member's elected term will result in consideration for removal from the committee.

ARTICLE XIII: BYLAWS MAINTENANCE AND AMENDMENTS

Section 1: Bylaws Maintenance

- a. The Harris Student Government shall conduct an annual review of the Bylaws to ensure their relevance and effectiveness in governing the organization.
- b. The Vice President shall coordinate the review process, soliciting input from the Executive Board, committee chairs, and the general student body as deemed necessary.
- c. Any recommended changes or updates, if any, identified during the review process shall be documented and presented to the Executive Board for consideration.
- d. The Executive Board shall evaluate the proposed changes, if any, and decide whether to initiate the amendment process as outlined in Article XIII Section 2.

Section 2: Amendments

- a. Any members of the Harris Student Government may submit a proposal for amendments.
- b. Proposals for amendments to the Bylaws must be formally submitted in writing to the Vice President.
- c. Following submission, the Executive Board is required to deliberate and vote on the proposed changes within three (3) weeks.
- d. A majority vote is necessary for any amendments to proceed and approved.
- e. Upon approval by the Executive Board, a comprehensive notice detailing the proposed changes will be disseminated to the Student Body. This aims to solicit feedback and ensure transparency regarding the modifications being considered.
- f. After collecting and reviewing the feedback, the Executive Board will address and incorporate comments deemed appropriate.
- g. The Executive Board will schedule a specific date for the formal signing of the amendments to the Bylaws, thereby officially enacting the changes.
- h. The new Bylaws shall be disseminated to the Student Body.

ARTICLE XIV: DISPUTE RESOLUTION

Section 1: Purpose

- a. The purpose of this section is to provide a clear and structured process for resolving disputes, conflicts, or disagreements that may arise within the Harris Student Government.

Section 2: Informal Resolution

- a. In the event of a dispute, the involved parties are encouraged to attempt an informal resolution through direct communication and discussion.
- b. If the parties are unable to resolve the conflict informally, they may seek the assistance of the Executive Board to facilitate a resolution.

Section 3: Formal Resolution

- a. If informal resolution efforts are unsuccessful, the parties may request a formal resolution process.
- b. The Vice President shall convene an ad hoc Dispute Resolution Committee, consisting of neutral Executive Board members and, if necessary, an impartial advisor appointed by the Vice President with the majority agreement from the Executive Board.
- c. The Dispute Resolution Committee shall review the dispute, gather relevant information, and hear from all involved parties.
- d. The Committee shall strive to reach a resolution that is fair and in the best interest of the Harris Student Government and its members.
- e. The Committee's decision shall be communicated to the involved parties and shall be final, barring any procedural errors or new evidence.
- f. All parties must respect the decision made by the Dispute Resolution Committee. Failure to comply with the decision may result in further action by the Executive Board in accordance with the bylaws.
- g. If the Vice President is involved in the dispute, the Executive Board will assume the responsibility of the Vice President in forming the ad hoc committee.

Section 4: Confidentiality and Records

- a. All parties involved in the dispute resolution process are expected to maintain confidentiality to ensure a fair and respectful process.
- b. A record of formal dispute resolutions shall be maintained by the Secretary-General or appropriate personnel for future reference and to aid in the continuous improvement of the process.