

CONSTITUTION OF THE HARVARD REPUBLICAN CLUB

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ARTICLE I - NAME

The name of this organization shall be the Harvard Republican Club, hereinafter referred to as "the club" or "the HRC."

ARTICLE II - PURPOSE

The purpose of the club shall be threefold. First, the club shall encourage students at Harvard University to support, discuss and advance the philosophy, values and policies of the Republican Party. Second, the club shall assist Republican campaigns on a university, local, state and national level, and shall promote the adoption of Republican and conservative policies by various facets of the University. Third, the club shall provide a friendly and social atmosphere for its members.

ARTICLE III - BOARD STRUCTURE AND GOVERNANCE

Section A. Introduction - The club shall be governed by one board: The Executive Board.

Section B. Executive Board - To streamline club operations, the tasks, decisions, and planning of the club shall be delegated to the Executive Board. The Executive Board also organizes and leads the club, calling and chairing regular club meetings, organizing club operations, and serving as or appointing leaders of any committees.

Section C. Voting Requirements - Quorum for the Executive Board is 1/2 of the Executive Board membership; otherwise no votes taken at an Executive Board meeting are binding. Only Executive Board members may vote at Executive Board meetings.

Section D. Confidentiality - Information shared within the Executive Board is, unless otherwise stated, considered confidential, including information shared at meetings and over Executive Board email lists.

Section E. Club Policy Positions - The official policy positions of the club shall by default be those contained in the most recent official platform of the national Republican Party. The Executive Board may deviate from these policies by a majority vote. Club positions on issues not covered by that platform may be determined as needed by the Executive Board like any other policy decision. Any written statements submitted on behalf of the club to social media or to the press must be approved by a simple majority of the Executive Board.

ARTICLE IV - EXECUTIVE BOARD AND OFFICERS

Section A. Executive Board - The Executive Board shall consist of the elected officers of the HRC. These officers shall be the President, Vice-President for Campaigns and Activism, Vice-President for Events, Treasurer, Secretary, and Membership and Publicity Director, in descending order of rank. The Executive Board shall, subject to the provisions of this constitution, direct club activities, and appoint committees and/or temporary officers to assist it. All such committees and officers shall be subject to the supervision of the Executive Board. The Executive Board may also appropriate and spend money from the Treasury to meet the expenses of the HRC.

Section B. Executive Board Meetings - The President shall call meetings of the Executive Board. Should the President receive a petition signed by three members of the Executive Board, the president must call an Executive Board meeting within two days. Reasonable effort must be made to notify all Executive Board members at least 24 hours in advance. Executive Board meetings shall be open to non-Executive Board members, unless there exists a majority vote to close the meeting.

Section C. Voting - To streamline Executive Board functions, Executive Board votes may be taken by email outside of regular Executive Board meetings over the Executive Board email list (to which all Executive Board members shall be subscribed). Votes over other media (e.g. phone, personal email, text, GroupMe) may be accepted by unanimous consent of the Executive Board. Upon obtaining the number of affirmative or negative votes that would be needed to reach the required threshold if all executives were to vote, an executive may consider a vote to have passed or failed even if the remaining executives have not voted.

Section D. Letterhead and Email - Only executives may use club letterhead and the club email account, and only for official club purposes. This requirement may be waived for specific purposes for specific general club members by a majority Executive Board vote.

Section E. Overview of Positions - The Executive Board shall consist of the below 7 positions in descending order of rank. The below are the constitutionally required duties for each position, however the President may assign additional duties to each executive with the consent of the Executive Board.

- **The President** is primarily responsible for the effective functioning of the Executive Board, and is also ultimately responsible for all club operations.
 - The President presides at all meetings of the Executive Boards and appoints members in good standing to serve in appointed positions (as described in Article IV, Section F).
 - The President also serves as the chief and (by default) only spokesperson for the club, and represents the club in interactions with all other organizations except as delegated otherwise.
 - When the President is absent or otherwise unable to fulfill his or her duties, the highest-ranking executive present shall serve as Acting President.

- **The Vice President** is primarily responsible for assisting the President in the effective functioning of the Executive Board.
 - The Vice President's role is to assist the President and the other members of the board with their duties as they see the need for it, or there is an expressed need for help by a fellow board member.
 - They are responsible for administrative tasks to improve the organization of the Executive including includes but is not limited to taking minutes at Executive Board meetings
 - It is not a prerequisite to run for President to be elected Vice President

- **The Director of Campaigns and Activism** is responsible for directing the planning of all club campaign trips, both in and out of state, and for all on-campus activism.
 - Issues under Activism include (but are not limited to) organizing discussions on issues related to the University administration and the student government.
 - Campaign activities include organizing door-knocking, voter registration drives, and phone-banking.

- **The Director of Social Events** is responsible for planning all club social events.
 - These include regular parties, game nights, outings, and similar events.
 - The Vice-President for Social Events is also responsible for planning non-campaign club trips to Washington DC, and connecting the club to other College Republicans groups in the Boston area.

- **The Director of Speakers and Political Discourse** is responsible for directing the invitation of all speakers to visit the club, and for overseeing club-based regular discussion groups.
 - Speaking events under the purview of the Director of Speakers and Political Discourse include the annual Lincoln Day dinner, typically held in the Spring.
 - The Director is also responsible for the invitation of speakers for our bi-monthly guest meeting.

- **The Secretary of the Treasury** is responsible for the safekeeping, management and disbursement of all club monetary resources and non-monetary inventory, subject to the restrictions and guidelines in Article V ("Club Assets").
 - The Secretary of the Treasury must keep a record of every transaction in which the club engages, though inventory sales and dues receipts may be recorded in aggregate only.
 - The Secretary of the Treasury is also responsible for ensuring the club receives sufficient revenue through various means, including grants from then Undergraduate Council, grants from the Institute of Politics, grants from outside groups, alumni donations, dues from club members, and sales of inventory.
 - The Secretary of the Treasury shall collect dues payments.
 - Finally, the Secretary of the Treasury is charged with developing creative ways for the club to increase its resources, and with counseling the Executive Board on avoiding wasting club resources.

- **The Director of Communications** is responsible for the publicity of club events and opportunities.
 - This includes but is not limited to maintaining an electronic calendar accessible to the Executive Board of all tentative club events and maintaining a public calendar of confirmed events for all club members.
 - This executive manages the club's Facebook and Twitter presence.
 - They are responsible for publishing the official HRC e-newsletter.
 - They must also regularly checking the club mailbox and official email inbox.
 - This executive is also responsible for all postering and for ensuring that newspapers, especially The Harvard Crimson, cover club events.

- **The Director of Membership** is responsible for recruitment and retention of members.
 - The Director of Membership shall take attendance at Executive Board meetings and club meetings no sooner than 15 minutes after the meeting is called to order.
 - They shall handle the logistics of the Visitas and Fall term club fairs.

- They shall make themselves personally available to new members, especially first-years, working to smooth their integration into the club.
- They are responsible for developing strategies to increase turnout at events.
- Finally, this executive is responsible for maintaining up-to-date and consolidated membership rolls (including working with the Secretary of the Treasury to confirm members' dues-paid status).

Section F. Creation and Appointment of New Appointed Positions – Along with its ability to appoint the Parliamentarian, committee heads, and temporary officers, the Executive Board may, by majority vote, create new positions of responsibility within the club, and, by majority vote of the Executive Board, may appoint members to these new positions. The members appointed to these new positions must be in good standing, and may not currently sit on the Executive Board. The Executive Board may elect, by majority vote, for the holders of these positions to attend all Executive Board meetings or certain Executive Board meetings, although the holders of these positions will not be voting or official members of the Executive Board.

Section G. Current Appointed Positions –

- **The Head of Alumni Relations** is responsible for maintaining close relations with HRC alumni.
 - This officer is responsible for maintaining, cataloguing and analyzing the club archives, and entering new material (including yearly membership lists) into those archives.
 - This officer is responsible for creating a semester update for all current alumni, organizing an annual alumni gathering.
 - Lastly, this officer facilitates internship opportunities for current undergraduates by establishing a contact database.

Section H. Creation of New Executive Board Positions – The Executive Board may, by 2/3 vote, create a new Executive Board position, or add a previously non-executive position to the Executive Board. The currently sitting members of the Executive Board must then appoint, by majority vote, an interim executive to hold this seat. The interim executive must be a member in good standing, not currently on the Executive Board. Though not an official member of Executive Board, this interim executive will have Executive voting power. The Club will then elect a permanent Executive to the position at the next annual election. If the position is created at the final Executive Board meeting prior to the election, the naming of an interim executive will not be required.

Section I. Emeritus Privileges - The outgoing President may continue to exercise an Emeritus privilege after he or she leaves the Executive Board. The Emeritus privilege simply means that the executive is a non-voting member of the Executive Board. A President Emeritus's privilege may be cancelled under extreme circumstances by a 2/3 vote of the current Executive Board.

Section J. Parliamentarian - In addition, the Executive Board shall designate a member in good standing, not currently on the Executive Board, as Parliamentarian. The Parliamentarian shall:

- Advise the club and Executive Board on adherence to this Constitution
- Serve as an adviser on questions of parliamentary procedure, as determined by this constitution and any bylaws or rules the club may adopt, at club and Executive Board meetings (When attending Executive Board meetings, the Parliamentarian will not be a voting or an official member of the Executive Board)
- Rule on questions of constitutional interpretation, subject to reversal by a 2/3 vote of the Executive Board

ARTICLE V - CLUB ASSETS

Section A. Checks and Appropriations - The President and Treasurer must have check-signing privileges. Other executives may be given such privileges by majority Executive Board vote. Appropriations less than \$50 may be made by the President or the Treasurer; however, appropriations equal to or greater than \$50 must be approved by a majority of the Executive Board.

Section B. Safekeeping of Funds - All monies taken in by the club must be transferred to the Treasurer as soon as possible (the Membership and Publicity Director must do this after recording dues received). No more than \$500 of club money may be held in cash at any given time except when enabled for a specific limited duration by majority vote of the Executive Board. The remainder must be deposited in one or more accounts at one or more financial institutions. This may include volatile investments with the informed, explicit approval of the Executive Board, however the default shall be to store club monies in a savings or checking account at an FDIC-insured institution.

Section C. Regular Treasurer Updates - The Treasurer must provide the Executive Board with an update on club resources at least once every six term weeks, which at a minimum must include the following: total cash on hand, total expected value of inventory, total investments (if any), total value of accounts receivable and accounts payable, and net worth of the club. The Executive Board may make additional requests by a majority vote. The Treasurer must keep a record of every transaction in which the club engages, though inventory sales and dues receipts may be recorded in aggregate only.

ARTICLE VI – BOARD ELECTION

Section A. Application Process.

An application form shall be posted at least fourteen (14) days prior to the deadline. Any dues-paying member in good standing

may apply for a position, provided that dues are paid in full before the application deadline. The Executive Board shall review all applications submitted by the deadline to verify eligibility.

Section B. Nominations and Confirmation.

For all Board positions other than President: The President shall nominate one eligible applicant for each position. The nominee must receive a majority vote of the Board to be confirmed. If a nominee fails to receive a majority, the President shall nominate another eligible applicant until a majority vote is reached.

Section C. Election of President.

The Outgoing President shall review applicants and nominate the next President. This nomination is subject to override by a two-thirds (2/3) majority vote of the Outgoing Board. If overridden, the President shall nominate another eligible applicant until a majority vote is reached.

Section D. Tie-Breaking Authority.

The President shall cast the deciding vote in the event of a tie.

ARTICLE VII - TERMS AND QUALIFICATIONS

Section A. Executive Board - All Executive Board positions carry a term of approximately one calendar year from the date of election, including vacations and recesses. Such terms shall end at midnight on the Sunday following the Board Election to replace the respective officeholder.

No person may be eligible to serve on the Executive Board who is not a full-time student at Harvard College. If an executive takes a leave of absence, graduates or otherwise loses their status as a currently-enrolled full-time student at Harvard College, they shall lose eligibility to serve on the Executive Board when that change of status officially takes effect.

Section C. General Membership and Special Categories - The official general membership of the club is limited to full-time students at schools of Harvard University (including Harvard College, Extension School, GSAS, or any of Harvard's other graduate schools). Membership shall be open to all students in good standing currently enrolled in Harvard University, regardless of race, creed, color, sex, gender identity, sexual orientation, or physical disability. The club shall not have the power to impose an ideological test for membership, though malicious intent and actions can be barriers to membership.

To be a part of the general membership, an eligible student must be either subscribed to the HRC email list, and/or be dues-paid (dues paid members need not be subscribed). Eligible students may become general members by sending a request to any club executive, and may also pay dues to any club executive. To become a member "in good standing," a member must be dues-paid and have not been expelled from the general membership since the last club elections.

Alumni may obtain alumni membership, which is separate from general membership. Persons who are not eligible for either alumni membership or general membership may obtain honorary membership. Alumni membership or honorary membership may be obtained by paying dues or by majority vote of the Executive Board, continues from year to year, and does not convey any official rights or responsibilities in the club or under this constitution.

Section D. Overlapping Categories - For clarification, membership in the Executive Board automatically implies membership in the general membership.

Section E. Setting Dues and Dues-Paid Status - The existing yearly cost of dues shall continue from year to year except when a majority of the Executive Board votes to change it. Changes shall take place immediately, but those who have paid dues prior to the change shall neither owe nor be refunded the difference.

To obtain "dues-paid" status, an eligible student must give their first and last names and full dues in cash, check or electronic payment (when available) to any Executive Board member. Their dues-paid status shall take effect immediately. The Membership and Publicity Director must record receipt of dues for the given member and year and provide the dues-payer with receipt of payment (a membership card may be used for this purpose). Dues-paid status for all members automatically resets to "not dues-paid" on the Upper-class Registration date or equivalent every fall semester. Executive Board members are given a 4-week grace period after such date within which to pay dues, otherwise they lose their eligibility to serve.

Section E. Cancellation of Membership - Any class of membership may be canceled at any time by informing the Executive Board of one's wishes. However, the Executive Board must keep records of dues-paid members as long as their dues are in effect.

ARTICLE VIII - REMOVAL AND REPLACEMENT

Section A. Non-Executive Removal – In line with Harvard policies, general membership may not be revoked by the Harvard Republican Club.

Section B. Recall of Executives - The general club may recall (remove from office) any member of the Executive Board for any reason. A recall vote requires a petition signed by 1/2 of the dues-paid members of the general club, and a 2/3 vote of dues-paid members of the general club at a club meeting. Quorum is 1/2 of the dues-paid members of the general club. Recalls must be addressed before any other club business may proceed.

Additionally, the Executive Board may remove an executive from office by a 2/3 vote at an Executive Board meeting, but only upon charges of loss of eligibility to serve on the Executive Board, poor attendance at Executive Board meetings, unacceptable performance or reliability in their assigned tasks, or conduct unbecoming an Executive Board member.

If an Executive Board member is recalled from their office, their general membership in the organization is retained.

Section C. Executive Replacement - Should the President's seat become vacant, the highest-ranking Vice President shall become President. No other seats may be filled by automatic ascension. If it has been less than 60 term days since the last Board Election for the position, a new Election must be held in accordance with Article VI ("Board Election") to the greatest extent possible. Otherwise, the Executive Board may appoint somebody to fill the position by a 2/3 vote.

ARTICLE IX - ISSUES NOT COVERED

Governance issues not covered by this constitution shall be determined by a majority vote of the Executive Board.

ARTICLE X - AMENDMENT

This Constitution shall be amended by a 2/3 vote of one Executive Board meeting at which at least 5 out of 7 members of the Executive Board is present. Amendments may be introduced by a vote of a majority of the Executive Board. Absentee ballots shall be accepted.

ARTICLE XI - DEFINITIONS OF TERMS USED HEREIN

The following definitions shall apply to terms used throughout this constitution.

A "majority vote" shall be defined as a vote in which the number of persons voting in the affirmative is greater than, and not equal to, the number of persons voting in the negative.

A "2/3 vote"/"2/3 majority" and a "3/4 vote"/"3/4 majority" shall be defined as votes in which the number of persons voting in the affirmative is either equal to or greater than a 2/3 or 3/4 share (respectively) of all those voting in either the affirmative or the negative. Thus a vote of 8 in the affirmative and 4 in the negative would qualify as a 2/3 vote, and a vote of 6 in the affirmative and 2 in the negative would qualify as a 3/4 vote. The reason for such definitions is that in the case of an even split, the will of the body is ambivalent, whereas in the case of exact 2/3 or 3/4 approval, the will of a supermajority is manifest. This standard shall also be applied to 1/3 votes/petitions, since the goal in that case is simply to determine a substantial minority.

All partial fractions must be rounded up to the nearest integer vote (e.g. 2/3 of 5 is 3.33, so a 2/3 vote of 5 voters requires 4 to vote in the affirmative).

Unless otherwise specified, explicit abstentions shall not factor into the calculation of votes. Also, no phrase in this Constitution shall be taken to imply a quorum requirement unless it explicitly states so, or is bound by another portion of the Constitution that explicitly states so.

In cases where the voting threshold is not defined, the requirement shall default to a majority vote requirement.

References to "term days" mean all days, including weekends and weekdays, but excluding holidays and vacations honored by Harvard University, regardless of whether classes are held.