CONSTITUTION OF HEBS  
(Harvard Extension Business Society)

ARTICLE I NAME  
Section 1. The name of this organization shall be HEBS (Harvard Extension Business Society)

ARTICLE II PURPOSE  
Section 1. Harvard Extension Business Society’s main goal is to provide professional and academic development to Harvard Extension Students in the areas of management, business, leadership, and finance. HEBS will fulfill its mission to the Harvard Community by providing members with relevant publications and organizing business leaders meetings, professional networking events, industry seminars, and other similar activities that would benefit our members.

Section 2. HEBS fiscal year shall run the duration of the academic year.

ARTICLE III MEMBERSHIP  
Section 1. Membership to HEBS shall be open to all students who are in good standing and currently enrolled in Harvard Extension School, Alumni of Harvard Extension School, and to students, faculty, alumni of any Harvard affiliated School, regardless of race, creed, color, sex, gender identity, sexual orientation, or physical disability. Membership is granted through member registration online or via physical sign-up sheet provided by HEBS.

Section 2. Membership shall be retained until the student voluntarily severs relations with HEBS. Membership will be retained during the vacations and recesses of the University.

Section 3. All members shall pay such annual dues as may be designated from time to time.

Section 4. Any member may resign at any time by filing a written resignation with the Chief of Staff.

Section 5. Registered HEBS members shall have all rights of membership as described herein, including, but not limited to:

1. A vote on all matters moved forward from the Executive Board for general approval
2. The ability to seek Executive Office
HEBS CONSTITUTION

3. The right to vote for HEBS’s representatives once a year
4. Copies of the HEBS newsletters
5. The right to sponsor or introduce legislation to HEBS
6. The ability to submit a dissenting opinion for the record on HEBS legislation passed by the Executive Board
7. The right to address the Executive Board at any general body meetings of the HEBS providing appropriate notice is given to get on the relevant agenda.
8. The right to attend HEBS sponsored events.

Section 6. Alumni, faculty, and staff may participate as guests of the organization. In addition, honorary membership may be granted by a vote of the Executive Board to any individual who performs an outstanding service or deed for the benefit of the HEBS. Guests and honorary members shall be nonvoting members.

ARTICLE IV OFFICERS

Section 1. The officers of HEBS shall consist of a President, Vice-president, Chief of Staff, Finance Director and other officers (“Directors”) as may be designated by the group.

Section 2. All officers shall be current degree, certificate, or diploma candidates at the Harvard Extension School.

Section 3. The President shall be the chief executive officer of the group and shall have general supervision and control of its activities and programs.

Section 4. The Vice-president shall assist the President and assume his or her duties when the President is unable to serve.

Section 5. The Finance Director shall have general charge of the financial affairs of the group. He or she shall keep accurate records of these affairs.

Section 6. The Chief of Staff shall keep a record of all meetings of the group and of all activities and programs. He or she will handle all formal correspondence between members and officers of the group.

Section 7. Each officer shall have a right to recruit members to help them in carrying out HEBS mission.

ARTICLE V ELECTIONS

Section 1. President and Vice-President shall be elected annually by the members of the group. Elections shall be held during the month of April. The term of office shall start on June 1st and terminate following the next election.

Section 2. Nomination and Election of Executive Board

1. Individuals may nominate themselves or be nominated by a member of HEBS in good standing.
2. Nominations must be received by the sitting President no later than one week prior to the date determined for Executive Board Elections as set by a vote of the full Board.

3. Each individual accepting nomination for election to the Executive Board shall give a speech of no more than five minutes or submit in writing a statement outlining their goals and desires or holding the position.

4. An individual will be elected to a HEBS position by a simple majority of the full voting HEBS membership.

5. Any dispute arising during election of Board members shall be referred to the sitting Executive Board members for resolution in consultation with the HESA and Dean.

Section 3. Removal of Executive Officers

1. A Petition for Removal of an Executive Officer must be submitted to the HESA and Dean and full Executive Board at least one week prior to the next scheduled full HEBS membership meeting.

2. A Petition for Removal of an Executive Officer must include:
   a. Reasons for consideration of removal
   b. Name and contact information of all Petition Signers.

3. Any Petition for Removal will be heard by the full HEBS membership, with removal requiring a two-thirds majority vote by the full, in attendance, membership.

Section 4. Any qualified member (see IV.2, above) of the group may be nominated for election. Nominations shall be filed in writing with the Chief of Staff at least two weeks before the date appointed for elections. All members shall have one vote by secret ballot. Members may vote by written proxy if necessary. The Chief of Staff shall be responsible for informing all members of the election date and candidates

Section 5. Vacancies in the Office shall be filled by appointment of President and Vice-President.

ARTICLE VI
MEETINGS

Section 1. Board of Directors meetings of HEBS shall be held on a regular basis for the purpose of determining policy, activities, programs, and other business. Special meetings of the group may be called by the President, the Secretary, or any five members of the group. A general members meeting shall be held once a month.

Section 2. A simple majority of the group shall constitute a quorum.

Section 3. The President shall chair all meetings. In the President’s absence, the Chief of Staff shall chair and another member shall be appointed Chief of Staff for the duration of the meeting.
Section 4. Notice of regular and special meetings shall be communicated to all members of the group by the Chief of Staff.

Section 5. All members shall have one vote with respect to any resolutions put forward during a meeting. Members may vote by written proxy if necessary.

ARTICLE VII
AMENDMENTS AND RATIFICATION

Section 1. This constitution may be amended by a two-thirds majority vote of the group.

Section 2. Any three members of the group may propose an amendment. Proposals shall be filed in writing with the Chief of Staff prior to a general members meeting, so that the group may debate the proposal. Amendments may be voted on at regular or special meetings.