

CONSTITUTION OF THE HARVARD-RADCLIFFE SCIENCE FICTION ALUMNI NETWORKING SOCIETY (HRSFANS)

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be Harvard-Radcliffe Science Fiction Alumni Networking Society (hereinafter HRSFANS).

Section 2: HRSFANS is organized exclusively for charitable, scientific and educational purposes as a Shared Interest Group (SIG) of the Harvard Alumni Association (HAA). It is specifically organized to meet the social needs of alumni of Harvard University who express interest in speculative fiction, as well as to provide financial assistance to its undergraduate affiliate, the Harvard-Radcliffe Science Fiction Association (hereinafter "HRSFA").

ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist of all self-identified willing persons interested in HRSFANS, who are alumni of Harvard University, or are otherwise members of the Harvard community or the Harvard Board of Trustees. Members of the Harvard community include alumni, their spouses/partners, students, faculty, staff, parents, and visiting fellows.

Section 2: All members have the right to be included without charge in public communications of HRSFANS, including notice of all official HRSFANS events, and in any HRSFANS discussion groups.

Section 3: The HRSFANS Board of Trustees may levy dues on its membership in exchange for specific services and privileges, but not for those rights already guaranteed to all members elsewhere in this document. It may, specifically, limit voting privileges to members who pay the dues, levied for that purpose, in the annual meeting preceding a scheduled general election. (Members paying those dues are hereinafter "dues-paying members.") The board reserves the right to waive dues for, yet provide voting privileges to, any individual member experiencing financial hardship.

Section 4: Any individual membership in HRSFANS may be terminated, in response to actions contrary to the purpose of HRSFANS, by 3/4 consent of the Board of Trustees. When a membership is terminated, the last dues paid by the removed member will be refunded.

Section 5: Any group of twenty dues-paying members of HRSFANS may submit a petition requesting one of the following items: the removal of one or several members of the Board, or an Amendment to this Constitution. In the former case the Board is required to respond, within two weeks of the submission of the petition, by organizing a Special Election to be held no later than six weeks after the submission of the petition. A

majority vote of all dues-paying members will result in the removal of said Board member or members.

Section 6: Any member of HRSFANS may immediately become a dues-paying member, for the purpose of any petition or election (Special or general) by submitting dues to the treasurer, these to be no higher than the dues set in the annual meeting preceding the last general election.

ARTICLE III – BOARD OF TRUSTEES

Section 1: Governing power shall be vested in a Board of Trustees (hereinafter “Board”).

Section 2: Composition of the Board. The Board shall be composed of a President, a Secretary, and a Treasurer (the Executive Committee) plus up to six other members. The sitting Co-Chairs of the undergraduate organization HRSFA will be extended non-voting membership in the Board.

Section 3: Qualifications for Sitting on the Board. All Board members shall be dues-paying members of HRSFANS, and additionally will be alumni, faculty members, or staff of Harvard. No Board member shall receive compensation for his work on the Board beyond reimbursement for reasonable expenses.

Section 4: Responsibilities of Board Members. The President shall be responsible for: convening and presiding over meetings of the Board; convening elections; being or designating HRSFANS's liaison with Harvard University. The Secretary shall be responsible for: taking, retaining, and distributing minutes of Board meetings; being or designating HRSFANS's liaison with HRSFA; maintaining all mailing lists, web-spaces, and internal records of the society, except insofar as other Board members assume responsibility for them. The Treasurer shall be responsible for: setting reasonable dues to cover operating expenses, with the oversight of the board; keeping a current list of dues-paying members of HRSFANS; maintaining public financial records for the Society; coordinating all revenue-generating efforts, except insofar as other Board members assume responsibility for them. Other Board members shall either assume specific responsibilities in accordance with the current needs and initiatives of the Society, as determined by the Executive Committee, or else they shall assume the position of Board Member-at-Large and generally share the burden of executing Board business and pursuing Board initiatives.

Section 5: Meetings of the Board. The Board shall meet at least once annually, in the month of January. Additional non-emergent meetings may be scheduled at the discretion of the Board.. In order for a meeting to convene, at least $\frac{3}{4}$ of the members must be present. Having made a good-faith effort to find a time acceptable to all Board members, the President shall notify Board members of the time and place of each such meeting in writing, no less than two weeks in advance of that meeting. Following any meeting, the Secretary shall duly distribute minutes of each meeting to Board members, the

membership of HRSFANS, and the Officer Board of the undergraduate organization HRSFA.

Section 6: Term of Office. No Board member, Executive Committee or otherwise, shall serve a term of greater than three years, nor serve for more than three consecutive annual meetings, without standing for re-election by the general membership (in the case of the Executive Committee) or standing for re-appointment by the Board (in the case of other Board members). No member of the Executive Committee shall serve more than two three-year terms in sequence.

Section 7: Selection of the Executive Committee. In the month of November of the third year of service of the standing Executive Committee, the Board shall conduct a general election for the three officers of the next Executive Committee. The Board may also convene general elections at other times as necessary to deal with vacancies in the Executive Committee. The sitting President shall actively encourage all members of HRSFANS interested in serving on the Board to submit statements of Candidacy to the Board. Any dues-paying member of HRSFANS who wishes to stand for this November election shall declare their Candidacy no later than September 30 of that year. Following this date, the Board shall designate an Election Chair, not from among the declared Executive Committee Candidates, and this Election Chair will henceforth preside over the election. The Election Chair shall announce a date and time for counting ballots in November, and shall distribute ballots to all dues-paying members of HRSFA, no fewer than four weeks before the election. In each election the candidate with the most votes shall be selected. In the case of ties, the Board, excluding any of its members who are Candidates, shall cast a tiebreaking vote.

Section 8: Selection of the remaining Board members. A sitting Board may appoint additional Board members, with no less than $\frac{3}{4}$ consent of the sitting members of the Board. This appointment will include the specific responsibilities, if any, of the new member, and will also specify the length of term. The maximum term length shall be the one that expires at the third subsequent annual Board meeting. A sitting Board member shall not have their vote counted for or against $\frac{3}{4}$ consent for their own re-appointment. In addition, each year the Board shall make a good-faith effort to appoint at least one member from the most recent Harvard College graduating class.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be submitted in writing to the Secretary or the President. A Board member shall be dropped for excess absences from the Board if s/he has two unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining trustees.

Section 10: Special Meetings. Special Meetings of the Board shall be called upon the request of the President, the Co-Chairs of the undergraduate affiliate HRSFA, or at least one quarter of the members of the Board. Notices of Special Meetings shall be sent out by the President to each Board member with as much advance notice as is feasible. Any

substantive decision made at a Special Meeting is provisional until ratified by no less than three-quarters of the entire Board.

ARTICLE IV - COMMITTEES

Section 1: The Board may create committees as needed, for tasks such as fundraising, reunions, etc. The Board officers appoint all committee chairs.

Section 2: Excepting any action requiring a 3/4 vote of the Board, the Executive Committee shall have all of the powers and authority of the Board of Trustees in the intervals between meetings of the Board of Trustees, subject to the direction and control of the Board of Trustees in its whole.

ARTICLE V - OPERATING PRINCIPLES

Section 1: HRSFANS shall strictly adhere to Harvard University policy on the use of the "Harvard" name and insignias. HRSFANS shall abide by the Operating Principles set forth in the official Harvard Alumni Association Policy for Shared Interest Groups while the Shared Interest Group agreement exists. HRSFANS shall also abide by the trademark policy detailing the use and licensing of the "Harvard" name, the VERITAS shields, Harvard Alumni Association logo, and other University Trademarks.

Section 2: Any position of that HRSFANS takes does not, and shall clearly state that it does not, represent the President and Fellows of Harvard University or the Harvard Alumni Association.

Section 3: HRSFANS shall refrain from discrimination on the basis of race, ethnicity, gender, religion, or sexual orientation.

Section 4: HRSFANS shall refrain from fundraising practices of any kind for purposes that are not related to HRSFANS's stated mission. Acceptable purposes for fundraising include, but are not limited to, generating membership dues, sponsoring events for the undergraduate organization HRSFA, and covering operating expenses.

Section 5: HRSFANS shall obtain written approval from the Harvard University Development Office to conduct fundraising of any kind for purposes that overlap with the university's priorities. Such purposes may include, but are not limited to, such areas as accepting corporate support, funding academic chairs, and creating student scholarships.

Section 6: HRSFANS may solicit corporate sponsorship for events only in an amount that does not exceed the greater of (1) the expenses of a particular event, or (2) HRSFANS's annual operating expenses. Requests for and acknowledgements of corporate sponsorships must clearly state that the contribution is to HRSFANS and not to Harvard University.

Section 7: HRSFANS shall remain an independent organization, and not become a chapter of a non-Harvard organization.

Section 8: HRSFANS shall represent less than half of all Harvard alumni in its membership.

Section 9: HRSFANS shall refrain from starting or investing in any commercial enterprise. HRSFANS shall not set up a regional Harvard Club as a "front" for promoting its own goals.

Section 10: HRSFANS is not established specifically to support a Harvard research center or initiative.

Section 11: HRSFANS shall refrain from admitting to its voting membership any individuals who are not members of the current Harvard community. Members of the Harvard community include alumni and their spouses/partners, students, faculty, staff, parents, and visiting fellows. At HRSFANS's discretion, non-Harvard community members may participate in HRSFANS events.

Section 12: HRSFANS shall be governed primarily by alumni, with a governing body comprising at least three-fourths alumni.

Section 13: Neither Harvard University nor the Harvard Alumni Association is responsible for HRSFANS's practices and reserves the right to deny HRSFANS any and all benefits of affiliation at any time if HRSFANS is in breach of the agreement.

ARTICLE VI - AMENDMENTS

Section 1: Should twenty dues-paying members submit a petition to amend this constitution, the Board shall hold a Special Election on the proposed amendment, with ballots to be distributed four weeks in advance of the date of election. This election shall be scheduled for no later than the next annual meeting that is at least four weeks from the date of submission. An amendment to this constitution shall be ratified if voted for by more than two-thirds of dues-paying members of HRSFANS.

Section 2: The Board may also propose an amendment to this constitution by three-quarters consent, which shall then be ratified by the same process of two-thirds consent of all dues-paying members of HRSFANS.