



## HARVARD UNIVERSITY MEXICAN ASSOCIATION BY-LAWS

### CHAPTER I. CONSTITUTION

#### **Article 1. Definition**

The Harvard University Mexican Association, hereafter referred to as HUMA, is a non-profit university-wide organization composed of Mexican national students, professors, and researchers (including post-doctoral fellows and visiting researchers) from all schools of Harvard University. The organization is also open to non-Mexican nationals interested in Mexico.

#### **Article 2. Statement of Principles**

The HUMA states that it is a neutral, apolitical, lay, and inclusive organization, which fosters respect for all beliefs and ideologies, and which elevates reason as the only solution to solve Mexico's and the world's problems.

#### **Article 3. Mission**

The mission of the HUMA is to serve its members in the following ways:

1. Encourage communication and collaboration across Mexican students throughout the University.
2. Recognize issues and concerns affecting Mexican students and provide ways and means of addressing those issues as efficiently and effectively as possible.
3. Organize events that will bring the HUMA community together for professional and academic development, as well as social enjoyment.
4. Foster relations and encourage communication between the HUMA community and Harvard alumni from Mexico.
5. Support the implementation of projects by HUMA members and affiliates that can further the development of Mexico.
6. Promote collaborative efforts among HUMA, Club Harvard de Mexico, and Fundacion Mexico en Harvard.

#### **Article 4. Composition**

The HUMA community shall be composed of its members and affiliates, according to the following:

- I. The members of the HUMA are all Mexican students, professors, and researchers (including post-doctoral fellows and visiting researchers) matriculated at the college, as well as the graduate and professional schools of Harvard University. Members have the right to vote and voice their views. Mexican nationality will be credited with any official national ID, as defined by the Mexican government. Registration is done through the Student Council.
- II. Non-Mexican nationals matriculated at Harvard can become affiliates of the HUMA with a right to voice their views. Registration of affiliates is done in a HUMA General Assembly Meeting, via electronic mail, or through the HUMA website.



- III. Matriculation at Harvard will be credited with an official Harvard ID.
- IV. Any controversies will be resolved by the Student Council.

## CHAPTER II. STRUCTURE

### **Article 5. Representatives**

The HUMA will be represented by the following:

- I. The Executive Board, which includes the officers elected from the winning list in each HUMA election.
- II. The Standing Committees, which are defined here and exist regardless of whether they have a Committee Chairperson:
  - a. Public Relations Committee
  - b. Website and Email Committee
  - c. Special Events Committee
  - d. New-Admits Committee
  - e. By-Laws Committee
- III. The Ad-Hoc Committees, which will be created by the Executive Board in order to meet HUMA's objectives and goals.
- IV. The Student Council, which will conduct all matters related with HUMA's elections.

### **Article 6. Executive Board**

The Executive Board is collectively charged with fulfilling the mission of the HUMA. Each officer of the Executive Board is individually charged with handling administrative functions as defined by these By-Laws. The Executive Board will consist of the following officers:

- 1. One President
- 2. One Vice-President of Internal Operations
- 3. One Vice-President of External Relations
- 4. One Technical Secretary
- 5. One Treasurer
- 6. No more than seven and no less than four School Coordinators.

If the President is not present in a meeting, the order of succession will follow the previous list. No officer may concurrently serve in more than one position on the Board. In case any officer of the Executive Board resigns or is no longer matriculated at Harvard University, the order of succession will follow the previous list.

### **Article 7. Standing Committees**

- I. Standing Committees shall be composed of officers from the Executive Board.
- II. As much as five officers can serve on any Standing Committee.
- III. Each officer shall sit on at least one Standing Committee.



- IV. One Committee Chairperson will oversee the vision and operations in every Standing Committee and will answer to the Executive Board for the performance of that Committee.

## **Article 8. Ad-Hoc Committees**

- I. The Executive Board may create as many Ad-Hoc Committees as deemed necessary.
- II. There must be at least one officer from the Executive Board in every Ad-Hoc Committee.
- III. Ad-Hoc Committees may be composed of HUMA members and/or affiliates.
- IV. There will be no limit on the amount of members and/or affiliates that can participate in a given Ad-Hoc Committee.
- V. One Committee Chairperson will oversee the vision and operations in every Ad-Hoc Committee and will answer to the Executive Board for the performance of that Committee.

## **CHAPTER III. DUTIES OF THE OFFICERS**

### **Article 9. The President**

The President is responsible for leading the HUMA towards the fulfillment of its mission and helping the HUMA Executive Board achieve its goals. In addition, the President has the following duties:

- I. Represent and administer the HUMA,
- II. Call and preside Executive Board and General Assembly meetings,
- III. Oversee the Executive Board,
- IV. Approve the budget in accordance with all the officers,
- V. Present a work plan to the HUMA community within the first month of the academic year, and
- VI. Present an annual report to all HUMA members and affiliates at the end of the academic year.

### **Article 10. The Vice-President of Internal Operations**

The Vice President of Internal Operations must work with the Executive Board to ensure that the HUMA is communicating effectively internally and with all the students, schools, and authorities of Harvard University. The Vice-President of Internal Operations also has the following duties:

- I. Oversee changes to the By-Laws,
- II. Create and update a calendar of HUMA initiatives and events,
- III. Serve as a contact for other Harvard student associations and other Harvard organizations,
- IV. Supervise the HUMA website and email account, and
- V. Promote collaboration between HUMA members and affiliates across Harvard schools.



## **Article 11. The Vice-President of External Relations**

The Vice President of External Relations serves as a contact for outside organizations. The Vice-President of External Relations has the following duties as well:

- I. Provide opportunities for students, professors, and researchers to contact and interact with Harvard alumni from Mexico,
- II. Promote cross-school collaboration with other schools and universities not affiliated to Harvard,
- III. Oversee public relations,
- IV. Serve as a link with the press,
- V. Establish active relationships with the Mexican Consulate, the Fundacion Mexico en Harvard, and the Club Harvard de Mexico,
- VI. Draft and submit press releases for major HUMA events, and
- VII. Develop outside financial partnerships for HUMA initiatives.

## **Article 12. The Technical Secretary**

The Technical Secretary's duties include the following:

- I. Maintain an official current copy of the By-Laws,
- II. Record minutes of all HUMA General Assembly and Executive Board meetings and take roll call,
- III. Keep record of the electoral roster of eligible voters for a HUMA election, based on the updates made to it by the Student Council.
- IV. Distribute agendas at meetings and through website postings,
- V. Manage the HUMA's archive of information,
- VI. Oversee meeting logistics, and
- VII. Maintain a current list of contact information for all Executive Board officers.

## **Article 13. The Treasurer**

The Treasurer's duties are the following:

- I. Conduct all financial transactions, prior approval of the Executive Board,
- II. Publish financial statements at the end of every semester,
- III. Compile and submit the HUMA budget for the year,
- IV. Monitor and balance the budget,
- V. Keep copies of receipts, invoices, and other proofs of expenses.
- VI. Keep a positive balance of at least \$500 USD to transfer to the newly elected Executive Board.

## **Article 14. The School Coordinators**

The School Coordinators organize and supervise the operation of HUMA initiatives at their schools and perform other duties as assigned by the Executive Board.



## CHAPTER IV. MEETINGS

### **Article 15. General Assembly Meetings**

- I. A General Assembly Meeting must be held at least once per semester to promote the accountability of the Executive Board.
- II. A notice of at least one week shall be given via email and website posting in advance of General Assembly Meetings.
- III. A General Assembly Meeting may be called at any time by the President of the HUMA or by a signed petition of at least one fourth of the HUMA members.
- IV. A First General Assembly meeting cannot exist without a quorum.
- V. Quorum exists when: 1) at least 25% + 1 of registered HUMA members are present, and 2) at least the President of the HUMA or one Vice-President is present.
- VI. If quorum does not exist for a First General Assembly meeting, a Second General Assembly meeting may be called where quorum may be suspended. The notice calling for this meeting will indicate if quorum is suspended with at least one week in advance.
- VII. All HUMA members and affiliates have standing at all General Assembly Meetings, with further voting rights defined by Article 4 of these By-Laws.
- VIII. Non-HUMA members or affiliates will be granted standing to voice their views at General Assembly Meetings per the discretion of the President.
- IX. The President shall preside at all General Assembly Meetings. In the President's absence, the order of succession follows as defined by Article 6 of these By-Laws.
- X. Decisions will be adopted by absolute majority of the HUMA members present. In case of tie, the President will have the final vote.
- XI. The Student Council will oversee the due process of all General Assembly Meetings.

### **Article 16. Extraordinary Assembly Meetings**

- I. A notice of at least one week shall be given via email and website posting in advance of Extraordinary Assembly Meetings.
- II. An Extraordinary Assembly Meeting may be called at any time by the President of the HUMA or by a signed petition of at least one fourth of the HUMA members.
- III. A First Extraordinary Assembly meeting cannot exist without a quorum.
- IV. Quorum exists when: 1) at least 50% + 1 of registered HUMA members are present, and 2) at least the President of the HUMA or one Vice-President is present.
- V. If quorum does not exist for a First Extraordinary Assembly meeting, a Second Extraordinary Assembly meeting may be called where quorum may be suspended. The notice calling for this meeting will indicate if quorum is suspended with at least one week in advance.
- VI. All HUMA members and affiliates have standing at all Extraordinary Assembly Meetings, with further voting rights defined by Article 4 of these By-Laws.
- VII. Non-HUMA members or affiliates will be granted standing to voice their views at Extraordinary Assembly Meetings per the discretion of the President.
- VIII. The President shall preside at all Extraordinary Assembly Meetings. In the President's absence, the order of succession follows as defined by Article 6 of these By-Laws.



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- IX. Decisions will be adopted by a two thirds majority of the HUMA members present.
- X. The Student Council will oversee the due process of all Extraordinary Assembly Meetings.

### **Article 17. Executive Board Meetings**

- I. The Executive Board may hold as many meetings as they deem necessary in order to perform their duties effectively.
- II. A notice of at least 48 hours shall be given via email and website posting in advance of Executive Board meetings.
- III. An Executive Board meeting may be called at any time by the President of the HUMA or by at least 50% + 1 of the officers of the Executive Board.
- IV. No Executive Board meeting exists without a quorum.
- V. Quorum exists when: 1) at least 50% + 1 of Executive Board members are present, and 2) at least the President or one Vice-President is present.
- VI. Quorum may not be suspended.
- VII. HUMA members and affiliates have standing at all Executive Board meetings exclusively to voice their views.
- VIII. Non-HUMA members or affiliates will be granted standing at Executive Board meetings to voice their views per the discretion of the President.
- IX. The President shall preside at all meetings of the Executive Board. In the President's absence, the order of succession follows as defined by Article 6 of these By-Laws.
- X. Decisions will be adopted by absolute majority of the Executive Board members present. In case of tie, the President will have the final vote.

## CHAPTER V. ELECTIONS

### **Article 18. Elections**

Elections for a new Executive Board shall be held in the month of April via electronic poll.

### **Article 19. Length of Term**

All terms of service are one year in length, beginning one week after University Commencement and extending until one week after the next University Commencement, except for officers of the Student Council, whose terms of service begin before elections and end before the following year's elections, as stated in Article 22.

### **Article 20. Eligibility**

Any member of the HUMA is eligible to be an officer on the Executive Board.

### **Article 21. Lists**

Elections for the HUMA Executive Board will be conducted according to lists with candidates for the positions described in Article 6 of these By-Laws. Each list must be composed of members from at least five different schools of Harvard University. The candidates for President, Vice-President of Internal Operations, and Vice-President of External Relations must come from three different schools. There should be at least one female among the following positions of the



lists: President, Vice-President of Internal Operations, Vice-President of External Relations, Treasurer, and Technical Secretary.

## **Article 22. Student Council**

- I. The Student Council shall consist of five HUMA members who are matriculated with full-time status at Harvard University. Each member shall belong to a different school from Harvard University.
- II. No officer from the Executive Board may serve concurrently as an officer in the Student Council.
- III. At least one month before the election, the officers of the former Student Council will invite all HUMA members to serve as officers in the coming Student Council.
- IV. Those HUMA members who want to serve in the coming Student Council will have seven natural days to declare their interest to the officers of the former Student Council.
- V. If more than five HUMA members express their interest to serve in the coming Student Council, the five officers will be appointed randomly from among those members by the officers of the former Student Council
- VI. Officers of the Student Council may not be concurrent candidates in any of the lists that will participate in the election they will oversee.
- VII. The officers of the Student Council shall ensure that votes are secret, free, individual, and non-transferable.

## **Article 23. Procedure**

- I. Fifteen days prior to the election, the Student Council must publish, via electronic mail and the HUMA website, the election rules under which the election process will be conducted and the electoral roster of eligible voters, which can be updated by the Student Council until one day before campaigns begin.
- II. The candidates interested in participating in the election will have seven natural days to come up with a list and present it to the Student Council.
- III. The Student Council will register a list if it complies with these By-Laws. Registered lists and the final electoral roster must be published via electronic mail and the HUMA website the day before campaigns begin.
- IV. Campaigns will last seven natural days.
- V. The electronic poll will open during the last three days of the campaign.
- VI. The list with 50% of the total votes +1 wins the election. A second round will be held immediately until a list reaches 50% of the total votes +1; only the top two lists may participate in subsequent rounds.
- VII. In case that only one list is submitted, that list will be declared the winner.
- VIII. The Student Council will publish the results immediately after polls close.
- IX. Losing lists will have 24 hours after polls close to challenge the results of the election.
- X. The Student Council will have 48 hours after polls close to publicly name the winning list, after due consideration of any appeals that are presented, and their decision will be final.



**Article 24. Campaigning**

- I. Campaigning may only be done through electronic media and by phone.
- II. HUMA-sponsored modes of communication – including but not limited to email listservs and websites – and the electoral roster may be used for campaigning in the terms set by the Student Council.
- III. No candidate shall in any way use or manipulate the name, shield, or tagline of the HUMA in campaigning.
- IV. No officer of the Executive Board may openly endorse any candidate.
- V. Campaigning may take place while the electronic polls are open.
- VI. No campaigning may occur before or after the campaign period.

**Article 25. Appointments**

Any position that either becomes vacant or is unfilled after the election can be filled by the President of the Executive Board through appointment. To be confirmed, presidential appointments shall require a two-thirds majority of all officers of the Executive Board.

**Article 26. Reelection**

Officers of the Executive Board, except for the President, may seek reelection for the position they hold or any other position in the Executive Board for only one time. Officers interested in holding a position in the next Executive Board must resign to their position at least one month before the election. Officers of the Executive Board cannot serve in the Student Council appointed during the term of service for which they were elected. These officers can serve in a coming Student Council after their terms of service in the Executive Board end. Officers of the Student Council may seek reelection for the position they hold for only one time, following the procedure for appointment described in Article 22.

**CHAPTER VI. TRANSPARENCY AND ACCOUNTABILITY**

**Article 27. Reporting Requirements**

It shall be the responsibility of the President of the HUMA to present an annual report to its members and affiliates in writing. The report shall be emailed to all the HUMA community and posted on the HUMA website.

**Article 28. Transparency**

- I. HUMA members and affiliates may request by writing access to any document kept by the Executive Board, including receipts, invoices, and HUMA bank accounts.
- II. Minutes for all Executive Board and General Assembly meetings will be posted on the HUMA website after each meeting within five business days.
- III. Any HUMA member or affiliate may attend Executive Board meetings.
- IV. No officer shall solicit or accept personal compensation in any form for duties performed in the name of the HUMA.



**Article 29. HUMA-Sponsored Modes of Communication**

HUMA-sponsored modes of communication – including but not limited to email listservs and websites – may not be used for officers’ personal business, except for the HUMA website forums where assets are publicly bought and sold.

**Article 30. Removal of Officers**

- I. Any officer may be removed by a three-fourths vote of all eligible voters present at a General Assembly meeting.
- II. Removal proceedings will begin when a member makes a motion to remove the office holder and the motion is properly seconded by another eligible voter.
- III. Proceedings will continue as follows:
  - a. The moving member will have up to fifteen minutes to explain to the General Assembly why the office holder should be removed.
  - b. The office holder will have up to fifteen minutes to speak before the General Assembly in his or her defense.
  - c. The General Assembly will then vote on the motion to remove the office holder.
  - d. If the motion to remove the officeholder passes, the officeholder is immediately removed from the office.

**CHAPTER VII. AMENDMENTS TO THE BY-LAWS**

**Article 31. Amendments**

- I. A proposal to amend the By-Laws can only be made during a HUMA Extraordinary Assembly Meeting.
- II. A two-thirds majority of all eligible voters present at an Extraordinary Assembly Meeting is necessary to amend these By-Laws.
- III. Upon ratification, amendments to the By-Laws will be published immediately to the HUMA community by the Technical Secretary and will take effect immediately.

**TRANSITORY ARTICLES**

**First Transitory**

In the Spring of 2009, the Student Council will be appointed in a General Assembly Meeting, for which quorum will be suspended. If more than 5 members wish to serve in the Student Council, they will be appointed randomly during this General Assembly Meeting.

**Second Transitory**

Any alterations to the current HUMA logo will have to be approved by the creator of the logo. Otherwise, a complete new logo shall be created.