

Institute of Politics

Statement of Policy and Procedures for Students

STRUCTURE

I. Participants and Members of the IOP

A. **Description of Participants**

Any undergraduate in good standing at the College who attends one event sponsored by the Institute of Politics or a committee meeting is automatically considered a member of the Institute. Members will be notified of all IOP events and will be invited to enter all lotteries.

B. **Description and Purpose of Membership**

- i. *Description*: Members are students significantly involved in the IOP, either through application or through their membership on the Student Advisory Committee.
- ii. *Purpose*: The purpose of the IOP Membership is threefold: to provide a means of recognizing the most involved IOP participants, to promote a sense of community at the IOP, and to include students in the process of visioning the IOP's future.

C. **Activities**

- i. *Participation in Social Events*: IOP Members will be invited to numerous social events throughout the year, including but not limited to: BBQs, catered dinners, movie nights, outings to Boston, dorm-room parties, and socials. Participation will be optional but encouraged.
- ii. *Participation in IOP-Open Email List*: Members will join an IOP-Open email list that can be used for both social and substantive ends.
- iii. *Participation in IOP Member Meetings*: IOP Members will come together for periodic meetings as determined by the Steering Committee. These meetings will focus on the IOP as a whole, broadly examining the way it functions and the direction it's heading. Town Hall meetings can count as Members Meetings.
- iv. *Preference for selected lotteries*: IOP Members can be given lottery preference. The nature of this preference will be determined on a event-by-event basis.

D. **Composition**

- i. *SAC Membership*: Members of the IOP Student Advisory Committee will automatically be IOP Members.
- ii. *Requirements for Continued Membership*: At the end of each semester, all current IOP members will receive an email asking if they wish to remain IOP members. In order to remain in the group, each member must respond affirmatively to the email.

II. **Student Advisory Committee (SAC)**: SAC is the student leadership component of the Institute of Politics.

A. **Function and Purpose:**

- iii. *Function*: The function of the Student Advisory Committee is to organize and implement programs of the Institute of Politics with the advice and assistance of the Director and staff of the Institute of Politics.
- iv. *Purpose*: The purpose of the Student Advisory Committee is to promote student interest in politics and public service through a process of non-partisan education that bridges the gap between the political and academic worlds through programs of the IOP.

B. **Composition:**

- i. *President*: The President will be responsible for the overall operation and general administration of the Student Advisory Committee and student involvement at the Institute. The President will plan and chair all SAC meetings and be the official student spokesperson of the organization. The President and Vice-President will coordinate the development of the report presented each semester to the Senior Advisory Committee
- ii. *Vice-President*: The Vice-President will be responsible for assisting the President in the leadership of the Student Advisory Committee. In the absence of the President, the Vice-President will fulfill all of his or her duties.
- iii. *Treasurer*: The Treasurer will be responsible for assisting the President in the leadership of the Student Advisory Committee as well as overseeing all matters relating to the annual SAC budget, including chairing the Grants Board. The Treasurer is also responsible for information and record management which includes supervising the IOP website, keeping and publishing SAC minutes and maintaining records of SAC requirement
- iv. *Director of Communications*: The Communications Director will assist the President and Vice-President in all outreach to students and campus organizations and internal communication. He or she will coordinate campus publicity and regular email notification of IOP programs and activities. The communications director will also be responsible for the recruitment of incoming freshmen and new members throughout the year.
- v. *Program Chairs*: The following program and project chairs are voting members of the Student Advisory Committee: Citizenship Tutoring, CIVICS, Community Action, Fellows and Study Groups (co-chairs, one for Fellows and one for Study Groups), Forum, *Harvard Political Review*, Harvard Political Union, Internships, National Campaign, Policy Program, Special Events, and Survey. Program chairs should help facilitate student involvement in the programming of their respective committees.

C. **Procedures:**

- vi. *Tenure*: All voting members of the Student Advisory Committee are members of SAC for the duration of their college career unless they fail to

meet membership requirements or respond to the invitation to remain on SAC.

- vii. Membership Requirements: In order to remain a member of the Student Advisory Committee, students must fulfill the following requirements by the end of each semester:
 - a. President, Vice-President, Treasurer, Communications Director and program leadership must attend 2/3rd of all SAC meetings and fulfill their leadership roles.
- viii. Expulsion:
 - a. At the end of every semester the Treasurer will submit a report to the Steering Committee detailing all of the requirements met by each SAC member. Any member not fulfilling their requirements for the semester will be expelled from SAC by the Director. The Steering Committee may consider other mitigating circumstances on a case by case basis.
 - b. If issues of appropriate conduct arise with respect to any SAC member, the student should report the problem to the Steering Committee. If the problem is with respect to one of the members of the Steering Committee, that individual will not be a part of the discussion and vote.
- iv. Leaves of Absence: SAC members may apply to the Steering Committee for leaves of absence during which they are exempt from requirements and are non-voting members of SAC.
- v. Resignation of SAC membership: Any member wishing to resign from SAC must submit a written statement to the Steering Committee.
- vi. SAC Meetings:
 - a. All meetings of the Student Advisory Committee will be open to observers, with the exception of Executive Sessions. The President has the right to reserve the last 30 minutes of each meeting for Executive Sessions.
 - b. The Student Advisory Committee shall normally meet every other week on Sunday evenings. The President can call additional meetings with forward notice and will set the date and time of all meetings.
 - c. The agenda for SAC meetings shall be determined by the President and Vice-President and distributed via email prior to the meeting. The Treasurer will be responsible for taking careful notes of each meeting and publishing them on the website following each meeting. In addition, the Treasurer should make the minutes available to any individual requesting them.
 - d. Robert's Rules of Order shall be followed at SAC meetings, unless suspended by a majority vote of SAC.
 - e. All business will be conducted on the basis of a majority vote with the exclusion of changes to the Policy and Procedures which requires a 2/3rd vote.
 - f. A quorum is half of the total number of active, voting SAC members, excluding second semester seniors. A quorum is not required for discussion, but is a necessity for any votes to take place.
 - g. Absentee or proxy ballots will not be allowed at SAC meetings.

- h. All members of SAC, unless otherwise noted, are voting members. The President will only vote in case a tie exists.
 - i. Proposals can be brought before SAC by any member of the IOP. To bring the proposal before SAC, a member of the IOP must submit the proposal in writing to the President one week before the next meeting.
 - j. The President can recognize observers to add points to the discussion when deemed necessary.
- vii. Diversity Initiative:
- a. The Diversity Initiative Coordinator will be a leadership position on the Outreach Committee, and will be assigned to a member-at-large on SAC.
 - b. The Diversity Initiative Coordinator will oversee two chief initiatives:
 - 1) Diversity Outreach Initiative
 - A. At the beginning of every semester, SAC will meet to decide which minority groups the IOP should focus on over the course of the semester. SAC will choose to outreach to those groups most underrepresented in the IOP.
 - B. The Diversity Initiative Coordinator will oversee these responsibilities of every SAC at-large member:
 - i. Each at-large member is required to outreach to one of the minority groups, as determined by SAC, to which he/she has no connection.
 - ii. Each member must present the IOP Toolkit to the group, or at least the leadership of that group.
 - iii. Each member must inform the group weekly of important IOP events (Note that this could consist of an update regarding all general IOP events or just those related to the group's goals, at the discretion of the group's leadership)
 - iv. Each member must present a short written report to the Diversity Initiative Coordinator, who will synthesize the information and present an oral report to SAC on the effectiveness of each at-large member's outreach efforts. In between the time that the member's written report is submitted and the Diversity Initiative Coordinator gives his/her final report, the Diversity Initiative Coordinator can make recommendations to the at-large member to improve outreach efforts if necessary.
 - C. The goal of this is to inform student groups of the IOP's resources that are available to them, including potential grants, co-sponsored events, and interaction with Fellows and staff.
 - 2) Internal Diversity Initiative
 - A. Committee Chairs and Policy Program leadership must meet at the beginning of each semester

with the Diversity Initiative Coordinator in order to discuss his/her goals for the semester.

B. These Chairs must then submit two brief written reports to the Diversity Initiative Coordinator in which they outline progress made, with one report at mid-semester and the other at the end of the semester. The Diversity Initiative Coordinator will then give an oral report to SAC about the progress made in each committee and the Policy Program.

- c. The President, Vice President, and Treasurer of the IOP will oversee this initiative and the actions of the Diversity Initiative Coordinator. They must also guarantee time to discuss the issue of diversity in the IOP at least twice each semester.
- vii. Recognition Banquet: At the close of each semester, SAC will host a banquet to honor students at the IOP.
- viii. Conflicts of Interest: SAC members will be eligible to apply for all programs offered by the IOP (Internships, Summer Stipends, etc.), but will not be allowed to serve on the selection committees for the programs for which they are applying.

D. Student Advisory Committee Membership:

- i. Election Eligibility: To be eligible to run for any leadership position on SAC, a student must meet the following requirements in the semester s/he plans to run:
 - a. Attendance of $\frac{1}{2}$ (half) of the meetings of 2 different programs
 - b. Assuming one instituted leadership position in any program or one approved at the discretion of the program chair (see addendum for list of potential leadership positions)
 - c. Active SAC members will be eligible to run in all elections.
- ii. Voting Eligibility: Any member attending $\frac{1}{2}$ (half) of the meetings of any program or contributing substantively toward the completion of program activities will be eligible to vote in elections for President, Vice-President, Treasurer, Communications Director leadership and the program chairs for programs in which s/he fulfilled the eligibility requirement. Requirements must be met each semester in order to retain voting status. Additionally, all SAC members in good standing will be eligible to vote for the President, Vice-President, Treasurer, Communications Director and the Program chairs for committees in which they fulfilled the attendance requirement.
- iii. Timing of Elections: All elections will be held at least four weeks prior to the beginning of reading period. Dates for elections will be established by the President and announced at least two weeks in advance. Election in the fall will include President, Vice-President, Treasurer, Communications Director. Program chairs will be elected in individual program meetings.
- iv. Election Process:
 - a. Elections will be run by the President and assisted by two to three outgoing SAC members. In the event that the President is not an outgoing SAC member, the Steering Committee will appoint an election

commissioner to execute election procedures. All ballots will be kept following each round of elections in case of challenges following the process. All challenges must be submitted in writing to the Steering Committee within 24 hours of the election.

- b. All candidates planning to run for office must submit a statement of candidacy to the President one week prior to the election listing the positions for which they plan to run in order of preference.
- c. Elections will be held in the following order pending the election schedule for each semester: President and Vice-President, Treasurer, Communications Director. The election schedule will be made public the day before elections. Program elections will be held within individual program meetings, and the schedule of such elections will be announced at least one week in advance.
- d. The President and Vice-President will run as a ticket.
- e. The *Harvard Political Review*, CIVICS, and Survey will select their leaders independently.
- f. Drop down elections will occur based upon the election schedule.
- g. Each election will begin with speeches from the candidates as determined by a random order. Candidates for President and Vice-President will be allotted a combined five (5) minutes, Treasurer, Communications Director and program chairs will be allotted three (3) minutes each.
- h. Following speeches, candidates will be subject to a question and answer session. All questions must be addressed to all candidates for any given position. The amount of time allocated for the question and answer session for President and Vice-President will be determined by the number of tickets times five (5) minutes. Each response will be limited to one (1) minute. The amount of time allocated for the question and answer session for Treasurer, Communications Director, and program chairs will be determined by the number of candidates times three (3) minutes. Each response will be limited to forty-five (45) seconds.
- i. In case no candidate or ticket receives 50+% of the vote for the positions of President, Vice-President, Treasurer, Communications Director or program chairs, a run-off will occur between the two candidates or tickets receiving the highest number of votes. If the run off results in a tie, the tie procedure will be used.
- j. Tie Procedure: In the event of a tie between two candidates for a chairmanship, the chair will be selected in the following manner:
 1. If there are fewer than three eligible committee members present to vote, a "high card" draw will determine the new chair.
 2. Otherwise, the candidates will leave the room and one of the President, Vice-President, Treasurer, or Communications Director who is not a member of the committee, will preside over an open discussion of the candidates' qualifications.

3. If all four of the President, Vice-President, Treasurer and Communications Director are members of the committee, then the President will preside.
 4. After a reasonable amount of discussion, another round of voting will take place.
 5. If a tie persists, another round of discussion will take place. If after three rounds of voting, a tie remains, a “high card” draw will determine the new chair.
- v. *Absence of Officers*: Should an elected officer have to step down from his/her post during the semester, the following procedures will be followed for his/her replacement:
- a. *President* – The Vice-President will automatically assume full responsibilities as the President.
 - b. *Vice-President* – The President will appoint a new Vice-President who must be approved by a simple majority vote of SAC.
 - c. *Treasurer or Communications Director* –
 1. If the absence should occur before the end of the spring semester, SAC will appoint a current SAC member to fulfill the duties. Additionally, a special election will be held for the position in the spring for an individual to serve the rest of the term.
 2. If the absence should occur before the end of the fall semester, SAC will appoint a current SAC member to fulfill the duties until elections are held in the fall.
 - d. *Program Chairs* –
 1. If the absence should occur before the 2nd meeting of the committee, a special election will be held to replace the committee chair based on the previous semesters’ eligible voters.
 2. If the absence should occur between the 2nd meeting of the committee and the election for the coming semester, SAC will appoint a member from SAC or the committee to fill the remainder of the term. If a non-SAC member is selected, the person will chair the committee without serving on SAC.
 3. If the absence occurs after the elections for the coming semester have taken place, then the newly elected chair will assume responsibilities as the committee chair immediately.
 - e. If the President and Vice-President should step down at the same time, a special election would be held immediately to fill those positions. Requirements for voting and running in this election would be the same as in the regular election for these positions.

III. Programs:

- A. **Responsibilities**: Programs shall be charged with the policy and programs of the IOP. The programs shall study and evaluate new ways to serve their respective purposes within the context of the mission of the IOP and make recommendations to SAC and staff.

- B. **Leadership:** With written approval of the Steering Committee, program chairs may appoint a leadership team to assist them in carrying out the responsibilities of their program.
- C. **Membership:** Each committee's membership will be open to every undergraduate currently enrolled at Harvard College. Additionally, there should be at least one SAC member on each committee.
- D. **Meetings:** The date, time, and place of committee meetings shall be determined by the President in consultation with the other program, project, and leadership so as to avoid conflicting meeting times. Meetings should occur on a weekly basis.
- E. **Changes in structure:** A vote of one half of SAC members is required to create or eliminate any standing programmatic committee.
- F. **Standing Committees:**
 - i. Citizenship Tutoring
 - ii. Community Action
 - iii. Fellows and Study Groups (Two co-chairs – one for Fellows and one for Study Groups)
 - iv. Forum
 - v. Harvard Political Union
 - vi. Internships
 - vii. National Campaign
 - viii. Policy Program (Two co-directors)
 - ix. Special Events
 - x. Study Groups

IV. **Special Projects:**

- A. **Responsibilities:** Special Projects shall be charged with implementing the policy of their project while also ensuring their mission is in full concurrence with that of the IOP.
- B. **Creation/Elimination of Special Projects:** Any student-generated project with a cost of more than \$2,500 must first receive a vote of one half of SAC in order to be proposed to the IOP Steering Committee, which will then have full decision-making authority over the project. Likewise, the elimination of a special project will be at the discretion of the Steering Committee.
- C. **Standing Projects:** The standing special projects of the IOP are:
 - i. Survey
 - ii. Civics
 - iii. *Harvard Political Review*

V. Policy Program

- A. **Function:** The Policy Program shall encompass and oversee all policy groups of the IOP.
- B. **Leadership:** Two co-directors will be elected on staggered one-year terms in the same manner as program chairs and under the same procedures outlined above.
- C. **Policy Groups:**
 - i. *Origination:* The Policy Program shall institute and administer a system through which interested students may apply to create policy groups.
 - ii. *Membership:* Each policy group's membership shall be open to every undergraduate presently enrolled at Harvard College.
 - iii. *Project:* Each policy group should work towards some goal or policy-related project, elucidated in its application, that ultimately compliments the mission of the IOP.
 - iv. *Support:* The Policy Program shall work with SAC and the Steering Committee to develop a paradigm by which each policy group may gain strengthened institutional support from the IOP as it shows progress toward its goal or project.
 - v. *Oversight:* The Policy Program shall work with the policy group toward the fruition of their goals and projects. The Policy Program shall also take steps to ensure that progress toward these goals and projects is consistent and worthwhile.
 - vi. *Dissolution:* The Policy Program may dissolve any policy group that repeatedly fails to progress toward the completion of its goal or project.