

THE CONSTITUTION OF THE HARVARD GRADUATE SCHOOL OF EDUCATION ASIAN PACIFIC EDUCATION STUDENTS INTERNATIONAL ASSOCIATION (APESIA)

Formed Oct. 26. 2022

I. Purpose & Mission

1.0 The Harvard Graduate School of Education Asian Pacific Education Students International Association (“APESIA”) exists to promote a greater understanding of Asian Pacific education culture, political and social dilemmas, to serve as a vehicle for Asian Pacific education ecosystem, and to serve as a support network for Asian Pacific students, researchers, educational innovators, practitioners, and the HGSE community.

1.1 The Harvard Graduate School of Education Asian Pacific Education Students International Association (“APESIA”) mission is to advocate for the Asian Pacific Education (APE) community at Harvard Education School and beyond, provide academic resources and support for education school students, and create a social and professional network to connect students and alumni all over the world. Our goal is to promote a greater understanding of Asian Pacific education issues and culture, as well as provide social and professional opportunities for oversea students to engage with the APE community at large. APESIA also works closely with other Harvard affinity groups to address social and systemic issues affecting all people of color.

II. Membership

2.1 Membership is open to all Harvard Graduate School of Education students and alumni.

2.2 Members are obligated to abide by this constitution and its by-laws.

2.3 Members have the right to participate in all events sponsored by APESIA and the right to vote in all APESIA matters brought before the general membership.

2.4 Members have the right to run for and hold office only if they will be attending school on the Harvard University campus during their term of office.

III. Leadership Structure and Powers

3.1 The **Executive Board (EB)** is the governing body of the organization and will consist of at least the following officers and chairs:

3.2 The **Honor President Group (HPG)** is the representative of APESIA, should organized and provide space and resources to assist the existing president group to operate and executive proposal. The HPG have the right to sign a consent to change the current internal structure of the position within the association. Each year the executive board will automatically shift into the Honor President Group for next year.

3.3 The **President (P)** should overview and sign the legal document of club from OSA and partnership association, also should regularly attend general meeting with board meeting and DP level meeting. The **Two Executive Vice Presidents (EVP)** direct and facilitate all general events and affairs conducted by APESIA. The **Tri-President Executive Board** will also call and oversee all meetings of the executive board and the general body.

3.4 A **Treasurer (TR)** is generally responsible for all financial matters of APESIA. The Treasurer will approve, in conjunction with the Tri-president, all APESIA-related expenses, including those associated with the annual conference. The Treasurer will also, along with the tri-presidents, be responsible for drafting and submitting the budget.

3.5 A **Secretary Chair (SC)** implements events relating to the annual Ambassador program and working with Co-Presidents in planning events that overlap with membership bonding, including General Body Meetings (GBM).

3.6 An **External Deputy President (EDP)** is responsible for providing general guidelines and deadline, communicating with the board and enhancing daily operation of the **Public Relationship Department (PRD)**, **Internal Relationship Department (IRD)**, **sponsorship chairs and alumni relations chair etc.**

3.6.1 Public Relationship Department Chair (PRDC) Duties may include, but are not limited to communicate with executive board, ambassador representatives and advisory board. PRD has the right to find external business corporations and academic institutions, guest/panel speakers communication and organization (except Harvard) etc.

3.6.2 Internal Relationship Department Chair (IRDC) Duties may include, but are not limited to, communication with existing alumni association, previous honor board member group and school researchers, and professors within Harvard. IRD works closely with other board members, especially the Professional Development Chair and Alumni Relations Chair, to expand the APESIA alumni database.

3.6.3 Two Sponsorship Chairs (SC) obtain financing for APESIA's many social, political, and professional events including the annual conference. The Sponsorship Co-Chairs also serve as a liaison between APESIA and education firm sponsors, working to meet the financing needs of the APESIA membership while addressing any sponsor concerns and finding ways for sponsors to get more involved in APESIA events.

3.6.4 An Alumni Relations Chair(ARC) is responsible as a liaison between the current membership and the alumni board, and organizing alumni related events.

3.7 An Internal Deputy President (IDP) is responsible for providing general guidelines and deadline, communicating with the board and enhancing daily operation of the two Marketing & Communication Chair (MCC), two Operation & Event Chair (OEC), and two Social Chair (SC).

3.7.1 A Marketing & Communication Chair (MCC) coordinates all communications and publicity, maintains the organization website, current membership directory, and APESIA alumni database, sends newsletters to the current membership and the alumni, and takes minutes at all executive board and general meetings. The Marketing & Communications Chair works closely with other board members, especially the Professional Development Chair and Alumni Relations Chair, to expand the APESIA alumni database.

3.7.2 Two Operation & Events Chairs (OEC) are responsible for all matters related to the annual conference and coordinate support from the executive board.

3.7.3 A Research and Interest Chair informs members, researchers, professors of education interest related issues relevant to Asian Pacific students and researches and coordinates events and activities to promote interest and awareness of such education issues.

3.8 Removal of a Sitting Officer

3.8.1 Failure to abide by the principles and laws of the constitution and/or negligence of the duties required of a member of the board will be cause for removal.

3.8.2 The removal of a sitting officer requires more than two-thirds vote of the entire board, with the officer who is the subject of the vote not participating.

3.8.3 The executive board at its discretion may hold elections according to the procedures outlined in Section IV to replace the removed officer.

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3.10 The above list of offices is subject to an amendment of the constitution with the exception of the Co-Presidents and the Treasurer.

All proposals have to follow the OSA guideline and Harvard University business corporation standard.

IV. Election for Board Positions

4.1 Elections will be held every spring by the third week in April or when the board decides.

4.2 Only current members may vote in an election. Absentee votes will be accepted on the condition they are presented to the current board.

4.3 Members have the right to run for and hold office only if they will be attending school on the Harvard University campus during their term of office.

4.4 A member running for office who plans to spend all or part of his or her term of office away from Harvard Education School must disclose this fact at elections.

4.5 A member may run for more than one position; however, once elected for a position, he or she must hold only that position.

4.6 The length of election speeches and the order in which the positions are voted on shall be determined by the outgoing board.

4.7 No quorum will be required for the election to be valid.

4.8 To be elected, a member must win a majority of the direct and secret ballot votes of the members participating in the election.

4.9 For any position that is not filled by a majority, a run-off between the two highest vote winners will be immediately conducted. For any co-chair positions, if no candidate receives a majority, a run-off among the three highest vote winners will be immediately conducted.

4.10 The date of the turnover to the new board will be determined by the outgoing board, with the exception that the Treasurer position will be turned over at the end of the academic year.

V. Meetings

5.1 The executive board will hold regular meetings as required.

5.2 Two-thirds of the executive board must attend for the executive meeting to be official.

5.3 Upon request, the Co-Presidents and Treasurer will show the budget spreadsheet to other board members during board meetings. Continued access to the budget spreadsheet will continue to be limited to the Co-Presidents and Treasurer.

5.4 On general business matters, the executive board will decide by majority vote.

5.5 General meetings when the entire membership is invited will be held regularly as the board decides.

VI. Endorsement

6.1 Financial contributions that do not constitute a political endorsement shall be decided by the board's typical procedures.

6.2 The board may choose to publicly sign statements, letters, and/or endorsements on behalf of APESIA with (a) a two-thirds majority of board votes cast and (b) at least one-half of the entire board voting in favor.

6.3 The board may choose to send a proposal to publicly sign a statement, letter, and/or endorsement for an opportunity for notice-and-comment with one-third vote of the entire board.

6.4 The board may choose to send a proposal to publicly sign a statement, letter, and/or endorsement to a general body vote with a majority vote of the entire board.

6.5 When the general membership votes on a proposal to sign a statement, letter, and/or endorsement brought before it by the board, a majority of the member votes cast is

sufficient for the proposal to pass; no quorum is required.

6.6 Members may use the referendum procedures in Section 7 to bring a proposal before the general body for a vote.

VI. Referendums

7.1 Any member may petition the board to consider signing a statement, letter, and/or endorsement on behalf of APESIA under Section 6.

7.2 Any member may petition to bring a proposal or a constitutional amendment up to a general body vote. Petitions require the signatures of at least ten members to be brought to a general body vote.

7.3 Constitutional amendment proposals brought by members are subject to the requirements of Section 8. For all other proposals, a referendum must be approved by a majority of the membership to pass.

7.4 The board must abide by and implement any referenda passed by the general membership, unless doing so would violate any laws, this constitution, or requirements of Harvard Law School.

VII. Ratifying and Amending the Constitution

8.1 Amendments to the constitution may be proposed by either a two-thirds vote of the entire board or a referendum from the membership.

8.2 All amendments may be passed with a two-thirds vote of the entire board.