

I. Intent

1. The purpose of the Harvard-Radcliffe Science Fiction Association (HRSFA) is to promote the appreciation of speculative fiction and geek culture, and to provide a community for those interested in these things.

II. Affiliation

1. HRSFA transcends petty political and religious disputes. It is prohibited from taking a stance, as an organization, on a political or religious issue not directly related to speculative fiction or geek culture.

III. Membership

1. Voting membership in HRSFA shall be open to all students currently enrolled in a degree program at Harvard University, regardless of race, color, creed, religion, age, sex, gender identity, sexual orientation, physical disability, or planet of origin. Membership is not available to individuals who have been prohibited by the University to participate, including individuals dismissed, expelled, required to withdraw, or on leave

2. Associate membership in HRSFA shall be open to any interested individual.

3. HRSFA may levy dues as a requirement of membership.

- a. Membership may not expire except at the beginning of the academic year.
- b. Dues may be paid to any officer.
- c. Dues may not be changed except by a vote of the HRSFA membership.
- d. Changes in dues shall only take effect at the time of expiration of memberships.

IV. Meetings and Voting

1. A general meeting at which HRSFA may conduct votes on business shall occur at least once every four weeks during the academic year. Any interested individual may attend a general meeting.

2. The membership of HRSFA shall be notified of the time, place, and subject of any vote at least five days in advance.

3. The officer board shall appoint, for each general meeting at which a vote is to occur, a Chancellor to conduct the vote. The Chancellor shall have no conflict of interest regarding the subject of the vote.

4. Any voting member of HRSFA may vote in person or by proxy.
5. Proxy votes shall be submitted to the appointed Chancellor, and must be received by the announced time of the vote.
6. A vote shall pass if more than one half of the non-abstention votes are in favor, except for certain decisions provided herein which require a different fraction, in which case the vote shall pass if at least the stated fraction of the non-abstention votes are in favor.

V. Officers

1. HRSFA shall be overseen by a board of officers, who shall be Harvard College undergraduates and voting members of the organization.
2. The officer board has general responsibility to supervise the activities of HRSFA, to communicate on its behalf, and to ensure its well-being. Additionally, the board has the following specific duties:
 - a. Manage and report on financial matters, as specified in Article VI.
 - b. Maintain an up-to-date roster of the membership.
 - c. Recognize, for financial and administrative purposes, the official activities and Special Interest Groups (SIGs) of the organization.
3. Decisions made by the officer board shall require the approval of more than one half of all board members.
4. The officer board shall consist of the elected officers listed in this section and officers appointed as provided for in Article VII. No person may hold more than one elected position.
 - a. Two Co-Chairs who shall ensure that the board performs all of its necessary organizational functions, and promote the harmony, energy, and vigor of HRSFA and its members. Specific duties of the Co-Chairs include the following:
 - i. Overseeing recruitment and advertisement of the organization.
 - ii. Ensuring the well-being of the Special Interest Groups (SIGs).
 - iii. Communicating with the University and submitting official documentation.
 - iv. Communicating with other organizations.
 - v. Serving as liaison to the membership and to the alumni of the organization.
 - b. The Seneschal, a secretary who shall oversee the upkeep of the organization. Duties of the Seneschal include:
 - i. Caring for the organization's Office and Library.
 - ii. Overseeing intra-organizational communication.
 - iii. Recording the minutes of the organization.
 - c. The Majordomo, a secretary who shall oversee individual events for the organization. Duties of the Majordomo include:
 - i. Overseeing the organization of annual events of the organization on behalf of the board.

- ii. Generating and organizing one-time events, particularly those taking place outside of Harvard University.
- d. The Exchequer, a treasurer who shall oversee HRSFA's finances. Duties of the Exchequer are as specified in Article VI.

5. At the first board meeting of a Co-Chair term the Co-Chairs shall present to the officer board a joint statement specifying how responsibilities will be allocated between the two Co-Chairs in the forthcoming term. This statement will be subject to the advice and consent of the officer board, and may be amended as necessary.

6. Regular elections for all officer positions shall occur no more than four weeks after the beginning of the spring semester of each academic year. An officer is elected by a vote of the membership, as outlined in Article IV.

7. In the event an officer is recalled, becomes unable to serve, or resigns, a special election shall be held to replace that officer.

8. An officer may be recalled by a two-thirds vote of the membership. The officer board may not impede a legitimate recall vote.

9. Elections shall be preceded by a nomination period, of which the membership shall be notified.

- a. Regular elections must be preceded by a nomination period beginning at least fourteen days and ending five days before the election.

- b. Special elections must be preceded by a nomination period beginning at least five days before the election.

VI. Finances

1. All expenditures shall be approved by board vote.

2. The Exchequer shall maintain a record of all income and expenditures that is accessible to the entire board.

3. The Exchequer shall apply for grants and reimbursements from the University.

4. The board shall report to the membership two times per year regarding the state of HRSFA's finances.

VII. Appointed Officers

1. For tasks of sufficient size, complexity, and influence on the organization as a whole, a

section may be added by amendment to this article defining the task and establishing an appointed board position to oversee it.

- a. For any period in which the officer board deems it necessary to appoint an officer as provided for by the definitions below, they may select an individual for the position at the time specified in the officer definition.
- b. A person may hold any number of appointed positions in addition to up to one elected position. Each officer shall have only one vote on the officer board regardless of the number of positions held.
- c. An outgoing appointed officer may vote on the successor to that office.
- d. Any officer under consideration for an appointed position will abstain from the vote on that position.
- e. Appointed officers are identical to elected officers except as specified above.

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2. Vericon

- a. Vericon is HRSFA's speculative fiction and gaming convention.
- b. Prior to any year in which Vericon is to be held, a Vericon Chair shall be appointed for a term to end two weeks after the completion of that Vericon. There may be no more than one Vericon Chair at any time.
- c. The Vericon Chair shall oversee all aspects of the Vericon convention.

VIII. Amendments

1. This constitution may be amended by a two-thirds vote of the membership. The membership must be notified fourteen days in advance of a vote on a potential amendment. The wording of the proposed amendment must be finalized and publicized to the membership at least five days before the vote.