

Iowa State University - Honors Student Board

CONSTITUTION

Adopted in current form: March 2016

The Honors Student Board (HSB) is a student-run organization which works with the Honors Program administration and faculty in order to: (1) Provide a way for Honors students to give input to the University Honors Committee (UHC), college Honors committees, and Honors faculty and administration, (2) Provide programming for Honors students and faculty, and (3) Help the Honors program adapt to meet Honors students' current and future needs. Each year's executive committee will decide on what those specific programming needs are.

The Honors Student Board is open to registered Honor students at Iowa State and does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. Veteran. The Honors Student Board abides by and supports established Iowa State University (ISU) policies, State and Federal laws, and local ordinances or regulations. The Honors Student Board agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).

I. Structure

- a. Membership includes all members of the ISU Honors Program at both levels (First-year and Full membership). Voting membership for elections and changes to the HSB constitution and bylaws consists of all students of the ISU Honors Program. Voting membership for decisions related to finance, programming, and other Honors Student Board responsibilities consists of members of the HSB Executive Board.
- b. The executive board shall consist of ten elected officers: President, Vice President, Secretary/Treasurer, Event Chairs (2), Philanthropy Chairs (2), First-Year Outreach Chair, Upper-Division Outreach Chair, and Webmaster (optional). In addition, three Honors House Representatives and two Honors Cluster Representatives will be elected by their constituent houses to serve on the Executive Board. Only members in good standing with the Honors Program may hold elected positions within HSB. Duties expected of all executive officers include attending all HSB meetings, report on weekly tasks, submitting activity reports, being actively involved with Honors Student Board responsibilities, being familiar with the Constitution and Bylaws, and attending at least 3 HSB events per semester. Duties expected of individual members are as follows:
 - i. **President:** Organize agendas, run meetings, and attend weekly meetings with the Honors Student Board Advisor. The President is also in charge of giving a direction to the Honors Student Board; helping members accomplish Honors Student Board goals and improving the Honors Program overall. Either the president and/or the vice president will sit and report on UHC.
 - ii. **Vice President:** Run meetings in the absence of the president and attend weekly meeting meetings with the Honors Student Board Advisor. Either the President or the Vice President will sit and report on UHC. The Vice

President coordinates executive board tasks: publicity, executive board events, and other executive board responsibilities. The Vice President will serve as the chair of the House Representatives Committee. The Vice President will also serve as the risk management officer. The role of the risk management officer is [a] to recommend risk management policies or procedures to HSB, [b] to submit documentation to ISU's Risk Management Office and [c] to ensure that Risk Management procedures are implemented at all HSB events.

- iii. **Secretary/Treasurer:** Keep and make public the minutes of HSB meetings. Keep track of event attendance and tally the points for Honors housing and FHP section competitions. Organize overall budget, maintain a ledger, and perform other financial duties as requested by HSB.
- iv. **Event Chairs (2):** Plan and organize academic, social, and intramural programming for HSB. Coordinate with other board members to acquire help when needed, and encourage attendance and participation at HSB programs.
- v. **Philanthropy Chairs (2):** Plan and organize philanthropic programming for HSB. Publicize and encourage attendance of philanthropic events being held on campus and throughout Ames.
- vi. **First-Year Outreach Chair** Work with first-year students and leaders to encourage attendance at honors events. Develop and implement first-year specific opportunities. Provide first-year program feedback to honors staff, undergraduate assistants, and future leaders. Coordinates with UHP Chair to connect FHP and UHP students. Either the FHP or UHP chair may sit and report on UHC replacing either the president or vice president.
- vii. **Upper-Division Outreach Chair:** Work with upper division students to encourage attendance at honors events. Develop and implement upper division specific opportunities. Provide upper division program feedback to honors staff. Coordinates with FHP Chair to connect UHP and FHP students. Either the UHP or FHP chair may sit and report on UHC replacing either the president or vice president.
- viii. **Webmaster:** Update and maintain the HSB website, with an emphasis on promotion, publicity, and providing a resource for members of the Honors program. Keep and update the list of executive board contact information. Assist the board in the utilization of technology, in ways such as, but not limited to: moderating the executive board forum, overseeing electronic sign-in, and implementing new web- or computer-based tools to aid the success of events.
 1. This position may be optional if there is no interest and the need for website maintenance is low. In this case, the webmaster's duties will be delegated to other board members as the board sees fit.
- ix. **Honors House Representatives:** Each Honors House may send one member from their house to sit on the HSB executive board. They will report to HSB on their house news and report back to their house on HSB news and events. Encourage attendance and participation at HSB programs. Publicize the events in their house with materials provided by

the Vice President or Committee Chairs. Help take or coordinate others to take photos and/or videos of HSB events. Get involved supporting other executive board positions (e.g. joining an Honors Student Board committee). Honors House Representatives will be members of the House Representatives Committee which will be tasked with producing at least one (1) event for students of the Honors Houses and Clusters per academic year.

- x. **Honors Cluster Representatives:** There will be two representatives, one from the UDA area and another from the RCA area to represent the Honors Clusters. These representatives must live in the area that they represent. They will report to HSB on Honors Clusters news and report back to their cluster HSB news and events. Encourage attendance and participation at HSB programs. Publicize the events in their house with materials provided by the Vice President or Committee Chairs. Help take or coordinate others to take photos and/or videos of HSB events. Get involved supporting other executive board positions (e.g. joining an Honors Student Board committee). Honors Cluster Representatives will be members of the House Representatives Committee which will be tasked with producing at least one (1) event for students of the Honors Houses and Clusters per academic year.
- xi. **Advisor:** The Director of the Honors Program will serve as the advisor to HSB throughout their time at Iowa State University. A Co-Advisor will be appointed by the Director and will serve a year-long term. The duties of both the Advisor and Co-Advisor will be to maintain communication and meet with officer(s) regularly, approve of financial expenditures, and ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center. Replacement and impeachment of the Advisor or Co-Advisor shall be determined by their supervisor.
- c. The Event, Philanthropy, FHP, and UHP chairs must lead a committee to help further the objectives of their position. Committees plan events and activities that accomplish the goals of each of the chairs.
 - i. Committee chairs are responsible for organizing their committee, planning events or activities with their committee, getting approval for events or activities from the Executive Board, getting expenditures approved by the Executive Board, creating publicity, and working with the Vice President to promote events or activities.
 - ii. Committees will be open to all students of the ISU Honors Program, including members of the Executive Board.
 - iii. New members may join preexisting committees at any time. A special emphasis on recruiting new members will be publicized at the beginning of the fall and spring terms.
 - iv. The HSB Executive Board will lead the first few events of the fall term, as described in bylaws section 9, to give committees time to recruit, plan events, and get approval of events and expenditures.

- d. HSB Elections shall be held in the second half of the spring term after public notice in the Jischke Honors building and HSB publicity, at a date and place convenient for HSB. An electronic voting system may be established if agreed upon by HSB. Elections will occur no later than four weeks before finals week. All officers will be self-nominated and elected by a plurality vote of all Honors students by method of secret ballot.
 - e. To be eligible for office students must be able to fulfill their duties for the duration of the elected term and meet the following requirements:
 - i. Be a member in good standing of the Honors Program and the University and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - ii. Have a minimum cumulative grade point average (GPA) of 3.50, as required by the Honors Program, and meet that GPA in the semester immediately prior to the election/appointment, the semester of the election/appointment, and the semesters during the term of office.
 - iii. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii) of section (e).
 - f. Elected terms last for one (1) year, where a year is defined to end and begin at the election of officers in the Spring term. Members elected to a vacated position will serve the remainder of the term, rather than an entire year.
 - g. Officers or advisors may be removed from office by 2/3 vote of the other officers if their actions are deemed inappropriate by the board. The officer is permitted to speak before the Executive Board and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Board regarding the charges.
 - i. The President of HSB shall be required to have at least a semester of previous experience within the HSB Executive Board as either a member of the House Representative Committee or a Committee Chair as described under Article I Section b.
 - ii. If issues of concern not resolved by the criteria above arise, those shall be determined on a case-by-case basis by discussion of the HSB Executive Board.
 - h. All vacated positions will be filled according to the procedures detailed in the Vacant Position section of the Bylaws.
 - i. The Bylaws will be re-ratified at the end of every spring term.
 - j. The HSB Constitution will be revisited at the beginning of every spring term.
 - k. The HSB Constitution shall take precedence over the Bylaws.
- II. Finances
- a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be

deposited within 48 hours after collection. The Advisor to this organization or another member of the Honors Program staff must approve and sign each expenditure before payment.

- b. No dues will be collected.
- III. Amendments and Ratification
- a. This Constitution supersedes all previous constitutions of the Iowa State Honors Program Student Board. It shall take effect when:
 - i. It has been posted in Jischke Honors Building and the dates of the votes have been publicized in at least one Honors publication or email to the honors students, and
 - ii. It has been approved by a two-thirds vote of HSB voting members present at two consecutive meetings after publication, and
 - iii. It has been approved by a majority vote of all voting members of the University Honors Committee.
 - b. Amendments to this Constitution may be passed when the above criteria are met.
 - i. An amendment to this Constitution may be brought forward at any of the meetings of Honors Student Board by an officer of the board
 - ii. All amendments must be approved through the above process in Item (a).
 - c. This Constitution must be re-ratified every four years.
 - d. The Bylaws supersede all previous Bylaws of the Iowa State Honors Program Student Board. It shall take effect when:
 - i. It has been posted in Jischke Honors Building and the date of the vote has been publicized in at least one Honors publication or email to the honors students, and
 - ii. It has been approved by a two-thirds vote of HSB voting members present, and
 - e. Amendments to the Bylaws may be passed when the above criteria are met.
 - f. The Bylaws must be re-ratified every year.
- IV. Impeachment
- a. Impeachment shall be in order upon misfeasance, malfeasance, or nonfeasance of duty as prescribed by this Constitution and Bylaws.
 - b. Impeachment Procedures
 - i. A member of the Board must bring written notification of impeachment before the Board.
 - 1. The Board member bringing the impeachment shall be the petitioner.
 - 2. The Board member being impeached shall be the respondent.
 - ii. The Advisor or Co-Advisor shall immediately notify the respondent.
 - 1. The petitioner shall then present reasoning and evidence for impeachment.
 - 2. The Board shall automatically recess for five (5) minutes, after which it shall deliberate and vote on impeachment.
 - a. A two-thirds vote shall result in impeachment.
 - b. If the Board votes to impeach the respondent, a removal hearing shall be scheduled within twenty-four (24) hours of adjournment.