Iowa State University - Honors Student Board

**CONSTITUTION**

Adopted in current form: April 2025

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).

1. Structure
	1. Membership includes all members of the ISU Honors Program at both levels (First-year and Full membership). Voting membership for elections ~~c~~onsists of all students of the ISU Honors Program. All ISU Honors Program students are able to sit in when voting on constitution and bylaws occurs. Members are welcome to voice their opinions on the changes in constitution or bylaws before voting occurs at the meetings. Voting membership for decisions related to finance, programming, HSB constitution, HSB bylaws and other Honors Student Board responsibilities consists of members of the HSB Executive Board.
	2. The executive board shall consist of ~~ten~~ at least eleven elected officers: President, Vice President, Secretary, Treasurer, Event Chairs (2), Philanthropy Chairs (2), First-Year Outreach Chair, Upper-Division Outreach Chair, and Social Media & Public Relations Chairs (1 or 2). In addition, four Honors House 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:
		1. President: Organize agendas, run meetings, attend weekly meetings with the Honors Student Board Advisor, and tally the points for Honors housing and FHP section competitions. 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. If the president and vice president are unable to attend the UHC meetings another executive board member can be nominated to fill this seat. The President will also hold a purchasing card to use as a back up when the treasurer is unable to complete purchases.
		2. 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 and initiate the formation of the At-large committee each year. 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.
		3. Secretary: Keep and make public the minutes of HSB meetings. Keep track of event attendance and help execute general committee events.
		4. Treasurer: Organize overall budget, maintain a ledger, purchase items for all events, process transactions within the Workday system, and perform other financial duties as requested by HSB. The treasurer also needs to maintain a purchasing card to purchase all items.
		5. Event Chairs (2): Plan and organize academic and social programming for HSB. Coordinate with other board members to acquire help when needed, and encourage attendance and participation at HSB programs.
		6. Philanthropy Chairs (2): Plan and organize service and fundraising programming for HSB. Work closely with local organizations and campus groups to organize community outreach activities.
		7. First-Year Outreach Chair: Work with first-year students and leaders to encourage attendance at honors events. Develop and implement first-year specific opportunities and events. Provide first-year program feedback to honors staff, undergraduate assistants, and future leaders. Coordinates with UHP Chair to connect FHP and UHP students.
		8. Upper-Division Outreach Chair: Work with upper division students to encourage attendance at honors events and plan events specific for Upper-division students. 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.
		9. Social Media & Public Relations (SM&PR) Chairs (1-2): 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. The SM&PR chairs should create all publicity materials for HSB events, maintain the social media pages, and collaborate with other chairs to boost attendance at events. They will also take pictures of students at events and publicize them for current and future honors students to gain an understanding of HSB activities.
		10. Honors House Representatives: Each Honors House ~~may~~ will 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 SM & PR chairs or Vice President. Get house members 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 per academic year.
		11. Advisor: The Upper-Division Student Engagement Specialist will serve as the advisor to HSB throughout their time at Iowa State University. The duties of the 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 Engagement. Replacement and impeachment of the Advisor shall be determined by their supervisor.
	3. The HSB Board will have an At-Large committee to primarily assist Events, Philanthropy, FHP and UHP chair in executing larger scale events. They will also assist with other general executive board events as requested. The primary goal for this event is to offer honors students with an additional opportunity to participate in events.
		1. The Vice President is responsible for the initial formation of the At-large committee. Once the committee is formed, individual chairs are responsible for involving the committee in planning events or activities getting approval for events or activities from the Executive Board, getting expenditures approved by the Executive Board, and working with other executive members as appropriate.
		2. The committee~~s~~ will be open to all students of the ISU Honors Program~~.~~
		3. New members may join the committee~~s~~ at any time. A special emphasis on recruiting new members will be publicized at the beginning of the fall and spring terms.
		4. A special emphasis will be given on utilizing committee for larger scale events such as honors week and the Honors Ball.
	4. HSB Elections shall be held in the second half of the spring term after public notice in 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.
	5. 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:
		1. 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.
		2. 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.
		3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii) of section (e).
		4. To be eligible for the office of President, board members must have been on the board for at least one previous year.
	6. Elected terms last for one (1) year, where a year is defined to end and begin at the end of the Spring semester. Members elected to a vacated position will serve the remainder of the term, rather than an entire year.
	7. 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.
		1. If the former President is removed from their role, the newly appointed 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.
		2. 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.
	8. All vacated positions will be filled according to the procedures detailed in the Vacant Position section of the Bylaws.
	9. The Bylaws will be revisited at the beginning of every fall term and re-ratified every year.
	10. The HSB Constitution will be revisited at the beginning of every spring term.
	11. The HSB Constitution shall take precedence over the Bylaws.
2. Finances
	1. 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.
	2. No dues will be collected.
3. Amendments and Ratification
	1. This Constitution supersedes all previous constitutions of the Iowa State Honors Program Student Board. It shall take effect when:
		1. 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
		2. It has been approved by a two-thirds vote of HSB voting members present at two consecutive meetings after publication, and
		3. It has been approved by a majority vote of all voting members of the University Honors Committee.
	2. Amendments to this Constitution may be passed when the above criteria are met.
		1. An amendment to this Constitution may be brought forward at any of the meetings of Honors Student Board by an officer of the board
		2. All amendments must be approved through the above process in Item (a).
	3. This Constitution must be re-ratified by the honors student board every year.
	4. The Bylaws supersede all previous Bylaws of the Iowa State Honors Program Student Board. It shall take effect when:
		1. 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
		2. It has been approved by a two-thirds vote of HSB voting members present, and
	5. Amendments to the Bylaws may be passed when the above criteria are met.
	6. The Bylaws must be re-ratified every year.
	7. An amended constitution must be promptly submitted to Student Engagement (within 10 days).
4. Impeachment
	1. Impeachment shall be in order upon misfeasance, malfeasance, or nonfeasance of duty as prescribed by this Constitution and Bylaws.
	2. Impeachment Procedures
		1. 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.
		2. The 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.