

The Honors College Student Association Constitution

University of Central Missouri

Preamble

We, the students of The Honors College Student Association (HCSA), in order to promote academic excellence, broaden our educational experience, increase student-instructor interaction, encourage high moral standards, and inform the UCM campus and the general public of the nature and importance of the UCM Honors College, do hereby authorize and establish this constitution for The Honors College Student Association of the University of Central Missouri.

Article One

Section One: The name of this organization shall be The Honors College Student Association, also known as the HCSA. The advisor of the Association shall be the Dean of The Honors College or his/her designee from The Honors College Office Staff.

Article Two

Section One: Those eligible for membership and who hold voting rights shall be students who are currently enrolled and in good standing with the UCM Honors College.

Article Three

Section One: Election of the Executive Board

- (a) The Executive Board shall be elected at a time designated by current executive members. Executives elected will assume the duties of office at the time appointed according to the terms of the election.
- (b) Executive board positions are open to any member of the HCSA. Candidates for office may self-nominate. The nominees' names shall be announced prior to the election. Criteria for nominations will be subject to the discretion of the members, which is based on individual merit and campus involvement.
- (c) In the event of a vacancy, a position may be filled through an open election.
- (d) The members shall elect a President, Vice-President, Secretary, and all Committee Chairs by majority vote. Such positions may include a Public Relations Chair, Social Chair, Volunteer Services Chair, and Educational Development Chair. Ad-hoc committees shall be created as needs arise. As necessary, co-chairs may be appointed from the nominees at the elections or at General meetings. If applicable, co-chairs shall share equal responsibilities or a head-chair will be assigned by the board.
- (e) The date of the election shall be announced prior to the election.

Section Two: Duties of the Executive Board

- (a) **The President** shall call Executive Board meetings and invite the Dean of The Honors College or his/her designee from The Honors College Office Staff. The President is responsible for scheduling, planning, and holding a minimum of three General meetings each semester. The President shall attend and preside over all Executive Board and General meetings. The President shall notify Executive Board members of all Executive Board meetings. The President shall serve

The Honors College Student Association Constitution

University of Central Missouri

as the chief representative for matters involving HCSA. The President shall maintain a binder including updated records and responsibilities to hand down to the predecessor.

- (b) **The Vice-President** shall assist the President with his/her duties. The Vice President shall be responsible for reserving meeting rooms and attending all the Executive Board, Committee, and General meetings, as well as preside over them in the absence of the President. The Vice-President is responsible for the effectiveness, productivity, and efficiency of all committees. The Vice-President shall represent and lead the HCSA in planning Homecoming activities. The Vice-President shall maintain a binder including updated records and responsibilities to hand down to the predecessor.
- (c) **The Secretary** shall attend all Executive Board and General meetings and keep a record of the minutes at each meeting. The Secretary shall create an agenda to be sent to HCSA members prior to General meetings. The Secretary shall maintain a binder including updated records and responsibilities to hand down to the predecessor.
- (d) **The Public Relations Chair (PR Chair)** shall attend all Executive Board and General meetings and keep the Executive Board informed of his/her activities and progress. The PR Chair shall coordinate advertising for social, volunteer services, and educational development events with The Honors College Office Staff. The PR Chair shall manage all social media in regard to HCSA. The PR Chair shall take pictures of all HCSA events or appoint someone in his/her absence. The PR Chair shall maintain a binder including updated records and responsibilities to hand down to predecessor.
- (e) **The Social Committee Chair (SC Chair)** shall attend all Executive Board and General meetings and keep the Executive Board informed of his/her activities and progress. The SC Chair shall hold a minimum of three meetings each semester, in person with his/her committee and maintain correspondence with his/her committee members. The SC Chair shall be responsible for scheduling, planning, and holding a minimum of two events each semester. Scheduling and planning includes, but is not limited to, selecting the event date, reserving rooms, ordering food, and shopping for supplies. Holding the event includes transporting materials to the venue, preparing for the event, and cleaning up after the event. The Social Committee may hold joint events with any other HCSA committee. The SC Chair shall confirm with the PR Chair that someone is responsible for taking pictures of each social event. The SC Chair shall maintain a binder including updated records and responsibilities to hand down to the predecessor.
- (f) **The Volunteer Services Committee Chair (VSC Chair)** shall attend all Executive Board and General meetings and keep the Executive Board informed of his/her activities and progress. The VSC Chair shall hold a minimum of three meetings each semester, in person with his/her committee and maintain correspondence with his/her committee members. The VSC Chair shall be responsible for scheduling, planning, and holding a minimum of two events each semester. Scheduling and planning includes, but is not limited to, selecting the event date, reserving rooms, ordering food, and shopping for supplies. Holding the event includes transporting materials to the venue, preparing for the event, and cleaning up after the event. The Volunteer Services Committee may hold joint events with any other HCSA committee. The VSC Chair shall confirm with the PR Chair that someone is responsible for taking pictures of each volunteer services event. The VSC Chair shall maintain a binder including updated records and responsibilities to hand down to the predecessor.

The Honors College Student Association Constitution

University of Central Missouri

- (g) **The Educational Development Committee Chair (EDC Chair)** shall attend all Executive Board and General meetings and keep the Executive Board informed of his/her activities and progress. The EDC Chair shall hold a minimum of three meetings each semester, in person with his/her committee and maintain correspondence with his/her committee members. The EDC Chair shall be responsible for scheduling, planning, and holding a minimum of two events each semester. Scheduling and planning includes, but is not limited to, selecting the event date, reserving rooms, ordering food, and shopping for supplies. Holding the event includes transporting materials to the venue, preparing for the event, and cleaning up after the event. The Educational Development Committee may hold joint events with any other HCSA committee. The EDC Chair shall confirm with the PR Chair that someone is responsible for taking pictures of each Educational Development event. The EDC Chair shall maintain a binder including updated records and responsibilities to hand down to the predecessor.
- (h) The roles and responsibilities of ad-hoc committee chair(s) shall be defined upon the creation of the committee(s).
- (i) Executive members shall not allow involvement in other university activities to interfere with the performance of their duties. An executive board member who fails to attend two Executive Board meetings without an appropriate reason, fails to contact the President or The Honors College Office, or who is no longer a member of The Honors College shall be deemed to have abandoned his/her office, and the Executive Board shall appoint an interim executive member until an election can be held at the next General meeting. In addition, the board will reserve the right to relieve an executive member from office if the board agrees upon unsatisfactory performance.

Article Four

Section One: This constitution will be ratified at a General meeting of The Honors College Student Association. This constitution may be amended by a two-thirds vote of all current members in attendance at a General meeting of The Honors College Student Association after approval by the Executive Board. This constitution and amendments shall not be valid until a copy is placed on file in the Office of Campus Activities.