By-Laws of the Honors Student Association

Article I: Membership

Section 1: All active members of the Richard A. Henson Honors Program are by default members of the Honors Student Association. Students who are not members of the Honors Program cannot join the HSA. While membership is by default, students may have their name removed from the member roll by submitting a written request to the faculty advisor.

Section 2: There are no dues paid to this organization. Membership and participation does not require any form of contractual or monetary commitment.

Section 3: Membership responsibilities shall include regular attendance of meetings. Also, members are encouraged to: promote leadership and service, build character, participate in fundraising projects, as well as support other HSA activities.

Section 4: Membership shall be terminated by withdrawal or expulsion from the Honors Program. Please refer to the Honors Program Policy for rules on removal.

Article II: Officers

Section 1: The selection of officers shall be done by elections, which will be run by the Advisor with the assistance of his/her Secretary. Voting may be done either in person, at a regular meeting, or electronically at the discretion of the Advisor. All votes will be collected and tallied by the Advisor. Every effort will be made to notify all members of any election and, further, to reasonably accommodate the needs of all members desiring to participate. All participants must fulfill the requirements in Article V, Section 2 of the Constitution. Elections will only be held at the end of the spring semester of a school year. All positions will be elected for an academic year by a majority vote of the membership. In the event of a tie, a special election between the tied candidates will be held. Open positions may be filled at any time by special election, to be called by the President and Executive Vice President. In the event that there is only one candidate for an office, the election may be by voice vote. No member shall hold more than one office at a time and no member shall serve more than three terms in the same office.

Section 2: Board members are expected to attend a minimum of three (3) HSA events, will be determined by the board, per academic year - failure to do so will result in a ban of running the following year. All the officers are required to attend all Executive Board meetings and General Meetings unless there is a legitimate excuse presented. If an officer misses three (3) meetings per semester without a legitimate excuse then the removal procedure may be started by any member of the E-Board. If the officers fail to fulfill their expectations and officer duties as defined by the Constitution then they can be removed.

Section 3: Firstly, The officer in question must be informed of the Executive Board meeting at which he or she may be deemed to have abandoned his or her office and replaced. The officer will be notified via e-mail and will have 24 hours to respond to the e-mail. The e-mail, in question, will contain information for the scheduling (or rescheduling) of a review meeting with the E-Board. At said meeting, the officer will be given time to plead their case.
During the meeting one of the following processes will be implemented:

- A recommendation by the HSA faculty advisor (Director, Honors Program), seconded by faculty co-advisor (Assistant Director, Honors Program); or
- 75% majority vote of the HSA Executive Board; or
- 75% majority vote of active HSA membership

Section 4: An officer may resign with two (2) weeks’ notice to the E-Board through e-mail. Failure to give such notice will result in a banned 1-year general officer election.

**Article III: Selection of an Advisor**

Section 1: The selection of an advisor shall be determined by the Honors Program administration. The organization may also have up to 2 Co-advisors who are members of Honors Program.

Section 2: The provision for removal of an advisor include any of the following:
- A recommendation by the Provost and Vice-President for Academic Affairs; or
- 75% majority vote of the university-wide Honors Advisory Board; or
- 75% majority vote of active HSA members.

**Article IV: Amendment**

Section 1: These By-Laws may be amended by vote of 75 percent of the board members, as necessary. Amendments also must be approved by 75 percent of the voting members of the organization. Provision for advance notice of amendment shall be announced via email notifications. Any active member or officer can submit a proposed change in the By-Laws to the advisor. Their proposal must be considered by the E-Board within 30 days.

Ratification of these By-Laws was made on this day February 12, 2015.

Emily Zell
(President)

[Signature]

[Signature]
(EXECUTIVE VICE PRESIDENT)

Jessica L. Parker
(Secretary)

[Signature]
(Treasurer)

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(VP OF COMMUNITY SERVICE)