Constitution of the Honors Student Association

Article I: Name

Section 1: The name of this organization shall be Honors Student Association.

Article II: Mission

Section 1: The HSA exists to provide Honors students peer to peer help in achieving their academic and career goals. It acts as a sounding board for ideas, serves as a resource for association with like-minded fellow students, makes it possible for students as a whole to convey thoughts and feelings to the Honors Program and vice-versa, and offers opportunities for personal advancement both professional and civic. In simplest terms the HSA is Honors students taking responsibility for their own success and working to help each other and the community at-large.

Article III: Affiliations

Section 1: This organization is affiliated with the Richard A. Henson Honors Program at the University of Maryland Eastern Shore.

Article IV: 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 may not 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: This organization and its members shall not discriminate against any individual for reasons of race, nationality, religion, gender, age, color, veteran status, sexual orientation, and/or ability status.

Article V: Officers

Section 1: The officers of the organization shall consist of:

- **The President:** The President shall be the official executive of the organization and adhere to all guidelines, policies, and procedures as detailed in the constitution and By-laws. He or she shall call into session, preside over, and close all general body and Executive Board meetings, prepare the agenda for meetings in consultation with the Executive Board, oversee all organization events and activities and ensure their execution, serve as the primary point-of-contact for all communication with the University of Maryland Eastern Shore, and communicate with the Faculty Advisor for all needs. In addition, he or she will oversee all officers and ensure the completion of their tasks/activities, distribute E-Board and general body meetings scheduling information, as well as the minutes taken by the Secretary, and delegate additional duties and responsibilities to officers. The President will vote on matters being considered by the Executive Board only in the event of a tie. The President **SHALL NOT** make unilateral decisions in any event.

- **Executive Vice President:** The Executive Vice President will assist the President and fulfill all duties of the President in the President’s absence. In such cases he or he will hold the
same authority as the President but may not give any direction that is directly contradictory to previous direction(s) or decision(s) stated by the President. He or she shall assist the President lead various initiatives. In the event that the President resigns or is removed from office, the EVP shall become acting President until a new President is elected.

- **Secretary:** The Secretary shall be in charge of all documents pertinent to the operation of the organization and the E-Board. He or she will create presentations (if needed) for meetings and other activities. One important secretarial duty is taking minutes at board meetings and covering the discussion of each agenda item. Then, it is a matter of transcribing and filing the notes, making them as available as necessary, especially to the President.

- **Treasurer:** The Treasurer is in charge of all financial aspects of the association. The Treasurer also prepares and provides financial statements to the organization and tracks all deposits, expenses and other financial dealings, as well as maintaining up-to-date and accurate financial books of all pertinent accounts. The Treasurer shall undergo a formal forecasting cycle prior to the start of the new academic year and allocate general budgets for the year’s activities. These budgets, and any later changes to them, will be presented to the E-Board for approval by a majority vote **BEFORE** they are acted on.

- **Historian:** The main duty of the Historian is archiving - keeping a record of the association's accomplishments and activities for the year, collecting items such as pictures and news clippings about the association and its members, and organizing a record that would be useful and meaningful to both the current and future members.

- **Vice President of Social Media:** The Vice President of Social Media shall post information, announcements, as well as pictures of every on our social media page (Facebook/Twitter/GroupMe).

- **Vice President of Community Service:** He or she is in charge of keeping complete records of community service hours, filling out paperwork, and organizing community service opportunities.

- **Member at-Large:** The Member at-large is a liaison between members and the E-Board. The Member at-large will collaborate with other E-Board members to ensure the desires of general members are met.

The officers shall faithfully carry out their duties as described here and make every effort to fulfill any additional responsibilities as they become necessary. The HSA may also have additional officers if desired.

Section 2: Honors Officers must be fulltime undergraduate students at the University of Maryland Eastern Shore as well as active members of the Richard A. Henson Honors Program in good standing at the time of election and throughout their entire terms.

Section 4: Should an officer’s position become vacant during his/her term, he or she shall follow the procedures listed in the By-Laws (Article 2).

**Article VI: Advisor(s)**
Section 1: The organization’s advisor(s) must be members of the faculty, administration, or staff of the University of Maryland Eastern Shore’s Richard A. Henson Honors Program.

Section 2: The Primary Advisor shall be responsible for the supervision of the organization and act as liaison between faculty, administration, and students, when necessary. He or She shall maintain files on the organization’s membership, history, activities, and financial transactions. The Advisor shall help the officers understand and carry out their duties, provide guidance and approval for organizational activities, and ensure that requirements set by the University are met.

The Secondary Advisor shall fill in for the Primary Advisor upon his or her absence.

Article VII: Meetings

Section 1: This organization shall have regular meetings during the school year on days designated by the Executive Board and in accordance with the university’s policy and regulations. The Executive Board shall determine the regularity of the meetings (i.e., weekly, monthly, or bimonthly). The President or the Advisor(s) may call special meetings approved by the Executive Board.

Section 2: All attendance procedures shall follow the By-Laws Article II, Section II.

Article VIII: Amendments

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 this Constitution was made on this day of February 12, 2015.

Emily Bell
(PRESIDENT)

Jessica Parker
(EXECUTIVE VICE PRESIDENT)

(TREASURER)

(VP OF COMMUNITY SERVICE)