

Honors Student Organization Constitution

Article I-Name

The name of this organization shall be the Honors Student Organization hereinafter referred to as HSO.

Article II-Purpose and Function

The purpose of the HSO is to provide exceptional undergraduate students with academic, social, and community service oriented activities. As an organization, the HSO promotes scholarship, leadership, and service.

Article III-Membership

Section 1-

Membership in the HSO is open to all undergraduate students regardless of race, gender, sexual orientation, disability, religious/political affiliation or veteran status.

Section 2-

All students accepted into the Honors Program are automatically members of the HSO. To maintain membership in the HSO, students must remain in good standing with the Shippensburg University Honors Program.

- a. To maintain good standing in the Honors Program, Honors students must attend the fall and spring general meetings. Each student must also earn 12 points each year by participating in Honors Program activities outside the classroom. At least 4 points must be earned by participating in a service project and 2 points by attending an HSO meeting. Honors co-curricular activities promote the Honors Program's commitment to scholarship, leadership, and service.

Article IV- Officers

Section 1-

The officers of the HSO shall be:

- a. A president who shall have attained at least sophomore status as of the first full semester of their office and who shall be a member in good standing of the Shippensburg University Honors Program.
- b. A vice-president who shall have attained at least sophomore status as of the first full semester of their office and who shall be a member in good standing of the Shippensburg University Honors Program.
- c. A treasurer who shall have attained at least sophomore status as of the first full semester of their office and who shall be a member in good standing of the Shippensburg University Honors Program.
- d. A secretary who shall have attained at least sophomore status as of the first full semester of their office and who shall be a member in good standing of the Shippensburg University Honors Program.
- e. A historian who shall have attained at least sophomore status as of the first full semester of their office and who shall be a member in good standing of the Shippensburg University Honors Program.

Section 2-

The term of office for all officers shall be from the second Monday in April of the second semester of the regular academic year to the second Monday in April of the second semester of the following academic year.

Section 3-

The members of the HSO shall elect the officers during the annual spring elections.

Section 4-

The president of the HSO may appoint temporary officers to fill vacancies until a special election can be held.

Article V- Impeachment and Removal of Officers

Section 1-

Reasons for impeachment of officers:

- a. Neglect of Office
- b. Demonstration of incompetency
- c. Abusive management of funds
- d. Withdrawing from the Shippensburg University Honors Program
- e. Failure to remain in good academic standing with the Shippensburg University Honors Program.

Section 2-

Proceedings for removal of officers:

- a. Any member of the HSO may initiate impeachment proceedings by providing the president with a written request containing the name(s) of the officer to be considered for impeachment and the reason(s) for this request. If the impeachment regards the president, the notification shall be given to the vice-president.
- b. Once the president or vice-president receives a request for impeachment of an officer, they shall schedule a meeting with the entire HSO within two weeks of receiving the request. At this meeting, the officer charged with impeachment shall have the opportunity to plead their case after the reasons for the impeachment have been stated. The members of the HSO will then have the opportunity to interrogate the officer charged with impeachment. A vote shall then be taken.
- c. If the president is named in the impeachment, the vice-president shall run the proceedings.
- d. A three-fourths majority of the members of the HSO meeting is needed to impeach an officer.
- e. Once the officer is impeached, they are hereby removed.

Article VI-Meetings

Section 1-

Meetings of the HSO shall be called at least once a month by the president.

Section 2-

A meeting of the HSO will be held if five members of the HSO petition the president for a special meeting.

Section 3-

A meeting of the HSO will be held upon the petition of ten percent of the total members of the HSO.

Section 4-

A quorum for an HSO committee shall be a simple majority of its members.

Section 5-

Robert's Rules of Order (First Edition) shall be the parliamentary authority during all meetings unless modified by this Constitution or its By-laws.

Section 6-

An annual mandatory meeting, occurring in the third week of April, shall be held by the newly elected officers, former officers, as well as newly selected and previous year's committee chairs, to discuss the state of the organization and goals for the following year.

Section 7-

Every semester there will be at least one mandatory committee chair meeting. All officers, co-chairs, and assistant chairs of committees must attend.

Article VII-Duties of Officers and Committee Chairs

Section 1-

The duties of the president:

- a. Call and preside at all meetings of the HSO.
- b. Serve as an ex-officio member without vote on all committees.
- c. Recommend to the HSO for consideration such members as are expedient and necessary to carry on the business of the HSO as directed by the membership.
- d. Appoint ad hoc committees as deemed necessary to carry out the functions of the HSO.
- e. Appoint a vice-president, treasurer, secretary, or historian should any of these positions be vacated for any reason.
- f. Interview candidates for committee chair positions when vacancies exist and appoint chairs with the assistance of the vice president and any current chairs of that committee.
- g. Supervise, with the help of the vice-president and secretary, all committees excluding Fundraising, Media, and Spring Banquet.

Section 2-

The duties of the vice-president:

- a. Preside over meetings and conduct the business of the HSO in absence of the president.
- b. Assist the president in the administrative business of the HSO.
- c. Assist the president in interviewing candidates for committee chair positions and appointing chairs when vacancies exist.
- d. Supervise, with the help of the president and secretary, all committees excluding Fundraising, Media, and Spring Banquet.

Section 3-

The duties of the treasurer:

- a. Serve as the fundraising committee chair and oversee any fundraising initiatives.
- b. Coordinate and oversee the operation of the following committees of the HSO: Fundraising
 - a. In coordinating and overseeing the operation of this committee, the treasurer is to periodically contact this committee to see if they are meeting their goals for the semester, and to attend as many committee meetings as possible. If goals are not being met, the treasurer must contact the president to schedule a meeting to discuss options in which to achieve these goals.
- c. Record expenditures and keep track of the balance in the HSO account with the University Fiscal Office and the Senate fund.
- d. Serve as the liaison between the Student Senate and the HSO.

- e. Apply for all fundraising permits.

Section 4-

The duties of the secretary:

- a. Take attendance at the HSO meetings and submit the list to the Honors Program Secretary.
- b. Record the minutes of the HSO meetings and submit them to the Honors Program Secretary.
- c. Copy, get approval from the Ceddia Union Building, and distribute all flyers to promote events, which shall be sent to the secretary from the heads of committees.
- d. Reserve rooms for HSO meetings through the Student Senate.
- e. Supervise, with the help of the president and vice-president, all committees excluding Fundraising, Media, and Spring Banquet.

Section 5-

The duties of the historian:

- a. Coordinate and oversee the operation of the following committees of the HSO: Media and Spring Banquet.
 - i. In coordinating and overseeing the operation of these committees, the historian is to periodically contact these committees to see if they are meeting their goals for the semester, and to attend as many committee meetings as possible. If goals are not being met, the historian must contact the president to schedule a meeting to discuss options in which to achieve these goals.
- b. Oversee the creation of the end-of-the-year video made by the Spring Banquet Committee that is to be shown at the annual Spring Banquet.
- c. Maintain an organized binder of HSO meeting minutes and annual Committee Chair Reports.

Section 6-

The duties of committee chairs:

- a. Preside over their respective committees for one calendar year, April-April.
- b. Make reports to the HSO at its meetings.
 - a. At least one committee chair must be in attendance at every HSO meeting, unless otherwise documented.
- c. Committees shall submit two or more achievable goals for the semester to the president and their supervising officer- president, vice-president, treasurer, or secretary- within the first month of the semester.
- d. Submit committee reports to the historian at the end of each semester.
 - a. If goals are not met, it is the duty of that committees presiding officer to call a meeting with the President to take the necessary steps.
- e. Interview candidates for committee chair positions when vacancies exist. Appoint chairs with the assistance of all officers and current chairs of the committee. Explained in detail in Article X.

Article VIII-Committees

Section 1-

The following committees shall be standing committees of the Honors Student Organization:

- a. A Service Committee that shall make a significant annual contribution to the community through the donation of money, services, or goods. It shall also complete at least two service projects per semester.
- b. A Recruitment Committee that shall arrange for interested high school students to meet with current Honors Program students, organize all open house events, and plan high schools visits during semester breaks.

- c. A Recreation Committee that shall host at least three social activities each semester to promote interaction between the members of the HSO
- d. A Media Committee that shall produce the Honors Chronicle twice each academic semester and once each summer.
- e. A “Reach Out” Committee that shall work to support both domestic and international educational programs through establishing local partnerships while emphasizing cultural understanding.
- f. An Honors Read Committee that shall organize at least two book discussions between professors and students each academic semester.
- g. An Orientation Committee that shall organize two mentor/mentee events each semester, coordinate the Summer and January new student orientation events, and match mentors with incoming first-year mentees.
- h. A fundraising committee that shall hold at least two fundraisers each semester that raise money for the HSO. A portion of these funds shall be donated to a charity voted on by those who participate in raising the money.
- i. A Housing Committee that shall generate, distribute, and collect satisfaction surveys for first year students who live in the Honors residence hall every fall semester. This committee is also responsible for coordinating at least two recreational events each semester for the students who live in the Honors residence hall.
- j. A “Ship Trip” Committee that shall hold one event per semester to benefit middle school students.
- k. A Spring Banquet Committee that shall plan the invitations, decorate, and select the menu for the annual Spring Banquet. This committee shall also be in charge of choosing the gifts which are to be given to graduating students and, under the direction of the Historian, this committee will help create the end-of-the-year video shown at this event.
- l. An Environmental Committee that shall promote environmentally friendly measures in the Honors residence hall.
- m. An IT (Information Technology) Committee that shall assist with the Honors Program website, podcasts and videos, and provide technical support at Honors events.

Article IX- Officer Elections

Section 1-

There shall be an annual election of officers by the first Friday in April.

Section 2-

All candidates for president, vice-president, treasurer, secretary, or historian positions shall be elected at the annual election.

Section 3-

Members shall announce their candidacy at least one week prior to the elections by notifying the President via written statement, who shall then notify all members of the HSO.

Section 4-

During the transition of officers between the date of election and the beginning of the new term of office, there will be a mandatory meeting of the presiding officers and the officers-elect.

Section 5-

Special elections to fill vacancies not filled by this Constitution shall be held at the request of the President. If no member occupies the office of President, then the Honors Program Director shall have the ability to call for a special election.

Article X-Committee Chair Selection

Section 1-

Vacant committee co-chair and assistant chair seats shall be filled annually.

Section 2-

Aspiring committee chairs must complete an application stating their interest in becoming an HSO committee chair. The application deadline shall be the last Friday of March.

Section 3-

Interviews for committee chair selection shall occur in the second week of April. New officers, old officers, and all committee chairs of the given committee are expected to attend each interview. In the case that one of the aforementioned individuals cannot attend an interview, they are to submit a valid excuse to the new President of the organization.

Section 4-

Committee co-chairs and assistant chairs shall begin their term in the third week of April.

Article XI- Amendments

Section 1-

Amendments to this Constitution shall be submitted to the President of the HSO and printed in the Honors Program weekly email at least two weeks prior to the time of a vote on the amendment.

Section 2-

- a. A two-thirds majority of the members of the HSO meeting, held 2 weeks after the announcements made about the amendments, shall be necessary to approve amendments to this constitution.
- b. If a member is unable to attend the HSO meeting due to a documented excuse then the following steps may be taken to have his/her vote counted
 - a. Email the president his/her stance on the amendment, any changes to be proposed, and a definitive yes or no vote with and without said changes. The documented excuse should also be provided in this email.
 - b. Personally deliver these same criteria in writing, signed and dated, to the most readably available HSO officer.

Article XII- Ratification

Section 1-

The constitution shall be ratified by a three-fourths majority of the HSO leaders: executive board, the committee chairs, and the assistant chairs.

Section 2-

Once ratified, the constitution must be submitted to Student Senate's Student Groups and Activities Committee (SGAC) in CUB 201 for final revisions and approval.