**CONSTITUTION**

**of the**

**HONORS COLLEGE ASSOCIATION**

**PREAMBLE**

We, the students of the Arkansas State University (A-STATE) Honors College Association (HCA), assume certain responsibilities and privileges of organization, strive toward higher academic standards, foster close cooperation between students and faculty, and serve the general welfare of our institution.  We ordain and establish this constitution within the guidelines mandated for all registered student organizations on the campus of A-STATE.

**ARTICLE I**

**NAME**

Section 1. The name of the organization shall be the Honors College Association of Arkansas State University.

**ARTICLE II**

**OBJECT OF THE ASSOCIATION**

Section 1. The organization will foster social contact and the exchange of ideas among Honors students and faculty, as well as the student body and registered student organizations of Arkansas State University and the community at large.  The organization will serve as a conduit of information between students and the Honors staff.  The organization will, to the greatest extent possible, encourage intellectual freedom, achievement, and growth.

**ARTICLE III**

**MEMBERSHIP**

Section 1. Any student currently enrolled at Arkansas State University who has been formally admitted to the Honors College is eligible for membership in HCA. In order to obtain membership in the organization, yearly dues must be paid to the Vice President of Administration.

**ARTICLE IV**

**EXECUTIVE COUNCIL**

Section 1. Members of the Executive Council must be in good academic standing in the Honors College, be members in the Honors College Association, and be full-time students as defined by the current Arkansas State University Undergraduate Bulletin.

Section 2. The Executive Council will consist of President, Vice President of Administration, Vice President of Membership, Vice President of Public Relations, Vice President of Community Engagement, and Vice President of Special Events.

Section 3. The office of President shall:

* 1. Preside over the Executive Council.
	2. Serve as ex-officio member of all committees.
	3. Have authority to call special meetings of the general membership or the Executive Council at his or her discretion with adequate notice.
	4. Have the authority to alleviate situations that require immediate attention in the event the Executive Council cannot convene.
	5. Serve as liaison between the Executive Council and Honors staff.
	6. Have authority to appoint members to temporarily fill vacant positions until a selection can be made.

Section 4. Qualifications of a candidate for the office of the President include:

* 1. Must be student in good academic standing in the Honors College.

Section 5. The office of Vice President of Administration shall:

* 1. Preside over general meetings.
	2. Serve as President in the event of the President’s absence, resignation or removal from office.
	3. Keep minutes of each general and Executive Council meeting.
	4. Report the minutes of all meetings to the President.
	5. Maintain a calendar of all of the organization’s events.
	6. Maintain all funds and financial records of the organization.
	7. Collect all dues and fees.

Section 6. Qualifications of a candidate for the office of the Vice President include:

* 1. Must be a student in good academic standing in the Honors College.

Section 7. The office of Vice President of Membership shall:

1. Serve as a liaison between constituents and the Executive Council.
2. Update and maintain membership records each fall and spring semester.
3. Implement planned retention initiatives.
4. Organize representatives for University recruiting events.
5. Plan, organize and conduct all member apparel sales.

Section 8. Qualifications of a candidate for the office of the Vice President of Membership include:

* 1. Must be a student in good academic standing in the Honors College.

Section 9. The office of Vice President of Public Relations shall:

1. Create advertisements for all events of the organization.
2. Maintain a monthly newsletter.
3. Establish and maintain communication between the organization and the community, student body and other A-STATE organizations.
4. Update and maintain all social media accounts on behalf of Honors.

Section 10. Qualifications of a candidate for the office of the Vice President of Public Relations include:

* 1. Must be a student in good academic standing in the Honors College.

Section 11. The office of Vice President of Community Engagement shall:

1. Plan and organize all philanthropic, service, and fundraising events held and participated in by HCA.
2. Have the authority to appoint a committee chair to form and lead a committee for each individual event or program.

Section 12. Qualifications of a candidate for the office of the Vice President of Community Engagement include:

1. Must be a student in good academic standing in the Honors College.

Section 13. The office of Vice President of Special Events shall:

1. Plan and organize all special events held and participated in by HCA.
2. Have the authority to appoint a committee chair to form and lead a committee for each individual event or program.

Section 14. Qualifications of a candidate for the office of Vice President of Special Events include:

1. Must be a student in good academic standing in the Honors College.

**ARTICLE V**

**EXECUTIVE COUNCIL SELECTIONS**

Section 1. Applications for Executive Council must be released no later than February 1st each academic year.

Section 2. The selection of officers will be held on or before the last Executive Council meeting in March. The formal contract of office shall be completed by all officials selected during the first Executive Council meeting of April.

Section 3. The term of office begins at the submission of the official contract and terminates at the first Executive Council meeting of April.

**ARTICLE VI**

**VOTING**

Section 1. Voting will be conducted by secret ballot using an online server.

Section 2. Only members of HCA may vote.

Section 3. No matter brought to official vote may be voted on in the same meeting in which it is introduced.

**ARTICLE VII**

**AMENDMENTS**

Section 1.  Amendments to the Constitution may be presented to the Executive Council in writing at any time by members of HCA and must be approved by a two-thirds majority of the executive council.

**ARTICLE VIII**

**OFFICER REMOVAL & REPLACEMENT**

Section 1. Any officer can be removed for a justified cause, as determined by an Honors staff advisor and the remaining Executive Council, at a general meeting by a two-thirds majority of those voting.

Section 2.  An officer will be removed if he or she is absent from three meetings, including meetings of the Executive Council and general body or if the formal contract is violated without reasonable cause. A vote is not necessary to remove the officer in either of these cases.

Section 3. In the event that an officer voluntarily steps down or is forcefully removed, the selection committee will promptly work to fill the vacancy and applications shall be taken from the general membership to fill the vacant seat.