Honors Student Association (HSA) of West Virginia University Constitution

ARTICLE I. NAME

Section 1. The name of this organization shall be the Honors Student Association, HSA, of West Virginia University.

ARTICLE II. PURPOSE

Section 1. The purpose of this organization shall be to serve as a forum of students in the Honors College at West Virginia University for planning activities and events, advising the College on matters of importance to the students, and working for the overall betterment of the Honors experience at WVU.

ARTICLE III. MEMBERSHIP

Section 1. The voting membership of this organization shall be limited to organization members who are WVU students and members of the Honors College at West Virginia University.

Section 2. This organization will not deny membership on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin.

ARTICLE IV. OFFICERS

Section 1. The officers of this organization shall be the president, vice president, secretary, treasurer, and historian.

Section 2. The duties of the president shall be to serve as the executive officer of the organization, preside over general meetings, facilitate executive board meetings, and oversee the general operation of the association. The president shall also be responsible for the appointment of committee chairpersons, representing the organization to the University, coordinating officer transitions, and, at their discretion, make an emergency appointment to an officer position in the event it becomes vacant, for any reason, during the course of the academic year with the consultation of the other officers.

Section 3. The duties of the vice president shall be to fulfill the role of the president in his/her absence and assist him/her in leading the association and coordinating social and service events.

Section 4. The duties of the secretary shall be to keep the minutes and records of the association. The records of the association shall include a registry of all active members emails, sign-in sheets for each meeting, and maintaining the Google Drive where the minutes shall be made accessible to all active members. Furthermore, the secretary shall be responsible for providing a sign-in sheet for each meeting and sending the meeting minutes to all active members.
Section 5. The duties of the treasurer shall be to keep and maintain the financial records of the association in a secure and orderly manner, to sign all checks as authorized by the association, and create monthly budgets. The financial records of the association shall include the monthly budgets, and any sums of money raised or spent, as well as receipts, or other records, of all transactions when possible.

Section 6. The historian shall be responsible for documenting all HSA activities, including all social and service events, by writing a description of each event, which includes the purpose or goals of the event, the date and location, and the success of the event as indicated by turnout or achievement of the goals of the event. The process of creating and organizing an event shall also be documented for each event. Photographs of events are optional. The above documentation shall be conducted for each event and compiled in a monthly report ready by the first meeting of the next month.

Section 7. All officers must be in good standing with the Honors College.

ARTICLE V. SPECIAL WVU REQUIREMENTS

Section 1. This organization will adhere to the West Virginia Code of Student Rights and Responsibilities.

ARTICLE VI. ELECTIONS

Section 1. All officers, except for the historian, for the new academic year shall be elected before the end of the spring semester of the current academic year, and all candidates for these positions are required to have attended at least four meetings of the organization prior to running. Historians shall be elected at the start of the new academic year, and the position shall be open to all WVU students who are member of the Honors College at West Virginia University, including the incoming freshman class.

Section 2. Elections must be announced publicly in the HonorSpeak released the Monday of the week of the meeting they shall be held at, detailing the date and location of the meeting for elections.

Section 3. Officers shall be elected anonymously by a majority vote of all members in attendance to the meeting. All WVU students who are members of the Honors College at West Virginia University in attendance to the meeting are eligible to vote.

Section 4. Each candidate has the opportunity to give a speech in support of their candidacy, in which they introduce themselves, state the position they are running for, their experience, and anything else they wish to include.

Section 5. Voting shall be done on slips of paper provided to all members in attendance to the meeting, and upon entering voting procedure, all candidates must exit the room and no talking save for questions and the instructions of the Academic Advisor shall occur. All members in
attendance shall then vote on the slips of paper they were given. Once they have finished voting, and the academic advisor has collected the votes, the candidates may be allowed to re-enter the room.

Section 6. The academic advisor must then leave the room to tabulate the votes. Upon tabulating the votes for each position, the academic advisor shall re-enter the room and announce the winners for each position.

Section 7. In running for the position, candidates are proclaiming their ability to serve in and fulfill the duties of the position, if elected to do so, for the entire academic year, of which they shall be reminded of prior to accepting the office.

ARTICLE VII. MEETINGS

Section 1. Regular meeting times of the organization shall be established for the remainder of the academic school year by the President, with the agreement of the officers and Academic Advisor, at the first meeting of each new academic semester.

ARTICLE VIII. COMMITTEES

Section 1. Committees may be established as needed by the HSA Officers.

Section 2. Each committee shall be overseen by a chairperson, each of which, in conjunction to their specific duties, are responsible for maintaining records of the activities within their committees, informing officers of the committee activities, and coordination with members of their committee outside of regular meetings.

Section 3. The officers, chairpersons, and the academic advisor of the association shall form the Executive Board.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. Robert’s Rules of Order (Revised) shall serve as the organization’s parliamentary authority.

ARTICLE X. AMENDMENTS (Methods)

Section 1. All proposed amendments must be announced publicly in the HonorSpeaks released the Monday prior to the meeting they will be presented at and voted upon.

Section 2. To pass, amendments to this constitution shall require a ¾ vote of the membership in attendance at any regular meeting.