HSAB BY-LAWS (revised Fall 2019)

ARTICLE I: Name and Membership

Section 1: Name – This organization shall be named the Honors Student Advisory Board of the University of Northern Iowa

Section 2: Membership –
A) Membership in the Honors Student Advisory Board shall consist of terms beginning with the first day of classes in the fall or spring semester of each academic year, and ending with the last day of classes of the Spring semester of each academic year.

B) Membership of the Honors Student Advisory Board shall be comprised of any member of the Honors student body who express written intent of: attending Honors Student Advisory Board meetings and participating in the tasks of at least one Honors Student Advisory Board committee, unless extenuating circumstances prohibit attendance, in which case, will be communicated promptly to the Advisor. Members are expected to attend all meetings and attend at least two HSAB events per semester. If this expectation is not met, the member will meet with the President of HSAB to discuss further membership.

C) All members that have one absence from a meeting will be observed with no further implications. A second absence will be followed by a discussion with the President of HSAB. A third absence will be followed by a meeting with the President of HSAB and the Advisor and shall discuss the continuation of their participation on the board.

D) When a member signs up to help with an event and later discovers they are unable to fulfill their duties, they are responsible for finding a replacement. Members should contact the main event contact, President of HSAB, and Advisor if they will miss an event for which they signed up. Consistent inability to find a replacement will result in a meeting with the Advisor and President of HSAB for further discussion regarding such members’ commitment to HSAB.

E) Current members are allowed to declare inactive membership for up to one academic year in the event that they are studying abroad or in other extenuating circumstances. This must be communicated to the President and Advisor before taking applications for the next respective semester. The final decision on whether inactive membership is a good fit for the current member will be decided on a case-by-case basis by the President and the Advisor.

Section 3: Revocation of Membership – Membership in the Honors Student Advisory Board shall be terminated if:
A) Members are removed from the University of Northern Iowa Honors Program
B) Members do not fulfill obligations stated in their written declaration of intent of membership (described in ARTICLE I, Section 2, Subsection B)
C) Members are found to be in violation of the Honors Code of Conduct by the Honors Program Director

Section 4: Rights of Membership – Members of the Honors Student Advisory Board shall be granted:
   A) The right to one vote in all decisions and initiatives subject to approval by the Honors Student Advisory Board
   B) The right to candidacy in the elections for officers of the Honors Student Advisory Board, provided that good standing in the Honors Program is maintained

ARTICLE II: Function

Section 1: The University of Northern Iowa Honors Student Advisory Board shall exist for the express purposes of:
   A) The representation of the Honors student body for concerns relating to their extra-curricular development and experiences as Honors students.
   B) The enhancement of the educational experience of every member of the Honors student body through engaging programming and promotion of academic, social, and cultural growth.
   C) Connecting Honors students through intellectual and entertaining events

ARTICLE III – Executive Members

Section 1: Composition and Responsibilities – The Honors Student Advisory Board of the University of Northern Iowa shall designate persons to fill the following offices:
   A) Office of President – The President shall provide oversight, be an example of a dedicated board member, and lead the meetings of the Honors Student Advisory Board Officers, and shall provide whatever assistance is necessary for the execution of Honors Student Advisory Board initiatives. The President will serve as the Faculty Board Representative and attend the Student Organization Registration meeting in the fall.
   B) Office of Vice President – The Vice President shall assist the President in leading meetings of the Honors Student Advisory Board and shall take and distribute minutes from formal meetings of Honors Student Advisory Board Officers and the HSAB wide meetings. The Vice President will also record attendance and points. The Vice President is responsible for sending all internal HSAB communications. Finally, the Vice President will partner with the Advisor to organize and facilitate the Peer Program.
   C) Office of Marketing Coordinator – The Marketing Coordinator shall coordinate all social media and advertising efforts of the board. They will develop posts for the HSAB Facebook, Twitter, and Instagram accounts, work to maintain an active presence on these platforms to keep Honors students
engaged, manage the HSAB email account and calendar, collects photos from each event for advertising/posting purposes, and oversee the creation of promotional event posters

D) Office of Programming Coordinator – The Programming Coordinator will provide the primary oversight of the board’s committees and check in with each committee during meetings. He/she will be responsible for keeping each committee accountable to their timelines and budgets, and help assess and meet the needs of each committee all while being an example of a dedicated board member by participating in and leading events.

E) Office of the Outreach Coordinator – The Outreach Coordinator serves as the main point of contact for events that deal with campus or community partners. This includes, but is not limited to, community service, off campus events, and Pizza with Professors. The Outreach Coordinator is responsible for planning these off-campus and collaboration events and representing HSAB.

Each Executive is required to produce a document outlining specific responsibilities at the end of the serving term for personal reflection and for review by the entering executive member and the Advisor.

Section 2: Election of Executive Team

A) Elections for the executive team of the Honors Student Advisory Board shall be held during one of the last three Honors Student Advisory Board meetings of the semester.

B) Candidates shall be considered when they issue a written declaration of intent to run for the position (on or before the Thursday before the aforementioned meeting) to the Honors Advisor, and are found to fulfill the requirements of membership in Article I, Section 2, Subsection B

C) During this meeting, candidates shall brief the members of the organization on their intent to run.

D) One vote per position shall be made accessible to each member of the Honors Student Advisory Board, and each returned vote shall be counted as one vote for the specified Offices

E) Each member of the Honors Student Advisory Board shall not be able to cast more than one vote for tally in the elections of Honors Student Advisory Board Executive team

F) The President of HSAB shall take part in the vote only if their vote is necessary to break a tie (if they will make the total number of votes odd)

G) Officers shall begin their duties on the day immediately following the last day of the semester in which they were elected, and shall relinquish their duties on the last day of the semester of the following academic year

H) If at any time an executive member of the Honors Student Advisory Board voluntarily chooses to relinquish their duties, or is made unable to continue serving in their Office, a special election shall be held under the oversight of the Honors Student Advisory Board in collaboration with the Honors Advisor.
Section 3: Executive Member Expectations  
A) If an executive member misses a scheduled weekly executive meeting without an excused absence (as described in the UNI student handbook-i.e. illness or family emergency), they must have a discussion with the President of HSAB. If an executive member misses two scheduled weekly executive meetings without excused absences (as described in the UNI student handbook), they must meet with the Advisor and the President of HSAB to discuss their continuation in their executive role.  
B) If an executive member misses more than half of the meeting without arranging a late arrival with the President prior to the meeting time, it will count as an unexcused absence  
C) Once around midterms the executive members will fill out an anonymous google form that reviews the work of all the members of the executive team, and the feedback for each particular role will be provided to that executive member by the Advisor. Within the form there will be the specific responsibilities of each member with a ranking system to rank how well the task is being performed, as well as a place for comments below. If the average score is less than three for any category for an executive member, that member will need to have a meeting with the Advisor to discuss how to improve their performance.  
   a) Ranking system:  
      i) 1: Poor  
      ii) 2: Below Average  
      iii) 3: Average  
      iv) 4: Good  
      v) 5: Excellent  

Section 4: Members serving at the time of ratification of these By-Laws  
A) Members of the Honors Student Advisory Board who are serving at the time of ratification of these By-Laws shall be expected to continue fulfilling their duties for the semester following the end of their previously defined term  

ARTICLE IV: Ratification and Amendments  
Section 1: These By-Laws shall be put into effect with the written approval of a majority of the members of the Honors Student Advisory Board  
Section 2: Amendments to these By-Laws shall be formally proposed by one or more of the Executive team of the Honors Student Advisory Board, or upon written recommendation by a majority of the Honors Student Body  
Section 3: Amendments to these By-Laws shall be adopted upon written approval of a majority of the members of the Honors Student Advisory Board
ARTICLE V: Provisions regarding Finances

Section 1: Officers of the Honors Student Advisory Board seeking financial assistance for Honors Student Advisory Board initiatives shall be required to receive approval from the Honors Advisor and/or the Honors Program Director