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 Graduate Assistant. Members will be expected to accumulate at least 12 points in each semester of their membership, earned by attending meetings and events. If this point target 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 up by a discussion with the President of HSAB. A third absence will be followed up by a meeting with the President of HSAB and the Graduate Assistant and shall discuss the continuing of participation in the club.

D) When a member signs up to help with an event and later discovers he/she is unable to fulfill his/her duties, he/she has the responsibility to find a replacement. Members should contact the main event contact, President of HSAB, and Graduate Assistant if he/she will miss an event for which he/she signed up. Consistent inability to find a replacement will result in a meeting with the advisor and president for further discussion of commitment to HSAB.

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 Graduate Assistant to organize and facilitate the Peer Program.
   C) 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 through participation in/leading of 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

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 March wide meeting) to the Honors Graduate Assistant, and are found to fulfill the requirements of membership in Article I, Section 2, Subsection B

C) During this wide meeting, candidates shall brief the members of the organization on his/her 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 Spring Semester in which they were elected, and shall relinquish their duties on the last day of the Spring 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 Graduate Assistant

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 Graduate Assistant 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 graduate assistant. 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 Graduate Assistant 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 the ratification of these By-Laws

A) Members of the Honors Student Advisory Board who are serving at the time of the 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 Graduate Assistant and/or the Honors Program Director