

Honors College Association By-Laws

Approved August 2012, Amended October 2, 2014

Article I. The full name of the Student Organization is the Pittsburg State University Honors College Association. It may be shortened to Honors College Association, or abbreviated HCA.

Article II. The purpose of this Student Organization is to provide service throughout the campus and the community and provide a support system for members of the Honors College that allows members to interact with others with the same interests.

Article III. Member Requirements

Members of the Honors College Association will be expected to meet certain requirements in order to remain in the HCA. These requirements include:

- Remaining a student in good standing with the University
- Be a member of good standing in Honors College

Article IV. Elections, Duties, Terms and Removal of Officers

Officers include the President, Vice President, Secretary, Treasurer, and Class Representatives.

- Elections: Elections for primary officers (President, Vice President, Secretary, and Treasurer) should fall at the end of the spring semester, or end of the school year. The candidate running for President must have previously been a member of the executive team (Vice President, Secretary, Treasurer, or Class Representative). In the event that only one or no eligible member wishes to run for Presidency, the position will be opened to the general body. Before announcing their candidacy, each member wishing to run for President must discuss their intent with the Director of the Honors College. This must be done before the general meeting in April. Elections for Class Representatives, with the exception of the incoming Freshman class, should also be held at the end of the spring semester following the election for the primary officers. Elections for the incoming class will be held at the beginning of the fall semester, or beginning of the school year. Only those members of the specific class will vote for their class representative. All other officers will be elected by simple majority vote. During the general meeting in April, those members wishing to run for President will be allowed no more than five minutes to present their statement of intent to the general body. If there is only one member nomination for an office, that member will automatically be elected to that office, with no voting, with the exception of the position of President. If a position has no nomination, the office will remain open until a member steps up to fill the office, with Executive Team and Honors College Director approval. Members that will not be present on campus for the entirety of the next school year are not eligible for an executive office.
- Duties of Officers:
 - President: It will be the duty of the president to serve in the interest of the group. The president shall preside over group meetings and try to solve problems of the group members.
 - Vice President: It will be the duty of the vice-president to act as president in the case that the acting president is unable to perform his/her duties. The vice-president shall assist the president with tasks. The Vice-President will serve ex-officio on all committees and also as the Homecoming liason.
 - Secretary: It will be the duty of the secretary to keep group members informed of the group's activities. The secretary shall keep and make available to members the minutes at meetings. The secretary shall also be in charge of maintaining the group's e-mail account and keeping in contact with group members.
 - Treasurer: It will be the duty of the treasurer to obtain and maintain allocations from

- SGA. The treasurer shall keep members informed of the financial state of the group.
- Class Representative: It will be the duty of the class representative to act as a liaison between the executive team and the group body. The class representative will be responsible for keeping his/her class informed of the group's activities. The class representative will also be responsible for planning social events throughout the school year.
 - Terms: Each officer shall serve for one year. All officers, with the exception of the President, are eligible to run for another executive position the following year. The office of President can only be held for one year by each individual.
 - Removal of Officers: If an officer is not upholding their responsibilities and duties as an officer, they may be removed at the Executive Team and Honors College Director's discretion. If a member fails to uphold the requirements to be a member of the Honors College Association, they will be removed as an officer.

Article V. Meeting Structure

Meetings of the Honors College Association will be held monthly at a time and place decided by the executive team each semester. There will be an executive team meeting held the week before every full meeting.

- Executive team meetings will be conducted in a round table manner. Discussions will be held to prepare for the upcoming meeting and other upcoming events. It is at this time that class representatives will give reports on what their respective classes are interested in seeing changed and what they are interested in keeping.
- Full meetings will be presided over by the President and the Director. During general meetings, members will be informed of upcoming events in the HCA as well as what the HCA has accomplished to that point. During this meeting, the executive team will try to present a topic which is helpful to HCA members.

Article VI. Committees

Committees will be formed within the Honors College Association at the beginning of each fall semester. Members of HCA will have the opportunity to volunteer for committee work. Committee chairs will then be chosen at the discretion of the Executive Team and the Honors College Director. There will be three committees as follows:

- Community Service: It will be the responsibility of the community service committee to plan and provide community service opportunities for the entirety of the group.
- Events: It will be the responsibility of the events committee to oversee activities within the HCA such as Homecoming and the end of year banquet. This committee will also plan social events throughout the school year.
- Public Relations: It will be the responsibility of the public relations committee to publish an edition of Honorable Mentions, the HCA newsletter, once each semester.