

Honors Student Association Bylaws

Article I - Name: Honors Student Association (HSA)

Article II - Purpose of Organization:

“The Honors Student Association shall: act as the student voice of the Honors College; serve as a liaison between students, faculty, and administration; and promote service, community, and leadership among honors students.”

Article III - Membership:

Section 1: Expectations of Members

We expect every member to hold him/herself to a high standard, as we represent the Honors community on campus. The requirements for membership are that the student be in good academic standing and have a desire to actively participate in the HSA. Interested students must submit an application, which will be reviewed by the HSA Officers. Applicants will be evaluated based on what they can provide to the organization.

Section 2: Admission Procedure

An applicant will be granted membership after his or her application has been reviewed by the members and executive officers. Admission will be granted to those applicants approved by a majority vote of the active members at the beginning of the following general meeting.

Neither membership in, nor services provided by the organization will be denied to anyone on the basis of race, color religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry or medical condition. Any student in the Honors Program is welcome to apply.

Section 3: Membership Responsibilities:

It is expected that every member shall attend most of the events and meetings organized by the HSA. Every member must maintain his status as part of Honors Program. Every member shall attend at least 1/3 of HSA student organized events per semester in order to maintain membership. Every member shall attend at least 60% of meetings per semester and participate actively during meetings in order to maintain membership. Every officer shall attend at least 80% of meetings per semester and participate actively during meetings in order to maintain their elected position. Every member shall be part of a committee and participate actively in the duties the committee requires.

Section 4: Dues:

Every member shall pay a lifetime membership fee of \$20 upon their admission to the Honors Student Association, and will be granted a lifetime membership card following their admittance. These fees will be used to finance HSA events throughout the year.

Section 5: Resignation Process:

In case of a member withdrawal, the member in question shall notify the other members. In case the member had an officer position, an election procedure must follow. In the case of a member being dropped or withdrawn from the Honors Program, the member in question shall notify the other members.

Article IV – Officers

President: the president shall support, initiate, motivate, oversee and orchestrate all activities and responsibilities of the officers and council. The president shall set agendas, delegate and negotiate, maintain council activities, administer the smooth coordination of incoming officers at the end of term, be a primary signature with the SGAO, and serve as a liaison with the Dean of the Honors Program. The president will be the presiding officer in all sessions unless there is a conflict of interests.

Vice President: the Vice President shall: act as second-in-command, and will assume the role of President at such times that the President is unavailable or resigned; will oversee and assist the President on projects of particular attention, without encroaching upon the established roles of other officers; and, most importantly, will ensure the successful implementation of the HSA's mission and goals.

Secretary: the Secretary shall be responsible for typing, distributing and maintaining a log of written records regarding the organization including but not limited to: general meeting minutes, correspondence, tracking of member activities, and attendance records. The Secretary shall compile committee reports based on updates provided by each committee at general meetings (when committees are established).

Treasurer: the Treasurer shall maintain and handle all financial records, receivables, payables, and budgets and give timely and transparent meeting reports on those said records. The treasurer is responsible for all financial and budgeting information covered at ASUNM workshops.

PR/Historian: the Public Relations/Historian shall inform honors students about HSA sponsored events by way of flyer and email. The PR person must maintain the HSA bulletin board and be in charge of all social media, including Facebook, press releases, and advertisements. This position shall be head of communications between HSA and honors students, making sure the honors community is kept aware of HSA's activity.

Recruitment Coordinator: the Recruitment Coordinator shall coordinate with new and current honors students to involve them in the Honors Program. The Recruiter will create and distribute information about the Honors Program and HSA including, but not limited to: Freshman Orientation, Spring Orientation, and Welcome Back Days.

Community Outreach Coordinator: the Community Outreach Coordinator shall create, plan, and participate in events that help those in need and make our local community a better place. This officer will be in charge of correspondence between the inner UNM community and outside community in order to set up opportunities for HSA to help out. Duties include planning outreach activities for the Honors Program members and setting up a network with the outside community and other UNM organizations.

House Representatives: there shall be four House Representatives, one each from Houses Juniper, Oak, Aspen, and Piñon. Each representative shall report to HSA upon the status and events of their house, and serve as liaison between HSA and their House Council.

Article V – Meetings

Section 1: Regular Meetings

All the decisions and planning shall be made during regular meeting of the HSA. Formal meetings of the HSA shall be held once per week throughout the semester at a regular time, date and location as determined by the HSA Officers and agreed upon by a majority vote of the members. The Secretary will notify all members if a meeting is changed.

Section 2: Meeting Rules

All meetings of the HSA shall be conducted with the basic Ideals of Robert’s Rules of Order, unless explicitly stated by the HSA Bylaws. All cellphones are to be set in silent during the meetings.

Section 3: Voting

When voting becomes necessary during an HSA meeting, votes shall be taken by a aye or nay vote and shall require a majority vote for approval. Election of officers shall require a majority vote. If the result of an aye or nay vote is not easily determined, a show of hands may be taken.

Section 4: Special Meetings

Special meetings are defined as meetings conducted outside of the regular date, time and location of the regular HSA meetings. Special meetings may only be called by the President, Vice-President, or at least by ¼ of the active members.

Article VI – Responsibilities of the Advisor(s)

The Advisor shall support, mentor, and advise HSA members both throughout their experience in the HSA and their academic endeavors. The Advisor will also help guide the initial meetings and activities of the HSA as well as ensure that the HSA fulfill its intended purposes

Article VII: Elections

Section 1: Order of Elections

The offices of the HSA shall be those of President, Vice-President, Secretary, Treasurer, Public Relations/Historian, Activities Director, Recruitment Coordinator, and Community Outreach Coordinator.

Section 2: Election of Officers

A- Election of Officers

Elections of officers shall be held at the beginning of the academic year. Nominations of officers shall be taken one week before the night of elections. In case of an officer position vacancy, a special election will be held to fill the position. The date of the elections might be moved by a majority vote of the HSA Officers.

All officer positions will be elected for one year terms. Some officer positions may be required to fill in during the summer months (in his or her role or possibly in another role if needed) by a majority vote. The order of the elections will be as follows: President, Vice-President, Treasurer, Secretary, PR/Historian, Activities Director, Recruitment Coordinator, and Community Outreach Coordinator.

Officers will be elected by a simple majority vote. If more than two candidates are running for the same office, and no one receives the majority of the vote on the first ballot, then the candidate receiving the fewest votes will be dropped from the race. Subsequent rounds of voting will follow the same procedure, until two candidates remain or a candidate is elected.

B-Eligibility

Members should be in good standing to be considered for an elected office position. A member in good standing has fulfilled the minimum expectation standards for the semester.

Article VIII - Bylaws and Provisions

Section 1: Amendments of Bylaws

1. These bylaws may be amended or repealed by a majority vote of the HSA members, provided that proposed amendments have been submitted in writing and read at two consecutive meetings of the HSA.
2. When an amendment had been passed, it shall be immediately incorporated into the existing bylaws.