

BYLAWS
Honors College Student Association (HCSA)
Marshall University

ARTICLE I: NAME

Section 1: The name of the organization shall be Honors College Student Association (HCSA) at Marshall University.

ARTICLE II: MISSION STATEMENT

Section 1: The Honors College Student Association at Marshall University strives to create fellowship among its members that extends beyond the classroom. By providing opportunities for educational events, social activities, and community projects, the Association will support the College mission of innovative teaching and learning within an interdisciplinary curriculum motivated by creative, critical inquiry and respect for a multiplicity of thoughts, experiences, and identities.

ARTICLE III: AUTHORITY

Section 1: This organization is a recognized student organization at Marshall University and adheres to all campus policies as set forth in the *Marshall University Student Handbook, Hazing Policy, and the Club and Organization Manual of Information.*

Section 2: This organization may establish Standing Rules to govern administrative and procedural matters. These Standing Rules may include matters such as time and location of meetings and other elements of functional aspects of the organization. The Standing Rules may be amended by a majority vote during an organizational meeting.

ARTICLE IV: MEMBERSHIP

Section 1: Membership in the organization will be open to any student currently admitted to and in good standing with the Marshall University Honors College.

Section 2: Eligibility for membership and appointment or election to student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, age, gender, marital status, citizenship, sexual orientation, or disability.

ARTICLE V: MEMBERSHIP OF STEERING COMMITTEE (currently HON 488)

Section 1: Members who participate on the Steering Committee will formally enroll in HON 488 or its successor course, unless extenuating circumstances prevent them from doing so. Such instances will be handled on a case-by-case basis with the HCSA faculty advisor.

- Section 2: Members on the steering committee must be available to attend every meeting of the Steering Committee, and those enrolled in HON 488 or its successor course shall be evaluated on a credit/no credit scale. Enrolled committee members satisfactorily completing their service to the Association will earn one hour of Honors credit, with officers earning one additional hour per semester.
- Section 3: The Honors Steering Committee will ideally consist of two students from each year of fulltime attendance (First Year, Second Year, Third Year, and Fourth/Fifth Year).
- Section 4: The composition of the Steering Committee may change each semester. However, year-long student commitment to the Committee is encouraged. Students who enroll in the fall semester will have priority for continuing in the spring semester.

ARTICLE VI: ELECTION OF OFFICERS

- Section 1: The Steering Committee shall organize the annual election of officers. Nominees may vote, but they shall not participate in the organization of the election, tabulation of votes, or other aspects of the election process.
- Section 2: The offices of President, Vice President, Secretary, and Treasurer are to be elected annually. The elections are to be held at the end of each spring semester and shall take place via a secured online poll on the dates agreed upon by the majority of the steering committee. This is to occur even if there is only one individual running for a given position, as it provides the option for write-ins. When practical, all members of the Association shall be given at least two weeks' notice via email for any upcoming election to be held.
- Section 3: Nominations for officers shall be self-nominations made via email during the two weeks preceding the election. Members may nominate themselves for not more than one office. The email for candidacy should include position desired, first and last name, class standing, major, 100-word combined biography and a statement of interest in Honors Student Organization, e-mail address, and an optional picture. Nominations received up to one business day before election will be duly accepted and placed on a ballot sheet.
- Section 4: Voting shall be conducted by a secured online ballot, supervised and administered by an Official appointed by the Dean of the Honors College or the Dean's designee, which will generally be the HCSA faculty advisor. Officers shall be elected by a plurality vote. In the event of a tie, a revote is conducted between the tying members; in the event the tie remains unresolved, the tie is broken in a manner chosen by the Dean of the Honors College that gives equal chance to the tying candidates.
- Section 5: If there is only one candidate nominated for a position, the ballot will include that individual's name.

- Section 6: Officers shall assume office on the first school day in the fall semester and are encouraged to serve for both the fall and spring semesters.
- Section 7: Officers shall be members in good standing of the Honors College and available to meet weekly with the HON 488 Steering Committee or its successor course.
- Section 8: Unfilled offices may be appointed by the Dean or HCSA advisor in consultation with current officers.

ARTICLE VII: RESPONSIBILITY OF OFFICERS

- Section 1: Officers serve as student representatives of the Honors College Student Association Steering Committee, enjoying full membership rights in that body.
- Section 2: In the event the office of President becomes vacant, resulting from resignation, ineligibility, or recall, the Vice President shall assume the office of President. The Honors College Dean may appoint an interim officer to fill the vacancies of any office.
- Section 3: Upon election, and unless there are extenuating circumstances (See Article V, Section 1), officers are added to the roster for the HON 488 Steering Committee course, or its successor, and are expected to attend all meetings of the class. Enrolled officers will be evaluated on a credit/no credit scale to earn two hours Honors credit per semester.

Section 4: *Powers and Duties of Officers:*

1. The President shall preside at all meetings and shall prepare the agenda for the meetings. The President shall appoint all committees and chairs, who will serve until the President’s term has expired.
2. The Vice President shall preside over organizational meetings in the absence of the President. In consultation with the Honors College Student Association advisor, they are to prepare a syllabus for the HON Steering Committee course each semester and perform public relations for the association, such as maintaining the official webpage and maintaining all social media accounts related to HCSA. The Vice President shall perform all legal duties assigned by the President.
3. The Secretary is the official reference for follow-ups on the duties of each member of the steering committee from the previous week.
4. The Treasurer shall, in consultation with the HCSA faculty advisor, arrange to update bank signature cards, collect and deposit money paid to the organization in any of its events, prepare a monthly treasury report, and be an ex officio member of any fundraising or financial project committees.
5. Officers are expected but not required to serve for a full academic year. When an unavoidable class conflict will not permit an officer to enroll in the Steering Committee course in the spring term, the officer shall resign.

The vacant office shall be filled from among Steering Committee members and another student will be recruited to join the Steering Committee.

ARTICLE VIII: RECALL OF OFFICERS

Section 1: Any member can move to recall any officer at any business meeting. The motion, if approved by a majority vote

1. Will lie on the table for one business week, at which time a three-quarters vote, conducted by secret ballot, will be required to hold an at-large recall vote.
2. Requires that at least fifty percent (50%) of the number of ballots in the last election must be cast in the recall to be a valid recall, and three-quarters must be in favor of the recall.

Section 2: If a member is recalled

1. They lose the course credit for the semester and is administratively withdrawn from the course.
2. A newly appointed officer will participate in the course with credit as agreed upon with the Dean of the Honors College. The new officer may be from either the Steering Committee or outside the course.
3. If the office is filled in the fall, the elected officer is automatically included in the roster for HON 488 Steering Committee in the spring for 2 hours credit.

Section 3: In the event of an effective recall, the member must wait a year to be considered to run for re-election in any office.

ARTICLE IX: MEETINGS

Section 1: Meetings for the Honors Steering Committee shall be weekly at a regular time and place throughout the semester to be reported to the Registrar as the meeting time and place for HON 488 or its successor course.

Section 2: Business cannot be conducted unless a quorum—majority of voting membership—is in attendance.

Section 3: Members must be present to vote. Absentee or proxy voting is not permitted except with permission of and prior arrangement with the HCSA faculty advisor and current President.

Section 4: Members in good standing with the Honors College may attend Steering Committee meetings where they may have voice but not vote.

Section 5: The Steering Committee will organize “town hall” meetings for the general membership at least annually. If it is undesirable or otherwise not possible to hold an in-person town hall, an online platform will be used as an alternative.

ARTICLE X: FACULTY ADVISOR

Section 1: The Dean of the Honors College shall appoint a faculty member of Marshall University to serve as the faculty advisor to this university-sanctioned student organization and the instructor of record for HON 488 Steering Committee, or its successor course.

Section 2: The faculty advisor shall serve so long as the Dean sees fit.

ARTICLE XI: AMENDMENTS

Section 1: Proposed amendments to these bylaws shall be presented to the membership, in writing, one week prior to the meeting where the amendment will be voted upon. Notice via Marshall University e-mail is acceptable.

Section 2: Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3: A copy of any amendment to these bylaws must be submitted to the Student Activities Office at Marshall University within two weeks after adoption.

ARTICLE XII: MATTERS NOT ADDRESSED

Section 1: All questions concerning organization governance that cannot be resolved by this constitution may be resolved by the Steering Committee in consultation with the Dean of the Honors College and/or the HCSA faculty advisor.

These bylaws were adopted at a general meeting of the Honors College Student Association membership on February 25, 2021.