

# **Constitution for the Honors Student Organization**

## **University of Hawaii at Manoa**

### **Article I: Name of the Organization**

The name of this organization shall be the Honors Student Organization (HSO). The organization only resides at the University of Hawaii at Manoa (UHM), and is currently not present on any other UH campus. When the organization's name is used during promotion events outside the university, it shall be referred to as the HSO at UHM.

### **Article II: Purpose**

The purpose of the organization shall be to:

1. Encourage camaraderie and involvement among its members.
2. Provide a platform for students to interact with peers who share similar interests and goals.
3. Increase awareness of the presence of the Honors Program through activities and events that are open to all UHM students and the local community.
4. Provide opportunities that reflect the values of the Honors Program, which include academic, excellence, leadership, and service.

As a Registered Independent Organization (RIO), the HSO will respectfully abide by all UHM policies. Furthermore, the HSO will operate in such a manner that will uphold all the standards and values of the Honors Program.

### **Article III: Membership**

To become a member, one must be admitted or have completed the Honors Program (Selected Studies or Upper Division) at the UHM. Members must complete a member information sheet and sign a HSO waiver. Once a student graduates, they will be considered an alumnus of the organization. Active members must attend at least 3 different events per semester, which may include a combination of the following: general meetings, socials/mixer, community service events, mentorship meetings, workshops, etc.

### **Article IV: Officers**

#### **Section 1: Composition**

The Executive Board are comprised of seven primary officers: President, Vice President, Secretary, Treasurer/Fundraising Chair, Community Service Coordinator, Activities Coordinator, and Webmaster. Primary officers may choose to form a committee of which they are in charge.

## **Section II: Duties & Responsibilities**

The **President** shall:

1. enforce the rules and constitutions of HSO;
2. preside and call all meetings of HSO;
3. prepare an agenda in collaboration with the Executive Board;
4. supervise the transition of the incoming officers;
5. act on behalf of the organization as the student liaison with the Honors Department;
6. serve as the spokesperson for the organization in all matters pertinent to the interest and jurisdiction of the organization; and
7. perform all duties generally belonging to the office.

The **Vice President** shall:

1. perform the duties of the President in case of the President's absence, vacancy, or disability;
2. maintain communication among the officers of the Executive Board;
3. oversee and organize the HSO Mentorship Program;
4. take on tasks and responsibilities prescribed by the President; and
5. perform all duties generally belonging to the office.

The **Secretary** shall:

1. plan and attend general meetings;
2. record, publish, and distribute meeting minutes;
3. maintain the membership roster;
4. handle correspondence;
5. send email invitations/reminders;
6. coordinate the officer application process;
7. take on tasks and responsibilities prescribed by the President; and
8. perform all duties generally belonging to the office.

The **Treasurer/Fundraising Chair** shall:

1. maintain an accurate record of finances with the American Savings Bank account;
2. manage club expenditures;
3. issue reimbursements to chapter officers;
4. provide regular financial reports;
5. coordinate a minimum of 1 large-scale or 2 small-scale fundraising event(s) per semester;
6. complete ASUH and SAPFB funding applications and other necessary paperwork;
7. take on tasks and responsibilities prescribed by the President; and
8. perform all duties generally belonging to the office.

The **Community Service Coordinator** shall:

1. organize volunteer activities for HSO members;
2. maintain a working record of community service hours;
3. email calendar of activities for the semester within the first three weeks of the semester;
4. assist the Treasurer/Fundraising Chair with fundraisers and/or funding applications;
5. take on tasks and responsibilities prescribed by the President; and
6. perform all duties generally belonging to the office.

The **Activities Coordinator** shall:

1. organize either 1 large-scale social and/or 2 small-scale social events;
2. coordinate at least 1 professional activity and/or workshop for the HSO members;
3. maintain a working record of art/food/etc. supplies;
4. manage the HSO closet/storage space;
5. work with the Treasurer/Fundraising Chair to complete fundraisers and/or funding applications;
6. take on tasks and responsibilities prescribed by the President; and
7. perform all duties generally belonging to the office.

The **Webmaster** shall:

1. maintain and update the main website for HSO;
2. maintain and update all other online accounts, including social media;
3. maintain and update the email list every semester;
4. post flyers to advertise all events;
5. take on tasks and responsibilities prescribed by the President; and
6. perform all duties generally belonging to the office.

### **Section III: Removal**

An officer can be asked to resign if 2 or more officers and the HSO Advisor are in agreement that the officer in question should be removed. If resignation does not occur, then termination of office can be enforced by a minimum of 2/3 vote of the Executive Board.

### **Section IV: Vacancy**

If an officer resigns from any position and a current officer cannot take its place, then an individual from the general membership can apply to fill the vacancy. The candidate must complete the same application process outlined in Section V: Selection of Officers.

## **Article V: Selection of Officers**

### **Section I: Application**

All HSO members may submit officer application for consideration. Applications must be available by the first general meeting of the semester. Prospective applicants will submit an online application and attend an interview with the HSO advisor or the HSO Executive board. The advisor will select officers with input from the current Executive Board. If offered the position, then the candidate must sign a contract detailing all of the duties and responsibilities required of the office.

### **Section II: Term of Office**

The length of office is one academic year. Officer terms are flexible and may be extended due to extenuating circumstances. When officers leave their Executive Board positions, the vacated positions will be open to applicants.

### **Section III: Continuing Officers**

At the end of every semester, all officers will attend an individual evaluation meeting with the HSO advisor. If current officers intend to continue serving on the Executive Board or after their current term has expired, they may request to remain in their current position or to be appointed to a vacant executive board position. Current officers will be given priority for vacant Executive Board positions with the approval of the advisor.

## **Article VI: Amendments**

Any member, officer, or advisor may submit a proposal of amendments to the aforementioned policies. It must be affirmed by a 2/3 vote of the Executive Board *and* approved by the current advisor.

*Amended: January 30, 2015*