Honors Club Election Application
Academic Year 2019-2020
Election Date: March 15th, 2019

Candidate Name:__________________________________________________________

Leadership Position Sought:

☐ President  ☐ Vice President  ☐ Secretary  ☐ Treasurer  ☐ Historian

Class Standing:__________________________________________________________

ISU email:_______________________________________________________________

Phone Number:__________________________________________________________

In the space below, please include a 3-4 sentence bio about yourself (ie. Major, hometown, hobbies, etc.):

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Please submit this form to Jamie Romine-Gabardi in the Student Success Center in Rend. 323 as well as an electronic photograph of yourself to romijami@isu.edu by March 15th.

Elections will be held at the annual “Floats and Votes” event on March 26th from 7:00-8:30pm in Rendezvous Suites. Candidates MUST be present to be elected.
Job Descriptions for UHP Positions

President
- To preside at all meetings of the UHP Club.
- To enforce the Constitution, By-Laws, and other regulations of the UHP Club.
- To appoint sub-committee heads.
- To recommend to the UHP Club the probation or dismissal of any members not performing their duties.
- To call special meetings.
- To serve as a student representative for the University Honors Program (BAHM Meetings attendance is mandatory).
- To authorize expenditures not requiring membership vote (less than $100)

Vice President
- To preside at all meetings of the UHP Club in the absence of the President.
- To enforce the Constitution, By-Laws, and other regulations of the UHP Club.
- To appoint sub-committee heads in the absence of the President.
- To recommend to the UHP Club the probation or dismissal of any members not performing their duties in the absence of the President.
- To call special meetings in the absence of the President.
- To serve as a student representative for the University Honors Program in the absence of the President (BAHM Meetings attendance is mandatory).
- To authorize expenditures not requiring membership vote in the absence of the president (less than $100).
- To assist all committees and keep the president informed of their progress.
- To serve as parliamentarian (be knowledgeable of Roberts Rules of Order).

Secretary
- To ensure that a list of goals for each subcommittee be on file in the Honors office.
- To keep a permanent record of all minutes and committee reports for the UHP Club.
- To keep an accurate and alphabetical roster of all members of the UHP Club eligible to vote.
- To ensure distribution of mail from the UHP Club.
- To ensure communications between the UHP Club president and all honors students.
- To co-sign all checks and/or approvals for expenditure of funds by the UHP Club (in absence of the Treasurer).

Treasurer
- To keep an accurate record of all financial transactions of the UHP Club.
- To deposit and expend funds of the UHP Club. Withdrawal of funds from the UHP Club account will require two signatures: a faculty advisor, and a
designated officer of the UHP Club.
○ In conjunction with the president, execute the appropriate process in order to request
  and obtain funds from the ASISU
○ To co-sign all checks and/or approvals for the expenditure of funds by the UHP Club.

Historian
○ To have full knowledge of the UHP Club constitution.
○ Must have served as an Honors officer or Envoy Member in a previous academic year.
○ To have full knowledge of UHP Club officers’ duties and responsibilities.
○ To help new officers establish themselves and acquire the proper training to fulfill their roles in the UHP Club.