
CONSTITUTION OF THE UNIVERSITY HONORS PROGRAM CLUB (UHP CLUB)

Preamble

We, the members of the University Honors Program Club (UHP Club) do hereby, constitute ourselves as an organization subject to the following provisions.

ARTICLE I: NAME: This organization shall be called: The University Honors Program Club (UHP Club) of Idaho State University

ARTICLE II: PURPOSES

- a) To enhance educational and social opportunities for outstanding students.
- b) To organize Honors related social and service activities.
- c) To encourage alternative forms of learning and evaluation with an emphasis on group discussion.
- d) To encourage the development of new Honors classes.
- e) To develop leadership skills.
- f) To promote service in the community and surrounding areas in order to encourage excellence of heart as well as of mind.

ARTICLE III: MEMBERSHIP

a) Regular Membership: this organization shall be open to any and all Honors students that have been accepted into ISU's University Honors Program and fulfill the requirements necessary to be an UHP student. This organization will not deny membership to any person on basis of race, age, religion, sex, sexual orientation, physical handicap, color, marital status, national origin, language or creed.

b) Voting Privileges: All UHP Club members shall have the right to vote in the election of officers, constitutional amendments, and to approve expenditures of \$100.00 or more.

ARTICLE IV: GOVERNMENT

Section I: Meetings

- a) Frequency: A minimum of three regularly scheduled meetings per semester will occur. In addition, the President may call for additional meetings during the semester.
- b) Quorum needed to conduct business: No executive meeting may be conducted with fewer than 5 members present.
- c) Agenda for each meeting:

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1. Call to order.
 2. Roll call or attendance sheet.
 3. Old business.
 4. New business.
 5. Adjournment

Section II: Parliamentary Procedure

Meetings will be conducted according to Roberts Rules of Order (Parliamentary Procedures at a Glance, Penguin Books, 1990).

Section III: Eligibility and Length of Terms of Officers.

Only Full-Time officially registered Honors students shall be eligible to serve as elected or appointed officers. Terms are for one academic year, with re-election possible.

Section IV: Duties of Officers.

a) President:

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

b) Vice President:

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

c) Secretary:

1. To ensure that a list of goals for each subcommittee be on file in the Honors office and the Student Involvement Center.
2. To keep a permanent record of all minutes and committee reports for the UHP Club.
3. To keep an accurate and alphabetical roster of all members of the UHP Club eligible to vote.

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4. To ensure distribution of mail from the UHP Club.
 5. To ensure communications between the UHP Club president and all honors students.

d) Treasurer:

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

e) Historian:

1. To have full knowledge of the UHP Club constitution.
2. Must have served as an Honors officer or Envoy Member in a previous academic year.
3. Attend all meetings and events.
4. To have full knowledge of UHP Club's officers' duties and responsibilities.
5. To help new officers establish themselves and acquire the proper training to fulfill their roles in the UHP Club.

Section V: Officer Attendance

Officers are required to attend all regularly scheduled meetings. If an officer misses two meetings during a semester, a warning will be issued. If the officer in question misses a third meeting, the individual will be subject to removal as determined by the UHP Club.

Section VI: Removal of Officers

An officer can be removed for cause by a two-thirds (2/3) majority vote of executive officers at any duly constituted meeting of the UHP Club.

ARTICLE VI: ELECTIONS

Section I: Nominations

Early in the Spring semester, the president will open nominations for students to be elected to any UHP Club officer posts.

Section II: Elections

- a) The elections of officers shall be at a well publicized meeting in the Spring semester.
- b) Elections will be by secret ballot. A plurality vote for each position is required.

ARTICLE VII: FINANCES

The Treasurer and a faculty advisor will be responsible for the collection/disbursement of funds and opening a student organization account in the office of student organizations and activities. Major expenditures (100.00 or more) such as travel plans, guest speakers, etc. will be authorized by the majority vote of the leadership. Minor expenditures (less than \$100.00) such

as notebooks, receipt books, etc. will be authorized by the president, or vice-president in the absence of the president and the faculty advisor. All expenditures shall require the signatures of one of the Honors officers and a faculty advisor.

ARTICLE VIII: ADVISOR

- a) The advisor(s) shall be at least half-time members of the faculty of ISU and a member of the University Honors Committee (UHC), the advisor will be given the ex-officio status on the UHC.
- b) An advisor can be recommended for removal from the position by the UHP Club if:
 - 1. He/She is not contributing to the UHP Club in a positive manner.
 - 2. Any reason not mentioned, but still deemed appropriate by the membership.

ARTICLE IX: AMENDMENTS

- a) Amendments proposed by the UHP Club officers shall be included in the Quadrennial meeting notice. Suggestions for amendments may originate with any voting member of the UHP Club.
- b) In order for an amendment to pass and become part of the constitution, it must be approved by at least 2/3 of the executive members of UHP Club, at least two weeks after a written draft of the amendment has been presented to and discussed by the UHP Club.
- c) All amendments, unless otherwise stated, shall take effect immediately upon approval by the UHP Club and ASISU.