

Idaho State University
Constitution of the University Honors Program Club (UHPC)

Preamble:

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

Name

This organization shall be called: The University Honors Program Club (UHPC) of Idaho State University. All official documents shall bear this name.

Article II

Purposes

The purpose(s) for the existence of the University Honors Program Club (UHPC) shall be:

Article III

Membership

Section I: General Membership

- A. **Regular Membership:** this organization shall include any and all Honors students that have been accepted into ISU's University Honors Program and fulfill the requirements necessary to be an active UHP student:
1. Attend BAHM once per semester until graduation.
 2. Attend one (1) UHPC event per semester until graduation.
 3. Remain in Good Standing according to University standards.
 4. Maintain a 3.2 or greater cumulative GPA.

Section II: Voting Privileges:

Voting Privileges: All UHP Club members shall have the right to vote in the election of officers, major constitutional amendments, and to approve expenditures of \$1000.00 or more.

1. voting members will have only one vote and must be present to vote.

Idaho State University
Constitution of the University Honors Program Club (UHPC)

2. Executive officers are appointed from the active membership and will retain voting privileges.

Section III: Non-Discrimination Clause:

This organization will not deny membership to any person on basis of race, age, religion, sex, sexual orientation, gender identity, disability, color, marital status, national origin, language, or creed.

Article IV
Government

Section I: Meetings

- A. Frequency: The UHPC will meet at least monthly during the fall and spring semesters. The time and place of meetings shall be determined by the executive board.
- B. Special meetings may be called by the President, the Historian, or the UHPC Advisor allowing for a 24-hour period of advanced notice.
- C. The quorum to conduct business should consist of at least 3/5 of the executive board.
 1. Notification of any business conducted should be communicated to missing parties within 24 hours of the meeting.
- D. Roberts Rules of Order shall be used to conduct business.
 1. The following agenda should be used as the basis for all meetings:
 - a. Roll Call
 - b. Old/Ongoing Business
 - c. New Business
 2. The President shall serve as the presiding officer guiding the minutes.
 - a. Other business may be discussed based on a voted “discussion time” by other UHPC officers.

Idaho State University
Constitution of the University Honors Program Club (UHPC)

Article V
Officers

Section I: Eligibility and Length of Terms of Officers

Only active student members with a minimum 2.0 GPA shall be eligible to serve as elected or appointed officers. Terms are for one academic year, with re-election possible.

Section II: 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 UHPC.
3. To recommend to the UHPC the dismissal of any members not performing their duties.
4. To call special meetings.
5. To serve as a student representative for the University Honors Program (Bi-Annual Honors Meetings attendance is mandatory).
6. To Authorize expenditures not requiring whole membership vote alongside the Treasurer (less than \$1000)

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 recommend to the UHP Club the dismissal of any members not performing their duties.
4. To serve as a student representative for the University Honors Program in the absence of the President (Bi-Annual Honors Meetings attendance is mandatory).
5. To serve as parliamentarian (be knowledgeable of Roberts rules of order).

C. Secretary:

1. To keep a permanent record of all minutes and committee reports for the UHP Club.
2. To keep an accurate and alphabetical roster of all members of the UHP Club eligible to vote.

Idaho State University
Constitution of the University Honors Program Club (UHPC)

3. To ensure distribution of mail from/to the UHP Club.
4. To ensure communications between the UHP Club president and all honors students.
5. To recommend to the UHP Club the dismissal of any members not performing their duties.

D. Treasurer:

1. To keep an accurate record of all financial transactions of the UHP Club.
2. To deposit and expend funds of the UPH Club. 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 fill out the proper paperwork for all checks and/or approvals for the expenditure of funds by the UHP Club.
5. To authorize expenditures not requiring whole membership vote alongside the President (less than \$1000).
6. To recommend to the UHP Club the dismissal of any members not performing their duties.

E. Historian:

1. To have full knowledge of the UHP Club constitution.
2. To have full knowledge of UHP Club's officers' duties and responsibilities.
3. Maintain and post on the UHP Club Instagram account.
 - a. Information may include important dates for club activities, polls to gauge interest for events, and the sharing of posts done by other ISU clubs/organizations and the UHP Program's social media.
 - b. Failure to remain professional and keep the page updated may lead to the officer's removal.
4. To call special meetings.
5. To recommend to the UHP Club the dismissal of any members not performing their duties.

Section III: 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

Idaho State University
Constitution of the University Honors Program Club (UHPC)

misses a third meeting, the individual will be subject to removal as determined by the UHPC.

Section IV: Removal of Officers

- A. Any officer can be recommended for removal for cause by another UHPC officer.
 - 1. Upon recommendation for removal, the President, Historian, or Advisor may call a special meeting to determine if a vote for removal is necessary and just.
 - a. An officer may be removed by a two-thirds (2/3) majority vote of whole UHPC membership, held at the UHPC officer's discretion.

Article VI
Election of Officers

Section I: Nominations

- A. In April of each year, the current officers shall open applications for nominations of new officers. The date is to be determined by the current UHPC officers.
 - 1. Applications will remain open for two (2) weeks following the date that they open.
 - a. Once the applications close, the ballot is finalized and is to remain unchanged.
 - 2. All applicants must be in good standing with the University Honors Program (See Article III, Section I).

Section II: Elections

- A. The elections of officers shall be at a well-publicized meeting one (1) week after the application closes. This event is to be called "Votes and Floats".
- B. Elections will be by secret ballot. A plurality vote for each position is required.

Section III: Transition of Officers

- A. Newly elected officers shall take officer positions at the conclusion of the Spring semester.
 - 1. A minimum of one (1) transition meeting shall be held at the discretion of the old and new officers.

Idaho State University
Constitution of the University Honors Program Club (UHPC)

Article VII
Finances

The Treasurer will be responsible for the collection/disbursement of funds and opening a student organization account in the Involvement Center. Major expenditures (\$1000.00 or more) such as travel plans, guest speakers, etc. will be authorized by the majority vote of the UHPC membership. Minor expenditures (less than \$1000.00) such as notebooks, receipt books, etc. will be authorized by the President or the Treasurer and the faculty advisor. All expenditures shall require the signatures of the President and a faculty advisor.

Article VIII
Advisor

Section I: Requirements

The advisor(s) shall be full-time faculty or staff of ISU and a member of the University Honors Committee (UHC). The advisor will be given the ex-officio status on the UHC.

Section II: Removal

- A. The UHPC advisor(s) can be recommended for removal from the position by any UHPC Officer if:
 - 1. They are not contributing to the UHPC in a positive manner.
 - 2. Any reason not mentioned, but still deemed appropriate by the UHPC Officers.
- B. Upon recommendation for removal, the President, Historian, or Advisor may call a special meeting to determine if a vote for removal is necessary and just.
 - a. The UHPC Advisor may be removed by a two-thirds (2/3) majority vote of whole UHPC membership, held at the UHPC officer's discretion.

Article IX
Amendments

Any voting member of the UHPC may sponsor an amendment. The amendment must be approved by a 2/3 majority vote of the members present. All amendments, unless otherwise stated, shall take effect immediately upon approval by the UHP Club and ASISU.

Idaho State University
Constitution of the University Honors Program Club (UHPC)

Article X
Signatures

UHPC President:

Signature Printed Name Date

UHPC Advisor (University Honors Program Director)

Signature Printed Name Date

UHPC Advisor

Signature Printed Name Date