

**Constitution of the  
Academic Honors Student Association  
of Morehead State University**

**ARTICLE I – Name**

The name of this organization shall be the Academic Honors Student Association of Morehead State University.

**ARTICLE II – Purpose**

The purposes of this organization shall be to:

- A. The purpose of the Academic Honors Student Association of Morehead State University is to promote community, provide opportunities for leadership, encourage educational enhancement through research and overseas experiences, and to foster an environment geared towards serving the surrounding community.
- B. The members of the Academic Honors Student Association of Morehead State University hope to expand the network of students within the George M. Luckey, Jr. Honors Program and to further integrate the organization with the faculty and administration of Morehead State University.

**ARTICLE III – Affiliation**

**Section 1** This organization shall operate according to the most current regulations and policies of Morehead State University and in compliance with all Board of Regents' policies, local, state, and federal laws regardless of contradictory material that may be in this document.

**Section 2** This organization is affiliated with the George M. Luckey Honors Program.

**Section 3** This organization is not affiliated with any regional or national group.

**ARTICLE IV – Nondiscrimination**

**This organization shall not discriminate (except where permitted by law) on the basis of:**

- Race
- Color
- Disability
- Religion

- Sex
- Sexual orientation
- Age
- National origin
- Marital or familial status
- Vietnam-era, recently separated, or other protected veterans
- Socioeconomic status

## **ARTICLE V – Membership**

**Section 1** Membership in this organization is limited to matriculated (enrolled) students, faculty and staff of the university and their immediate families.

**Section 2** Active membership is limited to students in good academic, financial and social standing with the University. Only active members may vote and hold office.

**Section 3** All members must abide by the provisions of the constitution and bylaws of this organization.

**Section 4** Members shall be selected on the basis of personal merit or interest.

**Section 5** Officers must be full-time students in good academic, financial and social standing with the University with a cumulative GPA of 3.30 or above. Employees of the University are not eligible for officer positions in student organizations.

**Section 6** This organization is required to have a minimum of five (5) active members in its second year and beyond. In its initial year of registration it is required to have a minimum of ten (10) active members.

**Section 7** Membership is restricted to those matriculated students currently accepted into the George M. Luckey, Jr. Honors Program.

## **ARTICLE VI – Removal of Members**

**Section 1** Grounds for removal: Any member not fulfilling the requirements as outlined in this Constitution Article V and Article VII, or in the Bylaws of this organization to the satisfaction of the voting membership or violating Morehead State University policy or the Student Code of Conduct may be removed from membership. A 2/3 majority vote of the total voting membership shall be required for removal of any member.

- Section 2** Notice of charges: The motion to remove a member from this organization must be presented in writing to the total voting membership at least one (1) week prior to the next full-body meeting at which the removal will be voted on.
- Section 3** Right to a fair hearing: The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.
- Section 4** Form of vote: All voting under this Article shall be done by secret ballot.
- Section 5** Any member whose acceptance to the George M. Luckey, Jr. Honors Program is revoked will be immediately removed from the Academic Honors Student Association of Morehead State University without question nor vote.

## **ARTICLE VII – Meetings**

- Section 1** Quorum: To conduct business 25% of the total voting membership must be present at the meeting. 25% of the total voting membership must be present for all elections.
- Section 2** Voting percentages: Motions dealing with amendments and the removal of officers or members will require a 2/3 majority vote of the total voting membership. All other motions will require a simple majority vote of the quorum to pass.
- Section 3** Frequency of meetings: Quorum meetings will commence each month. Executive Committee meetings will occur biweekly, or as decided by the Director of Committees and/or Faculty Sponsor. Individual committee meetings will take place at least bi-weekly. The Director of Committees or a 2/3 majority of the sitting Executive Committee may call emergency meetings of both the quorum and the Executive Committee. Written notice of organizational meetings shall be given to all members at least three (3) days prior to such meetings. Written notice of special or emergency meetings shall be given to all members one (1) day in advance.
- Section 4** Parliamentary authority: The Constitution of this organization shall be the supreme authority in parliamentary procedure at all meetings. The Bylaws of this organization, if and when they exist, shall be the next highest authority. Robert's Rules of Order shall be the procedure used to conduct meetings except where it conflicts with the Constitution or with the Bylaws.
- Section 5** Absence policy: Every member of the Congress is recommended to attend the majority of scheduled meetings. Incentives to come will be given to those who attend meetings. Executive Committee members must attend all meetings unless a proper

excuse is presented. Committee members must attend the majority of meetings; absence from Committee meetings without prior documented accepted excuse may result in the loss of voting rights.

## **ARTICLE VIII – Elections**

**Section 1** Types of elections: General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated in midterm. The Director of Committees can if they deem it necessary declare a lame duck period of up to three weeks after the election with the approval of the Executive Committee.

**Section 2** Nomination of candidates: A candidate for office must be nominated by a voting member during the specified meeting in the case of general elections or during the meeting immediately prior to special elections.

**Section 3** Time of elections: General elections shall be held during the month of April and special elections shall be held as necessary.

**Section 4** Elections shall be held digitally and presided over by the Director of Committees. The Director of Committees shall appoint two objective members to count votes that will serve as the election committee.

## **ARTICLE IX – Officers**

**Section 1** Elected Officers: The officers of this organization will be:

- A. Director of Committees (President)
- B. Chairman of the Committee of Programming
- C. Chairman of the Committee of Finance
- D. Chairman of the Committee of Community Service
- E. Chairman of the Committee of Academic Research and Overseas Opportunities (Academics)

**Section 2** Qualifications: Officers must be full-time students in good academic, financial and social standing with the University with a cumulative GPA of 3.30 or above. Employees of the University are not eligible for officer positions in student organizations.

**Section 3** Appointed Officers: The Honors Association will have three (3) unelected officers: The Vice-Director of Committees (Vice-President), the Secretary of Public Relations, the Secretary of Alumni Relations. The Vice-Director will be appointed by the Director of Committees, with the advice and consent of the Executive Committee, for

a one year term immediately following elections. The Secretaries shall be selected in the following manner; Recommendations shall be submitted to the Executive Committee before their first meeting after elections. The Executive Committee will then review the nominees and appoint someone to the office. Chairmen or Vice-Chairmen are permitted to concurrently serve as Secretary of Alumni Relation, though if they are being considered they must exit the room during discussion. All appointed officers are barred from voting in Executive Committee.

**Section 4** Term of office: An officer shall serve for one (1) years from his/her swearing-in, or until his/her successor is appointed or elected.

**Section 5** Duties: The duties of the officers shall be as follows:

A. Director of Committees:

1. Shall be the chief executive officer of the organization and shall preside over meetings of both the Honors Congress and the Executive Committee.
2. Shall submit additional information as it is required to the Student Activities Office.
3. Shall organize and preside over elections of officers.
4. Shall oversee Committee appointments with the advice of the executive committee and the advisor.
5. Shall meet with the Faculty Sponsor about the course of the organization.
6. Shall serve as a member of the Honors Committee for the duration of their tenure in office.
7. Shall ensure that all other officers are performing their jobs efficiently and shall enforce the guidelines for committee meetings.

B. Vice-Director of Committees

1. Shall keep the minutes of the Honors Congress and Executive Committee.
2. Shall be appointed by the Director of Committees for a one year term, that lines up with the Director.
3. Shall preside over the Executive Committee and Honors Congress in the Director of Committee's absence
4. Shall assume the duties of the executive in the event that the former is incapacitated until a special election can be held.
5. Shall work with the Director of Committees to enforce the guidelines of the organization.
6. Shall submit the names of all officers of the organization to the Student Activities Office not more than four weeks after the beginning of the fall semester and within ten days of any election.

7. Shall attend a different committee meeting each week and report on their progress to the Director of Committees and advise the director on any actions they may deem necessary to take towards said committee.
- C. Chairman of the Committee of Programming and Public Relations
1. Shall preside over meetings of the Committee of Programming and Public Relations.
  2. Shall manage and maintain all forms of social media accepted with the organization.
  3. Shall plan, organize, and prepare for events including or based around members or aspects of the organization.
  4. Shall appoint Vice Chairman of Programming and Public Relations to assist in the carrying-out of duties.
- D. Chairman of the Committee of Finance and Membership
1. Shall preside over meetings of the Committee of Finance and Membership.
  2. Shall be aware of all current members and record attendance at meetings of the quorum, Committee of Finance and Membership, and Executive Committee.
  3. Shall appoint individuals of other committees to report attendance at those respective committee meetings.
  4. Shall be the financial officer of the organization, and report an accounting of revenues and expenses upon request at any organizational meeting.
  5. Shall in coordination with the Chairman of Programming and Community Service organize fund raising for the organization.
  6. Shall prepare, at the end of each school year, all financial records for audit.
  7. Shall appoint Vice Chairman of the Committee of Finance and Membership to assist in the carrying-out of duties.
- E. Chairman of the Committee of Philanthropy and Community Service
1. Shall preside over meetings of the Committee of Philanthropy and Community Service.
  2. Shall plan and coordinate community service events and opportunities and make them known to the quorum at appropriate meetings.
  3. Shall coordinate fundraising in respect to philanthropic efforts.
  4. Shall attend all organized community service events except in the case of accepted excuse, in which case a member of the Committee of Philanthropy and Community Service will be appointed by the Chairman to oversee such events.

5. Shall record the community service hours acquired by members at community service events and relay them to the administration of the George M. Luckey, Jr. Honors Program; in case of absence, an appointed member will record these hours and give them to the Chairman.
  6. Shall appoint Vice Chairman of the Committee of Philanthropy and Community Service to assist in the carrying-out of duties.
- F. Chairman of the Committee of Academic Research and Overseas Opportunities
1. Shall preside over meetings of the Committee of Academic Research and Overseas Opportunities.
  2. Shall research and provide information to the quorum on overseas opportunities.
  3. Shall make the quorum aware of any upcoming research conferences, presentations, and publication opportunities.
  4. Shall provide guidance to those wanting to take advantage of such overseas and academic opportunities as previously established.
  5. Shall take responsibility in organizing fundraising and securing grants to support members of the quorum with funds associated with overseas experiences.
  6. Shall appoint Vice Chairman of the Committee of Academic Research and Overseas Opportunities to assist in the carrying-out of duties.
- G. Secretary of Public Relations
1. Shall serve as Editor-in-Chief of the Honors Newsletter. In this capacity, he/she will assemble a team to produce the newsletter and appoint a deputy-Editor to assist them in supervising the newsletter.
  2. Shall record the minutes of the Executive Committee meetings and the Honors Congress and then distribute them.
  3. Shall maintain the social media and other public relation efforts by the Academic Honors Student Association.
- H. Secretary of Alumni Relations
1. Shall maintain communication with the alumni of the Honors Program.
  2. Shall facilitate alumni events on behalf of the Academic Honors Student Association.
  3. Shall oversee donation solicitation when directed to by the Honors Program.

## **ARTICLE X – Executive Committee**

**Section 1** Responsibility: Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this constitution.

**Section 2** Membership: Membership shall consist of the Director of Committees, the Vice-Director of Committees, the Chairman of the Committee of Programming, the Chairman of the Committee of Finance, the Chairman of the Committee of Community Service, the Chairman of the Committee of Academic Research and Overseas Opportunities, Secretary of Public Relations and the Secretary of Alumni Relations.

**Section 3** Meetings: The Executive Committee shall meet biweekly to organize and plan future activities and agenda items for meetings. All non-elected officers are barred from voting.

**Section 4** Quorum: A quorum of this committee shall consist of at least 3 members.

#### **ARTICLE XI – Removal of Officers**

**Section 1** Grounds for removal: Any officer not fulfilling his/her duties as outlined in this Constitution Article IX, Section 4 or in the Bylaws of this organization to the satisfaction of the voting membership or who has violated a University policy or the Student Code of Conduct may be removed from office. A 2/3 majority vote of the total voting membership shall be required for removal of any officer.

**Section 2** Notice of charges: The motion to remove an officer from his/her position must be presented in writing to the total voting membership at the meeting at which the removal will be voted on.

**Section 3** Right to a fair hearing: The officer subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.

**Section 4** Form of vote: All voting under this Article shall be done by secret ballot.

**Section 5** If the advisor feels a member of the Executive Board must be impeached they will recommend the removal of said officer to the president, who will then accept or deny the request. If the officer recommended for impeachment is the President, than the Executive Board must approve the recommendation by a majority vote.

#### **ARTICLE XII – Advisor**

**Section 1** Selection: This organization shall annually designate an Advisor(s) at the time of the regular organization elections. Said Advisor(s) shall have no voting privileges and must be an MSU faculty or staff member.

**Section 2** The advisor will assist the student organization in following and understanding university policies. He or she is required to chaperone the organization's activities and/or events on campus. The advisor's approval will be required for this organization to utilize university vehicles or facilities, request purchase orders, disburse funds from university accounts, and other such business that may be required by the university.

**Section 3** The Advisor(s) shall consult with the officers about the organization's activities in compliance with University Policies and will enforce the rules of the organization upon the officers.

**Section 4** Priority for Advisor(s) of this organization shall be relegated to the current director of the George M. Luckey, Jr. Honors Program.

#### **ARTICLE XIII – Financial Support**

**Section 1** All funds of this organization must be maintained with the Office of Accounting & Financial Services.

**Section 2** The finances of this organization will come from fundraising projects and individual contributions.

#### **ARTICLE XIV – Committees**

**Section 1** The Director of Committees shall have the authority to appoint any special committees, with the approval of the Executive Committee that will meet the needs of the organization.

**Section 2** These committees may include, but are not limited to the following:

- A. Committee of Programming and Public Relations
- B. Committee of Finance and Membership
- C. Committee of Philanthropy and Community Service
- D. Committee of Academic Research and Overseas Opportunities

#### **ARTICLE XV – Bylaws**

**Section 1** Provision for bylaws:

- A. This organization may approve bylaws for the specific operation of the organization.
- B. No bylaw shall be adopted that is contrary to the provisions of this Constitution.

**Section 2**      Vote Required:

- A. The organization may adopt, amend or rescind any bylaw by a 2/3 majority vote of the membership.
- B. Any proposed bylaw must be publicized in writing to the members at the meeting in which it is to be voted upon.

**STUDENT ORGANIZATION ADOPTION**

**Approved by the student organization on (date): September 9, 2015**

**Number voting in favor of this constitution: 50**

**Number voting against this constitution: 4**

**Number abstaining: 0**

**Total members: 54**

Drafted: April 2, 2015