

**CONSTITUTION**  
**of the**  
**HONORS COLLEGE ASSOCIATION**

**PREAMBLE**

We, the students of the Arkansas State University (A-STATE) Honors College Association (HCA), assume certain responsibilities and privileges of organization, strive toward higher academic standards, foster close cooperation between students and faculty, and serve the general welfare of our institution. We ordain and establish this constitution within the guidelines mandated for all registered student organizations on the campus of A-STATE.

This version of the Honors College Association Constitution was drafted in March of 2024 and adopted to begin in the 2024-25 Academic Year.

**ARTICLE I**

**NAME**

Section 1. The name of the organization shall be the Honors College Association of Arkansas State University.

**ARTICLE II**

**OBJECT OF THE ASSOCIATION**

Section 1. The organization will foster social contact and the exchange of ideas among Honors students and faculty, as well as the student body and registered student organizations of Arkansas State University and the community at large. The organization will serve as a conduit of information between students and the Honors staff. The organization will, to the greatest extent possible, encourage intellectual freedom, achievement, and growth.

## ARTICLE III

### MEMBERSHIP

Section 1. Any student currently enrolled at Arkansas State University who has been formally admitted to the Honors College is eligible for membership in HCA. In order to obtain membership in the organization, yearly dues must be paid to the Vice President of Administration. To remain eligible for membership, the Individual must remain in good Academic Standing with the Honors College

## ARTICLE IV

### EXECUTIVE COUNCIL

Section 1. Members of the Executive Council must be in good academic standing in the Honors College as defined by the Honors College Association, be members in the Honors College Association, and be full-time students as defined by the current Arkansas State University Undergraduate Bulletin.

Section 2. The Executive Council will consist of **President**, Vice President of **Administration**, Vice President of **Membership**, Vice President of **Public Relations**, Vice President of **Marketing**, Vice President of **Community Engagement**, and Vice President of **Campus Engagement**, and **Honors Ambassador Coordinator(s)**.

Section 3. The office of **President** shall:

- a. Preside over the Executive Council.
- b. Serve as ex-officio member of all committees.
- c. Have authority to call special meetings of the general membership or the Executive Council at his or her discretion with adequate notice.
- d. Have the authority to alleviate situations that require immediate attention in the event the Executive Council cannot convene.
- e. Serve as liaison between the Executive Council and Honors staff.
- f. Have authority to appoint members to temporarily fill vacant positions until a selection can be made.
- g. Attend any and all organization meetings
- h. The office of the President must be held by a person who has served on the executive council for at least one year.

Section 4. The office of Vice President of **Administration** shall:

- a. Preside over general meetings.
- b. Serve as President in the event of the President's absence, resignation or removal from the office.
- c. Keep minutes of each general and Executive Council meeting.
- d. Keep attendance records for all members of the Executive Council and Ambassadors.
- e. Maintain a calendar of all of the organization's events.
- f. Maintain all funds and financial records of the organization.
  - i. Funds and fees are all collected through MarketPlace and require permission from the Faculty Advisor before being withdrawn from the account
- g. Attend any and all organization meetings

Section 5. The office of Vice President of **Membership** shall:

- a. Serve as a liaison between constituents and the Executive Council.
- b. Update and maintain membership records each fall and spring semester.
- c. Implement planned retention initiatives.
- d. Organize representatives for University recruiting events.
- e. Plan, organize and conduct all member apparel sales.
- f. Attend any and all organization meetings

Section 6. The office of Vice President of **Marketing** shall:

- a. Create advertisements for all events of the organization.
- b. Update and maintain all social media accounts on behalf of Honors.
- c. Establish and maintain communication between the organization and the community, student body and other A-STATE organizations.
- d. Attend any and all organization meetings

Section 7. The office of Vice President of **Public Relations**

- a. Maintain a monthly newsletter.
- b. Add all organization events to the campus calendar and Daily Digest Platforms
- c. Maintain a platform for HCA through the A-State Students App
- d. Attend any and all organization meetings

Section 8. The office of Vice President of **Community Engagement** shall:

- a. Ensure HCA has a presence off campus by partnering with community organizations
- b. Plan and organize all philanthropic, service, and fundraising events held and participated in by HCA involving the Community of Jonesboro.
- c. Attend any and all organization meetings

Section 9. The office of Vice President of **Campus Engagement** shall:

- a. Ensure HCA is committing to cross-campus collaboration by partnering with other RSOs
- b. Plan and organize all philanthropic, service, and fundraising events held and participated in by HCA involving A-State Campus.
- c. Attend any and all organization meetings

Section 10. The office of **Honors Ambassador Coordinator** shall:

- a. Preside over the Honors Ambassadors
- b. Hold a training at the beginning of each semester for Honors Ambassadors
- c. Keep track of all Honors Ambassadors office hours and event attendance
- d. Meet with the Honors Associate Director if action is needed regarding an Ambassador's attendance patterns
- e. Maintain regular communication with Honors Ambassadors
- f. Coordinate recruitment events and efforts with the Honors staff
- g. Attend any and all organization meetings

## **ARTICLE V**

### **EXECUTIVE COUNCIL SELECTIONS**

Section 1. Applications for Executive Council must be released no later than February 1st each academic year.

Section 2. The selection of officers will be held on or before the last Executive Council meeting in March. The formal contract of office shall be completed by all officials selected during the first Executive Council meeting of April.

Section 3. The term of office begins at the submission of the official contract and terminates at the first Executive Council meeting of April.

## **ARTICLE VI**

### **AMENDMENTS**

Section 1. Amendments to the Constitution may be presented to the Executive Council in writing at any time by members of HCA and must be approved by a two-thirds majority of the executive council.

## **ARTICLE VII**

### **OFFICER REMOVAL & REPLACEMENT**

- Section 1. Any officer can be removed for a justified cause, as determined by an Honors staff advisor and the remaining Executive Council, at a general meeting by a two-thirds majority of those voting.
- Section 2. An officer will be removed if he or she is absent from three meetings, including meetings of the Executive Council and general body or if the formal contract is violated without reasonable cause. A vote is not necessary to remove the officer in either of these cases.
- Section 3. In the event that an officer voluntarily steps down or is forcefully removed, the selection committee will promptly work to fill the vacancy and applications shall be taken from the general membership to fill the vacant seat.