

UHPSA Constitution

Revised 3.1.16

The Constitution of the University Honors Program Student Association of
the University Honors Program at
the University of North Carolina at Charlotte

Preamble

We, the members of the University Honors Program Student Association (UHPSA), in seeking to foster a supportive community of scholar-citizens, dedicated to excellence in both academic pursuits and community engagement; and to assist in the formation and execution of the policies of the UHPSA, and its parent program, the University Honors Program (UHP), do hereby establish this constitution for the members of the UHPSA.

Franchise and Membership

All UHPSA members are eligible to participate in any and all UHPSA programs, meetings, and events. All who are in good standing with UHP shall be entitled to vote in the UHPSA annual election.

Article I

University Honors Program Student Association Structure

Section I- Executive Board

The Executive Board of the UHPSA shall consist of the President, the President-Elect, Secretary, Treasurer, Historian, and Communications Liaison. The Executive Board shall be elected annually during the spring semester by a majority of the members voting in the UHPSA elections. The Executive Board shall have the power to create committees, where they do not conflict with the constitution, and to appoint members in good standing within the UHPSA as chairpersons of these committees.

Each member of the Executive Board shall supervise at least one committee throughout the academic year. Executive Board members are the intermediary between their respective committees and the Executive Board. Committees may be created or retired between semesters as determined by the needs of the University Honors Program.

During the academic year, the Executive Board collaborates weekly to:

1. Plan and organize details of each UHPSA general body meeting.
2. Plan social and enrichment events each semester.
3. Create community service shifts through communication with community partners.
4. Delegate miscellaneous tasks.
5. Advise the UHP Director on issues of importance to the membership.

Section II- Officer Job Descriptions

A. Powers and Responsibilities of the President

1. The President shall call meetings of the UHPSA, and shall preside at these meetings.
2. The President shall confer with the Executive Board and the UHPSA advisor on all UHPSA affairs.
3. The President shall serve as a liaison to the University of North Carolina at Charlotte Student Government Association.
4. The President is responsible for mentoring the current President-Elect.

B. Powers and Responsibilities of the President-Elect

1. The President-Elect shall commit to two years of leadership. After one year as President-Elect, they assume the responsibilities and duties of the President for the second year of their term.
2. The President-Elect shall shadow and work collaboratively with the President.
3. If the President can no longer perform their duties, then the President-Elect shall act in the role of President.
4. The President-Elect is responsible for the oversight of UHPSA events.
5. The President-Elect is responsible for facilitating the development and organization of community service activities and partnerships in cooperation with the Executive Board and UHPSA members.

C. Powers and Responsibilities of the Secretary

1. The Secretary shall take minutes of all the UHPSA general body meetings.
2. The Secretary shall be responsible for delegating which officer will write the weekly update email to send to the UHPSA student body.
3. The Secretary is responsible for coordinating the means to take attendance at meetings and events.
4. The Secretary shall coordinate the election process.

D. Powers and Responsibilities of the Treasurer

1. The Treasurer shall investigate any funds redeemable from the Student Government Association and other campus resources.
2. The Treasurer shall be expected to give a clear and complete report of all financial transactions of the UHPSA whenever deemed necessary by the Association.
3. The Treasurer shall allocate funds only with the consent of the Executive Board of the UHPSA.

E. Powers and Responsibilities of the Historian

1. The Historian shall be responsible for the documentation of UHPSA programs, meetings, and events.
2. The Historian shall take responsibility for the presentations and technological screening at meetings and special events that pertain to the UHPSA.
3. The Historian shall collaborate with the Communications Liaison for projects and presentations.

E. Powers and Responsibilities of the Communications Liaison

1. The Communications Liaison shall work on the social media calendars and advise on the content of social media accounts for the UHPSA.
2. The Communications Liaison shall assist in public relations of UHP.

3. The Communications Liaison shall be involved with internal and external communications for the UHPSA.

Section III- Funds

The UHPSA shall appropriate any and all funds entrusted to the Association.

Section IV- Elections

All elections of officers to the Executive Board of the UHPSA shall follow the guidelines listed below:

A. Nominations

1. Nominations for the offices of President-Elect, Secretary, Treasurer, Historian, and Communications Liaison shall begin following the second general body meeting of the spring semester, and shall follow the manner and order of the guidelines below.
2. Nominations shall be submitted following the second general body meeting and shall be accepted until the announced nomination closing date no less than a week following the second general body meeting.
3. Members in good standing with UHP may self nominate or nominate others during said period. If a member is not self-nominated, they have three business days to accept or decline the nomination after they have been notified. Lack of response from a nominee is interpreted as a decline.

B. Elections

1. All members in good standing with UHP may vote in UHPSA elections.
2. Nominees for office must be in good standing with UHP.
3. The election procedure shall not be directly supervised by any person seeking office.
4. The election procedure and outcome is considered confidential information until election results are announced.
5. The majority wins for each position. In the case of a tie, a run-off will be held within five days.

C. Complaints and Contests

1. The Executive Board shall take every precaution to ensure an ethical and fair election process.
2. Complaints and contests (including requests for recounts) to the election process shall be issued in writing to the Executive Board within three days subsequent to the election. The Executive Board shall rule on the complaint within one week.

Section V- Eligibility and Membership

A. Eligibility

1. All members in good standing with UHP are automatically members of UHPSA.
2. The UHPSA strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes but is not limited to: ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socioeconomic status.

B. Membership

1. Good standing will be determined by the UHPSA Executive Board and UHP Director. The requirements for a student to remain in good standing can be found on the UHP website.
2. If any member fails to meet requirements for good standing, the member will be placed on probation for the following semester.
3. A student will be removed from the UHPSA if they are on probation for over one semester.
4. A member will be removed for violation Academic Integrity or Conduct Codes of UNC Charlotte or a violation of the Honors College Honor Code.

Section VI- Miscellany

A. Special Projects

The UHPSA shall have the right to initiate projects for the benefit of its members.

B. Procedures Regarding General Meetings

1. The UHPSA will operate under the parliamentary authority of the 1971 edition of Robert's Rules of Order when the need arises.
2. The UHPSA shall establish its own meeting times, provided that it shall meet at least three times per semester or as deemed necessary.

Section VII - Advisor

A. The Advisor is the Director of the University Honors Program or appointed designee.

B. The Role of the Advisor is as follows:

1. Counsels group in creating and revising goals.
2. Acts as a liaison between the University and the group in developing policies and using resources.
3. Supports the smooth transfer of responsibility within the group, in particular between new officers and former officers.

Section VIII - Alignment with UNC Charlotte Policies

The University Honors Program Student Association is willing to abide by all UNC Charlotte policies and guidelines relating to on or off campus activities which our organization may sponsor or in which we may participate.

Article II

Legislation: Regarding By-Laws and Amendments

Section I- New Legislation

The UHPSA shall have the right, through the addition of an amendment or by-law to this constitution, to enact any law or rule necessary to promote the general welfare of its membership.

Section II- Procedure

Amendments and by-laws to this constitution may be proposed in the following manner and order:

A. Proposal

1. By written submission of a petition signed by at least one-third (33%) of all members of the UHPSA to either the UHPSA Advisor or the Executive Board.
2. OR, a signed petition from the Executive Board to the UHPSA Advisor, or the UHPSA members at a General Meeting.

B. Voting

1. A vote of all UHPSA members shall be taken on a proposed amendment/ by-law to this constitution within one calendar month of the date that said amendment/ by-law has been proposed, according to the provision of either sub-section 1 or 2 of section II of this article, provided that public notice is given at least two weeks prior to taking the vote.
2. Two-Thirds of the votes cast shall be in favor of the proposed amendment/ by-law to make it a part of this Constitution. Amendments/ by-laws approved by members of the UHPSA shall become effective immediately unless otherwise stated in the amendment/ by-law.

Article III

Impeachment

Any officer of the UHPSA may be removed from office provided all of the following conditions have been met:

A. Petition

1. A petition citing misconduct, malperformance, or maleficence must be submitted to the UHPSA Advisor with the signature of at least one-third of the UHPSA members.
2. The UHPSA Advisor shall, after deeming the petition in order, call a general meeting of UHPSA members for the purpose of determining responsibility.

B. Due Process

1. The sanctioning meeting shall take place no more than ten business days subsequent to the reception of the petition.
2. At this meeting, the officer in question will be given opportunity to address the concerns stated of the citation petition.
3. The UHPSA membership shall vote not more than five business days subsequent to the aforementioned meeting.
4. In order for the officer to be impeached, three-fourths of the votes cast must be in favor of impeachment of said officer.