

The Richard Stockton College of New Jersey

Honors Student Association Constitution

Preamble

In 2007, ten student members from the first two classes of the Richard Stockton College of New Jersey Honors Program were elected to form a Coordinating Committee. This committee's stated purpose was to create a constitution for a student-run organization consisting of members of the Honors Program and to oversee the proceedings of the first official election. In 2012, The successors to this organization have worked to craft the Richard Stockton College of New Jersey Honors Program into an ever-adapting member of the College's continuing success.

Article I - Name

This student-run organization shall be known as the Honors Student Association.

Article II - Purpose

The purpose of this organization is:

1. To help the Honors Program adapt to meet Honors students' current and future needs.
2. To organize extracurricular events for members of the Honors Program such as community service, service learning, and social trips and events.
3. To promote community within the Honors Program and create a support system for all members.

Article III - Membership

All Richard Stockton College of New Jersey Honors Program students are eligible for membership in the Honors Student Association.

Article IV - Organization

Section 1: Officers

- ◆ **All Officer positions are one-person positions and may not exceed this maximum.**
 - ◆ **Honors Director**
 - Is ex officio, a Non-Voting Member of the Executive Board.
 - Must sign off on the Honors Budget and must approve all activities that make use of college resources
 - **Student Director**
 - Responsible for all the initiatives conducted by the Student Assistant Director, all Associate Directors, and Class Representatives.
 - Assists and/or act in any acting matter if deemed necessary to fulfill the Honors Student Association's purpose in a timely manner.
 - Ensures effective communication between all Student Associate Directors and the Honors Program.
 - Leads and Organizes meetings of the Executive Board and Honors Program Meetings.
 - May delegate certain tasks and job requirements to the Student Assistant Director.
 - Approves the creation and modification of any Associate Committee.
 - May temporarily appoint an Honors Student to become responsible for the roles of any student director or position during a temporary absence.
 - **Student Assistant Director**
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- Responsible for all the initiatives conducted by the Associate Directors and Class Representatives.
- Assist and/or act in any matter if deemed necessary to fulfill the Honors Student Association's purpose in a timely manner.
- May assist in leading the General Honors or Executive Board Meetings with the Student Director.
- Designates a time and location at the beginning of each semester for all Honors Meetings and Executive Board Meetings.
- Create Minutes for each Honors Meeting and then distribute it to the Honors Student Association
- Responsible for the roles of the Student Director during a temporary absence

Section 2: Associate Directors

- **All Associate Director positions are one-person positions and may not exceed this maximum unless stated by the position description.**
- **Community Service Director**
 - Explore and organize community service opportunities.
 - Encourage community service participation of all members.
 - Create and maintain partnerships with on-campus and off-campus community service organizations such as Stockton's Service Learning Department.
- **Events Director**
 - Organize social events and trips.
 - Work with Honors faculty to plan events; i.e. Last Lecture luncheons.
 - Complete all event-related paperwork with the Program Secretary; i.e. room reservations, catering orders, liability waivers, etc.
 - Publicize events and community service opportunities through all available means, such as email, posters, flyers, social networking sites, promotions team etc.
 - May be filled as a co-director position.
- **Peer-Mentoring Director**
 - Arrange for each incoming freshman to be paired with an upperclassman Honors mentor.
 - Ensure proper training of all mentors and guarantee that all mentors are fulfilling their responsibilities.
 - Organize all associated programs and events.
 - Coordinate programs to introduce prospective students into the Honors Program & Stockton College
- **Fundraising & Finance Director**
 - Organize fundraisers to financially assist the program.
 - Explore philanthropic opportunities.
 - Maintain expense reports and track all areas of the executive board budget.
 - Appropriate funds to specific directors and/or committees for use as needed.
 - May be filled as a co-director position.
- **Outreach Director**
 - Responsible for all of the Executive's Board electronic services (such as, but not limited to, Social Networking and Email accounts) and its appropriate transfer of power after each new election
 - Partner with the Admissions Office to promote the Honors Program & Community
 - Partner with other campus organizations to offer support or publicity for their initiatives
 - Promote all upcoming Honors Initiatives to the Honors Student Body
- **Freshman, Sophomore, and Junior Class Representatives**
 - Organize & Update the Calendar & Bulletin Boards in the Honors Center
 - Report any necessary repairs or issues regarding the Honors Center to the appropriate bodies
 - Represent their specific class in terms of questions and concerns
 - Participate in any Honors Advisory Committee meetings and/or additional committees which affect the Honors Student Body as a whole

Section 3: Committees

- **Honors Residential Assistant Committee**
 - Composed of all the RAs responsible for an Honors Housing floor or building.
 - Responsible for being a liaison between the Honors LLC and Executive Board
 - Responsible for attending at least the first Executive Board Meeting during the duration of the School Year as a non-voting, one seat position.

- Assists the Events Director for planning out Honors Events under the Honors LLC
- Announces upcoming Honors Events & Basic Policies to the residents living in Honors Housing.
- **Associate Committees**
 - Associate Directors may establish an Associate Committee to help conduct a specific task or event under their standard responsibilities.
 - The mission and creation of a committee must be approved by the Student Director.
 - Associate Committees are only valid during the term of the current Executive Board.
 - The Associate Director, unless otherwise specified, is also the Director of the Associate Committee.
 - The Associate Director may restructure the members within an Associate Committee under the approval of the Student Director or Student Assistant Director.
 - The Associate Director is responsible for following through on the committee's assigned task.
 - Membership into an Associate Committee must be promoted and open to all Honors Students.
 - Members of a committee are not members of the Executive Board and thus are not required to attend Executive Board Meetings or be nominated.

Section 4: Election Procedures

- **Eligibility**
 - All members except for first-semester students and students going into their final semester before graduation are eligible to run for any office.
 - First-semester students may run for any position besides Student Director.
 - Students may only run to become a class representative in the class they are a part of, as determined by year status (not credit status).
 - Students need to be on campus for both of the semesters they are elected for.
 - If a student knows for sure they will be doing an internship or study abroad at the time of election, they should not run.
- **Election Chairperson**
 - The Honors Director or Program Secretary will ordinarily be the Election Chairperson.
 - Responsible for running the physical ballots or creating a digital poll to obtain votes.
 - Responsible for counting the votes and report the results as soon as possible afterwards.
 - Responsible for ensuring that campaigns are conducted with civility and responsibility.
- **Nominations**
 - Honors Students may nominate themselves or another Honors Student either:
 - During the Honors Meeting and/or Briefing of late October and/or early November
 - Or by filling out a nomination form in the Honors Center and returning it to the Election Chairperson.
 - Candidates must have the following quantities of either verbal approvals (if nominated at an Honors Meeting or Briefing) or signatures (if nominated via self-submitted nomination form) in order to participate in the upcoming election:
 - Each candidate for Class Rep must be nominated by two Honors Students within his or her class
 - Candidates for any Associate Director or Officer position must be nominated by four Honors Students
 - Candidates running for a co-director position must declare their co-nomination on the same nomination form and follow normal nomination procedure.
 - Candidates who declare a co-nomination on the day of elections will not be considered for election and must run separately.
- **Campaigns**
 - Any Honors or Executive Board email account, such as honors@stockton.edu, should not be used for any campaigning purposes.
 - Posters & Signs may not be posted anywhere on campus and in the Honors Center.
- **Honors Election Day**
 - Nominees must submit a one paragraph 'speech' and photo to the Election Chairperson for publication & distribution prior to the election.
 - Voting will be conducted as per the direction of the Election Chairperson, and could be done via a physical or digital medium. The desired procedure must be presented to the current Executive Board and approved by a majority vote.
 - Ordinarily, the elections will be held right the week before or after Thanksgiving Break.
 - Honors Students will be permitted to submit one vote for each position in the ballot.

Article VII - Ratification

The Constitution shall be approved by the general membership with a two-thirds (2/3) vote of the members present. The Constitution must then be submitted to the Honors Advisory Committee for final review and approval.

Adopted on this the Eighth Day of April, Two Thousand and Fourteen