HONORS ALLIANCE CONSTITUTION

Mission Statement
The Honors Alliance Mission is collaboration amongst all members to provide leadership development, volunteerism, and recognition while promoting academic integrity to the university community.

Tag Line
Scholars united in a community of honor.

ARTICLE I. Name
The name of this organization shall be Honors Alliance, also referred to as HA.

ARTICLE II. Purpose
Honors Alliance shall be a sponsored student organization at the University of Texas at San Antonio organized to assemble all members to promote our mutual interests, foster the ideals and values of academic integrity for the university and community, and promote learning through scholarly and leadership programming, volunteer service, and recognition.

ARTICLE III. Governance
Honors Alliance shall conform to The University of Texas System Board of Regents’ Rules, Student Organization Relationship Statement, Student Organization Policies, the Student Code of Conduct, the Handbook of Operating Procedures, and the Administrative Memoranda Series as published by the University of Texas at San Antonio.

ARTICLE IV. Funding
1. Partial funding shall be provided by at least one of the following entities: the Office of the Vice President for Student Affairs and/or Student Service Fees.
2. Additional funding shall be provided through donations to Honors Alliance as deemed appropriate.
3. Onetime Membership fee of $75.00 per member.

ARTICLE V. Disbursal of Organizational Assets
Honors Alliance shall use its funds only to accomplish the purposes stated in this Constitution, and no part of its funds shall incur or be distributed to any members of Honors Alliance. On dissolution of Honors Alliance, all assets shall be returned to the Office(s), Department(s), Organization(s), or individual(s) that financially support and endorse this organization.

ARTICLE VI. Open Records and Meetings
So that all people and organizations that contribute time, effort, and money towards Honors Alliance programming or projects may know how their generosities are utilized, any relevant document relating to the disbursal of assets, the contracting of services, the planning or scheduling of ongoing academic program or service project, shall be produced upon proper
request within 72 hours. Any regularly scheduled Executive Cabinet or General Assembly meeting shall be open to all members, the advisor(s) to Honors Alliance, and anyone deemed a liaison to Honors Alliance.

ARTICLE VII. Hazing
1. There shall be no hazing of members in full accordance with the current University Student Guidebook’s full definition.
2. Any act found to be hazing by the University might result in suspension or expulsion from Honors Alliance.

ARTICLE VIII. Non-Discrimination Clause
Honors Alliance will not deny membership on any basis prohibited by applicable law, including but not limited to race, color, national origin, age, religion, disability, veteran’s status, or sexual orientation. Honors Alliance will not discriminate on the basis of gender in full accordance with the current University Student Guidebook’s full definitions and policies.

ARTICLE IX. Use of Name and Logo
Honors Alliance’s name and logo shall appear on all approved printed materials for official business, programs, activities, and other functions co-sponsored in part by Honors Alliance. Any use of the name or logo in an unapproved manner may/will result in disciplinary action as stipulated by university rules and regulations.

ARTICLE X. Membership
Honors Alliance shall consist of current honor society students or those students in the process of joining an honor society, both undergraduate and graduate, with a minimum cumulative grade point average (GPA) of a 3.0 and in good academic standing at the University of Texas at San Antonio.

Section 1. Membership Process
1. Any individual in an honor society or in the process of joining an honor society seeking membership into Honors Alliance must submit a formal application to join Honors Alliance.
2. The one-time membership fee of $75.00 will be paid at the time of submission of application for membership.
3. The individual will also provide a copy of their honor society certificate or letter from the honor society’s headquarters as proof of membership in the organization to be considered as part of the individual’s application for Honors Alliance.
4. The individual must attend their induction ceremony during the semester they are seeking membership upon completion of all other member requirements, as outlined in the Statement of Intent on the formal Honors Alliance application, in order to be a full member of Honors Alliance.

Section 2. Staff Advisor(s)
1. Honors Alliance will have at least one Advisor chosen by the University administration with input and consideration from Honors Alliance.
2. The advisor(s) shall uphold the ideals and values of Honors Alliance and work to ensure program effectiveness.
3. The advisor(s) shall be well versed in and conform to all rules and regulations for student organizations, and conform to The University of Texas System Board of Regents’ Rules, The Student Organization Relationship Statement, the Student Code of Conduct, the Handbook of Operating Procedures, and the Administrative Memoranda Series as published by the University of Texas at San Antonio.
4. Provide advisory leadership, support, advice, and guidance and serves as a mediator between Honors Alliance and the University of Texas at San Antonio.
5. The advisor(s) shall have voice, but no vote during Executive Board and General Assembly meetings; Honors Alliance only recognizes the staff advisor(s) as an Ex-Officio member.
6. Meets regularly with all officers and Executive Board.

Section 3. Grievances
1. All Honors Alliance members or prospective members who have a complaint or wish to contest a membership requirement must submit an email to the official Honors Alliance email address. The Executive Board will review the complaint and address the issue within one week.

ARTICLE XI. Executive Board
The executive board serves as advisors to the President and is comprised of the elected officers, and the staff advisor(s), ex-officio.

Section 1. The Executive Board shall have authority over:
1. Internal and external procedures and policies.
2. Implementation of policies.
3. Organization of events.
4. Internal and External Public Relations.
5. Leadership development.

Section 2. The Executive Board has a shared responsibility to:
1. All officers must maintain a minimum cumulative GPA of 3.0.
2. Works in the best interest of Honors Alliance and all members.
3. Be familiar with Honors Alliance’s constitution and programming.
4. Schedule office hours at a minimum of one hour per week, and manage the office as per his/her duties.
5. Not hold more than one elected position in Honors Alliance simultaneously.
6. Serve in the position from the academic year of March to March.
7. Meet as needed with Advisor(s).

Section 3. Duties of the President
1. Serves as chair of the Executive Board.
2. Acts as the official representative of Honors Alliance both on and off the UTSA campus and serves as the media point-of-contact or can delegate as needed.
3. Oversees the internal and external affairs of Honors Alliance.
4. Presides over all Executive Board and General Assembly meetings of Honors Alliance, enforces and interprets the Honors Alliance Constitution and Bylaws.
5. The President may not vote during any Executive Board or General Assembly Meeting.
6. Declares results of Honors Alliance voting.
7. May call an emergency meeting of the Executive Board.
8. Meets weekly with the Advisor(s).
9. Maintains positive working relationship with other campus organizations.
10. Briefs and assists the incoming Honors Alliance president.

Section 4. Duties of the Vice President
1. Assumes the duties of and responsibilities of the President in the absence or incapacity of the President; or if the office of the President is vacant, until a special election can be held to fill the position.
2. Accepts all official responsibilities and obligations deemed necessary by the President.
3. Appoints all members to committees of Honors Alliance with Executive Board’s approval.
4. Solicits reports from all committee chairs.
5. Meets with the Advisor(s) as needed.
6. Oversees the creation and maintenance of the Honors Alliance website.
7. Is a voting member of the Executive Board.

Section 5. Duties of the Secretary
1. Keeps a record of all proceedings of the Executive Board and General Assembly meetings of Honors Alliance and enters such minutes in a permanent record.
2. Is responsible for the distribution of the minutes to the General Assembly before the next regularly scheduled meeting and has the minutes available for review by the membership.
3. Is responsible for all correspondence pertaining to Honors Alliance and correspondence distribution to those designated.
4. Is responsible for compiling and submitting all required membership lists and other required affiliation documentation to the appropriate divisions of the University of Texas at San Antonio to ensure continued affiliation.
5. Is responsible for email communication sent through the official Honors Alliance email.
6. Is responsible for creating the agendas for each Executive Board and General Assembly meetings.
7. Presides over the meetings of the chapter in the absence of the president and vice president.
8. Is a voting member of the Executive Board.

ARTICLE XII. Committee Chairs
Section 1. Standing committees exist from year to year.

Section 2. The chairperson of each committee will serve as a voting member on the Executive Board, which will help to advise the Executive Board on each committee’s activities.
Section 3. Standing Committees

1. Public Relations Committee: Is responsible for keeping, collecting, and preserving an accurate history of Honors Alliance through photographs through various multimedia outlets (e.g. Facebook, Instagram, University Bulletin Board, and RowdyLink).
2. Service Programming Committee: Is responsible for collecting, organizing, and disseminating information about volunteer opportunities to each member and assist with the organization of community or school wide service projects.
3. Social Committee: Is responsible for organizing and disseminating information about social and fun activities for all members of Honors Alliance.
4. Recognition Committee: Is responsible for monthly recognition of active members and coordinating the Honors Gala to recognize members, faculty, and staff for outstanding achievements.

ARTICLE XIII. Succession

In the event of vacancy of the President position, the Vice President will serve as President, until an election may be held. In the event of a vacancy on the executive board, the executive board officers will appoint a new officer until the next general assembly meeting at which time the general assembly shall approve the appointee by majority vote or elect a new officer.

ARTICLE XIV. Removal From Office

This article is the mechanism by which Honors Alliance can remove an individual from office/chair position should the need arise. Honors Alliance is an educational organization, as such, it is understandable that mistakes will be made and there may be varying degrees of commitment to the organization. It should be rare to have to forcefully remove someone from office/chair position, and this article should be used as a last resort.

Section 1. Step to take prior to removal:

1. The President and staff advisor(s) will meet with the individual(s) to discuss the problem(s) and make every effort to come to an agreement on how to solve the problem(s) that is beneficial to the organization and the individual.
2. If the President is the officer in question, the meeting will take place with the staff advisor(s) and the staff advisor(s) direct supervisor.

Section 2. Grounds for Removal from Office/Chair Position

1. An individual may be removed from office/chair position provided there has been:
   a. Documentation of a meeting with the President and staff advisor(s) and the individual(s) in question.
   b. An opportunity for the individual(s) to resign.
2. Causes for removal from office/chair position include, but are not limited to:
   a. Neglect of duties.
   b. Breach of the Honors Alliance constitution and/or bylaws.

Section 3. Vote to Remove from Office/Chair Position
If the individual(s) in question meets the grounds for removal and does not resign from their office/chair position after meeting with the President and staff advisor(s), then the removal of said individual must be ratified by a 2/3 majority vote of the Executive Board.

**Section 4. Decision Making**

Quorum shall be defined as a majority of occupied positions. Vacancies will not count when calculating quorum.

**ARTICLE XV. Amendments**

1. This Constitution may be amended at any Honors Alliance Executive Board meeting by the affirmative majority vote of the Executive Board members present, provided the amendment was introduced at the previous Executive Board meeting.
2. All amendments shall take effect immediately following adoption.
3. A complete review of the constitution will take place once a year by the Executive Board.

**ARTICLE XVI. Legal Statement**

The organization agrees to abide by all University policies and local, state, and federal laws.

**ARTICLE XVII. Ratification**

1. Date of Creation: October 1, 1999 by the Honors Society and Presidents Advisory Round Table.
3. Approved by the Vice President for Student Affairs with the support of members on April 23, 2003.
10. Amended and ratified in February 2011.
11. Amended and ratified in April 2011.
12. Amended and ratified in April 2012.
15. Amended and ratified in August 2015.