*Adopted by the students on Nov. 30, 2015*

# Preamble

We, the Honors Program students of Clarkson University, believe that self-regulation and cooperative learning are quintessential to both the students and the wider community, as outlined by the Clarkson University Honors Program Mission Statement. This document outlines the structure and operating guidelines of the Clarkson University Honors Program Steering Board.

# Article I – Name

The name of this organization shall be the Clarkson University Honors Program Steering Board, hereafter referred to as Steering. The Clarkson University Honors Program Student Body refers to all currently enrolled Honors Program students, and the Clarkson University Honors Program refers to the Student Body, Honors Council, and Honors Program faculty and staff. The Honors Program Office refers to the faculty and staff responsible for the Program’s administration.

# Article II – Purpose

The purpose of the Clarkson University Honors Program Steering Board is to:

1. uphold the Honors Program Statement of Values in academic and personal settings
2. promote a welcoming community that socially connects and engages Honors Program students
3. serve as the student voice for change and growth within the Honors Program

# Article III – Steering Membership

*Section 1 –* The student members of Steering shall be composed of:

* two (2) Steering Co-Chairs
* eight (8) Class Representatives, two (2) representing each class
* four (4) Support Representatives, one (1) representing each class
* two (2) Co-Chairs from each Committee
* one (1) Honors Council Representative

These individuals shall sit as members of Steering until the close of their term of office and the election of new Steering Co-Chairs and Class Representatives as outlined in Article III, Section 2. No Steering member shall be removed from office because of a change in class standing. From the Class Representatives, Support Representatives and Co-Chairs, a Secretary and Treasurer shall be selected to form the four (4)–member Executive Board.

*Section 2 –* Steering membership is determined by annual election of and by current Honors Program students. All elections shall be decided in favor of the Honors Program candidate(s) who receive the greatest number of votes cast. A run-off election shall be held in the event of a tie for a Steering position. All elections will be held at the annual Election Meeting held each December.

* The Honors Council Student Members, including the Honors Council Class Representatives and the Honors Council At-Large Member, will be eligible to be elected as the Steering Honors Council Representative.

*Section 3 –* Power of disqualification for violations of election procedures shall lie entirely with Steering upon recommendation of any member of the Clarkson University Honors Program Student Body.

*Section 4 –* Should any Steering member resign or become ineligible to serve by incapacitation, removal from office, withdrawal or removal from the Honors Program, or temporary absence from the university due to study abroad or co-op, the office shall become vacant. Vacancies in Class Representative positions shall be filled by the Support Representative of the class in which the vacancy exists. In the event that there are more vacancies than there are available Support Representatives, Steering shall be responsible for electing another Representative to fill the vacancy.

# Article IV – Duties and Powers

*Section 1* **–** The legislative and policy-forming powers necessary to accomplish the purpose outlined in Article II shall be vested in Steering.

*Section 2* –Steering shall have the jurisdiction, including powers of financial authorization and revocation, over all Committees that it sublets. Steering shall not be considered to have responsibility for the financial or internal affairs of non-recognized groups or organizations of Clarkson University Honors Program students.

*Section 3* – It is the responsibility of Steering to fairly maintain and improve the Honors Program community. This will be accomplished through the voting of Steering members on proposed actions. Voting details will be discussed in further detail in Article VIII.

*Section 4* – Any Committee created by Steering will be bound by the Steering Constitution and By-Laws with respect to their purposes, duties, and operation.

*Section 5 –* Class Representatives

* The purpose of Class Representatives are to serve as the legislative body of Steering, proposing and supporting voting actions that most accurately reflect the stances of their respective classes.
* Class Representatives shall:
1. attend the weekly Steering meetings, with exceptions given upon the discretion of the Steering Co-Chairs
2. accurately represent the stances and concerns voiced by classmates
3. communicate Steering events, proposals, and verdicts with classmates
4. notify Steering Co-Chairs on the event of unavoidable planned absences

*Section 6 –* Support Representatives

* The purpose of Support Representatives is to serve as a democratically-elected member to operate as a Representative in the absence or vacancy of the elected Class Representative. Weekly attendance is not mandated for Support Representatives, however it remains the responsibility of the Support Representative to remain informed as to the status and support of various Steering voting actions, should the Support Representative be called on to serve as a Class Representative.
* Support Representatives Shall:
1. be the first to fill long-term vacancies left by Representatives unable to fulfil the duties of a Representative
2. in the event of a one-meeting absence, Support Representatives may be granted one-meeting authorities equivalent to those of a Representative, in an effort to maintain quorum.
	1. one-meeting authorities must be appointed by the Co-Chairs prior to the meeting.

# Article V – Committees

*Section 1* – Steering shall have the responsibility to ensure the proper functioning of all Committees including membership, attendance, finances, and actions. These topics shall be presented to Steering at each meeting for the Board to consider.

*Section 2* – The establishment of Committees shall not constitute the transfer of Steering powers except upon the authorization of Steering, nor shall it constitute a grant for the expenditure of Steering funds not pre-allocated.

*Section 3* – An ad-hoc Committee may be established to investigate or address a particular matter by a majority vote of Steering. A chair for the ad-hoc Committee will be elected upon the Committee’s establishment. The longevity of this ad-hoc Committee shall be determined and overseen by Steering. Ad-hoc Committees will have full Committee responsibilities while in existence, including weekly reports to the Board.

*Section 4* – Each permanent Committee and ad-hoc Committee is required to have at least one (1) representative at each Steering meeting unless the absences are approved by the Board Co-Chairs. The attending representative(s) must report their Committee’s events and proposals at each meeting. Any event to be financed by Steering must be proposed to the Board and voted on before acceptance. Attendance will be recorded in the meeting minutes by the Steering Secretary.

*Section 5* – The membership of a Committee shall be open to any member of the Student Body. The Class Representatives and Committee Co-Chairs shall be responsible for membership advocacy.

*Section 6* – Each Committee shall be responsible for determining and pursuing goals in accordance with their purposes and duties. These must be presented at a Steering meeting at the start of the semester.

*Section 7* – The Service Committee

* The purpose of the Service Committee is to manage the Clarkson University Honors Program’s community service requirement, as described in the Honors Program Handbook.
* The Service Committee shall:

(a) consist of two (2) Co-Chairs to be elected at the annual Election Meeting and any number of Honors student volunteers. Additionally, four (4) class representatives and one (1) at-large member, all of which are elected annually within the Service Committee.

(b) assess service hour submissions and approve or reject them in accordance with the students’ Honors service requirement

(c) track Honors students’ progress in their requirement, including the activities in which they have participated and the number of hours they have completed

(d) be responsible for informing all new students of their service requirement at the start of their first semester with the Honors Program, and annually remind students of this

(e) provide service opportunities to Honors students

(f) inform Honors students of additional service opportunities, both on Clarkson’s campus and in the local community

(g) promote the spirit of service within the Honors Program

*Section 8* – The Activities Committee

* The purpose of the Activities Committee shall be to plan, advertise, and host recreational events for Honors students and the greater Clarkson community.
* The Activities Committee shall:

(a) consist of two (2) Co-Chairs to be elected at the annual Election Meeting and any number of Honors student volunteers

(b) plan new events and collect data on attendance and popularity of past events, to be reported to Steering whenever applicable

(c) plan a Ben and Jerry’s Night for Honors students each semester, adhering as best as possible to the flavors requested in the Honors Program Roll Book

(d) foster an environment to help Honors students engage with fellow classmates

(e) facilitate opportunities for the students of the Honors Program to interact with faculty in a non-academic setting

* With the exception of Ben and Jerry’s Night, no Steering-funded activity shall be advertised as exclusive to Honors students and/or Honors faculty and staff.

*Section 9* – The Student Ambassador Committee

* The purpose of the Student Ambassador Committee (SAC) is to represent the Honors Program Student Body to prospective students and Honors alumni.
* The Student Ambassador Committee shall:
1. consist of two (2) Co-Chairs to be elected at the annual Election Meeting and any number of Honors student volunteers
2. reach prospective students through phone-a-thons, open houses, overnights, orientations, and other informational events
3. serve as student tour guides and hosts for visiting alumni and represent the Honors Program Student Body at alumni events
* An Honors student will become a member of SAC only after agreeing to the commitments required by the Student Ambassador contract. Failure to adhere to these commitments shall result in removal from SAC, per the discretion of the SAC Co-Chairs.

*Section 10* – The Webmaster Committee

* The purposes of the Webmaster Committee are to administer and maintain the online presence of the Honors Program, at the discretion of the Honors Office.
* The Webmaster Committee shall:
1. consist of two (2) Co-Chairs to be elected at the annual Election Meeting and any number of Honors student volunteers
2. maintain the class year email lists
3. adjust website capabilities in response to the decisions of Steering
4. monitor, advertise, and maintain the Honors Program Textbook Exchange
5. educate the Student Body on existence of available infrastructure and how to effectively use it

*Section 11* – The Historian Committee

* The purpose of the Historian Committee is to maintain a record of Honors Program events through media, including pictures, interviews, etc.
* The Historian Committee shall:
1. consist of two (2) Co-Chairs to be elected at the annual Election Meeting and any number of Honors student volunteers
2. attend and catalog events sponsored by the Honors Program
3. maintain a record of events and pictures that can be accessed upon request of Honors Program staff or Steering
4. educate Steering on past Honors Program events and their levels of success
5. serve as the Constitution authority and keeper at Steering meetings

*Section 12* – All Committees are responsible for taking and making available minutes from individual meetings. It is the responsibility of Class Representatives to review these minutes in order to assess the support for potential events, pending their proposal to Steering.

# Article VI – Steering Executive Board Membership

*Section 1* – The Co-Chairs

* The two (2) Steering Co-Chairs shall be elected at the annual Election Meeting.
* Steering Co-Chairs shall:

(a) be responsible for guiding Steering and Committees for the duration of their term

(b) be unbiased in the execution of the provisions of the Constitution, By-Laws, and meeting procedure

(c) co-chair the Executive Board

(d) submit a single vote in the case of a tie

(e) shall have the right to veto legislation if both Co-Chairs are in agreement

(f) oversee the awarding of the annual Kristen Craig Memorial Faculty Award

(g) are responsible for granting one-meeting authorities to Support Representatives in the event of one-meeting absences by a Class Representative, pending that the representative notified the Co-Chairs in a timely manner

*Section 2*– The Secretary

* The Secretary is to take minutes at all Steering meetings and to make said minutes available to the Honors Student Body and Office within one business day.

*Section 3*– The Treasurer

* The Treasurer shall propose a budget of Steering and Committee income and expenses to Steering at the start of each academic semester. The Treasurer may request budget assessments from any and all Committees at any time.
* The Treasurer is to document all expenditures made by Committees.
* The Treasurer shall be responsible for allocating excess funds at the end of the academic year at the discretion of Steering and the Honors Office.
* The Treasurer has the authority to propose to Steering the redistribution of finances at any time during the semester.

# Article VII – Meetings

*Section 1* –Steering shall meet each week in which classes are held for the purpose of tracking Committee activities, discussing future initiatives, and working on annual Steering goals and projects. It is recommended that the meetings be held on Monday evenings for the purpose of avoiding the Clarkson exam schedule.

*Section 2* –The meeting proceedings shall follow the ordered structure outlined below:

* Meeting called to order by the Steering Co-Chairs
	+ Secretary may outline last meeting’s proceedings if desired by the Steering Co-Chairs
* Committee Reports
	+ Each represented Committee shall provide information regarding current or recently completed initiatives and/or events in which they were involved. This is to include any financial activities, attendance for completed events, feedback from the event participants, and any other information deemed necessary by meeting members.
	+ The Steering Co-Chairs shall determine the order of these reports.
* Committee Proposals
	+ Each Committee shall propose any tentative actions or initiatives for review and suggestion by Steering. Any event requiring the financial support of Steering in an excess of $25.00 must be proposed to and accepted by Steering before work begins on the event.
	+ Steering shall vote on any event or initiative proposals that are deemed actionable, as determined by the Class Representatives and the Steering Co-Chairs.
	+ It is the responsibility of the Class Representatives to determine the popularity and relevance of any proposed events within the greater Honors community.
* Co-Chair Updates
	+ The Co-Chairs shall introduce topics of discussion regarding the operation and responsibilities of Steering. This may include the Kristen Craig Memorial Faculty Award, Steering funding, and anything else deemed relevant by the Co-Chairs.
	+ Any actions proposed by the Co-Chairs must be voted upon before they are implemented, similar to the Committee Proposals outlined above.
* Honors Council Updates
	+ The attending Honors Council Representative may provide updates on the actions of the Honors Council for the purpose of keeping Steering aware of the Honors Council’s activities.
* Honors Staff Updates
	+ The attending Honors Staff member(s) may provide any updates deemed appropriate for Steering.
* Open Floor
	+ Any attending individuals may bring to the floor any topics of interest for discussion and potential action. This discussion will be run by the Co-Chairs.
* Adjournment
	+ Any attending member may motion to adjourn the meeting during or after Open Floor. This motion must then be seconded and voted upon like any other Steering motion in order to adjourn the meeting.

*Section 3* **–**Emergency meetings may be organized by any Committee, Class Representative, or Co-Chair. With the exception of meeting time and location, all other meeting standards apply.

*Section 4* –All Steering meetings shall be open to all members of the Honors community.

# Article VIII – Voting / Veto Process

*Section 1 –*A vote shall only be effective if taken at a meeting where a quorum has been met. A quorum is defined as the equivalent voting power of nine (9) votes. If a quorum has not been met, then the vote shall be tabled until one can be established.

*Section 2 –*Voting powers and responsibilities shall be distributed as follows:

* Each elected Steering Class Representative in attendance is to vote once per voting action.
* Each established Committee will have one vote per voting action, as determined by the Committee Chairs to represent the stances of those in their respective Committees.
* The Steering Co-Chairs shall have a single vote between them in the instance of a tie.

*Section 3 –* A majority vote supporting the proposal on the floor shall have more votes for it than against it. Abstaining votes shall be recorded but shall not hinder the passage of the vote.

*Section 4* *–* After legislation is passed, the Steering Co-Chairs have ten (10) academic days or until the opening of the next Steering meeting, whichever comes first, to veto this legislation. Veto shall be valid only upon agreement by the Co-Chairs.

*Section 5 –* The Steering Secretary shall keep track of all approved legislation until it has been vetoed or time has expired on the Steering Co-Chairs veto power. Approved legislation will be added to the Constitution and By-Laws by the Historian.

*Section 6 –*All vetoed legislation shall be brought up by the Steering Secretary in his/her summary of the previous meeting’s minutes. A motion for an override vote may be brought up during new business on the agenda by any attending member at the next meeting at which quorum is met. A two-thirds (2/3) vote will override the veto.

# Article IX – Finances

*Section 1* **–** Steering shall derive its funds from the Clarkson University Honors Program and by lawful profit-making activities.

*Section 2* **–** All Committees and ad-hoc Committees are eligible for funding through Steering’s budget, excluding the Student Ambassadors Committee whose funding is otherwise allocated. Additionally, other Honors students may bring solicitations before Steering for approval or rejection.

*Section 3* **–** The Treasurer shall propose a budget to Steering each semester after receiving budget requests from each committee. This biannual budget shall be accepted by a majority vote. No financial activity shall be put to a vote until this budget is approved.

*Section 4* **–** All Committees and ad-hoc Committees must receive spending approval for each event predicted to exceed the cost of $25.00 by a majority vote. Itemized credits and debits shall be submitted to Steering for each event with proper verification.

*Section 5 –* The Treasurer reserves the right to freeze Committee budgets should Committees fail to abide by the funding request procedure.

*Section 6 –* The Treasurer has the authority to propose a redistribution of finances if s/he deems it necessary. A majority vote is required to approve this.

# Article X – Impeachment & Petition Processes

*Section 1* **–** Upon petition by ten (10) percent of the members of the Student Body, Steering shall be bound to consider the implications of the contents of the petition at the next regular Steering meeting.

*Section 2* **–** Steering may vote to remove or suspend any member of Steering by a two-thirds (2/3) vote after a hearing is held. The grounds for impeachment are:

* embezzlement, fraud, or other felony
* malfeasance in office
* neglect of duties
* acts contrary to this Constitution and/or its amendments and By-Laws

*Section 3* **–** The Steering Co-Chairs shall preside at all hearings, except that the other Co-Chair shall preside if one is on trial or has disqualified him/herself. In the case that both Co-Chairs are on trial or have disqualified themselves, the presiding officer shall be whomever is next in the order of Steering Executive Board officers.

*Section 4* **–** Specific charges against the accused shall be levied and filed with the Executive Board not less than twelve (12) days prior to a regular Steering meeting. The accused shall be provided with a written notice of the charges made against him/her at least ten (10) days in advance of his/her hearing. Such notice shall include:

1. a verbatim reference to the specific regulatory basis for considering the alleged act(s) as wrongful
2. an explanation of the precise act(s) or omissions of the accused that are the subject of the notice
3. a list of all witnesses who may be expected to give testimony against the accused and a description of other types of evidence that is held and may be used against him/her
4. a statement of the specific time and place at which the hearing shall be held
5. a general statement of the rights that will be accorded the accused at the hearing

*Section 5* **–** Each side shall represent themselves and have the rights to cross-examine, to call witnesses, and to introduce evidence within the context of due process. An audio recording of all hearing proceedings shall be maintained by the Steering Secretary or, if the Steering Secretary is on trial, a member of Steering chosen by the Executive Board.

# Article XI – Constitution Review

*Section 1* **–** This Constitution is subject to review by Steering every two (2) years at the start of the academic year.

*Section 2* **–** The reviewed Constitution shall be presented to Steering for adoption when a copy of the same shall have been signed by not less than five (5) Steering Class Representatives and or Committees. At that time it must be tabled for at least seven (7) days.

*Section 3* **–** The reviewed Constitution shall be considered adopted when three-fifths (3/5) of Steering shall approve it.

*Section 4* **–** This Constitution shall become effective immediately upon adoption.

*Section 5* **–** An amendment may be added to this Constitution by a two-thirds (2/3) vote with a quorum of thirteen (13). This amendment, per ratification, shall immediately become part of this governing document.

# Article XII – Ratification

*Section 1* **–** This Constitution shall be presented to Steering for adoption when a copy of the same shall have been signed by not less than three-fifths (3/5) of the entire Student Body. This Constitution, when submitted in referendum, shall be adopted if accepted by a majority of those members of the student body who are present and voting.

*Section 2* **–** This Constitution shall become effective immediately upon adoption, and each Steering Class Representative, officer, and Committee Co-Chair shall assume his/her corresponding office on Steering for the remainder of his/her term.

*Section 3* **–** Should this Constitution be adopted at any time other than within thirty (30) days preceding normal elections, special elections shall be held to fill any vacancies created.

# Article XIII – Supremacy Of This Constitution

*Section 1* **–** This Constitution and its By-Laws as they now exist, and as they may be amended, shall supersede all other Constitutions, documents, and such related governing instruments as may therewith be associated in the control of Steering, its Committees, or any other related organization.

*Section 2* **–** This Constitution prohibits Steering and all Sub-Committees from mandating Student Body membership in other organizations with superior governing instruments without ratification by more than half of those members of the Student Body present and voting in referendum.