**Honors Advisory Board Bylaws**

The Honors Advisory Board, hereafter referred to as The Board, will be responsible for representing the Honors student body. The Board will act as liaison between the Director of the Honors Program, hereafter referred to as the Director, and the Honors Program students. The Board will be responsible for advising the Honors Director on issues related to the program as a whole, on events and activities that the program is involved in. The Board will attend events, such as Ithaca Today, as representatives of the student body. The Board will be expected at all times to act in a way befitting someone of their position and to conduct themselves professionally.

**Membership**

Membership is determined through interested Ithaca College Honors Program students. A ballot will be created the first week of each April to nominate representatives. Nominees will then be asked to accept or reject their nomination before the voting ballot will be sent out. Voting will happen in the third week of April, by ballot sent to all members of the Honors Program. Student Event Planner and Student Admin are not required to attend meetings, however they will have an ex-officio place on The Board, therefore the Student Event Planner and Student Admin will not have a vote. Board members are required to understand Honors Program requirements and voice insights and opinions on current Honors events and programs.

Election of Freshmen Representatives and Chair Representative Replacement

 Election of the Freshmen Representatives and a representative from the class that the Chair is a member of will be done after the first meeting of the Board in each Fall term. This meeting should be held the first week in September. A call for nominees should go out in the second week of September. Nominees will be asked to accept or reject their nomination in the third week of September. The first week of October will be the election for those Representatives. The Freshmen Representatives, as well as a representative from the class the chair is from, will convene as part of the Board in the October meeting.

Representation

The Board will be made up of student representatives:

* 2 From Each Class Year
* 1 Chair

Unable to Act for a Full Term (either abroad or stepping down)

Board terms will be one year long and elections will be held at the end of each Spring term. Students who go abroad may suggest a replacement who will fill their place at Board meetings. The replacement will communicate with The Board member who is abroad and vote for them on Board issues. If a Board member is unable to fulfill their duties The Board will accept up to 3 recommendations from the member who is leaving and then vote on who will fill the open spot.

Revocation of Membership

Issues with members of The Board that may warrant impeachment shall be dealt with internally. A ¾ vote is needed to impeach a Board member.

Attendance

After missing 3 meetings, a discussion will be had with that the member to discuss their commitment to The Board. After missing 5 meetings, a written probation will be implemented on the member. After missing 6 meetings, an impeachment process will be started. The truant student will have the opportunity to defend themselves in front of the board, and then an impeachment vote will be taken on that member of the board.

**Meetings**

Meetings will be held once a month at the discretion of the Vice Chair. Additional meetings can be added if necessary by the Chair. The location of all meetings will be determined by the Board either by consensus or through the Chair.

**Leadership**

Chair, Vice Chair and Secretary will be elected from the existing Board each year, before new inductees are contacted. Leadership positions will be elected at inductions in the last meeting of the sitting Board (May). The Chair must have served on The Board for at least one term before running for the Chair position. The terms do not have to be consecutive.

If there is no one with a year’s experience who wishes to be Chair, then nominees will be polled for interest in becoming Chair for the next year’s term. The Chair will then be decided by a vote of The Board as soon as possible.

Chair

Someone from the elected body, who is not the Vice Chair, Secretary, Event Planner or the Student Admin employee, will be elected in a separate meeting by members of Board. The term for the Chair will be from election to this position at the end of the Spring semester until the new election at the end of the next Spring semester. The duties for the Chair include having an agenda, or an organizational strategy for the meetings, running the meetings and setting out tasks to accomplish for upcoming meetings, communicating with event planner, and being responsible for organizing an elections committee for next academic year.

Vice Chair

Someone from the elected body, who is not the Chair, Secretary, Event Planner or the Student Admin employee, will be elected at the induction meeting in May. This position can be held by a Board member from any year. The term for the Vice Chair will be from election to this position at the end of the Spring semester until the new election at the end of the next Spring semester. The duties of the Vice Chair include arranging meetings, sending emails, and orchestrating communication between members.

Secretary

Someone from the elected body, who is not the Chair, Vice Chair, Event Planner or the Student Admin employee, will be elected at inductions in May. This position can be held by a Board member from any year. The term for the Secretary will be from election to this position at the end of the Spring semester until the new election at the end of the next Spring semester. Duties of the secretary include taking minutes at each meeting, taking attendance, and sending minutes to the Director after each meeting.

**Function**

The Board will be an advising body that Honors students and the Director can pose questions to. The Board will hold, at minimum, monthly meetings to discuss issues raised each month. The Board will be responsible for sending out questionnaires about Honors activities and events after each event and synthesizing that information for the Director.

The Board will attend events, such as Ithaca Today, as representatives of the student body. At least 2 members of The Board will attend events deemed important by the Honors Program, these events include but are not limited to: Ithaca Today, open houses, and other events as determined by The Board.

The Board will communicate with the Director by sending minutes after each meeting. It will be the responsibility of the Chair and Vice Chair to present comments from the Director to the Board and to deliver back the Board’s decision.

Critical Analysis of the Director’s Actions

If there is an issue with the Director, the minutes for that discussion do not need to be sent to the Director. This will be decided by a majority vote of the sitting Board members.

If there is a major issue with the Director, The Board will launch a detailed review of the Director. This review will be chaired by no less than 3 Board members. The review will analyze their recent actions and present their findings to The Board. The Board will then vote on whether or not they feel the Director has acted in the best interest of the program, and a simple majority vote of “confidence” or “no confidence” will be recorded. In the instance of a no confidence vote, The Board will then make a formal recommendation to the higher administration as to appropriate action when dealing the matter(s).

Voting

Each member of the Board will have 1 vote on each issue. The chair does not vote in the first round of voting. In the event of the tie, the chair’s vote will be the decider. Votes sent to the Director and in minutes must have the number for and against, and the date the vote was taken.

**Elections Committee**

Each Spring semester, an Elections Committee will be collected of 3 Board members who are not running for office. The Board will elect a Head of the Elections Committee. The Head of the Elections Committee should work with the Elections Committee to organize nominations for positions on The Board. Nominations will be done by survey in the first week of April. The Elections Committee will send out confidential emails to each nominee to determine whether or not they accept their nominations. If a nominee does not accept or reject their nomination before the Friday of the second week of April, they will not be considered in the running. In the third week of April, elections will be held by survey, with every Honors student getting one vote. It is the job of the Elections Committee to impartially collect and count the ballots. The outcome of the election is to be kept confidential by the Head of the Elections Committee until the induction ceremony for the new Board.

An Elections Committee does not have to be formed for the elections at the beginning of the Fall semester.

If 3 Board members can’t be found to serve on the Elections Committee, then student representatives can be selected from the Honors student body.

If there are no nominees for a position on The Board, recommendations can be made to the Board by the Honors student body and approved by a Board vote.

**Induction Ceremony**

Chair hold meeting with both sitting Board and Board Elect. Sitting Board will vote on issues and resolve problems for the end of term. When all other business is cleared, the Chair will recognize the Board Elect. The sitting Board will give up their seats at the table to the Board Elect. The Chair will recognize the Chair Elect. The Chair Elect will hold elections for Vice Chair and Secretary from the Board Elect. The Chair will then allow the Chair Elect to adjourn the meeting. This is a formal meeting.

**Amendments**

Amendments to the Bylaws can be made through a vote of the members of The Board. All amendments and changes to the Bylaws must be voted on and accepted by a vote of ⅔ by The Board and accepted by a simple majority of the respondents from the Honors Student Body. The Board is advised to review the Bylaws once a year and assess good fit for the Honors Program as it evolves.