

# **Constitution of the North Carolina Honors Association<sup>1</sup>**

## **Article I. NAME**

This organization shall be known as the North Carolina Honors Association, afterwards referred to as NCHA

## **Article II. MISSION**

The mission of the NCHA shall be: To provide a forum for sharing information about and improving the quality of honors colleges and programs; To provide students with greater opportunities for intercollegiate honors program activities; To collaborate with the regional and national organizations which have similar goals; To encourage articulation and collaborative programming between honors programs at associate and baccalaureate institutions; To increase the public and private awareness of and fiscal commitment to honors programs and projects.

## **Article III. MEMBERSHIP**

Membership in the NCHA shall consist of institutional members.

### *Section I*

Institutional membership shall be open to institutions of higher learning as well as to educationally related foundations and government agencies.

### *Section II*

The word "member" shall refer to institutions with the institutional membership. Any individual affiliated with a member institution is eligible for the member conference registration rate.

### *Section III*

All members have voting rights at the Annual Business Meeting.

## **Article IV. OFFICERS AND THEIR DUTIES**

The officers shall be a President, a President-Elect, a Treasurer, and a Secretary. Each officer shall be a member of the faculty or administration of any institutional member of the NCHA. Officers shall be elected at the Annual Business Meeting of the NCHA.

### *Section I*

The President-Elect becomes President at the conclusion of the Annual Business Meeting and shall hold office for one year until a successor is installed. The President

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<sup>1</sup> Approved September 25, 2021

shall ordinarily serve as Program Chair of the Annual Conference, preside at the meetings of the NCHA, appoint committees, propose policies and projects which fulfill the obligations and purposes of the organization, preside over the meetings of the Executive Board, prepare a slate of nominees for any open Executive Board positions, and serve as a liaison with other honors regional or state organizations.

*Section II*

The President-Elect shall be elected at the Annual Business Meeting, preside in the President's absence, and shall succeed to the office of President should that office become vacant.

*Section III*

The Treasurer shall be elected at the Annual Business Meeting for a term of at least three years. The Treasurer shall collect and manage all organizational funds.

*Section IV*

The Secretary shall be elected at the Annual Business Meeting for a term of at least three years. The Secretary shall maintain and publish a current membership list including names and addresses of institutional representatives; shall take, maintain and distribute minutes of the annual meeting; shall take and maintain minutes of the Executive Board meetings and distribute to the Board members.

*Section V*

Should a vacancy occur during a term of one of the officers, the Executive Board will appoint a replacement for the remainder of the term.

**Article V. EXECUTIVE BOARD**

The Executive Board shall consist of the President, Immediate Past President, President-Elect, Secretary, Treasurer, one at-large faculty/professional representative, and two student representatives. The at-large faculty/professional representative and the student representatives shall be elected from member institutions. The Executive Board shall formulate policies and projects that fulfill the obligations and purposes of the NCHA.

**Article VI. MEETINGS AND ANNUAL CONFERENCE**

*Section I*

The NCHA shall normally sponsor an Annual Conference.

*Section II*

The President shall call an Annual Business Meeting, open to all members of the organization, which shall ordinarily coincide with the Annual Conference. The purpose of the Annual Business Meeting shall be to act on motions dealing with organizational matters, to receive reports of the offices and committee, and to elect officers.

*Section III*

The Executive Board shall meet at least twice each year, once in conjunction with the Annual Conference, the other at either the national (National Collegiate Honors Council) or regional (Southern Regional Honors Council) meetings. If a quorum is not present at the national or regional meetings, then Executive Board shall meet via a conference call or online meeting platform.

**Article VII. AMENDMENTS**

Amendments to the Constitution may be proposed, in writing, to the Executive Board. On the recommendation of the Board, such amendments shall be distributed to the membership at least one month before the next business meeting and shall be placed on the agenda of that meeting for discussion and possible minor revisions. Acceptance or rejection of any amendment shall be determined by ballot of membership at the Annual Business Meeting. A majority of those present and voting shall be required to adopt a constitutional amendment.

**Article VIII. BYLAWS**

*Section I*

Bylaws shall be established as necessary for the transaction of the business of the NCHA.

*Section II*

Changes in the bylaws shall be approved at the Annual Business Meeting. A majority of those present and voting is necessary to adopt a change.

**Bylaws of the NCHA**

**Article I. TENURE AND FISCAL YEAR**

*Section I*

The term of office for all members of the Executive Board shall begin at the completion of the Annual Business Meeting and continue until the completion of the next Annual Business Meeting.

*Section II*

The fiscal year shall begin January 1 and end December 31.<sup>2</sup>

**Article II. ANNUAL CONFERENCE**

The Annual Conference shall ordinarily take place during late September or early October. The President/Program Chair will be responsible for making local arrangements at the site selected for annual conference.

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<sup>2</sup> Amended October 1, 2022

### **Article III. NOMINATIONS AND ELECTIONS**

#### *Section I*

Member institutions may nominate one student to serve on the Executive Board prior to the Annual Conference. The President shall conduct the election of two student representatives of the Executive Board at the Annual Conference. Election shall be by plurality of votes cast.

#### *Section II*

Nominations for President-Elect, Treasurer, Secretary, and one at-large faculty/professional representative may occur at the Annual Business Meeting. The President shall conduct the election of faculty/professional representatives to the Executive Board at the Annual Business Meeting. Election shall be by majority of votes cast. If no candidate achieves a clear majority, the two candidates receiving the most votes will be placed in a run-off election. The results of the election shall be announced to those present.

#### *Section III*

No officer, having served a complete term, may be re-elected to the same office successively with the exception of the Treasurer and Secretary.

### **Article IV. RULES OF ORDER**

The NCHA shall be governed by the current Robert's Rules of Order unless they conflict with the Constitution or the Bylaws. The presiding officer at the Annual Business Meeting shall appoint a parliamentarian for that meeting.

### **Article V. QUORUM**

#### *Section I*

A quorum of the Executive Board shall be four members.

#### *Section II*

Twenty percent of the membership shall constitute a quorum for the transaction of business at any previously announced meeting.

### **Article VI. INSTITUTIONAL SUPPORT**

The members of the Executive Board will require outlays of time and money. Before accepting these nominations, candidates for these offices will be required to give verbal assurance of their institutions' willingness to provide appropriate financial and technical support.

**Article VII. OFFICER ROTATION**

Normally, the office of the President-Elect will rotate regularly between individuals from two-year institutions and those from four-year institutions (public and private).

**Article VIII. TWO-YEAR INSTITUTIONS**

For all matters before the NCHA, the phrase “two-year institutions” will refer to those institutions that primarily grant Associates degrees.