CONSTITUTION
East Carolina University Honors College Parents Association
Established September 13, 2013

Version Ratified September 26th, 2015

Article I – Name

The name of the organization will promote the overall interest and serve as a description for our
association. The Honors College Parents Association (“HCPA”) will be the official parent
organization within the Honors College at East Carolina University.

Article II – Need and Purpose

The organization will create a link between the Honors College and parents/families of
prospective, current and former students. This type of inclusion is set forth to establish goodwill
and connection to the Honors College and the University. In addition, HCPA members can
serve as resources for assisting with recruitment and outreach, volunteers for Honors College
events, and career advisors and facilitators for current Honors students. Through the
organization HCPA members will be more informed of the opportunities and connections
available to their students through the Honors College.

Article III – Membership and Fees

Section 1: HCPA membership eligibility is automatic upon admission and matriculation of a
student to the Honors College at ECU. Those eligible participants wishing to join the HCPA
must formally opt in and request to be added to the membership list.

Section 2: Membership in the HCPA is open to any parent, grandparent, or guardian of a
student currently or formerly enrolled in the Honors College at ECU.

Section 3: Membership to the HCPA is free. Making an annual gift of any amount to the
Honors College is an option available to parents/families to provide additional opportunities to
Honors College students.

Article IV – Structure and Function

Section 1: The HCPA will be provided support from the Honors College by way of the
Associate Dean and student employees. Both the HCPA and the Honors College will manage
communications to HCPA members by utilizing various distribution lists. In those instances
when the HCPA intends to deliver communications to the Honors College’s internal distribution
list, Honors College students or University personnel, requests will be submitted to the Honors
College to facilitate these efforts.

Section 2: The organization’s function will be two-fold. First, the HCPA will work to enhance
student development in collaboration with the Honors College administration. Second, the
HCPA is committed to supporting the contribution of time, talent, and treasure to projects and
programs designed to benefit Honors College students.
**Article V – HCPA Officers**

**Section 1:** The officers of the HCPA shall be a Chair, a Vice-Chair, a Secretary, and two At-Large officers. The Chair and Vice-Chair will serve two year terms. The Secretary and At-Large officers will serve one-year terms. See table below:

<table>
<thead>
<tr>
<th>Officer Title</th>
<th>Officer Terms</th>
<th>Initial Election Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Two Years</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Two Years</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Secretary</td>
<td>One Year</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>At Large</td>
<td>One Year</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>At Large</td>
<td>One Year</td>
<td>Spring 2015</td>
</tr>
</tbody>
</table>

**Section 2:** The Chair will oversee meetings and serve as ex-officio member of any committees formed (see Article V – Section 6 below). The Chair will work in partnership with the Honors College to ensure that all activities are in concert with Honors College priorities and available resources. The Chair, or a board designated representative, will represent the HCPA as a member of the Honors College Advancement Council. The Chair will prepare the agenda for HCPA board meetings.

**Section 3.** The Vice Chair will attend meetings, carry out special assignments as requested by the Chair, and participate as a vital part of HCPA leadership. The Vice Chair will also understand the responsibilities of the Chair and be able to perform those duties in the Chair’s absence.

**Section 4.** The Secretary will keep and distribute records of the proceedings of HCPA meetings. The Secretary shall give proper notice of meetings to members and perform assignments as requested by the Chair and Vice Chair.

**Section 5.** The HCPA will conduct a minimum of two meetings each academic year. The first meeting will occur in the Fall Semester with the second meeting occurring during the Spring Semester. Meetings will be coordinated with other ECU events so as to maximize attendance (e.g., football games, HC events, etc.). In addition to these meetings, the Chair may make a call for other HCPA meetings during the year.

**Section 6:** HCPA committees may be established, as deemed appropriate by the HCPA Officers, to research topics, organize and complete projects, or to work on any other mission deemed important by the HCPA. When a committee is formed, membership will be defined, specific goals, schedules/timeframes and desired outcomes will be established.
Article VI – Elections

Section 1: Elections will occur each year at the Spring HCPA meeting, or at another appropriate time designated by HCPA officers and communicated in advance to members.

Section 2: Outgoing officers shall remain in office through the end of the spring semester, and facilitate the transition of leadership to the incoming officers as needed.

Section 3: All officers will be elected by a majority vote of the HCPA (one vote per household). Any member of the HCPA who wishes to submit a vote for any election or action item via written proxy may do so and will be accepted as long as it is submitted in writing prior to the actual vote.

Section 4: HCPA officers may be elected to successive terms as seen fit by the members via the election process.

Section 5: An HCPA officer who wishes to vacate his/her office prior to the end of a term may do so by submitting written (hard copy or electronic) notice to the HCPA Board and Honors College, preferably with 30 days advance notice.

Section 6: Upon request from the HCPA, the Honors College may recruit and recommend eligible and willing HCPA members to serve as HCPA officers, in the event that a call for nominations does not produce eligible nominees.

Article VII – Amendments

This constitution may be amended by a majority vote of all members present and voting at any regular or called meeting of the HCPA.