CHARTER OF THE HONORS PROGRAM
ADVISORY BOARD
UNIVERSITY OF IOWA HONORS PROGRAM
UNIVERSITY OF IOWA


Article 1: Name

This organization is called the University of Iowa Honors Program Advisory Board (hereafter Advisory Board).

Article 2: Function

Members of the Advisory Board shall provide advice and support to the University of Iowa Honors Program (hereafter Honors Program) and serve as representatives and advocates of the Program, its mission, and its initiatives.

The general functions of the Advisory Board are as follows:

A. To help build connections among the Honors Program, the Honors Program alumni community, and the community at large.
B. To assist the Director of the Honors Program in the solicitation, cultivation, and stewardship of external support of the Honors Program.
C. To be a resource for the Honors Program and its students.
D. To enhance the effectiveness of the Honors Program by raising its quality and profile.

Article 3: Membership of Board Members

A. The Advisory Board membership consists of the Director of the Honors Program (Director), the Associate Director of the Honors Program (Associate Director), the Associate Provost for Undergraduate Education (ex officio), a representative from the Belin-Blank International Center for Gifted Education (ex officio), Honors Program alumni/ae who were actively engaged in the Honors Program as undergraduates, and friends of the Honors Program.
B. The Director shall identify prospective candidates for membership on the Advisory Board in consultation with other Advisory Board members. After voting approval by a majority of Advisory Board members, the Director will appoint candidates. The Advisory Board will not exceed twenty [20] members.

C. Newly appointed Advisory Board members shall begin their term of office with the first Advisory Board Annual Meeting following their appointment by the Director.

D. The term of membership on the Advisory Board is three years, renewable indefinitely.

Article 4: Expectations of Board Members

A. Advisory Board members are expected to participate in Board activities. Advisory Board members participate by:
   1. Attending the Advisory Board Meetings and serving on standing and/or special committees.
   2. Giving time annually for activities in support of the Honors Program and/or the Advisory Board, including, but not limited to, guest speaking, participating in student events, engaging in student mentoring, and advising on or assisting with student internships.
   3. Completing and maintaining an up-to-date profile of one’s professional background, including areas of expertise and specialized experience, and specific areas of interest in the programs and activities of the Honors Program.

B. Each Advisory Board member is expected to support the Honors Program by making an annual gift. The amount of such gift by each Advisory Board member will be at such Advisory Board member’s discretion.

C. Advisory Board members are expected to advise and assist the Director in efforts to secure annual and major gift support and other external funding for programs and initiatives.

D. Advisory Board members are expected to advise and assist in efforts to involve Honors Program alumni and the University of Iowa community – including students, faculty, the administration, and members of the general community – in the programs and activities of the Honors Program.

Article 5: President of the Advisory Board
A. The Advisory Board shall elect the President of the Advisory Board (President) at the Annual Meeting. The newly elected President shall assume his or her duties upon election.

B. The President’s term is three years, limited to two consecutive terms. Former, two-term presidents may serve again after at least a one-year hiatus as president.

C. If the position of President becomes vacant mid-term, the Director will appoint an interim President to serve the remainder of the year until the next Advisory Board Annual Meeting, at which the Advisory Board members shall elect a new President.

D. The President of the Advisory Board shall:

1. Be the spokesperson for the Advisory Board in interactions with outside parties.
2. Set agendas, dates, and schedules for the Board meetings in conjunction with the Director and Associate Director.
3. Convene and run Board meetings.
4. Convene, charge, and oversee standing committees.
5. Convene, charge, and oversee special (ad hoc) committees.
6. Help identify and then mentor potential future Board presidents.

Article 6: Meetings of the Advisory Board

A. The Advisory Board shall hold annual meetings in the Fall on the University of Iowa campus (Annual Meeting). The Director shall set the date for the Annual Meeting.

B. The Director shall provide notice of Annual Meetings by mail, email, or phone to each member at least thirty [30] days prior to the stated date.

C. One-half of the membership of the Advisory Board constitutes a quorum at Annual Meetings. Members participating by teleconference or videoconference at the Advisory Board Annual Meeting will count toward a quorum.

D. Invited guests may attend meetings and participate in the discussion.

E. Members may not send someone to represent them in their absence at Advisory Board meetings.

F. The Associate Director shall distribute minutes and accompanying papers from the Advisory Board Annual Meeting by mail or email within thirty [30] days after each Annual Meeting. The Associate Director shall maintain at least one
permanent file of the minutes and papers from each Advisory Board Annual Meeting.

**Article 7: Executive Committee**

A. The Executive Committee of the Advisory Board consists of the Director, Associate Director, and the President.

B. The Executive Committee shall prepare the agenda for Advisory Board Annual Meetings as well as any other board meetings (e.g., quarterly). The Executive Committee shall distribute the agenda to all Advisory Board members at least seven days prior to an Annual Meeting.

C. The Executive Committee shall function as the long-range planning committee of the Advisory Board and shall also perform other such functions as the Advisory Board assigns to it and as it deems appropriate.

D. The Executive Committee shall review annually the membership of the standing committees described in Article 8, appointing or reappointing the members.

**Article 8: Standing and Special Committees**

A. The Advisory Board may establish standing committees to assist with the ongoing, major activities of the Advisory Board. Standing committees will make use of the Advisory Board members’ expertise, time, and commitment. Standing committees may include non-board members.

B. Committees recommend policy and actions for approval by the Advisory Board.

C. The initial standing committees of the Advisory Board, and their general functions, are as follows:

1. Alumni Relations Committee: this committee is focused on building the Honors Program alumni network to encourage alumni involvement in the Honors Program.

2. Development Committee: this committee is focused on raising private funds to support initiatives of the Honors Program.

D. The Advisory Board may create such special (ad hoc) committees as it deems useful to the exercise of its functions, and shall determine the functions, duties, and membership for each special committee. Special committees shall function for as long as necessary to accomplish their goals or objectives. Special committees may include non-board members.
E. Standing and special committee members may schedule committee meetings throughout the year, with members participating in person or via teleconference or videoconference. Committee members shall notify the Executive Committee of the meeting no later than three days prior to a scheduled meeting, and any member of the Executive Committee may participate in the committee meeting.

Article 9: Amendments of the Charter

Members of the Advisory Board may submit proposed amendments to this Charter in writing to the Director. Members must submit the proposed amendment at least fourteen [14] days prior to the next Annual Meeting.

The Director shall distribute the proposed amendment no later than seven [7] days prior to the next Annual Meeting.

A proposed amendment requires the approval of two-thirds of the Advisory Board to pass. Members not in attendance at the Annual Meeting may vote on the proposed amendment by mail or email provided that the member’s vote is received on or before the time of the Annual Meeting.