

Honor Board Officer Guide

Last Revised: 2 February 2019 by T. Kolankowski



Section 1.01 Chair

The responsibilities of the Chair include:

1. Call and preside over all Honor Board meetings. The Chair must also send meeting agendas prior to all meetings.
2. Assign all casework to Honor Board members. The Chair must assign an IC, ICA, and a PA for each case.
3. Serve as the judge for all hearings.
4. Meet with the Honor Board Advisors on a weekly basis to discuss the operations of the Honor Board.
5. Cast the deciding vote in the case of a tie. The Chair may not vote during meetings except in the case of a tie. However, the Chair may vote during internal elections.
6. Prepare a report for the President of the Institute once every academic year.
7. Present Honor Board policies and reports to the Stevens community.
8. Appoint ad hoc committees as needed.
9. Appoint another E-Board member or Committee Chair to take over any Honor Board duties.
10. Maintain database of all past Honor System violations and outcomes.

Section 1.02 Vice Chair

The responsibilities of the Vice Chair include:

1. Assume the duties of the Chair or Recording Secretary if either one is absent at a general body meeting.
2. Keep a record of meeting attendance, member conduct violations, and status of Honor Board casework.
3. Booking rooms for all Honor Board events.
4. Administer performance reviews at least once per semester.
5. Oversee nominations and elections of new members.
6. Organize and administer member-training programs.
7. Act as treasurer for the Board.

Section 1.03 Corresponding Secretary

The responsibilities of the Corresponding Secretary include:

1. Maintain all case-related communication. This does not include communication completed by the IC or PA.
2. Send Investigative Notifications, Case Outcome Notifications, and Penalty Notifications. If a penalty has been assigned, the Honor Board Advisors must be contacted for approval before the notification is sent to the student.
3. Maintain a record of mentors for Ethics Course and Penalty Essays. The Corresponding Secretary must also notify students of mentor assignments, and notify mentors of upcoming deadlines for the students they are mentoring.
4. Maintain and update the Honor Board network storage space.
5. Maintain the Honor Board Office, and case files of the Board.

Section 1.04 Recording Secretary

The responsibilities of the Recording Secretary include:

1. Record the minutes of all Honor Board meetings and hearings. They must also keep record of Honor Board meeting and hearing minutes.
2. Notify the membership of all Honor Board events.
3. Maintain the Honor Board calendar.
4. Send out a newsletter each fall to the alumni of the Honor Board.

Section 2.01 Governance Chair

The responsibilities of the Governance Chair include:

1. Review and update Honor Board documents. They must also notify the Stevens community of any major changes.
2. Suggest and present changes to Honor Board documents during general body meetings.
3. Meet minimally four times per semester with committee members.
4. Maintain a record of all document amendments.

Section 2.02 Outreach Chair

The responsibilities of the Outreach Chair include:

1. Make presentations as requested, including the Honor System Presentation for orientation.
2. Publicize and execute all Honor Board events
3. Promote the Honor System through campaigns.
4. Ensure presence at Admitted Students Weekend and the fall club fair.
5. Manage Honor Board social media pages.
6. Organize the Honor System induction during Orientation.
7. Meet minimally four times per semester with committee members.

Section 2.03 Webmaster

The responsibilities of the Webmaster include:

1. Coordinate with IT to set up voting server for Honor Board elections each semester.
2. Ensure that the Honor Board website and Ducklink page are updated.
3. Hold at least one meeting open to the general membership per semester.