

Stevens Honor Board Officers' Guide

Created: *A. Mackavage* *2-5-2012*

Last Edited *J. Scarlett* *9-13-2016*

Contents

Article I.	Executive Board	1
Section 1.01	Chair	1
Section 1.02	Vice-Chair	2
Section 1.03	Corresponding Secretary	2
Section 1.04	Recording Secretary	3
Article II.	Committee Chairs	3
Section 2.01	Events Chair	4
Section 2.02	Governance Chair	4
Section 2.03	Outreach Chair	4
Section 2.04	Web Chair	5

Article I. Executive Board

Section 1.01 Chair

The responsibilities of the Chair shall be as follows:

1. Call and preside over all meetings of the Honor Board.
 - a. Honor Board meetings should take place on a weekly basis during the regular semesters.
 - b. The Chair shall call meetings as needed during finals, intersession, and the summer.
 - c. Send meeting agendas prior to all meetings called.
2. Assign all casework to Honor Board members.
 - a. An ICC and at least one ICA will be assigned for all cases.
 - b. A PA will be assigned for each accused.
3. Serve as the judge for all hearings.
4. Meet regularly with the Honor Board Advisor(s) regarding the operations of the Honor Board.
 - a. Traditionally, the Executive Board meets with the Advisor(s) on a weekly basis.
5. Cast the deciding vote in case of a tie.
 - a. The Honor Board Chair is not eligible to vote during meetings except in the case of a tie.

- i) The only exception to this rule is during internal elections, during which the current Chair may vote for officer positions.
- 6. Present all policies of the Honor Board to the Stevens Community.
- 7. Prepare a report for the President of the Institute once every academic year.
- 8. Present a report on the state of the Honor System to the faculty at one of their meetings every semester.
- 9. Appoint ad hoc committees as needed.
- 10. Maintain a database of all past Honor System violations and their outcomes.
- 11. The Chair may appoint another Executive Board Member or Committee Chairs to take over any duties described herein or additionally
 - a. Committee Chairs shall be elected by the Honor Board, either during internal elections or at the time of their creation.
- 12. Audit the performance of the Executive Board and Committee Chairs to ensure compliance with duties listed herein.
 - a. Take disciplinary action, if required.

Section 1.02 Vice-Chair

The responsibilities of the Vice-Chair shall be as follows:

- 1. Assume the duties of the Honor Board Chair or Recording Secretary in the event of their absences from the meeting.
 - a. If the Chair is absent, this includes presiding over the meeting and assigning any unassigned casework.
 - b. If the Recording Secretary is absent, this includes taking minutes at the meeting.
- 2. Keep a record of meeting attendance.
 - a. Noting member excuses for missing, arriving late to, or leaving early from meetings.
- 3. The Vice-Chair is responsible for making sure that a room is booked for all Honor Board functions, including meetings and hearings.
- 4. Keep an accurate record of the status of all casework being investigated or prosecuted by the Honor Board.
 - a. Keeping a record of ICC, ICA, and PA assignments
- 5. Administer performance reviews of Honor Board members at least once a semester.
- 6. Oversee nominations and elections of new members.
- 7. Organize and administer member-training programs, including New Member training and Honor Board Retreats.
 - a. Instituting smaller training seminars as needed either during regular meetings or as separate functions.
- 8. Act as a treasurer for the Honor Board:
 - a. Submit budget requests to the SGA each semester and the administration each year.
 - b. Keep an accurate record of financial transactions of the Honor Board.
- 9. Maintain a record of member conduct violations and notify members in writing when a violation occurs.

Section 1.03 Corresponding Secretary

The responsibilities of the Corresponding Secretary shall be as follows:

1. Maintain all case-related correspondence with faculty and administration, students, panelists, and any other person or organization with whom the Honor Board has dealings (except the correspondences dealing with the work of the IC or PA).
 - a. Send Investigation Notifications to accused students at the onset of any Honor Board case.
 - b. Send Case Outcome Notification at the conclusion of an Honor Board case.
 - i) If a penalty has been assigned as the result of a confession or approved for a stipulated confession, the Honor Board Advisor must be contacted for approval before the notification is sent to the student.
 - (1) In the case of a stipulated confession, the penalty notification will be sent out only if the student signs the stipulated confession form.
 - c. Send Penalty Notifications to the accused students, professors, Honor Board Advisor(S) and relevant administration.
 - d. Maintain a record of mentors for the Ethics Course and Penalty Essays.
 - i) Notify students of mentor assignments. Notify mentors of upcoming deadlines regarding the removable academic sanctions for the students they are mentoring.
 - e. Maintain and update the Honor Board network storage space by:
 - i) Uploading all case communications
 - ii) Maintaining a record of all academic sanctions
 - iii) Uploading completed Ethics Courses and Penalty Essays
2. Maintain the Honor Board Office, and the case files of the Honor Board.
 - a. Ensure that all case folders are submitted at the conclusion of a case with the proper documentation.
 - b. Keep the office well stocked with necessary supplies.
 - c. Ensure the office is clean and organized.

Section 1.04 Recording Secretary

The responsibilities of the Recording Secretary shall be as follows:

1. Record accurately the minutes of the meetings of the Honor Board and keep a record of those minutes for future Honor Boards. Meeting minutes should include:
 - a. Discussion on all outstanding cases.
 - b. All motions made during the meeting.
 - c. A record of changes to any governing document of the Honor Board.
 - d. Maintain and update the Honor Board network storage space with meeting minutes.
2. Notify the membership of the Honor Board of all meetings and functions of the Honor Board.
3. Record the proceedings of all hearings.
 - a. Ensure that hearing proceedings are uploaded onto network storage space.
4. Maintain the calendar of Honor Board functions.
5. Send out a newsletter each fall to the alumni of the Honor Board.

Article II. Committee Chairs

Section 2.01 Events Chair

1. Organize the Honor System Induction during Orientation.
2. Plan and execute the following events:
 - a. Induction Ceremony
 - b. Donut Cheat each semester.
 - c. Behind the books in the spring semester.
 - d. Honor Board end of semester gatherings.
 - e. Alumni event each year.
3. Plan promotional events during the week of Convocation in the fall semester.
4. Organize other events on behalf of the Honor Board.
5. Work with the Vice-Chair to request funding from the Student Government Association or institute administrations as needed.
6. Meet minimally five times per semester with the committee members regarding the operations of the committee and delegation of tasks.

Section 2.02 Governance Chair

1. Review the governing documents of the Honor Board and suggest changes as required.
 - a. Update student body, faculty, and administration about any major changes.
 - b. Ensure current versions of all governing documents are printed and stored in the Honor Board office at all times.
2. Maintain a record of alumni.
3. Serve as liaison to the Honor Board Advisory Council.
 - a. Work with the Honor Chair on Gear & Triangle.
 - b. Notify HBAC of any issues or concerns facing the Honor Board.
4. Meet minimally five times per semester with the committee members regarding the operations of the committee and delegation of tasks.

Section 2.03 Outreach Chair

1. Organize the Honor System Presentation for freshman orientation:
 - a. Assist in planning the Induction Ceremony
2. Ensure that the Honor Board is present at fall Club Fair and spring Accepted Students Weekend.
3. Make presentations as requested, including presentations to faculty departments or transfer students.
4. Publicize all Honor Board events, including elections.
5. Manage any Honor Board social media pages.
6. Promote the Honor System on campus through appropriate campaigns.
7. Meet minimally five times per semester with the committee members regarding the operations of the committee and delegation of tasks.

Section 2.04 Web Chair

1. Coordinate with IT to set up voting server for Honor Board elections each semester.
2. Ensure that the Honor Board website is updated.
3. Ensure that the Honor Board Ducksync Page is updated.
4. Meet minimally five times per semester with the committee members regarding the operations of the committee and delegation of tasks.