HHCA Member Manual

2018-2019

******

Table of Contents

Overview…………………………………………………………. 3

HHCA Structure…………………………………………………...3

HHCA Executive Board…………………………………………...4

HHCA Council Positions……………………………………….....4, 5

HHCA Council Responsibilities…………………………………..5, 6

Standing Commitments…………………………………………....7

* Weekly Council Meetings…………………………………...7
* Officer Board………………………………………………...7
* Leadership Board………………………………………….....7

Communication and Marketing Policies……………………..........8, 9

* GroupMe/Council Communication………….………………8
* Canvas and Box….…………………………………………..8
* Email………………………………………………………...8
* Listservs……………………………………………………..9
* Fliers………………………………………………………...9
* Event Planning Document………….…………………….....9
* Photos……………………………………………………….10

Three Strikes Policy………………………………………………10

University Compliance…………………………………………...10

Funding Your Events……………………………………………11, 12

Overview

**Mission**

Our mission is to connect Honors students to the Hutton Honors College (HHC) and to each other by building community among students on campus. We also aim to build students’ practical and facilitative leadership skills by helping students plan and execute meaningful social, academic, and service events for first years living in residential halls, and by creating interest area specific events for upperclassmen.

**History**

The Hutton Honors Council Association (HHCA) was founded in 2006 in an effort to bring HHC students together to study, network, and socialize. Today, there are honors councils serving freshmen in at least twelve residence halls (the exact number varies year to year). The HHCA also serves upper class students via campus councils focused on academic interests or career paths. This organization has grown exponentially since its formation with over 120 HHC students now holding leadership positions each year. It is the largest Honors organization on campus.

HHCA Structure

**Officer Board**

**Executive Board**

**Leadership Board**

HHCA Executive Board

**The Executive Board** selection process occurs during the spring semester and is conducted by the outgoing executive board and the advisor, with input from the incoming directors. Leadership Board and officer positions are selected from interviews conducted in both the spring (for continuing members) and the start of the fall semester (for new members) by the new executive board. Each Executive Board position receives its own separate manual. For further position descriptions and contact information, refer to the website (www.indiana.edu/~hhca).

**Advisor - Lynn Cochran,** lcochran@indiana.edu

As the Assistant Dean of the Hutton Honors College at Indiana University, one of Lynn’s many roles includes advising all HHCA positions and meeting with students regularly to discuss council progress and events.

**Directors**

Directors are a group of experienced upper-class students who have been involved in HHCA for a number of years. Each director is assigned to a specific neighborhood, reads monthly reports, and works many hours “behind the scenes” to ensure that the HHCA runs smoothly. There are four directors classified as: Director of Leadership & Professional Development, Director of Membership & Education, Director of Programming, and Director of Finance.

**Event Coordinators**

Event Coordinators work closely with the Directors to ensure that the HHCA events and programs run smoothly. They are responsible for writing funding proposals and composing budgets for HHCA wide events. They are a great reference for councils planning monthly events and take the lead on major HHCA events, programs, and retreats. An event coordinator is responsible for maintaining the HHCA finances and works closely with the Director of Finance.

**Neighborhood Coordinators**

Each Neighborhood Coordinator oversees a neighborhood or group of campus councils, attends council meetings and events, and serves as the advisor for the councils in that neighborhood or interest group. As experienced HHCA members, they provide valuable advice to new members.

HHCA Council Positions

**Co-Presidents**

Each council will be led by a pair of Co-Presidents who facilitate the planning of events and activities that develop a sense of community among that HHC student group, create leadership opportunities for officers, and provide occasions for council members to bond together. Specifically, the pair should facilitate at least one honors council meeting per week and ensure that their council achieves their assigned responsibilities. Both Co-Presidents report directly to their assigned Neighborhood Coordinator, to the Director from their neighborhood, and to the Assistant Dean of the Hutton Honors College, who also serves as advisor to HHCA.

The Co-President partnership model is designed so that the partners serve together and assume a joint set of responsibilities. The Co-Presidents maintain final accountability for their council, and they must work together throughout the year. Co-Presidents assume the following responsibilities:

* Accountability for the HHCA council objectives and responsibilities by facilitating and delegating work with officers
* Commit at least 3-4 hours to HHCA each week
* Jointly coordinate and/or lead one meeting (with a corresponding agenda) for their honors council per week during the academic semester
* Serve on the Leadership Board and attend Leadership Board and Officer Board meetings
* Respond to communication from their Neighborhood Coordinator, other EB members, and HHC administration in a timely and professional manner
* Complete monthly reports as facilitated by the HHCA advisor
* Complete feedback evaluations as facilitated by the HHCA EB
* Complete an end-of-year report as facilitated by the HHCA EB

**Officers**

In addition to Co-Presidents, each council will have six to eight council officers. Officers will work alongside the Co-Presidents to accomplish their council’s objectives. Often officers will volunteer to take responsibility for a particular work stream; planning a particular event or managing a council’s marketing efforts are two such examples. Officers report to both Co-Presidents and their Neighborhood Coordinator and are responsible for the following throughout the year:

* Work with other council members to accomplish council objectives and responsibilities
* Commit at least 1-3 hours to HHCA each week
* Attend one meeting for their honors council per week during the semester
* Attend Officer Board meetings
* Respond to communication from other HHCA members in a timely and professional manner
* Complete evaluations as facilitated by the HHCA EB

HHCA Council Responsibilities

HHCA council responsibilities focus on event planning. HHCA large events or initiatives should take considerable time, planning, and effort. The aim is to involve the Bloomington student-body (both honors **and** non-honors) as much as possible, and these events should be heavily publicized. These might include events like facilitating a ballroom dancing workshop, organizing holiday caroling, or hosting a game night. These do **not** include attending an event hosted entirely by another group, organizing a simple outing (i.e., going to a restaurant), or other very simple events which take little to no planning.

**Residential Councils**

At least **one** large service event **per semester**

*Aimed at helping improve the Bloomington campus or assisting a local organization*

At least **one** large academic event **per semester**

*Aimed at educating residential community on a particular topic or assisting them in their studies*

At least **one** large social event **per semester**

*Aimed at involving local residential community in a fun, social atmosphere*

At least **one** council-bonding event **per semester**

*This event does not need to include anyone outside your council and may be as simple as visiting a local restaurant together; however, this must be separate from your weekly council meeting. You are encouraged to meet more often in informal council social gatherings.*

**Optional** large Neighborhood events **(second semester)**

*After councils have had experience planning events, many choose to partner with another organization or council for an even larger, more impactful event second semester. This may include partnering with one or more councils in your neighborhood, partnering with outside student organizations, or simply planning a larger-scale event. This event will count as* ***one*** *of you three events second semester, provided that it falls into one of the three categories for HHCA events. We will talk more about partnerships and large-scale events like this at the start of second semester.*

**Campus Councils**

At least **four** large events **per year (two each semester)**

*Campus councils are given more autonomy in choosing the types of initiatives that they must create. However, these events must align with their academic area and are expected to be significantly larger in scale than residential council events. These events may involve partnerships with other IU offices or student organizations.*

At least one council-bonding event **per semester**

*This event does not need to include anyone outside your council and may be as simple as visiting a local restaurant together; however, this must be separate from your weekly council meeting.* *You are encouraged to meet more often in informal council social gatherings.*

Standing Commitments

**Weekly Council Meetings**

Every council is expected to meet weekly to discuss event planning and stay on track for meeting council goals. **These meeting times will be established by the President and Neighborhood Coordinator at the beginning of each semester and must remain consistent week-to-week.**

Council officers must make every attempt to attend these meetings. **However, officers are allowed no more than two absences a semester unless special circumstances arise.** Additional absences will be evaluated by the council’s Co-Presidents with the advice of the Neighborhood Coordinator. The Co-Presidents will be in charge of monitoring weekly attendance (but may delegate this responsibility), and must be able to produce an attendance report at the request of their Neighborhood Coordinator.

**Officer Board**

The HHCA OfficerBoard **includes all members of HHCA including Council Officers.** OB meetings were established to allow HHCA members to work together and get know each another.

**OB meets every other Friday from 4:30 – 5:30 PM.** HHCA members must be available to attend these meetings, and will receive the meeting schedule at the beginning of each semester. **HHCA members are required to attend 3 out of the 5 OB meetings each semester**. **However, Co-Presidents are required to attend all 5 OB meetings each semester.** OB meetings will cover various topics, the schedule of which will be announced at the start of each semester. Students may pick which OB topics interest them and attend those meetings, or attend meetings based on their schedule (if they have to leave town on a specific Friday, for example, they could plan to miss that OB meeting). **Attending less than 3 OB meetings in a semester will result in a meeting with the appropriate Neighborhood Coordinator and a case-by-case action plan.**

**Leadership Board**

The HHCA LeadershipBoard includes the **members of the Executive Board as well as the Co-Presidents from each HHCA council**. The LB was formed as an opportunity for HHCA leaders to connect with one another and share important HHCA-wide updates and events. Co-Presidents should share important updates from LB with their councils during weekly meetings.

**LB meets every other Friday from 3:30 – 4:30 PM.** LB members must be available to attend these meetings, and LB members will receive the meeting schedule at the beginning of each semester. **LB members may miss** **one LB/OB meeting per semester**. **For the meeting that they miss, LB members must contact their Neighborhood Coordinator ahead of time with their reason for missing.** Further absences will result in a meeting with HHCA directors and a case-by-case action plan.

Communication and Marketing Policies

**GroupMe/Council Communication**

There is no official communication platform for internal HHCA communication. In the past we have tried a number of solutions, including apps like Slack and GroupMe, but we have found that it is easier for our members if councils choose their own way to communicate. This can be email, a group text, a GroupMe, a Slack channel, or whatever communication method/channel works best for your council. Please try to respond to all council communication within 24 hours. That said, there are a few guidelines that should be followed:

1. Please keep your communication channel consistent. It will be easier to look back at a GroupMe in which all your communication happens than it will be to sort through multiple channels of texts, emails, Slacks, etc.
2. Please make a channel that includes your Neighborhood Coordinator (NC). We understand that you may want a private channel as well, but for the purposes of keeping your NC up to date, please create a channel for communication about events and important updates that includes your NC. (For example: you may want a GroupMe of just your council members for day-to-day communication, and a GroupMe that includes your council members and your NC for larger updates, questions, and general details of planning your events).
3. Please choose a method of communication that is permanent (or at least stays around long enough to be a reference if needed). Things like email, GroupMe, and group texts are examples of things that you could look back on if needed. Things like Snapchat are not appropriate channels for council communication because if members need to later reference details that were discussed, they will be unable to do so.

**Canvas and Box**

“Box” is the official file storage platform for Indiana University. Every HHCA member will receive access to the HHCA Box. All pertinent HHCA files can be found here, and each Council **must** use Box to store their event materials, meeting agendas and minutes, and other important files. HHCA members will also be invited to join the HHCA Canvas page, through which announcements will be posted and relevant files and resources will be stored. There will be overlap between files stored on Box and Canvas.

**Internal Email**

You will receive emails regarding internal HHCA business, updates, and schedules and are responsible for all communication sent regarding HHCA to your student email. It is pertinent that you respond to all HHCA email correspondence within 24 hours of receiving the message. Some announcements that are sent via email will also be posted on the HHCA Canvas page.

**External Email**

Email is the official mode of communication for IU, and when coordinating with other parties on campus, you may need to send emails to IU faculty or Bloomington community members. These emails must use professional language, must copy both your **neighborhood coordinator and Lynn Cochran**, and must be sent from your **IU email address**.

**IU Listserv Email**

The Co-Presidents of each council are responsible for sending out e-mails to the IU List for honors students in their respective council community in order to promote the HHCA and advertise any upcoming events. Certain protocols, which are outlined below, must be followed when composing and sending an email to this IU List. If a Co-President has any questions about the protocols, please contact your Neighborhood Coordinator before sending any emails to the appropriate IU List.

* When emailing your IU List, triple check spelling & grammar and refer to official HHCA listserv email guide for proper formatting and content
* Always include your HHCA title/role. When a Co-President signs an email, they should include their title within the HHCA. For example, the Co-President of Ashton would sign an email with their name followed by ‘HHCA Ashton Council Co-President”. You should **not** say that you are an ‘HHCA Co-President’ since this implies that you are the Co-President of the entire HHCA.
* Do NOT overload students’ inboxes. For events, send the invitation e-mail at least one week prior to the event, followed by ONE reminder e-mail the day before the event.
* The message must be sent from an IU email account. The message will not successfully send using any other email provider. If you have any questions on how to access your IU email accounts, please contact your Neighborhood Coordinator.

**Promotional Fliers**

HHCA has the capacity to print **black-and-white** promotional fliers on **colored** paper in order to help your council advertise its events. To request such fliers, please adhere to the following procedures:

* Complete your flier design **at least** **1 week** prior to when you would like to receive the printouts; printing takes 2-4 days.
* You **must** receive approval of your flier’s design from your neighborhood coordinator prior to moving on to the next step. See the flier design guidelines document for more information.
* Attach a **.docx** file (or .pdffile if not created in Microsoft Word) of your flier design in an email to your Neighborhood Coordinator. You must indicate the **number** of fliers you desire**,** what **color** of paper you would like to have them printed on, and **when** you will be available to pick them up.
* Upon completion,fliers can be picked up from the Honors College during normal business hours.

**Event Planning Document**

For **every** council event, you must fill out a brief document including a blurb of **less than** 100 words to utilize on the HHCA website, in the newsletter, and in other marketing materials. This document will include the name, time, date, location, and description of the event. It will also include a brief budget section. This document should also include your event graphic (if applicable). You can find a template for this document on the HHCA Box and Canvas accounts. You must send this event planning document to your Neighborhood Coordinator and the HHCA Tech Master EC at least 2 weeks before your event.

Event Photos

At every council event, you must be sure to capture a small photo record. These photos should attempt to capture the spirit of the event. You should save only the best photographs to your council’s box folder.

ThreeStrikesPolicy

The HHCA operates on a “Three Strikes Policy” in order to address irresponsibility or inappropriate behavior within the organization. If an HHCA member has an issue, the issue will be addressed first by the Neighborhood Coordinator. A second offense will result in a sit-down meeting with that person, the Neighborhood Coordinator, and a Director. Upon that person’s third offense, he or she will be asked to step down from the position at the discretion of the Directors and Faculty Advisor. Note that issues of significant severity may warrant an acceleration of the “Three Strikes Policy” and/or further reporting to university officials.

University Compliance

The Hutton Honors Council Association allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

**Non-Hazing:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.

**Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation form for-profit companies if acting as a representative of a student organization.

Funding Your Events

1. **Funding for Student Organizations has changed majorly for the 2018-19 Academic Year. Please refer to HHCA funding documents on Box and Canvas for the most specific and accurate Funding Protocols. Contact HHCA Director of Finance (Levi Roth:** [**levroth@iu.edu**](mailto:levroth@iu.edu)**) or HHCA Treasurer (Henry Rosenstein:** [**hrosenst@iu.edu**](mailto:hrosenst@iu.edu)**) for any questions or concerns about funding.**
2. Plan ahead.

* **Consider donations.** A lot of businesses are willing to donate
  + Note: Do not forget to thank organizations who donate to your event.
* Make sure that you are aware of the organization’s protocols for funding well before you ask for it.
  + For residential councils this will be contacting your student government
  + For campus councils, this will be a department or Hutton Honors College Funding Board (HHCFB)
* Also please make sure after receiving confirmation of funds that your council has some sort of written or email confirmation to ensure you will be getting the funds.
* Talk with your Neighborhood Coordinator (NC) about your funding plans, and keep them in the loop about your funding requests.

1. Some Funding Resources

* These are some organizations to consider when planning your event
  + Residence hall student governments (residential councils)
  + IU departments
  + Asian Cultural Center
    - Especially if you are considering a cultural event
    - See their website for details and conditions
  + IU Funding Board and Hutton Honors College Funding Board
    - These are for larger events that can be expensive
    - This will require permission from HHCA directors
    - Contact your NC to request an application to these boards
  + RPS/RHA
    - RPS has some funds during the year that they will allow for certain events. See their website for details
  + Union Board
    - Union Board also provides some funds for late night activities that promote safe activities for students. See their website for details

*Don’t be discouraged if you are unable to secure funds for your event. Councils in previous years have put on wonderful and impactful events with little or no funds.*

**Example Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Qty.** | | **Cost** |
| Paper Plates (48 per package) | 2 | | $4.38 |
| Napkins (100 per package) | 1 | | $2.09 |
| Cups (50 per package) | 2 | | $7.38 |
| Forks (50 per package) | 2 | | $3.18 |
| Large plastic bowls for punch | 2 | | $15.98 |
| Cake | 1 | | $49.99 |
| Pizza | 5 | | $78.99 |
| 2-liter Containers of Soda | 12 | | $21.48 |
| Tax | NA | | $6.63\* |
| Tip | NA | | $11.85 |
| Board Games | 2 | | $40.00 |
| **Total Cost:** | | **$247.21** | |

\*The tax was 8.5 percent of the pizza cost. The tip was 15% of the pizza cost. Make sure you factor in tax on everything that will likely be taxed, and tip on anything that is delivered or prepared in a large order.

**For a more complete version of the funding your events information, look in the resources folders on Box and Canvas. A version of this document that includes much more information is provided, as well as many other helpful resources.**