

University of West Florida Honors Council
Constitution
University of West Florida

I. The Honors Council of the University of West Florida seeks to provide greater opportunities for students enrolled in the Honors Program by facilitating increased academic achievement, cultural awareness, community service, research opportunities, and unity within the Honors Program and the university. The Honors Council also seeks to provide Honors students the opportunity to speak and be heard by the university administration, faculty and community at large. The Honors Council listens to students, responds effectively, provides social and service events to foster a sense of community, and supplements the academic mission of the Honors Program.

As a member of the Honors Council, you are one of the very few students entrusted with leadership for the Honors Program. One of the great privileges of the Honors Council is the opportunity to develop your leadership skills. Honors Council members are therefore expected to show leadership and put their best foot forward at all times. Council members are expected to show that they want to be on Council and are proud to accept the responsibilities that Honors Council brings. Council members are expected to take advantage of the opportunities presented to them, and should be available to participate in more than just the bare minimum requirements. Leadership, by definition, means standing out above the crowd, and all members of the Honors Council are expected to be leaders.

II. Membership -

- A. Terms of Membership - Each member of the Honors Council must be a member in good standing of the Honors Program. An Honors Council member whose status with the University Honors Program is “on probation” may stay on the Honors Council during the term of probation, but that individual may not remain on the Honors Council if terminated from the University Honors Program. An Honors Council member is required to be active in the Honors Council, with the exception of those on a leave of absence. An Honors Council member is required to promote the best interests of the program and the students it represents actively.
- B. The Executive Board of the Honors Council shall determine the number of positions open on the Honors Council members prior to annual elections. Membership shall be obtained by annual elections held in Great Books I. The Honors Council reserves the right to invite any Honors student to become a member at any time following a positive vote by the majority of the Honors Council after each candidate has been reviewed and nominated for membership by the Executive Board.
- C. Honors Council members are allowed no more than three (3) total absences from Honors Council meetings or mandatory Honors Council activities per semester. A roll call will be conducted at the beginning of every meeting. If a member is not present for the roll call but arrives tardy, half of one absence will be documented. If a member exceeds three absences, the Executive Board may implement

automatic termination from the Honors Council. Absences may be excused at the discretion of the Executive Board.

- D. An Honors Council member may elect to take only two (2) non-consecutive leaves of absence, each for the period of one semester, if he or she has been given prior approval from the Executive Board. He or she must submit an application by the deadline set by the Executive Board in order to acquire approval. If, after the leave is taken, the Honors Council member wishes to return to the Honors Council, he or she is then considered an active member.
- E. Honors Council members will be required to attend five (5) events total during the course of a semester. Three (3) of the five (5) events must be sponsored by each committee (Fundraising, Service, and Social). The other two (2) events can be chosen from any of the events sponsored by the Executive, Fundraising, Service, or Social Committees. If a member does not fulfill this requirement, the Executive Board may implement automatic termination from the Honors Council. Failure to complete this requirement may be excused at the discretion of the Executive Board. If an Honors Council member brings two (2) non-Council friends to an event, it can take the place of one (1) and only one (1) of the required miscellaneous events. Some events may be excluded, and these will be left up to the discretion of the Executive Board.
- F. Honors Council members will wear an Honors shirt in an appropriate manner to meetings and other events as required by the Executive Board. For every two times that a Council member does not wear an Honors shirt in an appropriate manner, an absence will be recorded by the Bookkeeper.
- G. At any time, any member of the Honors Council with due cause can bring a member to the attention of the Executive Board for membership review. If an Executive Board member is up for review, they will be excused from the proceedings.
- H. Each Honors Council member is entitled to a vote in all Honors Council matters brought before the Honors Council as a whole.
- I. Any decision made by the Executive Board can be overturned by a veto by a simple majority vote of the Honors Council. The Veto vote must be executed within two consecutive meetings following the questioned decision.

III. Meetings

- A. Meetings of the Honors Council will be held weekly during the fall and spring semester at a time and place designated by the Executive Coordinator. If necessary, special meetings of the Honors Council may be called during summer by the Executive Coordinator.
- B. Special meetings of the Honors Council can be called and be designated as mandatory or not at the discretion of the Executive Board.
- C. Honors Council Meetings are open to the public.

IV. Officers

- A. The Executive Board will consist of the President, Recruiter, Executive Coordinator, Bookkeeper and the Chairs of the Social, Service and Fundraising Committees. Each position is elected yearly in the spring semester for the following fall and spring semesters. The responsibilities of the position include but are not limited to:

B. President

- i. Assists with planning and execution of freshman orientation.
- ii. Assists with planning and execution of the Honors Council retreat.
- iii. Leads weekly Honors Council meetings.
- iv. Coordinates and supervises the elections process.
- v. Ensures that events are coordinated and executed as planned.
- vi. Coordinates leave of absence process.
- vii. Coordinates with the Director and Assistant Director of the Honors Program.

C. Recruiter

- i. Assists with planning and execution of freshmen orientation.
- ii. Assists with planning and execution of the Honors Council retreat.
- iii. Heads the recruitment process for the Honors Program.
- iv. Works to keep people involved in the Honors Program.
- v. Coordinates high school visits.
- vi. Oversees the Honors Program brochure.
- vii. Contacts new students.
- viii. Keeps a running database of attendee's comments and concerns pertaining to events.
- ix. Organizes the Honors information session at Open Houses.
- x. Tracks the concerns of the Honors Council and offers incentives for good work.
- xi. Coordinates the mentoring program for Honors students.
- xii. If the President has to leave the Honors Council for any reason, the Recruiter will assume the office of President and a new Recruiter will be elected.

D. Bookkeeper

- i. Takes minutes during Honors Council meetings for the public record.
- ii. Takes and reviews attendance for meetings, events and violations.
- iii. Creates and distributes agendas for Honors Council meetings.
- iv. Balances the Honors Council checkbook and creates allowances for budgets.
- v. Organizes the creation of a scrapbook for the Honors Council.
- vi. Oversees the historical records of the Honors Council by taking and organizing pictures and materials for the Honors scrapbook at meetings and events.
- vii. Updates Honors website as they see fit.
- viii. Provides monthly financial updates at Council meetings.

E. Executive Coordinator

- i. Responsible for public relations for large events.
- ii. Acts as the Honors Council liaison to other organizations both on campus and off.
- iii. Coordinates with other organizations for special university events.
- iv. Responsible for Alumni relations and fundraising through the Alumni as well as Alumni gifts.
- v. Responsible for gifts for graduates.
- vi. Responsible for knowing both the Honors and the campus calendar and for promoting coordination between the two.
- vii. Will be recommended to the Student Government Association as the preferred member of Student Honors Advisory Committee.
- viii. Responsible for reserving facilities for Council.

F. Service Chair

- i. Develops and organizes service events for the Council and the Program as a whole.
- ii. Responsible for public relations for service events to the program, campus and community at large as necessary.
- iii. Provides a budget for the Bookkeeper detailing the expected expenses of the Service Committee at the beginning of each semester.
- iv. Responsible for providing an update article of his/her committee for Infinite Wisdom.

G. Social Chair

- i. Develops and organizes social events for the Council and the Program as a whole.
- ii. Responsible for public relations for social events to the program, campus and community at large, as necessary.
- iii. Provides a budget for the Bookkeeper detailing the expected expenses of the Social Committee at the beginning of each semester.
- iv. Responsible for providing an update article of his/her committee for Infinite Wisdom.

H. Fundraising Chair

- i. Develops and organizes fundraising events to raise funds for Honors Council expenses.
- ii. Responsible for public relations for fundraising events to the program, campus, and community at large as necessary.
- iii. Provides a budget for the Bookkeeper detailing the expected expenses of the Fundraising Committee at the beginning of each semester, as well as a statement of anticipated earnings for that semester.
- iv. Responsible for providing an update article of his/her committee for Infinite Wisdom.

V. Committees

- A. Executive Committee – Chaired by the Recruiter and consists of the President, the Recruiter, the Executive Coordinator, and the Bookkeeper. The Executive Committee shall convene during Honors Council meetings.
- B. Service Committee – The Service Committee shall be structured at the discretion of the Service Chair and shall convene during Honors Council meetings.
- C. Social Committee – The Social Committee shall be structured at the discretion of the Social Chair and shall convene during Honors Council meetings.
- D. Fundraising Committee – The Fundraising Committee shall be structured at the discretion of the Fundraising Chair and shall convene during Honors Council meetings.
- E. Ad Hoc Committees - Ad hoc Committees may be created and filled as necessary by the Executive Board. All Ad Hoc Committees will be dissolved at the discretion of the Executive Board. No Ad Hoc Committee will stand for more than two (2) consecutive semesters.

VI. Elections

- A. Elections will take place by secret ballot. Elections will take place only in the presence of a quorum and will be decided by a simple majority of the votes cast.
- B. Great Books I Elections
- i. Nominations for position on the Honors Council will take place in Great Books I on a Thursday.
 - ii. Nominees will be asked to attend the Honors Council meeting that night and answer three questions
 - a) If you were any animal what would you be?
 - b) What are your best qualities? What are your worst qualities?
 - c) Why do you desire to be on Honors Council?
 - iii. Elections will take place in Great Books I on the following Tuesday. Every person enrolled in Great Books I is entitled to a vote in this election. Honors Council members will also vote in the elections at Great Books I. If a Council member cannot attend Great Books I, they may vote the preceding Thursday. Each Council member vote shall be weighted as two times a regular vote.
 - iv. Ballots collected during Great Books will be counted by representatives from the Executive Board. If the ballot counters cannot complete the count before the end of Great Books, an email will be sent out with the names of the new Council members as soon as the count is completed.
- C. Spring Elections
- The Executive Board may choose to hold elections in the spring semester if there are vacant seats on the Council due to either resignations or removals. The elections will be held as follows:
- i. Nominations will be held during the second meeting of the semester.
 - ii. Speeches and elections will be held at the third meeting of the semester.
 - iii. Only Honors Council members may participate in the vote.
 - iv. The vote will be conducted by secret ballot.
- D. Elections of Officers and Committee Chairs
- i. Elections of Officers and Committee Chairs will take place in the spring semester of each academic year.
 - ii. The elections process will begin with nominations for the position of President.
 - iii. Nominees for officer or chair positions must be members of the Honors Council and be in good academic standing at the time of their nomination. Honors Council members whose status is “on probation” are not eligible to be nominated for officer or chair positions, unless an officer or chair wishes to be re-nominated for his or her current position.
 - iv. Each nominee must formally accept the nomination. The nominee does not have to be present at the meeting to accept the nomination. All nominees must accept their nomination at least twenty-four (24) hours before that election begins.
 - v. No Honors Council member may be elected to more than one position per term.
- E. The Election process
- i. Week 1:
 - a) The President will open the floor for nominations.
 - b) Nominations for the office of President will be accepted from the members of the Honors Council.

- ii. Week 2:
 - a) Nominees for President will present a timely speech followed by a question and answer session. Questions must be applicable to all nominees and applicable to the position.
 - b) Presidential Elections.
 - c) Floor opened for nominations for the positions of Executive Coordinator, Recruiter and Bookkeeper.
- iii. Week 3
 - a) Nominees for the positions of Executive Coordinator, Recruiter and Bookkeeper will present a timely speech followed by a question and answer session. Questions must be applicable to all nominees and applicable to the position.
 - b) Elections of Executive Coordinator, Recruiter and Bookkeeper.
 - c) Floor opened for nominations for Chair Positions.
- iv. Week 4
 - a) Nominees for Chair Positions will present a timely speech followed by a question and answer session. Questions must be applicable to all nominees and applicable to the position.
 - b) Elections of Chair positions.
- F. If an officer or chair resigns or is removed from the Honors Council or an officer position, he or she will nominate his or her successor, and then the nominations will be opened to the rest of the Honors Council and voted on the following week using election rules outlined in section VI subsection A.
- G. If a vacancy occurs on the Executive Board and there are not two consecutive meetings during which elections can occur, the Executive Board will decide upon an emergency plan of action to elect another member to the vacant position.
- H. Should a tie result from an election, a re-vote will occur.
- I. All votes conducted during an Honors Council meeting will be counted by the Director and Assistant Director. If one or both are not available to count the ballots, he or she may choose to appoint a member from the Executive Board to count ballots in his or her place.

VII. Infinite Wisdom

- A. Infinite Wisdom Editor(s) will be chosen after an application and interview process. The selection panel will consist of the director, assistant director, current editor(s) (provided he/she is not reapplying), and two (2) representatives of the Executive Committee of Honors Council. It will be at the discretion of the interview committee to split the position as necessary if one person cannot be found to satisfy all requirements.
- B. If the Infinite Wisdom Editor(s) is(are) not a council member(s), he/she must attend one council meeting a month to provide an update to the Council and will have scheduled meetings with the Executive Board when the Executive Board deems appropriate.
- C. It is the responsibility of the editor(s) to provide the program with four (4) issues of Infinite Wisdom in a fiscal year.

- VIII. The Honors Council is not established in order to overthrow the government in any way, by force or unlawful means. Its purpose and activities are lawful and in regulation of all university policies.
- IX. The Honors Council will not discriminate in membership on the basis of sex, race, creed, national origin, marital status, or handicap.
- X. The Honors Council will not engage in any hazing activities.
- XI. Ratification of the constitution will be voted in by a two-thirds ($2/3$) majority of a quorum.
- XII. All by-laws and amendments may be changed and/or added by two-thirds ($2/3$) vote of Council members at a regular scheduled meeting. The amendment will be read at the meeting at which it is introduced, and voted on at the following meeting.