

CONSTITUTION OF THE HONORS COUNCIL

We, the Representatives of the Indiana State University Honors Council, in order to promote academic excellence, establish university pride, strengthen the bond between Honors students, and foster a stronger sense of citizenship do ordain and establish this Constitution.

Article I—Organization Name and Purpose

Section 1 Name

The formal name of the organization shall be “The Honors Council of Indiana State University.”

Section 2 Purpose

The purpose of this organization is to promote the growth of the Honors College while establishing a vocal presence within the University community by providing Honors students with opportunities for leadership, philanthropy and community.

Article II—Membership and University Policies

Section 1 Eligibility

Membership shall be open to all Indiana State University Honors students in good academic standing with the Honors College and with at least one semester of experience in the Honors College. The selection of members must comply with federal laws prohibiting discrimination on the basis of race, sex, gender, disability, age, sexual orientation, political, veteran or religious affiliation/status. Compliance with these laws means that membership, benefits, and the election of officers will not be made on the basis of these factors.

Section 2 Composition of the Honors Council

Honors Council Student Membership will be available to at-large students, but all available seats need not be filled.

- At-large student members will be nominated (including self-nomination) and elected by Honors Students in good standing with the Honors College.
- Each spring, the Council will decided the size of the group for the upcoming year.

Section 3 Duties of Members

In order to acquire and maintain membership, one must be in good academic standing with the Honors College and have at least one semester of experience with the Honors College at Indiana State University. In addition, any student that has maintained membership for one semester may apply for candidacy for an officer position. The following outlines the additional requirements and expectations of the general member and officer positions:

Chair

- The Chair shall preside over all general meetings.
- The Chair shall act as an official organization representative for internal and external University functions.

Vice-Chair

- The Vice-Chair shall fulfill the duties of the Chair in the event of his/her absence.
- The Vice-Chair shall preside over all committee directors.

Treasurer

- ❑ The Treasurer shall maintain all financial records and transactions of the organization.
- ❑ The Treasurer shall be responsible for creating a financial audit of the organization's activities upon request.
- ❑ The Treasurer shall be responsible for the creation of a budget for the organization.
- ❑ The Treasurer shall allocate funds for activities only as authorized by the organization.
- ❑ The Treasurer shall report on the status of financial records at each general meeting.

Secretary

- ❑ The Secretary shall maintain all organizational records as directed by the Chair and Vice-Chair.
- ❑ The Secretary shall record and distribute all meeting minutes.
- ❑ The Secretary shall take and record attendance for all executive and general meetings.
- ❑ The Secretary shall perform all other duties as directed by the Executive Committee.

Social Media Representative

- ❑ The Social Media Representative shall update the Honors Program's social media outlets consistently.
- ❑ The Social Media Representative shall collect and post appropriate photographs, videos, messages, etc. from Honors students.
- ❑ The Social Media Representative shall maintain a professional and appropriate demeanor when posting for the Honors Program.
- ❑ The Social Media Representative shall act as the Committee Director of the Engagement and Advertising Committee.

Committee Director

- ❑ Committee Directors shall preside over their respective committee meetings.
- ❑ Committee Directors shall report meeting minutes to the Vice-Chair after each meeting.
- ❑ Committee Directors shall be responsible for submitting written event proposals for their respective committee.
- ❑ Committee Directors shall perform any other duties as directed by the Chair or Vice-Chair.
- ❑ Committee Directors shall attend Executive Committee meetings at the request of the Chair or Vice-Chair.

General Member

- ❑ The General member shall serve on at least one committee per semester.
- ❑ The General member shall adhere to the attendance policy put in motion by the Executive Committee and assist in the actions of other committees.
- ❑ The General member shall perform any other duties as directed by the Executive Committee, Chair, or Vice-Chair.

Section 4 Legal Clause

The Honors Council and all of its active members shall comply with all policies and regulations of Indiana State University, as well as with all local, state, and federal laws.

Section 5 Not-For-Profit Clause

The Honors Council at Indiana State University is a not-for-profit organization.

Article III—Committees

Section 1 Executive Committee

The Executive Committee shall consist of all Officers. The Executive Committee shall attend to all matters that require immediate attention or that must be resolved before the next organizational meeting. The Executive Committee shall hold meetings prior to general meetings. The Executive Committee shall also establish quorum for general meetings, as approved by members of the Honors Council.

Section 2 Permanent Committees

- Engagement and Advertisement Committee
 - The Engagement and Advertisement Committee shall be responsible for all advertisements regarding Honors Council activities. The Engagement and Advertisement Committee shall work closely with all standing committees to reach out to all Honors College students in order to improve attendance of Honors Council activities. All advertisements created by the Engagement and Advertisement Committee must be approved by the Chair and the appropriate higher authority before distribution.

Section 3 Standing Committees

- Standing committees shall be created by the Executive Committee. Directors shall be selected by committee members and approved by the Executive Committee of the Honors Council.

Article IV—Relationship with Larger Organizations

Section 1

The Honors Council is not affiliated with any larger organization.

Article V—Advisor

Section 1

The Honors Council shall be advised by the Director and the Assistant Director of the Honors College.

Article VI—Meetings

Section 1 Meeting Times

Regular meetings will be held with a publicized date, time, and location every two weeks. Members will be informed of meetings (and changes thereof) by the Executive Committee. Both the Chair and Vice-Chair have the authority to call and run meetings. Also under special circumstances, the council may hold an open forum for all Honors Students. Meetings may be conducted using Robert's Rules of Order.

Section 2 Agenda

The Chair, with optional additional input from the Executive Committee and general members, shall set the agenda for the meeting. The agenda will have a designated opening for Indiana State University organizations to have an opportunity to speak or attend meetings. The meetings do not necessitate a strict adherence to any specific rule of order. However, when rules and order need to be established, the Chair and Vice-Chair have ultimate authority.

Section 3 Emergency Meetings

Emergency or special meetings may be necessary. The Chair and Vice-Chair have the authority to call these meetings and require attendance. Members will be notified of these emergency and/or special meetings through the method deemed most effective by the Executive Committee.

Section 4 Attendance

Attendance for the meetings will be documented by the Secretary. Additionally, the Chair has the authority to establish a required attendance. If a member does not comply with the set attendance policy,

the Executive Committee reserves the right to eliminate membership by a majority vote of present Executive Committee members.

Article VII—Democratic Procedures

Section 1 General Membership Elections

Candidates for General membership must be nominated (either self or otherwise) and submit a statement which will be distributed to and voted on by all Honors Students. Elections for the Spring Semester will be held as necessary. Members will be elected to serve two consecutive semesters before seeking reelection.

Section 2 Officer Elections

Elections will be held in the Spring Semester for the next year's Officers. Voting is conducted by a secret ballot. Two-thirds of all members must cast a ballot for the election to be official. Majority vote decides a winner. Officers are sworn in at the beginning of the subsequent meeting following elections and shall serve for one academic year. All officer terms will conclude at the end of the Spring Semester. Officer terms may extend a general membership term by one semester. Interim elections will be held as necessary, and terms shall conclude at the end of the current academic year. Officers can be removed by 2/3's vote.

Section 3 Tie-Breaking

In the event of a tie, a runoff election will be held. Each candidate will make a statement to the Council and voting will be cast again by a secret ballot by all members present. If the runoff election results in a tie, the present standing Executive Committee Members will vote. If that vote results in a tie, the Chair will have ultimate authority to select the Officer from the candidates.

Section 4 Policy Making

New policies or changes in policy may be put into place when there is a two-thirds vote. Voting is done anonymously. All changes require two separate readings of the Constitution and the policies already in place. Policy changes and additions may be proposed by any member of the Honors council during a regular meeting.

Article VIII: Non-Hazing

Section 1

Hazing is strictly prohibited in connection with the activities of this organization. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with the organization, regardless of the person's consent or lack of consent.

Article IX: Dues and Budget

Section 1 Dues

The Honors Council does not collect dues from its members.

Section 2 Budget

The budget is created and maintained by the Treasurer with input from the Executive Committee. The budget is voted upon by the Honors Council at the beginning of each administration and will be reviewed at the beginning and end of each semester.

Article X: Finances

Section 1 Head of Finances

The Head of Finances, also known as the Treasurer, is in charge of all of the Honors Council's finances.

Section 2 Agency Account

The Honors Council will maintain an Agency Account with the Controller's Office.

Section 3 Expenditures

All expenditures must be approved by the Executive Committee. Expenditures exceeding \$50 must be presented to the Honors Council for approval and must be approved by majority vote of present members.

Article XI: Indemnification Clause

Section 1

The organization should not be required to indemnify the University with regard to the activities on or off campus.

Article XII—Enabling Clause

Section 1

This Constitution shall go into effect upon approval of two-thirds vote in favor by all present voting members. This Constitution shall replace and render null any and all previous constitutions, procedures, practices and precedents for this organization.

Article XIII—Signature Line

The signatures below indicate that we, as Executive Officers, approve this document.

Chair:	<u>Maggie Glowinski</u>	Date: <u>4/19/18</u>
Vice-Chair:	<u>Joseph Tuttle</u>	Date: <u>4/19/18</u>
Treasurer:	<u>Anna Behrens</u>	Date: <u>4/19/18</u>
Secretary:	<u>Ansie Pru</u>	Date: <u>4/19/18</u>
Social Media Representative:	<u>Paige Welsh</u>	Date: <u>04/19/2018</u>

Last revised: April 19, 2018