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# Honors Contact Information

**Honors College Office:**

Pickerl Hall 110  
220 North 6th Street  
Terre Haute, IN. 47809  
812-237-3225  

Website: [www.indstate.edu/academics/honors](http://www.indstate.edu/academics/honors)  
Facebook: [www.facebook.com/ISUHonors](http://www.facebook.com/ISUHonors)  
Twitter: [http://twitter.com/ISU_Honors](http://twitter.com/ISU_Honors)  
Instagram: [https://instagram.com/ISU_Honors](https://instagram.com/ISU_Honors)
Honors Curriculum Overview

Honors Core

Honors students must complete one section each of the following core classes (12 credits):

- GH 101: Freshman Seminar: Contemporary Issues (3 credits)
- GH 201: Introduction to the Great Works (3 credits)
- GH 301: Honors Junior Seminar (3 credits)
- GH 401: Honors Thesis (3 credits)

Honors Electives

In addition to the Honors Core requirements, each Honors student must complete one of the following elective tracks:

- Leadership and Civic Engagement (24-31 credits)
- Global Perspectives (21-25 credits)
- Honors in the Major and/or Foundational Studies (18 credits)

GPA Requirements

Honors students must maintain a 3.25 or higher cumulative grade point average to graduate from the Honors College.

Honors students must maintain a 3.0 or higher grade point average within their Honors curriculum courses to graduate from the Honors College.

Honors in the Undergraduate Catalog

Each Honors student is expected to complete the curriculum requirements as they are outlined in his/her undergraduate catalog. [https://catalog.indstate.edu/](https://catalog.indstate.edu/)
HONORS CORE CLASSES

Honors students must complete one section each of the following General Honors (GH) core classes (12 credits):

- GH 101: Freshman Seminar: Contemporary Issues (3 credits)
- GH 201: Introduction to the Great Works (3 credits)
- GH 301: Honors Junior Seminar (3 credits)
- GH 401: Honors Thesis (3 credits)

There are multiple sections of GH 101, GH 201, and GH 301 offered each fall and spring semester. GH 201 and GH 301 are sometimes offered during the summer session. GH 401 is always available during the fall, spring, and summer semesters. General Honors (GH) courses are not offered online.

All Honors students are required to complete one section of each of the four core classes. The GH 101, GH 201, and GH 301 topics change every semester and students may choose to enroll in whichever sections interest them most. GH 401 is a senior thesis that each student will complete toward the end of his/her degree program. The senior thesis is an independent research project related to the student’s academic and career interests/goals.

General Honors (GH) courses can be found by searching for “Honors College” in the schedule. Additional information provided by the faculty, such as course descriptions, instructor biographies, and sample syllabi, can be found on the Honors website: www.indstate.edu/academics/honors/classes

Completing the Honors Core classes will satisfy a block of Foundational Studies requirements. See page 6 for more information.
HONORS ELECTIVE CONCENTRATIONS

To complete the Honors College curriculum, each Honors student must choose to complete one of the following Honors elective concentration.

Leadership and Civic Engagement Concentration

- Complete a Civic Leadership minor, OR
- Complete a Nonprofit Leadership minor (2015 or 2016 catalog), OR
- Complete a Nonprofit Leadership Alliance Certification (all catalogs prior to 2015)

Global Perspectives Concentration

- Complete a Language Studies minor, OR
- Complete a Language Studies major as a second major or second degree (must also be completing a major in something else for this to apply), OR
- Complete an International Studies minor

A study abroad experience is required to complete the Global Perspectives Concentration.

Students who are completing a Language Studies major as their only major may not complete this elective track with a Language Studies minor.

Honors in the Major and/or Foundational Studies Concentration

- Convert classes to Honors
- Study Abroad
- Departmental Honors classes
- Extra GH classes (in addition to the core requirements)

How do I choose an Honors elective track?

The Honors elective tracks are designed to be complete immersed in your major/minor requirements. To choose an elective track, please discuss your academic and career goals with your academic advisor. The minors in the Leadership and Civic Engagement and Global Perspective tracks are good options if they align with your career goals; if not, the Honors in the Major and/or Foundational Studies track is flexible and designed to work with any academic plan. You do not need to formally declare an Honors elective track, beyond discussing it with your academic advisor and possibly declaring a minor. Your MySAM will indicate your progress in your chosen track once you begin taking classes in that area.
HONORS AND FOUNDATIONAL STUDIES

Completing the Honors Core classes (GH 101, GH 201, GH 301, and GH 401) will satisfy the following Foundational Studies requirements:

- Social and Behavioral Science
- Literary Studies
- Fine and Performing Arts
- Ethics and Social Responsibility
- Upper Division, Integrative Electives

Honors students do not need to enroll in Foundational Studies classes for these categories unless they are needed to satisfy major/minor requirements.

The Honors Core classes work as a block to satisfy the above Foundational Studies categories. As a result, the categories will not be complete until all four core classes have been completed. Students who decide not to complete all four of the Honors Core classes will need to take classes to satisfy all of the above categories. Students who decide not to complete the Honors curriculum should discuss that decision with their academic advisors prior to requesting removal from the college to determine how the Foundational Studies classes will impact their four-year plans.

Freshman Composition

ENG 108 does not count toward the Honors curriculum, but is usually the appropriate level Freshmen Composition course for Honors students.

Honors students with an SAT Evidence-Based Reading & Writing score of 700 or above or an ACT English score of 29 or above do not have to take a Freshmen Composition course as long as they complete the Honors curriculum (GH 101 and GH 201).
HONORS COURSE CONVERSION

What is Honors conversion?
Conversion is a process that assigns Honors credit to a non-Honors class. This credit is accompanied by the addition of Honors content to the regular class requirements, with the goal of deepening the student’s experience, immersion, learning and demonstration of mastery of course material. The Honors “dimension” can be quantitative (a more lengthy or substantive version of an assignment than that required of others in the class), qualitative (a deeper or more sophisticated expectation of student analysis or writing), experiential (a related service or independent research project, formal presentation of classwork), or something else. Both faculty and student will sign the conversion contract, and so the faculty member may devise the project alone or in collaboration with the student.

Which courses may be converted?
Any credit-bearing university course may be converted, provided that the faculty and student can agree upon an honors project (this includes entry level and non-traditional classroom courses – on-line, fieldwork, etc.). Upper level courses are often the best target for conversion, as they typically have depth and complex assignments that are simply modified for the honors dimension of the class.

How does conversion “work”?
Honors conversion changes the course title (for the individual student only) by adding “HON:” before the regular title; this distinction identifies the class as an Honors course on the student’s degree audit and transcript. Once the conversion form is submitted, the Office of Registration and Records applies the title change after the final grade has been submitted.

What if the student doesn’t complete the honors portion of the class?
Once the class is converted via submission of the form, the student is enrolled in an Honors version of the class. Because failure to complete a portion of a class would typically result in a reduced grade, it is expected that an abandoned, incomplete or otherwise unsatisfactory honors project will result in a grade deduction. However, the faculty member of the course is free to handle this as desired (it would be helpful to specify how the Honors project factors into the grade in the initial documentation for the conversion). In the event that the student and faculty member agree that the honors conversion should simply be canceled, both parties must notify the Honors College office at x-3225 by the end of study week in the given semester.

When are Honors conversion forms due?
Honors conversion forms for fall or spring semester courses are due by the end of the fourth week of classes. Honors conversion forms for summer semester courses are due by the end of the first week of classes.
**HONORS COLLEGE STANDING**

To be remain in good standing with the Honors College, Honors students must maintain a 3.25 or higher cumulative grade point average.

The following guidelines are used to review Honors eligibility and participation after the end of each semester.

- **30-59 credits earned**: You will be automatically removed from the Honors College if your cumulative GPA is below 2.5. If your GPA is between 2.5 and 3.0, you will receive an email notification reminding you of the curriculum requirements.

- **60-89 credits earned**: You will be automatically removed from the Honors College if your GPA is below 2.75. If your GPA is between 2.75 and 3.25, you will receive an email notification reminding you of the curriculum requirements.

- **90 or more credits earned**: You will be automatically removed from the Honors College if your GPA is below 3.0. If your GPA is between 3.0 and 3.25, you will receive an email notification reminding you of the curriculum requirements.

If at any point you are removed from the Honors College but have plans on retaking classes to improve your GPA or have other reason to believe that your GPA will be high enough to complete the curriculum by the time you graduate, you are always welcome to contact our office to further review your Honors eligibility and will also have the option to re-apply to the college in the future.

**Honors Housing Eligibility**: Due to high demand, any Honors student with a cumulative GPA below 3.25 will not have priority to live in Honors housing for the following academic year.

If you are concerned about your cumulative GPA, we strongly encourage you to utilize the many academic resources available on campus (free tutoring, supplemental instruction sessions, etc.). Please contact the Honors Office, your instructors, and/or your academic advisor if you need help connecting with campus resources.

In addition to maintaining a 3.25 cumulative GPA, you also need to be taking classes toward completion of the Honors curriculum requirements (GH 101, GH 201, GH 301, GH 401, and your chosen elective concentration) and maintain a 3.0 GPA in your Honors classes. You may still be contacted about your Honors eligibility and participation if it does not appear that you are pursuing completion of the curriculum, even if your GPA is high enough.

Please don’t hesitate to contact the Honors Office at 812-237-3225 if you have any questions about the Honors curriculum requirements or your Honors eligibility.
**Priority Registration**

Honors students may register on the first day that registration opens. In order to take advantage of priority registration, freshman, sophomore, and junior Honors students will need to obtain PINs from their academic advisors. Seniors (90+ credits) should not need a PIN to register.

You should contact your academic advisor well in advance of the start of priority registration to schedule an advising appointment. Failure to do so may delay your registration.

The Honors College office does not distribute PINs.
**HONORS HOUSING ELIGIBILITY**

Pickerl Hall and Burford Hall are the primary Honors residence halls for incoming Honors students. Second-, third-, and fourth-year Honors students may live in Pickerl Hall or an Honors floor in 500 Wabash. Honors students are not required to live in Honors housing; however, choosing to reside in an Honors living-learning community gives Honors students opportunities to develop friendships and form study groups with their peers in the college.

The following guidelines are used to determine eligibility for Honors housing. **Due to high demand, it is possible that an eligible student will not be assigned to Honors housing.**

**Incoming Honors Students**

- Incoming students who are interested in living in Pickerl Hall or Burford Hall will increase their chances of being assigned to either building if they apply to the Honors College early. Incoming students may apply to the Honors College as soon as they have been admitted to Indiana State University.

- The Honors College will inform Residential Life of all eligible incoming students and the order in which those students were admitted to the college. However, Residential Life may also consider the timing of housing application submissions, the timing of any required payment, roommate requests, and other themed housing requests when determining the order and location of housing assignments.

- Only Honors students are eligible to live in Pickerl or the Honors floors in Burford. Incoming Honors students who request non-Honors roommates will not be assigned to Honors housing.

- Incoming students who are competing for President’s, University Honors, and/or Rural Health scholarships are still encouraged to apply for the Honors College early. While being awarded one of these scholarships guarantees acceptance into the Honors College, it does not guarantee a room in Pickerl Hall or Burford Hall.

**Current/Returning Honors Students:**

- Housing assignments for current students are determined during the spring semester; therefore, a student’s cumulative grade point average at the end of the fall semester will be used to determine Honors housing eligibility.

- Honors students in good standing will have first priority to live in Pickerl Hall and 500 Wabash. To be in good standing, you must have a 3.25 or higher cumulative grade point average and a 3.0 grade point average within your Honors curriculum classes.

- Honors students with cumulative grade point averages between 3.0 and 3.24 may be considered for housing in Pickerl Hall or 500 Wabash if room is available.
• Honors students in good standing who are entering their second, third, or fourth year at Indiana State are eligible for the Honors floors in 500 Wabash. There is not an age restriction on the Honors floors. Honors students with cumulative grade point averages below 3.25 may not be considered for the Honors floor in 500 Wabash.

• Honors students with cumulative grade point averages below 3.0 may not be considered for Honors housing.

• Returning Honors students will need to follow the Residential Life guidelines for submitting a housing application and accepting a contract. The timing of housing application submission, the timing of any required payment, and the timing of housing contract acceptance may impact your housing assignment.

• If you believe that you have extenuating circumstances or that your eligibility to live in Pickerl Hall or 500 Wabash next year should be further reviewed, you may submit a written appeal to Dr. Bierly at Gregory.Bierly@indstate.edu.

Residential Life handles all final housing assignments, including roommate requests and changes. For more information about Pickerl Hall, Burford Hall, 500 Wabash, or completing a housing application, please contact Residential Life at (812) 237-3993.
**Removal from the Honors College**

Requesting removal from the Honors College will result in the following:

- The Honors College curriculum will no longer appear on your MySAM audits.
- You will be removed from Honors College mailing lists.
- Completion of the Honors College curriculum will not appear on your final academic transcripts.
- You will no longer be eligible for priority registration.
- You will no longer be eligible for Honors housing.
- If you did not complete GH 101, GH 201, GH 301, and GH 401, you are responsible for completing **all** of the Foundational Studies requirements that those classes would have satisfied: Social and Behavioral Sciences, Literary Studies, Fine and Performing Arts, Ethics and Social Responsibility, and Upper Division, Integrative Electives. An individual GH class will not satisfy any of those categories.
- It is your responsibility to discuss removal from the Honors College with your academic advisor to determine how it will impact your 4-year plan and degree completion.
- It is your responsibility to determine whether this action will impact your President’s, University Honors, or Rural Health scholarship renewal eligibility.

If you no longer intend to complete the Honors curriculum, please send Dr. Bierly an email at Gregory.Bierly@indstate.edu requesting removal from the college.
Graduation from the Honors College is not the same as graduating with honors from Indiana State University, although some Honors students may accomplish both.

**Graduating from the Honors College**

To graduate from the Honors College, you need to accomplish the following:
- Complete the Honors Core (GH 101, GH 201, GH 301, GH 401)
- Complete an Honors elective track
- Earn at least a 3.25 cumulative grade point average
- Earn at least a 3.0 grade point average in the Honors curriculum

Students who complete the Honors College curriculum will be recognized at the commencement ceremony. Completion of the curriculum will also be noted on each student’s final academic transcripts.

**Graduating with Honors**

To graduate with honors is to graduate cum laude, magna cum laude, or summa cum laude. Graduation honors are based on your undergraduate grade point average and are determined by the university (not the Honors College). The Honors College does not distribute the stoles for these honors. For more information about graduating with honors, please visit your undergraduate catalog or the Sycamore Express website: [http://www.indstate.edu/services/express/academics/graduation/graduation-honors](http://www.indstate.edu/services/express/academics/graduation/graduation-honors)
**HONORS SCHOLARSHIP OPPORTUNITIES**

The Honors College annually awards the following three scholarships to Honors students in good standing.

**Anne Bauer Jackson, M.D. Memorial Honors Book Scholarship**

The Anne Bauer Jackson, M.D. Memorial Honors Book Scholarship was established in 1995 to honor the life and work of Dr. Jackson. This scholarship was established in memory of Anne Bauer Jackson, M.D. by members of her family. Dr. Jackson, a native of Terre Haute, Indiana, attended Indiana State University; and earned the B.A. and M.A. in French, an M.S. in Microbiology, and M.D. degrees at Indiana University; with a specialty in neurology at the University of New Mexico. Dr. Jackson practiced medicine at Albuquerque and Farmington, New Mexico; Silverton, Colorado; and Indianapolis, Indiana. She died at the age of 39. Because of her exceptional talents in the arts, deep interest in foreign languages and cultures, and skills acquired in medicine, this book scholarship signified by active participation in the University Honors Program, and thus this scholarship is intended to provide aid and encouragement to those like-minded students.

- Preference will be given to students who have earned a minimum of 30 semester hours with a (minimum of 12 hours of Honors at ISU) with a GPA of 3.5 or higher over-all and in Honors course work.

- Financial need may be a determining factor when competition exceeds available scholarship funding.

- Preference will be given to those who meet the announced deadline for application.

**Richard J. Brett Memorial Scholarship for Study Abroad**

The Richard J. Brett Memorial Scholarship for Study Abroad was established in 1995 to honor the life and work of Mr. Brett. Mr. Brett was the Speech Therapist at Waukeegan High School in Illinois for 49 years. Throughout his life, he enjoyed travel and believed strongly that travel was a most important component in the educational process. It is the purpose of the scholarship to assist deserving students through enriching their education through travel. The recipient shall be a student in good standing in the ISU Honors Program whose plans for international educational travel will enhance their academic goals.

- Preference will be given to students who have earned a minimum of 30 semester hours (a minimum of 12 hours of Honors at ISU) with a GPA of 3.5 or higher overall and in Honors coursework.

- Preference will be given to students who integrate study abroad with their academic goals.
• Preference will be given to students who have at least one additional semester of study remaining at ISU after completing the study abroad program.

• Students are encouraged to participate in an accredited study abroad program if they choose not to join one of ISU’s sponsored programs, or to devise an appropriate alternative. (Be specific).

• Students with foreign language proficiency earned through college or high school studies are given preference where appropriate.

Rebecca A. Johnson Honors Program Award for Nursing Students

This endowed scholarship was established by Dr. David L. Johnson in loving memory of his wife, Rebecca A. Johnson, who earned a B.S. degree in Nursing from Indiana State University, an M.S. in Nursing from Indiana University in Indianapolis, and a D.N.S. degree from the University of California at San Francisco. She taught occasionally for the nursing school at ISU and worked for Planned Parenthood of the Wabash Valley. She also was a Nurse Practitioner for Union Hospital, assisting with the program for the rural medicine in Brazil, Indiana. His association with Dr. Donald Jennermann is most cordial, and he has asked that Dr. Jennermann, Director of the Honors Program, or his successor manage selection of the Rebecca A. Johnson Scholarship Award for Honors Program/Nursing Students. Dr. Johnson is now retired and living in Florida.

• Recipients shall be enrolled in the Honors Program preparing to enter the nursing profession.

• If no eligible nursing students apply, others in the Honors Program may be selected to receive the scholarship.

• Recipients must have a minimum 3.0 cumulative grade point average on a 4.0 scale.

Scholarship applications are available online at https://indstate.academicworks.com. For more information about applying online, please contact the Office of Scholarships at 812-237-2121 or visit www.indstate.edu/scholarships.
**HONORS PEER MENTORS**

The Honors Peer Mentors are sophomore, junior, and senior Honors students who have been selected by the Honors College to answer questions and help first-year students adjust to ISU and the Honors College. They have recently experienced the transition to college that you are now experiencing, and they know what it’s like to be a motivated, high-achieving student. In general, the Honors Peer Mentors also share the following qualities:

- They represent a variety of majors and minors, and each has found different ways to integrate Honors into his/her academic studies.
- They are in good standing with the Honors College, which means they are taking Honors classes and meeting the GPA requirement.
- They understand the Honors curriculum requirements.
- They attend Honors events (and often help plan them).
- They have had positive experiences at ISU and as Honors students and are willing to talk about them and help you to have positive experiences, too.

The Honors Peer Advisors are NOT academic advisors or counselors; however, they can help you find the right person to talk to if you need to speak with an academic advisor or a counselor.

First-year students have numerous opportunities interact with an Honors Peer Mentor:

- They receive personal emails from an Honors Peer Mentor, starting in the summer and continuing periodically throughout the Fall semester.
- They may receive emails from an Honors Peer Mentor with general advice or announcements that are addressed to his/her entire group of advisees.
- They will be invited to attend social events and guest speakers.
- They will have the opportunity to meet an Honors Peer Mentor at the Honors Fall Welcome Session and at various Honors events throughout the semester.
- They may have opportunities to interact with your Honors Peer Mentor via social media.
- They are invited to contact an Honors Peer Mentor at any time.

The Honors Peer Mentors are good resources to contact about:

- Their experiences with Honors classes
- Their experiences with living on campus (and in Honors housing)
- Questions you have about the ISU Campus
- Questions about getting involved in the Honors College
- Ideas you have for programs or events
- Their advice for dealing with stress, homesickness, time management, study skills, etc.
- Questions about where to seek help (for physical health, mental health, academics, etc.)
**Honors Council**

The Honors Council is a student organization that develops and facilitates a majority of the social and philanthropic programming we offer for Honors students each semester, coordinates Honors student open forums, and advises the Honors faculty/staff on issues concerning Honors students. The Honors Council varies their programming each year, but annually hosts a Fall Welcome Picnic and a Halloween Party, participates in ISU's Homecoming Tent City, walks in the American Cancer Society's Relay for Life, and invites campus and community guests to speak with the Honors students.

The Honors Council typically consists of 20-25 elected members. They are advised by the Honors Assistant Director and Honors Graduate Assistant. There are leadership opportunities within the council as the Chair, Vice Chair, Treasurer, Secretary, and Social Media Representative.

The Honors Council Constitution can be found on the following pages.
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: Maggie Glowinski Date: 4/19/18
Vice-Chair: Joseph Hutto Date: 4/19/18
Treasurer: Annie Behrens Date: 4/19/18
Secretary: Amy Cullen Date: 4/19/18
Social Media Representative: Paige Walsh Date: 04/19/2018

Last revised: April 19, 2018