

# University of West Florida Honors Council

## By-Laws

### I. Council Meeting Procedures

- A. Meetings of the Honors Council shall take place at a time and place decided by the President.
- B. The Honors Council President will conduct the meeting. In the event of the President's absence, the Vice President shall perform this duty. In the case of both the President and the Vice President's absence the Assistant Director of the Honors Program shall appoint one of the Co-Chairs from the Social, Service or Fundraising committee to conduct the meeting.
- C. The meeting shall begin with the President and Vice President introductions and outlining the meeting agenda.
- D. Invited Guest Speakers will be given the chance to make their presentations.
- E. Team Building Activities will include the executive board, council members and meeting attendees.
- F. Committee Chairs shall give their weekly reports. The order of these reports is at the President's discretion.
- G. Honors Resident Assistants shall give their reports concerning any upcoming events and programs held at Pace Hall or involving Housing.
- H. The Honors Director, Associate Director, Assistant Director, and Program Coordinator shall give their reports, if they so choose.
- I. All present at the council meeting will be given the chance to make miscellaneous announcements and ask questions.
- J. The Council President will adjourn the meeting.

### II. Appointment of Officers and Co-Committee Chairs

- A. Applications for Officer and Committee Chair positions will take place in the spring semester of each academic year.
  - a) Each position will be appointed by the Honors Program Staff.
  - b) Applicants for officer or chair positions must be members of the Honors Program and Council and be in good academic standing at the time of their application. Any Honors students whose academic status is “on probation” from the program or the university are not eligible to apply for officer or chair positions.
  - c) Applicants must formally accept their position within twenty-four (24) hours of being notified by the Honors Program Staff of their selections.
  
- B. Resignation or removal of an Officer or Co-Committee Chair
  - a) If an officer or chair resigns or is removed from the Honors Council or an officer position, the Executive Board and the Honors Program Staff will select a replacement to fill the vacant position in a timely manner.
  - b) Selecting a replacement will follow the rules outlined in Article II Section A of the By-Laws.
  
- C. Honors Council and Executive Board oath
  - a) At the first council meeting in the fall semester, the newly elected Executive Board and Council members shall recite the Honors Council oath:

“As a leader of the Honors program, I do solemnly swear (or affirm) that I will honor the Council Constitution and faithfully serve the UWF Honors Council and Program to the best of my ability.”

### **III. Membership**

- A. Terms of Membership
  - a) Every student in the Honors Program is eligible to join Honors Council by joining one of the three committees: Social, Service, and Fundraising.
  - b) Membership into a committee will be made at the discretion of the Co-Chairs.
  - c) Once a student formally joins a committee, his name will be placed on the committee roster thereby confirming his membership into Honors Council.

- d) Each member of the Honors Council must be a member in good standing of the Honors Program. An Honors Council member on probation with the Honors Program 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 Honors Program.
  - e) Each Honors Council member can join numerous committees but will only be considered a member once. Each member is required to be active in the Honors Council, with the exception of those on a leave of absence.
  - f) Each Honors Council member is required to actively promote the best interests of the Program and the students it represents.
- B. The total number of committee members for each committee will be left at the discretion of the Co-Chairs.
- C. An Honors Council member may elect to take only two (2) non-consecutive leaves of absences, each for the period of one semester. He or she must have been given prior approval from the President and the Co-Chairs of their respective committee before they may do so. He or she must submit an application by the deadline set by the President 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.
- D. Honors Council members are expected to wear an Honors shirt in an appropriate manner to council meetings and other events required by the Executive Board.

#### **IV. Review Process**

- A. Membership Review
- a) A member will be brought up for review by the Executive Board if they are in violation of the member requirements in the Constitution or By-Laws, the Honors Council oath, or the Honors Code of Conduct.
  - b) In order for one council member to bring any other council member up for review for removal from council membership a written and signed list of grievances must be submitted to the Co-Chairs of the committee involving the council member. The Co-Chairs of the committee will submit the list of grievances to the President of the Honors Council.

- c) Any member up for review must be informed of the impending review and a time and place for the review will be chosen by all parties involved.
- d) The review board will be comprised of the President, Vice president, Co-Committee Chairs of member on review, and an Honors Program staff.
- e) The removal or retention of the member being reviewed is at the discretion of the review board.
- f) Upon the third time that a member is brought up for council review, that member is automatically terminated from council.

**B. Executive Board and Officer Review**

- a) An executive board member may be brought up for review by any member if they are in violation of their officer requirements, the Honors Code of Conduct, or the Honors Council oath.
- b) The review board shall be comprised of the President, Vice-President and an Honors Program Staff. If the President is under review, the review board shall be comprised of the Vice-President, Co-Chairs of the Committees and an Honors Program Staff. If the Vice-President is under review, the review board shall be comprised of the President, Co-Chairs of the Committees and an Honors Program Staff.
- c) The executive board member must be informed of the impending review and is expected to attend the hearing. However, he or she must be excused from the deliberations of the review.
- d) If the executive board member does not pass the review process, he or she must resign from the position immediately. The selection of a replacement will follow the rules outlined in Article II Section A of the By-Laws.

**V. Rules of Decorum for Meetings**

- A. At council meetings, it is expected that all members will be on time. If you are planning on being absent or believe you will be late or plan on leaving early, you need to notify the executive board prior to the meeting.
- B. Tradition and declared requirements in the constitution state that you must wear an Honors Program shirt (polo or t-shirt) to every council meeting.
- C. During meeting proceedings, it is expected that council members are attentive to whoever is speaking.
- D. No cell phone use permitted during meetings. This includes texting.
- E. At council meetings, it is expected that all members of the council will be respectful of individual beliefs and attitudes held by fellow council members.