

University of West Florida Honors Council

Constitution

I. Statement of Purpose

The Honors Council of the University of West Florida shall seek to provide greater opportunities for students enrolled in the Kugelman Honors Program by facilitating increased academic achievement, cultural awareness, community service, research opportunities, and unity within the Kugelman Honors Program and the university. The Honors Council shall also seek to provide Honors students the opportunity to speak and be heard by the university administration, faculty, and the community as a whole. The Honors Council shall listen to students, respond effectively to their needs, provide social and service events to foster a sense of community, and supplement the academic mission of the Kugelman Honors Program.

We the Honors Council, in order to promote the mission of the Kugelman Honors Program, provide service, insure a growing social community, provide leadership and secure the values of the program, do ordain and establish this constitution for the UWF Honors Council.

II. Council Meetings

- A. Council meetings of the Honors Council will be held weekly during the fall and spring semester at a time and place designated by the President.
- B. Honors Council meetings are open to the public.

III. Executive Board

- A. The Executive Board shall consist of: President, Vice-President, Lead Mentor, and the Co-Chairs of the Social, Service, Public Relations, and Fundraising Committees. Each position will be appointed by the Honors Program Staff yearly in the spring semester for the following fall and spring semesters. No member of the Executive Board shall remain in office if the member is placed on honors probation, has been on E-Board for more than six semesters, or is terminated after review.
- B. Special meetings of the Honors Council can be called and may be designated as mandatory at the discretion of the President.
- C. Meetings for the Executive Board will be scheduled at the discretion of the President, and are open to all honors students. However, students must announce their intention of attending to the President at least one day prior to the meeting. If sensitive matters are

discussed, non-executive students may be excused from the proceedings at the discretion of the President.

- D. Every member on the Executive Board is required to vote to approve and allocate funds for committees and miscellaneous budgets:
 - a) Each member has an equal vote.
 - b) The budget must be passed by a two-third majority (2/3) vote by all E-Board members present at the meeting. If an E-Board member cannot attend the meeting due to some circumstance, he or she can vote via email to the President with his or her decision.
 - c) If the budget does not obtain a 2/3 majority, it will be sent back for revision and voted upon at the next meeting.

- E. The Executive Board shall perform its duty in good faith towards the Kugelman Honors Council body.

- F. Executive Board Positions and Duties
 - i. President
 - a) Oversee all Honors Council activities to ensure that the best interests of the Kugelman Honors Program are being represented at all times
 - b) Guide and assist the members of the Executive Board in their duties and to lead the Honors Council in official Honors Program and University matters
 - c) Conduct Executive Board and Council meetings
 - d) Coordinates and supervises voting procedures and serve as the final decision maker
 - e) Sit on the Kugelman Honors Program Committee (UHC)
 - ii. Vice President
 - a) Fulfillment of the President's duties in absence of the President
 - b) Takes minutes during Honors Council and E-Board meetings for the public record
 - iii. President / Vice President Shared Duties
 - a) Creates and distributes agendas for Honors Council and E-Board meetings
 - b) Formulates the weekly PowerPoint presentations for Honors Council meetings
 - c) Acts as the Honors Council liaison to other organizations both on campus and in the community
 - d) Balances the Honors Council checkbook and allocate funds for committees' budgets
 - e) Organizes and maintains the Honors Students Database to keep track of students involvement in the program
 - f) Provides bi-weekly financial updates at E-board meetings
 - iv. Social Chair
 - a) Organize and lead all details pertaining to social related events ensuring a variety of events, days, times, and locations

- b) Maintain record keeping of all social related events
 - c) Conduct weekly committee meetings
 - d) Provide budgets detailing expected expenses for events to the President
- v. Service Chair
 - a) Organize and lead all details pertaining to service related events ensuring a variety of events, days, times, and locations
 - b) Maintain record keeping of all service related events
 - c) Conduct weekly committee meetings
 - d) Provide budgets detailing expected expenses for events to the President
- vi. Fundraising Chair
 - a) Organize and lead all details pertaining to fundraising related events ensuring a variety of events, days, times and locations
 - b) Maintain record keeping of all fundraising related events
 - c) Conduct weekly committee meetings
 - d) Provide budgets detailing expected expenses for events to the President
- vii. Public Relations Chair (and *Infinite Wisdom* Editor)
 - a) Organizes and lead all details pertaining to promotion of Honors Council activities.
 - b) Maintain record keeping all public relations activities
 - c) Conduct weekly committee meetings
 - d) Provide budgets detailing expected expenses for activities to the President
 - e) Oversee the Honors Program *Infinite Wisdom* newsletter
 - f) Update social media with events and activities pertaining to Honors Council
 - g) Coordinating Core I, Core II, and Seminar announcements
- viii. All Executive Board members must perform weekly office hours at the discretion of the Honors Program Staff.

IV. Committees

- A. Social Committee – The Social Committee shall be structured at the discretion of the Social Co-Chairs and shall convene separate from Honors Council meetings.
- B. Service Committee – The Service Committee shall be structured at the discretion of the Service Co-Chairs and shall convene separate from Honors Council meetings.
- C. Fundraising Committee – The Fundraising Committee shall be structured at the discretion of the Fundraising Co-Chairs and shall convene separate from Honors Council meetings.
- D. Public Relations Committee-The Public Relations Committee shall be structured at the discretion of the Public Relations Chair and shall convene separate from Honors Council meetings.

- E. Ad hoc Committees may be created, filled, and dissolved as necessary by the Executive Board. No Ad Hoc Committee shall stand for more than two (2) consecutive semesters.

V. Appointments & Membership

- A. Each position for the Executive Board will be appointed by the Honors Program Staff in the spring.
- B. Every student in the program is eligible to join Honors Council by joining a committee at the discretion of the Co-Chairs of the respective committees; Public Relations, Social, Service, and Fundraising.

VI. Limitations on Power

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 compliance with all university policies.

VII. Statement of Policy

- A. The Honors Council will not discriminate in membership on the basis of sex, race, creed, national origin, age, marital status, handicap, sexual orientation, and gender identity.
- B. The Honors Council will not engage in any hazing activities.

VIII. Ratification and Amendments

- A. Ratification of this constitution or any amendments must be passed by a two-thirds (2/3) majority of honors students present at the meeting of the proposed ratification and amendments.
- B. Amendments must be read at the meeting at which they are introduced, and reread and voted on at the following meeting.

IX. Bylaws

Changes to the bylaws may be made with a fifty (50) percent majority vote by honors students present at the meeting.