

University of Louisville Honors Student Council Constitution
This constitution was ratified and approved in 2023

Article I:

Name

- A. The name of this organization shall be Honors Student Council (HSC).

Article II:

Mission Statement/Purpose

- A. The Honors Student Council (HSC) of the University of Louisville seeks to:
 - a. Foster academic growth.
 - b. Provide greater leadership and volunteer opportunities to Honors students within the University.
 - c. Create a cohesive student community through social activities.
 - d. Make a positive difference in the surrounding community through intentional service and social outreach.
 - e. Honors Student Council aims to work through a critical social justice perspective and increase outreach to marginalized communities to ensure equal opportunity on Council and in Honors by creating diverse events for this purpose.
 - f. Honors Student Council follows the University of Louisville's Vision of Diversity as stated on their website: www.louisville.edu/diversity

Article III:

Membership

- A. All University of Louisville students that are active in the Honors Program are considered Honors Students and as such are able to:
 - a. Attend general council meetings.
 - b. Apply for appointed positions on Council according to the subsequent bylaws.
 - c. Run for elected positions through an application according to the subsequent bylaws.
- B. Although an organization may be selective in membership, discrimination based on race, color, creed, gender, religion, age, nationality, political affiliation, sexual/romantic orientation, military status and physical, mental, or emotional disability is not acceptable.

Article IV:

Organization of Officers

- A. The HSC Executive Council shall consist of the following elected positions and may include one or more Graphics Designer(s) as discussed below.
- B. General Duties of All Executive Council Members:
 - a. Document any event they organize in the designated record-keeping folder as well as ensure events are accessible for all students (including using accessible rooms and providing food suitable for those with dietary restrictions). Fill out the post-event summary form once events are completed.
 - b. Have an electronic attendance record for any event or meeting they organize and provide a copy to the Secretary.

- c. Send information to the social media coordinator to be sent to the RSO advisor for inclusion in the Honors online newsletter *The Current* regarding any events they organize.
 - d. Support their fellow council members in their mutual endeavors to further the goals of Honors Student Council.
 - e. Assist the Executive Vice President in mentoring the First-Year Representatives over the course of the year, should a situation arise that requires the Executive Vice President's responsibilities to change.
 - f. Assist with the cleaning and general upkeep of HSC spaces.
- C. Elected Offices
- a. The authority of the Executive Council shall be distributed as follows:
 - i. The President shall:
 1. Oversee the entire Executive Council to ensure they fulfill their duties as enumerated below and help promote efficient and effective Council operations.
 2. Have the power to establish, appoint, and oversee ad-hoc committees with the support of a majority of elected positions, including the super executive board.
 3. Work closely with the Vice Presidents and Faculty Advisor to encourage cross-Council collaboration and engagement.
 4. Assist Executive Vice President with mentoring and assisting the First- Year Representatives.
 5. Officially present a budget proposal to the Honors Program Director at the end of the academic year for approval for the upcoming academic year.
 6. Attend RSO meetings as required by the Office of Student Activities in coordination with the Executive Vice President or other members of the Executive Council.
 7. Plan a training after the election of the new executive board and before the Janus meeting to outline goals for the next year.
 - ii. The Executive Vice President (EVP) shall:
 1. Assist the President in all of their executive functions.
 2. Take on the President's responsibilities in their absence.
 3. Meet regularly with First-Year Representatives, mentor them, and help them plan their own signature event(s) over the course of the academic year. Monthly check-ins should take place on the first week of every month.
 4. Attend RSO meetings as required by the Office of Student Activities in coordination with the President.
 5. Maintain order and focus of the Council while supporting the President at meetings.
 6. Coordinate the activities sponsored by Honors Student Council at the Modes of Inquiry Honors Freshmen Orientation event and throughout Welcome Week if the events are held.
 7. Review the Constitution yearly in concert with the President and Executive Council and propose amendments as needed.

8. Be responsible for managing conflict as a parliamentarian and monitoring the bylaws of the HSC Constitution.
- iii. The Treasurer shall:
1. Keep accurate and up-to-date records of all HSC expenses and keep documentation for a minimum of twelve months.
 2. Provide a full budget summary at the end of each semester, including the budget of Council and the budget for each committee.
 3. Assist the President in the presentation of a budget proposal to the Honors Program director at the end of the academic year for approval for the upcoming school year.
 4. Both the former and newly-elected Treasurer shall:
 - a. Report on the financial affairs of HSC at the discretion of the Executive Council, as well as remain knowledgeable of the financial affairs of each committee.
 - b. Assist with handling the funds raised from HSC fundraising events.
 - c. Act as an advisor for CPC funding proposals and spending. This includes reminding VPs and the Executive Council of CPC deadlines, ensuring funds are spent according to CPC guidelines, and collecting legal receipts for each event.
 - i. A “legal receipt” requires the following: The name of the vendor, an itemized list of costs, the total billed amount, the total amount paid, and the date of payment
 5. Refund council members for personal expenses spent on HSC in a timely manner, provided expenses are outlined in a legal receipt.
 6. Manage all withdrawals and deposits made from or to the Honors Student Council bank account.
- iv. The Secretary shall:
1. Keep detailed and accurate minutes of HSC meetings and post them online after each meeting.
 2. Maintain electronic records of student attendance at HSC events in conjunction with the VPs of each committee.
 3. Maintain electronic records of attendance at all HSC meetings, in coordination with committee VPs as described below.
 4. Maintain a current and accurate copy of the HSC Constitution in conjunction with the Executive Vice President.
 5. Send out reminder emails for general meetings in conjunction with the President.
 6. Organize and manage updated records of events in the designated record-keeping folder, as well as keep the event review procedure updated and relevant for record-keeping purposes.

7. Manage the documentation of activities in the designated record-keeping folder and raise concerns to Executive Council members if other members are neglecting their duties or responsibilities.
- v. The Historian shall:
 1. Coordinate with other executive council members to ensure appropriate documentation of events.
 - a. This will include plans, budget, pictures, attendance, and any other information they may see fit.
 2. Create records regarding events or activities they deem important to the history of HSC.
 - vi. The Social Media Coordinator (in coordination with up to one other Social Media Coordinator and the Social Media committee, if it exists):
 1. Oversee the social media accounts belonging to HSC. This may include the Facebook page, Twitter account, Flickr account, and Instagram account.
 2. Coordinate with the Graphics Designer and committee VPs to ensure appropriate materials for social media campaigning.
 3. Maintain awareness of the deadlines for advertising materials as determined by the Event Planning protocol, which will be determined by the Executive Council at the beginning of each year.
 - vii. The Service Vice President shall:
 1. Organize and coordinate community service and volunteer opportunities, allowing students to give back to local populations and engage with nonprofit organizations.
 2. Organize and coordinate the committee's support of other Council initiatives.
 3. Maintain contact with community leaders and students in the Honors Program.
 4. Oversee the efforts of the Service Chairs/ First-Year Representative(s).
 - viii. The Social Vice President shall:
 1. Organize and coordinate events that foster interaction/socialization between students, faculty, and the Louisville community, with a focus on the Honors first-year population.
 2. Organize and coordinate the Welcome Back and End of the Year picnic lunches.
 - a. The Welcome Back and End of the Year picnic lunches may or may not occur at the discretion of the Social Vice President, President, and Faculty Advisor.
 3. Oversee the efforts of the Social Chairs/ First-Year Representative(s).
 - ix. The Academic Vice President shall:
 1. Organize and coordinate events that target and specifically foster the academic education of students and enhance learning.
 2. Oversee the efforts of the Academic Chairs/First-Year Representative(s).

- x. The Outreach Vice-President(s) shall:
 - 1. Participate in Community outreach through the collection of resources (items for donation, fundraisers, etc.).
 - 2. Help to raise awareness for organizations and/or social issues and host events/drives in assistance of that organization or issue.
 - 3. In reference to Article XIII: The BAMS Clause, prepare proposals and commerce planning of a large-scale philanthropy event, beginning in the Spring semester prior to a large-scale philanthropy event year.
 - a. This committee may contain twice the normal allowance of committee members in years of large-scale philanthropy events, including two vice presidents.
 - b. This committee shall be responsible for organizing the decided philanthropy with Honors Student Council.
 - c. This committee shall be responsible for working with the Executive Board and Council to organize participation and to assign roles for all Outreach committee members, as well as to assist in stimulating Council-wide participation.
 - d. A large-scale philanthropic event may occur in executive years if desired by Honors Student Council. In the event of consecutive large-scale philanthropic event, preparation of proposals and initial planning shall remain the responsibility of the Outreach Committee, unless the executive board decides otherwise.
 - 4. Oversee the efforts of the Outreach Chairs/First-Year Representative(s).
 - 5. Beginning in the 2020-2021 school year, BAMS has been cancelled for the foreseeable future.

Article V:

Appointed Offices

- A. Members shall be appointed according to the guidelines laid out in Article VI.
- B. There shall be a maximum of 10 appointed positions under each VP, including the elected first year-representative(s) for each committee.
 - a. Members that will be present for only one semester in the academic year will fall outside of the consideration of committee size. Therefore, committee size may exceed 10 appointed positions when including these specific committee members. This exception can only be made with the Faculty Advisor's approval of each appointee.
 - b. In exceptional circumstances, there may be more than 10 appointed positions under each VP.
- C. General Duties of the Appointed Offices
 - a. Support their respective Vice President(s) in the planning and executing of events and other initiatives of their respective committee, as well as be present at all committee meetings.

- b. Assist in maintaining the mission statement of their respective committee as determined by each committee at the beginning of the academic year
 - c. Support the initiatives of the other committees on Honors Student Council by attending events, providing input, and assisting with advertising/event preparation.
 - d. Be engaged in the workings of HSC and help improve the community of council.
 - e. Assist with the cleaning and upkeep of HSC spaces.
- D. The *First-Year Representatives* shall:
- a. Act as full members of their respective committees.
 - b. Be involved in a First-Year Committee, headed by the Executive Vice President.
 - i. This committee has the purpose of increasing integration within HSC, providing experience with event planning, and providing a social environment for the First- Year Representatives.
 - c. Assist with events held by other committees, under the discretion of the Executive Council and EVP.
 - d. Host at least one event during the spring semester under the supervision of the Executive Vice President.

Article VI:

Elections and Appointments

- A. Applications for the incoming Council of each Academic Year will be made available a minimum of one week before the deadline for application submissions.
- B. The following positions on HSC shall be elected positions: President, Executive Vice President, Secretary, Treasurer, Academic Vice President, Service Vice President, Social Vice President, Outreach Vice President, Historian, Social Media Coordinator, and any other elected position as decided upon by the active council members.
 - a. The decision to create additional elected positions shall be determined prior to the opening of applications.
- C. Elections for elected positions will be held following the timeline agreed upon by the Executive Council and Faculty Advisor(s).
 - a. President, EVP, Secretary, and Treasurer roles must be elected by the beginning of March.
- D. All active Honors Students are eligible voters in HSC elections.
 - a. Voting shall be secret and conducted in privacy.
 - b. One Student, One Vote: A voter shall cast no more than one (1) ballot.
 - c. Voting by proxy is prohibited.
 - d. Online Voting: Voting should occur via digital web-balloting, with the web-balloting medium to be decided by the acting President and Faculty Advisor.
 - i. In the event that digital web-balloting is unavailable, one or more secure polling stations featuring paper ballots shall be arranged.
- E. Candidate Eligibility: To be eligible to run for an elected position on Honors Student Council, a student must:
 - a. Fill out and return an application to the Faculty Advisor by the decided deadline.
 - b. Prevention of Mass Chaos Clause: Before being eligible to run for ANY ELECTED POSITION, the candidate must meet and have the approval of the Faculty Advisor to run.

- c. To run for the role of President or Executive Vice President, a student must be a previous executive member of HSC.
 - d. To run for other executive positions, a student must be a previous member of HSC unless no qualified members seek the role.
- F. Campaigning Guidelines:
- a. Campaigning may begin immediately following the closure of the application and ends at the end of the voting period.
 - b. *Aggregate Expenditure Limit*: The sum total of a candidate's campaign expenditures shall not exceed a cost of \$50.
 - c. *Online Campaigning*: Advertising may be done via the appropriate social networking programs, and other electronic media.
 - d. *Medium Restrictions*: Campaigning is prohibited through:
 - i. electronic mail distributed through a Recognized Student Organization "ListServ"
 - ii. Engage
 - iii. a University-operated website, including but not limited to University-run Facebook pages.
 - e. *On-Campus Campaigning*:
 - i. Physical advertising materials, including but not limited to flyers and pamphlets, may not be placed in academic classrooms.
 - ii. Verbal advertisements within academic classrooms must be limited to announcement of upcoming elections and deadlines; candidates may not campaign for votes for a specific elected position or candidate.
 - f. *Residual Clause*: Each candidate is expected to conduct their own campaign with integrity and in a manner befitting a future leader of the University of Louisville Honors Student Council. Notwithstanding whether the Honors Student Council Constitution or University policy specifically prohibits it, any act or omission unbecoming of a candidate shall subject the candidate to sanction by the Faculty Advisor.
- G. Candidates win by a simple majority vote.
- a. In the event of a tie, the Faculty Advisor to HSC shall cast the deciding vote.
 - b. If only one candidate desires a position, then that candidate shall win the election by default.
 - c. Honors Student Council members can be re-elected without limitation.
 - d. No person may occupy more than one position during the same school year unless there are no other qualified members for the role.
 - e. A meeting between old executive members and newly elected Executive Council shall begin immediately upon election, to be done by the respective executive member currently holding each position.
- H. Chair Positions: All chair positions are appointed.
- a. Appointments for chair positions will ultimately be made by the incoming Vice President for each committee, with input from the outgoing Vice President and Executive Council members.
 - b. Any appointed ad-hoc positions beyond the jurisdiction of the committees shall be filled according to the discretion and judgment of the incoming President, incoming Executive Vice President, and Faculty Advisor.

- c. Interested members must fill out an application and complete an interview process to be appointed.
 - d. A portion of each interview shall contain a standardized set of questions and a rubric in order to provide a common set of information among all candidates.
 - e. Interviews will take place following the election of incoming Executive Board, with appointment decisions made no later than 10 days before the date of the Janus meeting.
- I. First-Year Representative Positions: All First-Year Representative Positions are appointed.
- a. Appointments for First-Year Representative Positions will ultimately be made by the Executive Council for each committee, with the Vice Presidents Support.
 - b. Interested members must fill out an application and complete an interview process to be appointed.
 - c. A portion of each interview shall contain a standardized set of questions and a rubric in order to provide a common set of information among all candidates.
 - d. The application period, interviews, and final decisions regarding all fall semester appointments must be completed prior to the Fall Retreat.

Article VII:

Meetings

- A. HSC shall have the option of:
 - a. Biweekly meetings
 - b. General meetings at least once a month throughout the academic school year (August-November, January-April).
- B. Each committee will be responsible for holding its own meetings, to be attended by all members of that committee.
 - a. Absences are to be excused at the discretion of each VP.
- C. The HSC Executive Council shall set the schedule for general meetings no later than the first Executive Meeting of each semester, with ultimate decision lying with the President and Executive Vice President.
 - a. Every member of Honors Student Council is required to attend every general meeting.
 - b. If an HSC member cannot attend a meeting, a notice must be sent to the Secretary prior to 24 hours before the meeting. This absence may be an excused absence at the discretion of the President, EVP, Secretary, and Faculty Advisor. Reasons for excused absences are to be revised every year.
 - i. Absences due to urgent or unforeseeable reasons that were not discussed prior to 24 hours before the meeting may count as an excused absence, at the discretion of President, EVP, and Faculty Advisor.
- D. The HSC Executive Council shall meet no less than once per month throughout the academic year (August-April).
 - a. The regular date and time of the Executive Meeting shall be set by the President and Executive Vice President prior to the first general meeting of the Fall Semester.
 - b. Executive Council members are required to attend general and executive meetings.

- E. Any member of the Honors program may attend the general meetings.
- F. Special meetings may be called at the discretion of the President or upon request by a member of the Executive Council.
- G. There will be an exit meeting known as the Janus Meeting at the end of the academic school year where the new Executive Council will have a chance to meet with the outgoing Executive Council. Attendance at this meeting is mandatory for all outgoing and incoming council members, with exceptions being made at the discretion of the Faculty Advisor.

Article VIII:

Attendance Policy

A. General Meeting Attendance

- a. Each member of HSC is allowed one unexcused absence per semester, but the Executive Council may excuse more absences on a case-by-case basis.
- b. If an HSC member reaches two unexcused absences for general meetings in one semester, then they must meet with the Faculty Advisor and President to discuss the reasons for the absence.
 - i. If this member reaches two unexcused absences for consecutive semesters, the member shall be removed from Council, as discussed in Article XI, under Attendance Policy Breakage.
 - ii. In the event that an HSC member reaches three unexcused absences in one semester, the member shall be removed from Council, as discussed in Article XI, under Attendance Policy Breakage.
 - iii. The annual retreat shall count as two meetings in regard to attendance.

B. Executive Meeting Attendance

- a. If an Executive Council member cannot attend an executive meeting, an email must be sent prior to the meeting to the Secretary describing the reason for the absence and you are responsible for keeping up with what you miss (through submitting your updates prior to the meeting.)
- b. If two Executive meetings are missed over the course of the semester, then a mandatory meeting with the Faculty Advisor shall occur to discuss the situation. The student may be eligible for probation, as discussed Article XI.

C. Honors Student Council Events

- a. Each member of HSC must attend every committee's event, and volunteer with at least 1 event per committee, per semester. However, this may be excused based on circumstances determined by Executive Council.
- b. Any event held by the First-Year Committee shall count as a "wild-card" attendance and can be counted as attendance for any other event.
- c. Failure to Attend or Assist:
 - i. If a council member fails to attend or assist with an event for any single committee in a single semester, that committee member shall meet with the Faculty Advisor or President to discuss the reasons for the lack of activity and how to fix the issue.
 - ii. If a council member fails to attend or assist with an event for any single committee in consecutive semesters, that committee member shall be

removed from Council, as discussed in Article XI, under Attendance Policy Breakage.

- iii. If a council member fails to attend or assist with an event for 3 separate committees or more in a single semester, that committee member shall be removed from Council, as discussed in Article XI, under Attendance Policy Breakage.

D. BAMS Assistance Clause: During years that Article XIII: The BAMS Clause is evoked, it is the responsibility of each committee on Council to fulfill the assistance requirements decided upon by the Executive Council.

- a. It is the responsibility for each VP to oversee and maintain the activity of their committee members in fulfilling these assistance requirements.

Article IX:

HSC Account Fund Retrieval

- A. At the end of each academic year, non-returning members with access to the Honors Student Council account will have their access revoked. Incoming members who need access (Treasurer and President) will file the correct paperwork to gain access.
- B. Funds may only be retrieved by those who have access to the Honors Student Council account.
- C. The Treasurer is responsible for withdrawing funds from the HSC Bank account for reimbursements and other expenditures, as discussed above.

The Honors Student Council Budget shall be decided amongst the committees as decided by the President, Executive Vice President, and Treasurer prior to each semester.

- a. Each committee VP is responsible for communicating with the Treasurer and ensuring that they remain within budget for reimbursement.

Article X:

Amendments

- A. One or more voting members of HSC may author an amendment to this constitution.
- B. The amendment shall be submitted in writing or electronically to the Executive Council for review.
 - a. A vote shall be held by the Executive Council. If the amendment receives a majority vote among the Executive members, then the amendment shall be presented at the next HSC general meeting.
 - b. The amendment is officially approved by a simple majority vote of the members in attendance at the general meeting. In the event of an exact tie, the amendment shall fail to be passed.

Article XI:

Probation/Impeachment

- A. Probationary Trial: In the event that a member of HSC is not fulfilling their duties as outlined in this constitution, the president and faculty advisor should reach out to the member to set up a meeting to discuss reasons for not fulfilling their duties. In addition to the meeting, one or more members of the Executive Council may present a case with

evidence as part of a probationary trial, to be held at the next Executive Council meeting after discussion with the Faculty Advisor.

- a. If the meeting with the president and faculty advisor does not resolve the issue, the member-of-interest has the right to defend themselves in front of the Executive Council. If the member-of-interest cannot be present at the Executive Council meeting, it is the responsibility of the Executive Vice President to meet with the member-of-interest and portray their case at the meeting.
- b. In the event that three-fourths, or 75%, of the entire Executive Council agrees that the member-of-interest has not been fulfilling their role as a member, that member-of-interest will be placed on probation.
- c. The Faculty Advisor(s) will not be present at a probationary hearing; the probationary hearing is solely the responsibility of the Executive Council.

B. Probation:

- a. A person placed on probation shall be ineligible to run for any position in the HSC Executive Council in the following academic year.
- b. If duties are performed or issues are resolved within two months of the probation being issued, the probation may be lifted. This will be discussed and decided upon by the Executive Council within the two-month time period, with probation being lifted after a majority agreement of the Executive Council.
- c. If the member-of-interest does not remedy the issues that resulted in the probation after the two-month period, the Executive Council may move to impeach and remove the member-of-interest following a majority vote of the Executive Council.

C. Impeachment and Resignation:

- a. *Resignation*: If an Executive Council member decides that they are unable to fulfill the necessary roles of the position, they may resign.
 - i. If deciding to resign, then the Executive Council member must notify the Faculty Advisor and president via email or in person.
- b. Attendance Policy Breakage: In the event that a member becomes eligible for removal based on **Article VIII: Attendance Policy**, the Executive Council must discuss the removal of that member from HSC at the next Executive Council Meeting.
 - i. This member shall be formally removed from HSC following the discussion and a majority vote from the members present at the Executive Council meeting.
 - ii. If a member is not removed from Council after the vote, the member shall be subject to immediate removal following the next unexcused absence in that semester.
 - iii. *Alternative Action Clause*: In the event of extraordinary circumstances, the Executive Council *may* determine alternative action, to be decided up during the course of the discussion.
- c. Unanimous Impeachment Clause: If a unanimous decision is made by the other members on the Executive Council, a member may be impeached for egregious actions or negligence and removed from HSC, immediately bypassing the probationary period.
- d. Vacancies: If a position is left vacant due to impeachment,

resignation, or any unanticipated reason then all members of Honors Student Council will be eligible to seek out the role, following Faculty Advisor approval.

- i. One week following the impeachment or resignation, the Executive Council members will interview and appoint the most qualified candidate to fill the role for the remainder of the academic year. d. If no council member seeks out the role, then the Executive Council will notify all students within the Honors Program of the open position. Applicants will be interviewed and appointed at the discretion of the Executive Council.

Article XII: Non-solicitation Clause

- A. Honors Student Council shall not endorse a candidate for student government, unless there is a unanimous vote of support.

Article XIII:

The BAMS Clause

- A. In the years in which HSC decides to hold a Book and Media Sale (BAMS) or other large-scale philanthropy event, they reserve the right to create a Philanthropy Committee, with its own Vice President(s), the duties of which should be decided via Council majority vote.
- B. As determined by the Executive Council and Faculty Advisors during the 2020-21 school year, BAMS is cancelled for the foreseeable future based on feasibility of the event.

Article XIV:

Honors Student Council Headquarters

- A. All members of the HSC Executive Council shall be given keys to the HSC Headquarters.
 - a. The President and Executive Vice President shall also receive keys to the Etscorn Honors Center.
- B. It is the duty of each member of Council to maintain the cleanliness and order of the HSC Headquarters, as well as to clean up after oneself in all HSC spaces.
- C. It is the duty of the Executive Council to clean HSC spaces at least once before the end of the academic year or whenever deemed necessary by the Faculty Advisor.
- D. HSC Headquarters is subject to limited use if it is not maintained in a clean and orderly manner. This is at the discretion of the Faculty Advisor.

Article XV:

The Extinction Clause

- A. In the event that this organization shall lose all membership and become non-existent, the funds generated by HSC shall be given to the Honors Program at the University of Louisville.

Article XVI:

The Supreme Commander Clause

- A. It is the duty of all members of the Executive Board to fulfill any realistic additional roles assigned by the Faculty Advisor within a timely manner. Failure to do so can result in

removal from the Executive Council by the Faculty Advisor after approval by a majority of the Executive Board members.

Article XVII:

The Succession Clause

- A. In the event that the President or Executive Vice President must step down or is removed from their position, the succession of positions shall be as follows: Executive Vice President, Secretary, Treasurer.

Article XVIII:

Effective Date

- A. This constitution shall go into full effect on May 1, 2023