

CONSTITUTION OF THE BRINSON HONORS COLLEGE BOARD OF DIRECTORS

Preamble

The Students of the Western Carolina University Brinson Honors College, in order to better promote the interest and welfare of this educational community, do hereby assemble under the ratification of this Constitution and the formation of a Brinson Honors College Board of Directors. The enumeration of the powers, duties, and offices herein shall serve to advance the well-being of the Brinson Honors College and Western Carolina University. Therefore, let it be known by all united under this University that the Brinson Honors College Student Body ordains and establishes this Constitution.

Article I: Name

1. This organization will be named the Brinson Honors College Board of Directors, hereafter referred to as “the Board.”
2. History of Constitution
 - a. The Honors College Board of Directors, now known as the Brinson Honors College Board of Directors, was founded in 1997.
 - b. The oldest constitution on record in the Brinson Honors College Office was from 2000. Board was a group of 11 elected individuals who represented the students of The Honors College. This group was led by a Chairperson and consisted of directors for different committees and a Secretary/Treasurer. These directors were as follows: Publications, Recruitment, SGA Representative, Publicity, Scholarships, Fundraising, Activities, Alumni and Faculty Relations, and Community Service.
 - c. Revisions
 - i. Through an effort to switch files all online in the past few years, older revisions of the constitution were lost.
 - ii. 02/17/2018
 - iii. 10/18/2018
 - iv. 02/18/2020
 - v. 04/29/2021
 - vi. 11/16/2021
 - vii. 02/08/2022
 - viii. 03/15/2022
 - ix. 03/29/2022
 - x. 04/05/2022
 - xi. 11/17/2022
 - xii. 03/02/2023

Article II: Purpose and Mission

1. The purpose of the Board is to promote academic achievement at Western Carolina University, encourage closer relations between Honors students and Faculty, nurture a sense of community

and community involvement, coordinate Honors College activities, and serve as an advisory body to the Dean of the Brinson Honors College.

2. The mission statement for the Board is to be an open and welcoming environment for students interested in the Brinson Honors College to voice their opinions about building community, campus growth, and change for honors students.

Article III: University Policies

1. This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
2. Although this organization has members who are students of Western Carolina University and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agent of the University. It is a separate and independent organization that is responsible for and manages its own activities and affairs. The University does not direct, supervise, or control the organization and is not responsible for the organization's contracts, acts, or omissions.

Article IV: Membership

1. Membership
 - a. The Board will be composed of members whose number will not be below ten.
 - b. Membership is available to all individuals enrolled at Western Carolina University who wish to participate in the Board's activities. Persons who are interested in becoming members must record their names on the membership roster.
 - i. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.
 - c. The three membership statuses of the Board shall be Full Member, Active Member, and Non-member.
 - d. Full Membership shall be granted to any individual who has attended one-half of all meetings and volunteered to work at a minimum of two Board sponsored events and one community service event for one semester. After becoming a Full Member, an individual must volunteer to work at a minimum of two Board sponsored events, one community service event, and be present at half of the Board meetings to maintain their membership status.
 - i. Officers must attend at least three-fourths of the regular Board meetings and are required to complete two Board sponsored events and one community service event.
 - ii. A Board sponsored event is defined as a program that the Board creates or collaborates with. Unless the President deems otherwise, to receive the "Board event" credit you must volunteer to work, not participate in the event.
 - iii. A Community Service Committee-sponsored event is defined as an event or service that contributes to the betterment of the surrounding community or a community partner.
 1. If an event that the Community Service Committee creates meets the requirements stated in article IV, section 1, subsection d, paragraph iii, it is automatically considered a community service event.
 2. If the committee sponsors an event put on by another organization that is located on or off campus, that will also be considered a community service event.

3. If an Active or Full Member wishes for an event to be sponsored by the Community Service Committee, then they must propose it at a Community Service Committee meeting or a regular Board meeting and there will be a vote the same day.
- e. Individuals must complete at least two Board sponsored events and one community service event by the Induction ceremony unless it is approved by the President and the Secretary.
- f. Projects hosted by the Honors Forum classes do not count toward Board event requirements unless the Board has specifically chosen to work with the Honors Forum project. In the event that study abroad prevents a Full Member from meeting the volunteer requirements, a volunteer exemption request may be approved by a majority vote of the Executive Board. Full Members may vote on any issue.
- g. At the conclusion of each semester, the Board will hold an induction ceremony to induct Active members who have earned Full Membership status.
 - i. Hazing will not be used as a condition of membership in this organization.
- h. Active Membership shall be granted to any individual who has attended two out of the last three meetings and is not yet classified as a Full Member. If an individual has not attended two out of the last three meetings, their membership status reverts to Nonmember. Active Membership status may only be granted to Non-members and is not necessary for Full Members. Active Members may vote on any issue.
- i. Non-membership applies to any individuals who do not meet the requirements for Full or Active Membership. Non-members may not vote.
- j. Any absences must be submitted in an excused absence form or email to the president/secretary one week before or after the proposed missed date.
 - i. For full membership, an individual must attend $\frac{1}{2}$ of the meetings every semester.
 - ii. Excused absences for a meeting will be reviewed and accepted on a case-by-case basis by the secretary and the president.
- k. Only one excused absence form must be submitted for a prolonged semester absence.
 - i. The semester-long absence request form must be submitted by the 3rd meeting of the semester. Secretary is to keep the due date in the meeting minutes until the deadline passes.
 - ii. Semester-long absence request forms submitted after the deadline will be invalid and not processed, thus resulting in loss of membership status.
 1. Full Members: If membership status is lost, members must return their polo to the Honors Office no later than the 4th meeting of the semester. Secretary must inform the individual(s) of the polo return date.
 2. Active Members: If membership status is lost, the right to vote in general board-related business will be suspended for the entirety of the semester. Active Members may earn their right to vote again following the semester of suspension.
 3. New Members/Potential New Members: May obtain desired membership status in the following semester
- l. The only excuses for Full Members to miss the meetings on a regular basis are class, work, study abroad, internship or other events deemed fit by the Executive Board.
 - i. A semester-long absence only excuses the absence from a meeting. This does not include the fulfillment of the required Board and community service events unless the individual is a student not completing residential instruction.
 - ii. If an individual is absent from a meeting, it is their responsibility to read the meeting minutes.

- iii. Only one semester long absence may be granted per individual in the entirety of their Board career without question. However, if more than one semester long absence is needed, an individual may petition for another. They will need to present the reason to the President, Vice President, Secretary, and Inclusion Officer via a meeting the member will set up. These executive members would then make a decision to approve or deny the request.
 - 1. The semester long absence form will require students to check a box to verify they are maintaining the Academic Integrity Policy and will have a section to upload documentation (proof of absence). This will be optional the first time, but required every time after that (in addition to the petition).
- m. Any Full Member who does not meet the requirement to be a Full Member will revert back to Active Membership. Once they reach Full Membership again they do not get inducted a second time.
- n. Any Full or Active Members who will miss a volunteer Board sponsored event committed ahead of time will need to notify the relevant Committee Director twenty-four hours in advance of the event if unable to volunteer.
- o. Each Full or Active Member is allowed a total of two notifications of inability to make a volunteer event per semester. The penalty for going over the allotted two notifications is being on Board probation for that particular semester. If, during the semester after probation, a Full or Active Member goes over the two notifications limit again, their Board membership can be revoked at the President's discretion at the time of the second semester's third incident.
- p. Probation and Board membership revocation lasts for the semester it is put in place. After probation is lifted, Full or Active Membership is continued. Regardless of previous membership, after Board membership revocation is lifted Non-membership is given. If previously inducted, there will be no second induction ceremony.
- q. All Full and Active Members are bound by the parameters of this Constitution.

Article V: Officers

- 1. Officers of the Board will be elected at the end of the Spring Semester to serve a term of one academic year. There is no limit to the number of terms to which a member may be elected.
- 2. To be eligible to be nominated for an officer position, a member must be a Full Board member for at least one semester.
- 3. Officers who fail to attend at least three-fourths of all meetings of the Board will be removed from their positions.
- 4. Officers may only hold one position during each term, unless otherwise approved by a majority vote of the Full Board.
- 5. The Officers of the Board shall be the President, Vice President, Secretary, Treasurer, Director of Public Relations and Marketing, Mentoring Officer, and Inclusion Officer. These positions shall be open to any Full Member of the Board.
- 6. The President shall:
 - a. Preside over meetings as the executive officer.
 - b. Plan and organize meetings of the Board.
 - c. Act as the official spokesperson of the Board.
 - d. Attend, or assign a designee to attend, meetings of the Campus Honors Advisory Committee and act as spokesperson for the Board.
 - e. Attend weekly Honors College staff meetings as a student representative.

- f. Meet with the Dean of the Honors College to discuss any Board and Brinson Honors College related business.
 - g. Temporarily appoint members to vacant executive positions until an election can be held.
 - h. Perform any other duties pursuant to the role of the President, provided they are not prohibited under this Constitution.
 - i. Does not have voting rights unless in the event of a tie and the Dean of the Brinson Honors College allows for the vote.
7. The Vice President shall:
- a. Act as President and fulfill all duties of that office when the President is unable to fulfill their responsibilities.
 - b. Assume the position of President and appoint a new Vice President until an emergency election for the President can be held in the event that the current President is permanently incapable of fulfilling their responsibilities or is removed from office.
 - c. Bring a copy of the Constitution to all Board meetings.
 - d. Organize at least one Degree Plus event per semester.
 - e. Responsible for writing and finalizing all changes made to the constitution after Board approval.
 - f. Act as the facilitator of one Board meeting per semester instead of the President.
 - g. Will serve as the administrator for the Student Curriculum Committee.
 - h. Help the Inclusion Officer with recruitment for Board.
 - i. Perform any other duties pursuant to the role of the Vice President, provided they are not prohibited under this Constitution.
 - j. Have voting rights.
8. The Secretary shall:
- a. Create a weekly agenda for each meeting.
 - b. Record the minutes of each meeting.
 - c. Archive minutes.
 - d. Send minutes to members.
 - e. Maintain an up-to-date list of membership status and contact information.
 - f. Record and keep a record of event participation for membership.
 - g. Record attendance at each Board meeting and monitor submission of semester long absence forms.
 - h. Perform any other duties pursuant to the role of the Secretary, provided they are not prohibited under this Constitution.
 - i. Have voting rights.
9. The Treasurer shall:
- a. Manage the financial affairs of the Board, including but not limited to bank accounts, budgets, and funding requests.
 - b. Lead voting on funding requests during Board meetings. In the event of an absence, the president shall lead the voting.
 - c. Meet with the Advisor to discuss the budget as needed.
 - d. Issues financial reports a minimum of once per semester.
 - e. Perform any other duties pursuant to the role of the Treasurer, provided they are not prohibited under this Constitution.
 - f. Have voting rights.
 - g. Act as Fundraising Committee Director.
10. The Directors of Public Relations and Marketing shall:
- a. Promote the Board of Directors and Brinson Honors College events, as well as facilitate collaboration within the Western Carolina community.
 - b. Collaborate with the Director of Communications of the Brinson Honors College to maintain the Board's website and social media accounts.

- c. Post regularly on social media accounts about Board events.
 - d. Create and distribute paper and digital advertisements for Board sponsored events.
 - e. Collect advertising request forms to assist in the creation of advertisements.
 - f. Typically, have two weeks to process advertisement request forms and create advertisements for events and ensure that advertisements are visible on campus for a minimum of two weeks prior to the scheduled date of the event.
 - g. Follow all rules and regulations of the University when creating and distributing advertisements.
 - h. Collaborate with the Vice President of the Board to promote events with other student organizations.
 - i. Send a copy of final flyers to the Brinson Honors College Office and Residential Living.
 - j. Organize and maintain archives of past Honors Board photos and official documents.
 - k. Maintain an accurate list of Board executives for each year.
 - l. Be responsible for any newsletters the Board chooses to publish.
 - m. Perform any other duties pursuant to the role of Directors of Public Relations and Marketing, provided they are not prohibited under this Constitution.
 - n. Have voting rights.
11. The Mentoring Officer shall:
- a. Serve in the position for the calendar year, not the academic year.
 - b. Communicate with the Honors Office in the planning stage of the program and ensure proper distribution of marketing materials for the program.
 - c. Match upperclassmen mentors to Brinson Honors College freshmen to guide them during their first year at WCU.
 - d. Accept mentors based on an application that matches them with mentees that have similar interests.
 - e. Create a minimum of two events for Week of Welcome for mentors and mentees to get acquainted.
 - f. Work with the programming committee to create other events throughout the semester to keep mentors and mentees in touch.
 - g. Perform evaluations of mentoring programs and mentors throughout the semester to ensure program success and mentee/mentor engagement.
 - h. Have voting rights.
12. The Inclusion Officer shall:
- a. Update the Board on diversity events held on campus by various organizations.
 - b. Ensure that new members and newly inducted members feel included.
 - c. Perform duties that promote the inclusion of all Board members, including anonymous feedback surveys and welcome emails.
 - d. Work with Board officers and committees to make the Board more mindful of inclusive excellence per the WCU Creed. This can include things like an inclusion training every semester.
 - e. Ensure that the Board and all events that the Board sponsors represent inclusion to the community.
 - f. Be a part of the Brinson Honors College Diversity Leaders
 - g. Help the Vice President with recruitment for board
 - h. Host a meet and greet each semester
 - i. Have voting rights.
13. In the event that a vacancy arises in the position of Vice President, Secretary, Treasurer, Director of Public Relations and Marketing, Mentoring Officer, or Inclusion Officer, an emergency election shall be held to fill the vacancy. The emergency election will be held within two weeks of the vacancy. In the event of an emergency election, all rules and regulations regarding elections as outlined in Article VI of this Constitution must be followed.

- a. Until an emergency election can be held, the executive board will assign the responsibilities of the position to members of the executive board, unless the position of President is the vacancy.
- 14. In the event that a vacancy arises in the position of President, the Vice President will assume the position of President and appoint a new Vice President until an emergency election can be held.
- 15. All officers and committee directors are a part of the executive board and will meet monthly.

Article VI: Election Procedures

- 1. Nominations
 - a. Any eligible individual may be nominated for any Officer or Committee Director position, excluding President.
 - b. To be eligible for any Officer or Committee Director position, nominees must have been Full Members of the Board for one semester by the time they take office.
 - i. To be eligible for the position of President, the Full Member must have served on the Executive Board for at least two semesters.
 - ii. In the event that there is not an individual returning that has served for two semesters on the Executive Board, then the position of President will be open to all Full members for the nomination.
 - iii. Any Full Member that has not served on the Executive Board for two semesters may be nominated if they have been approved to run by both the Dean of the Honors College and the current President. The decision will be made based on the Full Member's activity and dedication within the Board, as well as their ability to maintain the position competently.
 - c. In order to be nominated or to nominate oneself, a nominee must announce their intent and register on a list, which will be open for anyone who wishes to stand for election.
 - d. There is no limit to the number of positions for which an individual may be nominated and run, but they may only serve in one position.
 - e. All nominations shall be made at a Full Board meeting two weeks prior to elections. In the event of any emergency election, the nominations shall be made at a Full Board meeting one week prior to elections. These nominations shall be sent to all members of the Board in the minutes before the next Full Board meeting.
 - f. Late nominations will only be accepted if the nominator is not present at the board meeting. Any late nominations must be communicated to the board through email three days before the following Board meeting.
- 2. Elections
 - a. The election dates will be decided jointly by the Dean of the Brinson Honors College and the President during the Spring semester of each year.
 - b. The Dean of the Brinson Honors College or a third party designated by the Dean must be present at the meeting.
 - c. Attendance is part of the requirement to be a Full Board member, so a majority vote of Active and Full Board members in attendance at the meetings will be counted.
 - d. Elections will be conducted on a secret ballot, and all active and full members may vote.
 - e. The ballots will be counted by the Dean of the Brinson Honors College or a third party designated by the Dean.
 - f. Elections for each position shall be held separately. Elections will be staggered throughout the spring semester. The order will be determined by the President and the executive board.
 - g. Each candidate shall be given the opportunity to give at most a five-minute speech and a brief Question and Answer session before the election. Any other candidates running for the desired position must leave the room when speeches are given.

- h. Candidates shall be asked to leave the room during the election. The votes shall be taken via secret ballot, and the appropriate party shall count the votes. The results will be announced at the end of the meeting.
- i. If a candidate knows they will be absent the day of the election, the candidate can give their speech and Question and Answer session one week before the election date or drop their nomination. The candidate must tell the President of their absence after their nomination. The speech and Question and Answer session will be videoed for the election date.
- j. If a candidate has an emergency absence, the candidate must send their speech to the President an hour before the Full Board meeting start time or to the President's discretion.
- k. Once all elections are completed, the results shall be announced at the end of the meeting and sent out to the Board in the minutes afterwards.

Article VII: Committees and Committee Directors

- 1. Committees must consist of at least one Director, who has been a full board member for one semester by the time they take office, and at least two other members.
- 2. The Board, in a majority secret ballot, shall elect Committee Directors. Nominations for available positions shall take place one meeting before voting. Speech can be given as deemed necessary by the executive board. In the event that there are no nominations, the President will appoint a Director.
- 3. Should the required number of members not volunteer for a committee, the President shall appoint the appropriate number to fill the void.
- 4. Committees are required to report their actions and activities to the Full Board. The assembled members of the Full Board may overturn the decision of a committee by a two-thirds vote.
- 5. The Board shall observe Programming, Community Service, Wheel Turn the Page, and Fundraising as Standing Committees.
- 6. The Programming Committee Director(s) and Committee shall:
 - a. Plan, organize, and execute events for the Board. Events include community builders for Board members and general events for the Brinson Honors College.
 - b. Submit an advertising request form prior to the scheduled date of any Board-sponsored event they wish to have publicized, typically two weeks prior to the event.
 - c. Provide weekly committee reports at Full Board meetings.
 - d. Authorize the Area Coordinator of Balsam Hall to act as an advisor to the Programming Committee.
 - e. The Committee Director(s) shall have voting rights.
- 7. Community Service Committee Director(s) and Committee shall:
 - a. Coordinate with community partners to establish volunteering opportunities for the Board and the Brinson Honors College as a whole.
 - b. Promote Board-sponsored service-learning activities.
 - c. Submit an advertising request form prior to the scheduled date of any Board-sponsored service-learning activity they wish to have publicized, typically two weeks prior to the event.
 - d. Oversee and organize the annual Brinson Honors College t-shirt sale.
 - e. Sponsor the Brinson Honors College Book Buddies program.
 - f. Plan and orchestrate two community service events every month, with the exception of August and December in the fall semester and January and May in the spring semester.
 - g. The Committee Director(s) shall have voting rights.
- 8. Wheel Turn the Page Committee Director(s) and Committee shall:

- a. Create activities and events throughout the semester to promote recreational reading across campus.
 - b. Maintain a list, electronic or otherwise, of recreational reading books available to students.
 - c. Maintain the arch lending library bookshelves and sponsor events to fill and add to the shelves when needed.
 - d. Conduct reading events in the community.
 - e. Be in charge of the bulletin board in the arch of Balsam and Blue Ridge Halls
 - f. The Committee Director(s) shall have voting rights.
9. Treasurer and Fundraising Committee shall:
 - a. Plan and organize at least two events per semester. Events are specifically oriented towards earning a profit for the full Board of Directors account.
 - b. Provide committee updates to the full Board at weekly meetings.
10. All officers and committee directors are a part of the executive board and will meet monthly.
11. Temporary Committees may be formed by a two-thirds vote of the assembled members of the Full Board. Once established, a Temporary Committee is maintained for one semester at which time it will be automatically dissolved unless two-thirds of the assembled members of the Full Board vote to continue it.
12. If a Temporary Committee is voted into continuance for one complete academic year it is to become a Standing Committee and should be written into the constitution.
13. Any committee may be dissolved by a two-thirds vote of the assembled members of the Full Board.
14. In the event that a vacancy arises for any Director position, an emergency election shall be held within two weeks of the vacancy, and the vote must pass by majority of assembled members at a Full Board meeting.
 - a. Until an emergency election can be held, the executive board will assume the responsibilities of the position.
15. In the event that a standing committee is inactive for a period of three months, there will be a two-thirds vote of the assembled members of the Full Board as to whether the committee will be ended or continued. If continued, the necessary committees and Officers will create an emergency plan for continuance at their discretion.

Article VIII: Impeachment and Resignation of Members in a Leadership Role

1. A leadership role is defined as an Executive Officer, a Committee Director, and any liaison positions.
2. A Full Member can be removed from their leadership position in one of the following ways.
 - a. Impeachment
 - i. If concerns are raised by any Board Member that an Officer or Director is not fulfilling their duties, that Officer or Director will meet with the Dean to discuss the situation.
 - ii. If the concerns have not been resolved two weeks after the Officer or Director meets with the Dean, the Executive Board may impeach the individual in question.
 - iii. The Executive Board may remove an Officer or Director from their position through a secret ballot, majority vote.
 - iv. Any Executive Board member who is being impeached may not vote on issues pertaining to their own removal from office.
 - v. The Dean of the Brinson Honors College may veto any decision to remove an Officer or Director from his or her position.

- vi. If a person is removed from their position, they can appeal the decision by speaking to the Dean.
- b. Voluntary Resignation
 - i. If a Full Member in a leadership role desires to resign from their leadership role, they are able to do so.
 - ii. The Full Member will provide a two-week notice to the President, stating the reasoning behind their resignation.
 - iii. Once the President is notified of resignation, an emergency election will be held to fill that position. All rules and regulations regarding elections as outlined in Article VI are to be followed.
 - iv. Once the President has been given notice of resignation, the Full Member has the right to revoke their resignation before nominations to fill that position are held.
 - v. When a Full Member voluntarily resigns from their position, they will not be eligible to hold or run for a leadership role in and until the next election period.
 - 1. If the Full Member wishes to hold a leadership role before or during the next election period, the President and the Dean of the Brinson Honors College will determine whether they are eligible to hold a leadership role in the next period.
 - vi. If a Full Member resigns from their leadership role, their membership status will remain unchanged.
- c. Involuntary Resignation
 - i. In the instance when a Full Member in a leadership role is withdrawn from the Brinson Honors College, the president, and the Full Member's co-chair, if they were involved in a co-chair position, must be notified by the Full Member, since the Dean of the Brinson Honors College cannot do so.
 - ii. After proper notification, the Full Member has the right to choose whether to address the board of their inability to fulfill their current position, in person, before nominations to fill the position are held.
 - 1. If they decide not to, the President will inform the Board of the member's resignation without reference to the details of the circumstance or situation so that the student's educational privacy is not infringed.
 - iii. If a member in a leadership role is withdrawn from the Brinson Honors College, all membership status within the Board will also be revoked.
 - iv. To proceed in filling the position, all rules and regulations regarding elections as outlined in Article VI are to be followed.

Article IX: Meeting Procedures

- 1. Meeting Schedule
 - a. The Board will be divided into two codependent parts for the purposes of meetings. The first part will be the Full Board and will meet weekly. The second part will be the Executive Board and will meet monthly or as needed.
 - b. The Full Board shall be open to all interested parties and shall decide on issues surrounding Board-sponsored events and any other agenda items presented at the meetings.
 - c. The Executive Board shall be composed of all Officers, including the Dean of the Brinson Honors College. It shall decide on emergency actions that must be taken immediately and will update the Full Board on actions carried out. If necessary and invited, non-officers may be involved.
- 2. Meeting Procedure

- a. Meetings may proceed in any manner chosen by the assembled members, but must include the updates by committees and news, as well as any other information the President chooses to include in the meeting. The President and the Dean of the Brinson Honors College have the joint power to call a meeting to order.
- b. All measures voted on in the Board require a plurality vote of assembled members to pass. If there is no consensus and the decision must be made immediately, the Dean of the Brinson Honors College must decide the outcome.
- c. Attendance is part of the requirement to be a Full Board member, so a majority vote of Active and Full Board members in attendance at the meeting will be counted.

Article X: Financial Procedures

1. Funding Requests
 - a. Any member may submit a funding request for the amount of money they think they will require to host a community service, programming, or other Board event.
 - i. Funding request forms can be found on Engage
 - b. Funding requests are voted on at Full Board meetings
 - i. The Treasurer facilitates funding request votes. If the Treasurer is absent the President will facilitate the vote
 - ii. Only Full and Active Board members may vote
 - c. The Dean of the Brinson Honors College reimburses members for the requested amount from the Board's account.
 - d. If a member spends more money than what they asked for, they will not be reimbursed for the extra spending.
 - e. Members needing reimbursement will need to bring their receipts to The Dean of the Brinson Honors College no later than two weeks after their event is held. If two weeks have passed, the member will not be reimbursed and the money they spent will be considered a "donation to the board."
 - f. Fundraisers are held each semester to collect money for the Full Board account and the community service account.
2. Finances for the Board are jointly managed by the Treasurer and the Brinson Honors College staff.

Article XI: The Dean of the Honors College

1. The Dean of the Brinson Honors College holds a privileged position in the Board. The Dean is considered, for voting purposes, an officer, but cannot be removed nor voted in.
2. The Dean of the Brinson Honors College votes in the event of a tie.
3. The Dean of the Brinson Honors College acts as mediator during all meetings. The Dean may make any decision without the approval of the Board; however, the Board must have prior knowledge of the Dean's decision.
4. The Dean of the Brinson Honors College, as the official advisor of the organization, has the right to remove individuals who are not properly executing their duties.
5. The Dean of the Brinson Honors College is expected to attend meetings unless it conflicts with their duties as Dean.
6. The Dean of the Brinson Honors College must be the advisor of the Brinson Honors College Board of Directors.
 - a. If an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Student Involvement Unit of the Department of Campus Activities.
7. The Board shall advise the Dean of the Brinson Honors College on all college matters with the exception of staff/personnel issues.

Article XII: Amendments

1. This Constitution may be changed by the addition of amendments proposed by a member of the Board and ratified by majority vote of the assembled members.
2. This Constitution will be reviewed annually by the president and vice president of the Board.
3. Any member of the Board may present an amendment. It must be presented at a regularly scheduled meeting of the Full Board, and its purpose must be explained to the assembled members.
4. The amendment will be discussed by the Board. Any changes will be presented and voted on by a majority of the Board, and the amendment may be voted on either at the meeting it is presented or at the following meeting. Amendments to this constitution will be approved if more than half of the present Active and Full members vote in favor of the amendment.

Article XIII: Registration Renewal

1. The Board will apply on WCU Engage for registration on an annual basis no later than two weeks after new officer elections are held.

Article XIV: Dissolution

1. Dissolution of Constitution
 - a. This Constitution may be dissolved by a two-thirds vote of the assembled members of the Full Board.
 - i. Should the need for dissolution of this Constitution arise, the Executive Board must prepare a new Constitution that may then be reviewed and ratified by a majority vote of the assembled members of the Full Board.
2. Dissolution of the Board
 - a. In the event that this organization becomes obsolete, the Dean of the Brinson Honors College may call for the dissolution of the Board. Following this request, the Board may be dissolved by a two-thirds vote of the assembled Full Board.
 - b. If the Board is dissolved, the Brinson Honors College will resume ownership of all items, belongings, and funds previously possessed by the Board.

Article XV: Auxiliary Functions

1. Planned Activities
 - a. During a given semester, the Board must plan at least one academic activity, one service event, and three social activities designed for the Brinson Honors College students but open to all members of the University as a whole.
 - i. A service event is anything organized and sponsored by the Board as a volunteer opportunity with the primary goal of helping others.
 - ii. A social event is any event planned and executed by the Board that is not designated as an academic or service event.
 - iii. An academic event is anything designed to facilitate the intellectual development of students, which may include but is not limited to lectures, forums, guest speakers, and major-oriented programs.
 - b. All activities which are planned must be approved by a majority vote of the assembled members.
 - c. Funding requests must be approved by a majority vote of the assembled members.
2. Policy for Non-Brinson Honors College Members

- a. In all activities and events planned by the Board, all persons who are students, faculty, family members of students or faculty, alumni, and family members of alumni of Western Carolina University, are welcome to participate without discrimination.
- b. Guests do not have to be members of the Brinson Honors College to speak at a board meeting. The President shall be notified in advance of a guest that would like to speak at a meeting.