

CONSTITUTION OF THE HONORS COLLEGE BOARD OF DIRECTORS

Preamble

The Students of the Western Carolina University 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 an Honors College Board of Directors. The enumeration of the powers, duties, and offices herein shall serve to advance the wellbeing of the Honors College and Western Carolina University. Therefore, let it be known by all united under this University that the Honors College Student Body ordains and establishes this Constitution.

Article I: Name and Purpose

1. This organization will be named the Honors College Board of Directors, hereafter referred to as “the Board.”
2. 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 Honors College.

Article II: Members

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 in the Honors College who wish to participate in the Board’s activities. Persons who are interested in becoming members must record their name on the membership roster.
 - 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 three Board sponsored events for one semester; one of the three Board sponsored events must be community service committee approved. After becoming a Full Member, an individual must volunteer to work at a minimum of three Board sponsored events; one of the three Board sponsored events must be community service committee approved, and be present at half the Board meetings to maintain their membership status.
 - e. Individuals must complete at least three Board sponsored events by the Induction ceremony or unless 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 whom have earned Full Membership status.
- 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, his or her membership status reverts to Nonmember. Active Membership status may only be granted to Nonmembers 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. Nonmembers may not vote.
- j. Any absences must be submitted in an excused absence form one week before or after the proposed missed date. Only one excused absence form must be submitted for a prolonged semester absence. 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.
- k. Any Full Member whom 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.
- l. Any Full or Active Members who will miss a volunteer Board sponsored event committed to ahead of time will need to notify the relevant Committee Director twenty-four hours in advance of the event if unable to volunteer.
- m. 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, his or her Board membership can be revoked at the President's discretion at the time of the second semester's third incident.
- n. 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.
- o. All Full and Active Members are bound by the parameters of this Constitution.

Article III: 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. Officers who fail to attend at least three-fourths of all meetings of the Board will be removed from their positions.
3. The Officers of the Board shall be the President, Vice President, Secretary, Treasurer, and Historian Public Relations Specialist. These positions shall be open to any Full Member of the Board.
4. 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 designee to attend biannual Western Carolina University Honors Committee (composed of members of all offices on campus) meetings and act as spokesperson for the Board.
 - e. Communicate all actions of the Board to the Dean of the Honors College.
 - f. Temporarily appoint members to vacant executive until an election can be held.
 - g. Perform any other duties pursuant to the role of the President, provided they are not prohibited under this Constitution.
 - h. Does not have voting rights unless in the event of a tie and the Dean of the Honors College allows for the vote.
5. The Vice President shall:
 - a. Act as President and fulfill all duties of that office when the President is unable to fulfill his or her 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 his or her responsibilities or removed from office.
 - c. Serve as the Chief Ambassador.
 - d. Bring a copy of the Constitution to all Board meetings.
 - e. Represent the Board before the Inter Club Council.
 - f. Appoint persons to serve as Ambassadors to other organizations, including but not limited to the Student Government Association. All appointments require a two-thirds approval of the Full Board.
 - g. Preside over all Ambassadors.
 - h. Regularly collect mail from the Registered Student Organization mailbox.

- 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.
6. The Secretary shall:
 - a. Record the minutes of each meeting.
 - b. Archive minutes.
 - c. Send minutes to members.
 - d. Maintain an up-to-date list of membership status and contact information.
 - e. Perform any other duties pursuant to the role of the Secretary, provided they are not prohibited under this Constitution.
 - f. Have voting rights.
7. The Treasurer shall:
 - a. Manage the financial affairs of the Board, including but not limited to bank accounts, budgets, and funding requests.
 - b. Meet with the Advisor to discuss the budget as needed.
 - c. Issues financial reports a minimum of once per semester.
 - d. Perform any other duties pursuant to the role of the Treasurer, provided they are not prohibited under this Constitution.
 - e. Have voting rights.
8. The Public Relations Specialist shall:
 - a. Bring a copy of the Constitution to all Board meetings and ensure the Board website contains the latest version of the constitution.
 - b. Interpret the Constitution and update it if it is amended.
 - c. Maintain records of events and material related to the Honors College Board events including but not limited to Open House, Honor's Day, Undergraduate EXPO/RASC and Medallion Ceremony.
 - d. Organize and maintain archives of past Honors College Board photos and official documents.
 - e. Be responsible for any newsletters the Board chooses to publish.
 - f. Collaborate with the Director of Communications (Colin Townsend) to maintain the Board's website and social media accounts.
 - g. Promote the Board of Directors and its events as well as facilitate collaborations within the Western Carolina community.
 - h. Perform any other duties pursuant to the role of the Public Relations Specialist, provided they are not prohibited under this Constitution.
 - i. Have voting rights.

9. In the event that a vacancy arises in the position of President, Vice President, Secretary, Treasurer, or Public Relations Specialist, 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.
10. 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.

Article IV: Committees

1. Committees must consist of a Director, who is a full member, and should have 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 Executive Board 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 the Programming, Marketing, Community Service, Wheel Turn the Page, and Mentoring Committees as Standing Committees.
6. Programming Committee shall:
 - a. Serve as a part of both the Board and the Residential Student Association, for which it is the Residence Hall Council for Balsam Hall. The Programming Committee shall meet all requirements of both organizations.
 - b. Plan, organize, and execute events for the Board.
 - c. Submit an advertising request form to the Marketing Committee at least three weeks prior to the scheduled date of any Board-sponsored event they wish to have publicized. This request form shall be returned to the Programming Committee after it has been processed by the Marketing Committee and the Honors College Office.
 - d. Authorize the Director of the Programming Committee to serve as a liaison between the committee and the Board and provide weekly committee reports at Full Board meetings.

- e. Authorize the Resident Director of Balsam Hall to act as an advisor to the Programming Committee.
7. Marketing Committee shall:
 - a. Create and distribute advertisements for Board sponsored events.
 - b. Collect advertising request forms to assist in the creation of advertisements.
 - c. Have one week to process advertisement request forms and create advertisements for events and shall ensure that advertisements are visible on campus for a minimum of two weeks prior to the scheduled date of the event.
 - d. Pass both the form and advertisement on to the Honors College Office, and ensure that it returns to its Committee of origin prior to the scheduled date of the event.
 - e. Follow all rules and regulations of the University when creating and distributing advertisements.
 - f. Collaborate with the Vice President of the Board to distribute fliers to the Registered Student Organization mailboxes.
8. Community Service Committee shall:
 - a. Coordinate with the Service Learning Center to establish volunteering opportunities for the Board and the Honors College as a whole.
 - b. Promote Board-sponsored service learning activities.
 - c. Submit an advertising request form to the Marketing Committee at least three weeks prior to the scheduled date of any Board-sponsored service learning activity they wish to have publicized.
9. Wheel Turn the Page 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.
10. Mentoring Committee shall:
 - a. Communicate with the Honors Office in the planning stage of the program and ensure proper distribution of marketing materials for the program.
 - b. Match upperclassmen mentors to Honors College freshmen to guide them during their first year at WCU.
 - c. Accept mentors based on an application that matches them with mentees that have similar interests.

- d. Create a minimum of two events for Week of Welcome for mentors and mentees to get acquainted.
 - e. Work with programming committee to create other events throughout the semester to keep mentors and mentees in touch.
 - f. Perform evaluations of mentoring program and mentors throughout the semester to ensure program success and mentee/mentor engagement.
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 V: The Dean of the Honors College

1. The Dean of the 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 Honors College votes in the event of a tie.
3. The Dean of the 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 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 Honors College is expected to attend meetings unless it conflicts with his/her duties as Dean.
6. The Dean of the Honors College must be the advisor of the Honors College Board of Directors.

7. The Board shall advise the Dean of the Honors College on all college matters with the exception of staff/personnel issues.

Article VI: Election Procedures

1. Nominations

- a. Any eligible individual may be nominated for the offices of President, Vice President, Secretary, Treasurer, or Public Relations Specialist.
- b. To be eligible for any Officer position, nominees must have been Full Members of the Board for one semester by the time they take office.
- c. In order to be nominated or to nominate oneself, a nominee must announce his or her 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 Officer positions for which an individual may be nominated and run, but they may only serve in one Officer 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 date will be decided jointly by the Dean of the Honors College and the Board.
- b. The Dean of the Honors College or a third party designated by the Dean must be present at the meeting.
- c. Elections will be conducted on a secret ballot, and all eligible members may vote.
- d. The ballots will be counted by the Dean of the Honors College or a third party designated by the Dean.
- e. Elections for each position shall be held separately. Elections will be staggered throughout the Spring semester. The order will go Round 1: President and Mentoring Committee Director, Round 2: Vice President and Community Service Committee Director, Round 3: Secretary, Public Relations Specialist and Programming Committee Director, and Round 4: Treasurer, Marketing Committee Director, and Wheel Turn the Page Committee Director.

- f. 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.
- g. Candidates shall be asked to leave the room during the election. The pros and cons of each candidate shall be discussed, votes shall be taken via secret ballot, and the appropriate party shall count the votes. The results will be announced immediately and the next election then begins.
- h. 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 absent after their nomination. The speech and Question and Answer session will be video for the election date.
- i. If a candidate has an emergency absent, the candidate must send their speech to the President an hour before the Full Board meeting start time or to the President's discretion.
- j. Once all elections are completed, the results shall be sent out to the Board in the minutes before the next meeting.

Article VII: 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 Officer's Board, and will meet 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 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 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 Honors College must decide the outcome.

Article VIII: Auxiliary Functions

1. Planned Activities

- a. a. During a given semester, the Board must plan at least one academic activity, one service event, and three social activities designed for the Honors College students but open to all members of the University as a whole.
 - i. 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.
 - ii. A service event is anything organized and sponsored by the Board as a volunteer opportunity with the primary goal of helping others.
 - iii. A social event is any event planned and executed by the Board that is not designated as an academic or service event.
- 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 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 member of the 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.

Article IX: 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 role 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 his or her 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 his or her position through a majority vote.
 - iv. Any Executive Board member who is being impeached may not vote on issues pertaining to his or her own removal from office.
 - v. The Dean of the Honors College may veto any decision to remove an Officer or Director from his or her position.
- 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 Articles III and IV 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 is 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 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 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 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 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 Articles III and IV are to be followed.

Article X: Amendments and Dissolution

1. Amendments

- a. 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.
- b. 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.
- c. 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.

2. Dissolution

- a. This Constitution may be dissolved by a two-thirds vote of the assembled members of the Full Board.
- b. Should the need for dissolution of this Constitution arise, the Officer's Board must prepare a new Constitution and a new set of bylaws that may then be reviewed and ratified by a majority vote of the assembled members of the Full Board.