

# Constitution of Honors Congress

## Article I – Name of the Organization

This organization shall be known as “Honors Congress.” In the alternative, the organization shall also be referred to as “HonCon,” “The Honors Congress,” or “Honors Congress, the official student organization of The Burnett Honors College.”

## Article II – Preamble

The purpose of the Honors Congress shall be to represent the interests of The Burnett Honors College as a whole. The goals of the Honors Congress shall be to orient new students as they enter the program, and to promote the continued development of academic and personal success in these students. As members of the Honors Congress, students will seek to heighten their academic experience through interaction with their peers. Further, Honors Congress shall seek to represent College members at the Florida Collegiate Honors Council, the Southern Regional Honors Council, and the National Collegiate Honors Council.

## Article III – Membership

### Section 1: Membership

Membership is open to all students who have paid dues as defined in Article 10, Section 1, and those students who are enrolled in The Burnett Honors College at the University of Central Florida. No discrimination shall be made on the basis of gender, race, age, creed, religion, disability, sexual preference, national origin, marital status, parental status, or veteran’s status. No hazing or discrimination shall be used as a condition of membership in this organization.

### Section 2: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

### Section 3: Active Membership

Active membership is limited to all students who have paid dues and are enrolled with the University of Central Florida. All members are expected to attend meetings and events and contribute regularly. Active members shall be defined as members who have accumulated at least three (3) Distinguished Member points as defined in Article 3, Section 4 prior to the date of elections.

### Section 4: Distinguished Members

A Distinguished Member (“DM”) of the Honors Congress is a member who embodies the Honors Congress mission statement, demonstrating a commitment to strengthening the Honors community by actively attending Honors Congress events planned by the elected officer board. Distinguished Member points are to be awarded for attending these stated activities, distributed according to the officer in charge. A member of the Honors Congress must obtain a minimum of ten (10) Distinguished Member points to be considered a Distinguished Member unless otherwise permitted by a two-thirds majority opinion of the elected board. Points may only be awarded if the member attended the event for a minimum of thirty (30) minutes. It is recommended that two (2) Distinguished Member points be awarded for attending volunteer events and any major Philanthropy event. Distinguished Members are eligible to attend the Distinguished Member event at the end of each semester.

## Article IV – Officers

### Section 1: Eligibility

All officers of the Honors Congress shall meet the minimum requirements outlined in the most recent version of The Golden Rule of the University of Central Florida. In order to hold a leadership position in the organization, members shall be required to meet the minimum leadership requirements as stated in the latest version of The Golden Rule. The current minimum requirements are that the officer be:

- (1) Currently enrolled in at least 6 credit hours as an undergraduate degree-seeking student or a post-baccalaureate student, or at least 5 credit hours in a graduate degree-seeking program; and
- (2) Have an overall GPA of at least a 2.500 and a GPA of at least 2.500 for all work attempted while in attendance at the University of Central Florida (also known as a “UCF GPA”); and
- (3) Be in good academic and disciplinary standing with the University; and
- (4) Be free of holds on university records; and
- (5) Be an active member of the Honors Congress.

### Section 2: Titles and Duties

The Honors Congress shall have a Board consisting of fourteen officer positions. The Executive Board of Officers shall consist of the President, Vice President, Secretary, Treasurer and the Director of Recruitment and Membership. The remaining elected officers shall consist of the Director of Academic Affairs, Director of Social Affairs, Director of Volunteer Affairs, Director of Fundraising, Director of Publications and Marketing, Historian, Director of Housing Affairs, Director of Special Events and Director of Philanthropy. Further, the Director of Recruitment and Membership shall be appointed by the board as described in Article 5, Section 3. No officer will be permitted to hold more than one officer position per term. Any officer may be re-elected. Officers cannot reappoint themselves. Within a month of elections, all officers must be financially trained per the requirements of the University of Central Florida. The roles and responsibilities of each officer position are as follows:

- (A) The **President** shall:
  - (1) Oversee all club activities and officers;
  - (2) Act as primary liaison to The Burnett Honors College faculty and staff;
  - (3) Act as a signer on financial documents;
  - (4) Take responsibility for all publications and paperwork bearing the name or symbols of the Honors Congress;
  - (5) Approve the budget and allocate funds to specific events;
  - (6) Ensure all officers are performing their duties as defined in this Constitution;
  - (7) Create and implement the Officers’ Code;
  - (8) Chair all meetings of the Honors Congress;

- (9) Assign special projects to the officers;
- (10) Create committees and appoint chairs;
- (11) Oversee all Recruitment and Orientation events; and
- (12) Act as a Depositor and turn in all documentation to the Reconciler (Treasurer).

In order to run for President, the candidate must have a minimum of one year's experience as a member of the Honors Congress Elected Board.

(B) The **Vice President** shall:

- (1) Act as President in the absence of President;
- (2) Assist President in weekly duties;
- (3) Serve as contact with The Burnett Honors College faculty and staff;
- (4) Serve as Sergeant-at-Arms during meetings of Honors Congress;
- (5) Oversee all committee chairs and report to the President;
- (6) Plan and be responsible for all retreats and training in the Organization;
- (7) Coordinate Honors Congress' attendance at all conferences, including Florida Collegiate Honors Council (FCHC), Southern Regional Honors Council (SRHC) and National Collegiate Honors Council (NCHC);
- (8) Act as a Depositor and turn in documentation to the Reconciler (Treasurer);
- (9) Assist with special projects as assigned by the President; and
- (10) Plan and organize the Distinguished Member Event at the end of each semester.

In order to run for Vice President, the candidate must have a minimum of one year's experience as a member of the Honors Congress Elected Board.

(C) The **Secretary** shall:

- (1) Record the minutes of both General Meetings and Officer Meetings;
- (2) Keep track of Distinguished Member points for all members;
- (3) Compile information for, write, and send the Honors Congress Courier, a weekly email notifying members of events and special announcements;
- (4) Manage the organization's email account to ensure messages reach their intended officers and appropriate responses are sent;
- (5) Manage the database of member information, including unsubscribing members who wish to do so and adding new members, located in the email accounts;

- (6) Create forms and applications to be used internally, including officer and committee applications, sign-in sheets, and other forms as needed;
- (7) Correspond with clubs, organizations, and professors on campus as needed;
- (8) Become FERPA certified as required by the University of Central Florida;
- (9) Serve as a Collector and turn in all monies collected to a Depositor (the President or Vice President); and
- (10) Assist with special projects as assigned by the President.

(D) The **Treasurer** shall:

- (1) Report to President and Vice President regarding all financial affairs;
- (2) Act as Reconciler for the organization and reconcile cash collections with the organization's financial records;
- (3) Apply for funding from the Student Government Association as needed;
- (4) Write budget of annual expenditures as requested by the President, Vice President or Faculty Advisor; and
- (5) Update Elected Board regarding budget.

Per requirements of the University of Central Florida, the Treasurer may at no time serve as a Collector or Depositor. At no time may the Treasurer handle collected funds or be made to deposit said funds into the financial accounts of Honors Congress.

(E) The **Director of Academic Affairs** shall:

- (1) Coordinate academic-related events;
- (2) Head a committee that will assist in the planning of events;
- (3) Serve as a Collector and turn in all monies collected to a Depositor (the President or Vice President); and
- (4) Assist in special projects as assigned by the President.

(F) The **Director of Social Affairs** shall:

- (1) Organize a broad array of social events to appeal to all Honors students;
- (2) Head a committee that will assist in the planning of events;
- (3) Serve as a Collector and turn in all monies collected to a Depositor (the President or Vice President); and
- (4) Assist in special projects as assigned by the President.

- (G) The **Director of Volunteer Affairs** shall:
- (1) Serve as liaison to various community organizations;
  - (2) Organize community service and volunteer events;
  - (3) Head a committee that will assist in the planning of events;
  - (4) Serve as a Collector and turn in all monies collected to a Depositor (the President or Vice President); and
  - (5) Assist in special projects as assigned by the President.
- (H) The **Director of Fundraising** shall:
- (1) Set fundraising goals for the year;
  - (2) Plan all fundraising activities, concentrated on raising funds for charities supported by the organization;
  - (3) Head a committee that will assist in the planning of events;
  - (4) Serve as a Collector and turn in all monies collected to a Depositor (the President or Vice President); and
  - (5) Assist in special projects as assigned by the President.
- (I) The **Director of Publications and Marketing** shall:
- (1) Promote events by developing fliers and brochures, maintaining bulletin boards, and creating and distributing the Honors Congress monthly calendar of events;
  - (2) Regulate and maintain the organization's various social media sites;
  - (3) Coordinate with The Burnett Honors College Information Technologies staff to update the Honors Congress website;
  - (4) Compile PowerPoint slides for Honors Symposium and General Meetings;
  - (5) Communicate with the Department of Housing and Residence Life to approve materials for posting in residence halls on campus;
  - (6) Head a committee that will assist in the above activities;
  - (7) Serve as a Collector and turn in all monies collected to a Depositor (the President or Vice President); and
  - (8) Assist in special projects as assigned by the President.
- (J) The **Historian** shall:
- (1) Take and compile pictures of Honors Congress events;

- (2) Make a bi-annual Honors Congress scrapbook, to be finished by the end of each semester;
- (3) Update photos on social media websites;
- (4) Head a committee that will assist in the above activities;
- (5) Serve as a Collector and turn in all monies collected to a Depositor (the President or Vice President); and
- (6) Assist in special projects as assigned by the President.

(K) The **Director of Housing Affairs** shall:

- (1) Act as liaison between Honors Congress and Honors-affiliated residence halls for event planning and promotion;
- (2) Keep Honors Housing Residence Assistants in the Honors-affiliated residence halls informed of events;
- (3) Organize social events in all Honors-affiliated residence halls;
- (4) Head a committee to assist in the planning of events;
- (5) Serve as a Collector and turn in all monies collected to a Depositor (the President or Vice President); and
- (6) Assist in special projects as assigned by the President.

(L) The **Director of Special Events** shall:

- (1) Serve as Homecoming Team Captain in the Fall to coordinate and supervise all Honors Congress participation in University of Central Florida Homecoming events;
- (2) Serve as Relay for Life Team Captain in the Spring to coordinate and supervise all Honors Congress participation in Relay for Life events;
- (3) Head a committee to assist in the planning of events;
- (4) Serve as a Collector and turns in all monies collected to a Depositor (the President or Vice President); and
- (5) Assist in special projects as assigned by the President.

(M) The **Director of Philanthropy** shall:

- (1) Serve as Winter Formal Coordinator in the Fall to coordinate and supervise the execution of the Honors Congress Winter Formal, benefiting a charity of the organization's choice;
- (2) Serve as Knight-Thon Team Captain in the Spring to coordinate and supervise all Honors Congress participation in KnightThon;

- (3) Head a committee to assist in the planning of events;
  - (4) Serve as a Collector and turns in all monies collected to a Depositor (the President or Vice President); and
  - (5) Assist in special projects as assigned by the President.
- (O) The **Director of Recruitment and Membership** shall:
- (1) Assist the President with all recruitment events, including, but not limited to, Orientation, tabling at Honors Symposium, mailing letters, and emailing potential members;
  - (2) Assist the Treasurer by collecting and updating membership dues and turning funds over to a Depositor;
  - (3) Receive membership dues and collect and log membership information, including name, PID, and email address;
  - (4) Be responsible for all discrepancies, if any, between register of the financial records and funds collected;
  - (5) Answer directly to and update the President and Faculty Advisor to verify all membership dues collected;
  - (6) Assist the Secretary in managing the online database of member information;
  - (7) Ensure that he or she is FERPA certified per University of Central Florida requirements by the start of the Spring semester each year;
  - (8) Verify membership of students wishing to attend events; and
  - (9) Assist in special projects as assigned by the President.

In order to be selected as the Director of Recruitment and Membership, the candidate must have a minimum of one semester's experience as a member of the Honors Congress Elected Board.

## **Article V – Selection of Officers**

### Section 1: Eligibility to Vote and Hold Office

Officers shall be determined through an election in which the Active Members of the Honors Congress may vote. Winners shall be selected by a plurality of a quorum of Active Members. Current officers can run for election for the same position or for a new position each year.

### Section 2: Application Process

In order to be placed on the ballot, potential candidates for office must demonstrate interest in the position they are applying for and agree to attend mandatory officer transition sessions. Potential candidates for an Executive Board position will be interviewed by the current President, Vice President and an objective third party at least one week prior to elections at the discretion of the President. In the case that the President and/or Vice President is

running for any position, the next highest ranking officer not running for re-election will conduct interviews. Once eligibility has been determined, the student will be placed on the ballot.

### Section 3: Election Process

During the actual election, the slate will appear as previously determined. Offices shall be voted on in the following order: President, Vice President, Secretary, Treasurer, Director of Academic Affairs, Director of Social Affairs, Director of Volunteer Affairs, Director of Housing Affairs, Director of Fundraising, Director of Publications and Marketing, Historian, Director of Special Events and Director of Philanthropy. Candidates who are not selected for the position for which they applied may run for any proceeding position. The candidate may only run for one preselected additional position. The advisor and the current President shall count the votes. In the case that the current President is running for re-election, the next highest-ranking officer not running for re-election shall tabulate the votes. An officer cannot hold more than one position. The Director of Recruitment and Membership is the only officer who must be appointed to the position, and that appointment must be confirmed by a quorum of officers by a vote of a simple majority. This position is selected prior to elections.

### Section 4: Campaigning

Campaigning is strictly prohibited. Campaigning shall be defined as bribing with money, material or immaterial goods, and/or coercing someone to attend elections and vote for a particular candidate. Announcing your candidacy and advertising elections, however, is allowed.

### Section 5: Term of Office

Term of office for all officers shall last one complete year, to begin on the date of the transition meeting prior to Spring semester, and end at the conclusion of the following Fall semester. Elections shall occur annually in the Fall semester.

### Section 6: Officer Transitions

All officers shall undergo a transition beginning the day of their election. During the transition session, outgoing officers shall mentor the newly elected officers. The duties and responsibilities of each office shall be clearly outlined. Each outgoing officer will pass down a binder containing important information about the position to the incoming officer. The binder shall be updated yearly. Both outgoing and incoming officers are required to attend any officer training events. Newly elected officers are required to attend the spring planning event.

## **Article VI – Officer Vacancies**

### Section 1: Removal of Officers (Impeachment)

Any officer may be removed from office upon a two-thirds (2/3) majority vote of their fellow board members. The officer will be notified in writing of the possible termination or removal at least seventy-two (72) hours prior to the vote and will be allowed to address the board in order to relate any relevant defense prior to the vote for removal.

### Section 2: Resignation

Officer wishing to resign from the Honors Congress Elected Board must submit their resignation to the President at least one (1) week prior to their expected date of resignation. Prior to the officer's final day, he or she shall provide all documents related to the organization and brief his or her replacement about projects in his or her care.



### Section 3: Filling Vacant Officer Positions

In the event an officer position becomes vacant, the President may either appoint a replacement or hold elections in accordance with Article V of this Constitution at the next scheduled General Meeting. The newly elected officers' term of office shall last until the end of the current officer term as defined in Article V, Section 5. If the President should resign or be impeached, the Vice President shall assume his or her duties and shall appoint a new Vice President, to be voted in by a plurality vote of Congress.

## **Article VII – Voting Powers of Officers**

### Section 1: Voting Powers

Each officer, with the exception of the President, may vote, and holds the same voting rights and privileges as the other members of the Honors Congress.

### Section 2: Ties

In the event of a tie, the President shall cast a vote to break it.

## **Article VIII – Meetings**

### Section 1: Officer Meetings

Meetings shall occur on a monthly basis throughout the Fall and Spring terms. Quorum must be present during times of voting. Quorum will be defined as half of the officers present plus one. The meetings are run by the President. If the President is absent, the meeting shall be run by the Vice President. The Secretary must keep accurate minutes of each meeting.

### Section 2: General Meetings

Meetings shall occur on a monthly basis throughout the Fall and Spring terms. The meetings are run by the President. If the President is absent the meeting shall be run by the Vice President.

## **Article IX – Faculty Advisor**

### Section 1: Nomination and Role

The Advisor for the Honors Congress will be the Associate Dean of The Burnett Honors College, assisted by the Dean of the Honors College.

## **Article X – Finances**

### Section 1: Membership Dues

Membership dues are a one-time eighty-dollar (\$80.00) fee. A potential member is exempt from paying dues if he or she demonstrates financial need with proof of a UCF fee waiver.

### Section 2: Budget

The Honors Congress Faculty Advisor shall consult with the President and Treasurer to determine how funds shall be spent. A proposed budget is to be presented at the initial semester planning meeting and approved by a two-

thirds vote of the officers. Deviations from the proposed expenditures in excess of thirty percent (30%) must receive approval from the President and the Treasurer. Executive Board expenditures such as retreats, but excluding the DM event, are not to exceed twenty percent (20%) of the general budget and is to be approved by a two-thirds vote of the officers. The Treasurer shall be responsible for maintaining an updated accounting system of all expenditures. The reconciliation will be reviewed and approved by the President and Advisor. When new officers are elected, their names shall be submitted to the appropriate Student Government office, and the club account records on file at Fairwinds Credit Union shall be amended to reflect this change.

### Section 3: Faculty Advisor Role

The Faculty Advisor will assist the Treasurer to manage all Honors Congress' accounts with Fairwinds Credit Union and will work with the Treasurer to keep all financial records. The Faculty Advisor will also train the President, Vice President, Treasurer and Director of Recruitment and Membership about reconciling, collecting and depositing funds properly. The Faculty Advisor shall also be responsible for maintenance of Honors Congress' status as a 501(c)(3) organization.

### Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible for passing along all information from the previous year's budget and current budget.

## **Article XI – Publications**

### Section 1: Compliance

All publications of Honors Congress must comply with the Golden Rule "Advertising and Signs" section, Student Organization Guidelines "Advertising" section, and the University Identity and Standards Manual.

### Section 2: Approval

At the President's discretion, the President and Faculty Advisor shall approve all publications, shirts, flyers, etc. prior to duplication and distribution.

## **Article XII – External Affiliations**

### Section 1: General

The Honors Congress shall be directly affiliated with The Burnett Honors College at the University of Central Florida.

## **Article XIII – Amendments**

### Section 1: General

In the event that a majority of the Honors Congress Elected Board or ten percent (10%) of the Honors College members, as demonstrated by a signed petition, deems it necessary to change this constitution by addition, omission or substitution, a proposal of amendment will occur. Amendments shall be incorporated into this Constitution upon ratification by a two-thirds (2/3) majority of the Honors Congress Elected Board. The approved

revision will then be published in the subsequent edition of the Honors Congress Constitution. The Student Government Association will also be notified.

#### **Article XIV – Honors Congress Establishment**

##### **Section 1: 501(c)(3) Status**

Honors Congress is organized exclusively for educational and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

##### **Section 2: Dissolution**

Upon the dissolution of the Honors Congress, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Any such assets shall go to scholarships at the University of Central Florida's Burnett Honors College.

#### **HISTORY OF CONSTITUTION**

Created: August 28, 2001

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