**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 and Officers**

1. Membership
   1. The Board will be composed of members whose number will not be below ten.
   2. 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.
   3. The three membership statuses of the Board shall be Full Member, Active Member, and Non-member.
   4. 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 for one semester. After becoming a Full Member, an individual must volunteer to work at a minimum of two Board sponsored events per semester to maintain their membership status. 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 Officers Board. Full Members may vote on any issue.
   5. 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.
   6. Non-membership applies to any individuals who do not meet the requirements for Full or Active Membership. Nonmembers may not vote.
   7. All Full and Active Members are bound by the parameters of this Constitution.
2. 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. These positions shall be open to any Full Member of the Board.
   4. The President shall:
      1. Preside over meetings as the executive officer.
      2. Plan and organize meetings of the Board.
      3. Act as the official spokesperson of the Board.
      4. Appoint Directors to preside over committees. All Director appointments require a two-thirds approval of the Full Board and appointments must be renewed annually.
      5. Communicate all actions of the Board to the Dean of the Honors College.
      6. Temporarily appoint members to vacant executive until an election can be held.
      7. Perform any other duties pursuant to the role of the President, provided they are not prohibited under this Constitution.
   5. The Vice President shall:
      1. Act as President and fulfill all duties of that office when the President is unable to fulfill his or her responsibilities.
      2. Assume the position of President and appoint a new Vice President until an emergency election can be held in the event that the current President is permanently incapable of fulfilling his or her responsibilities or removed from office.
      3. Serve as the Chief Ambassador.
      4. Represent the Board before the Inter Club Council.
      5. 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.
      6. Preside over all Ambassadors.
      7. Regularly collect mail from the Registered Student Organization mailbox.
      8. Perform any other duties pursuant to the role of the Vice President, provided they are not prohibited under this Constitution.
   6. The Secretary shall:
      1. Record the minutes of each meeting.
      2. Record votes.
      3. Send minutes to members.
      4. Maintain an up-to-date list of membership status and contact information.
      5. Perform any other duties pursuant to the role of the Secretary, provided they are not prohibited under this Constitution.
   7. The Treasurer shall:
      1. Manage the financial affairs of the Board, including but not limited to bank accounts, budgets, and funding requests.
      2. Meet with the Advisor to discuss the budget as needed.
      3. Issues financial reports a minimum of once per semester.
      4. Perform any other duties pursuant to the role of the Treasurer, provided they are not prohibited under this Constitution.
   8. The Historian shall:
      1. Bring a copy of the Constitution to all Board meetings.
      2. Interpret the Constitution and update it if it is amended.
      3. Archive minutes.
      4. Maintain records of events and material related to the Honors College.
      5. Organize the Archive Cabinet at least once a month.
      6. Be responsible for any newsletters the Board chooses to publish.
      7. Perform any other duties pursuant to the role of the Historian, provided they are not prohibited under this Constitution.
   9. In the event that a vacancy arises in the position of Vice President, Secretary, Treasurer, or Historian an emergency election shall be held to fill the vacancy. In the event of an emergency election, all rules and regulations regarding elections as outlined in Article V of this Constitution must be followed.

**Article III: Committees**

1. Committees must consist of a Director, who is a full member, and at least two other members.
2. Should the required number of members not volunteer for a committee, the President shall appoint the appropriate number to fill the void.
3. 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.
4. The Board shall observe the Programming, Marketing, Community Service, Homecoming, and Pledge Ride Committees as Standing Committees
5. Programming Committee shall:
6. 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.
7. Plan, organize, and execute events for the Board.
8. 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.
9. 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.
10. Authorize the Resident Director of Balsam Hall to act as an advisor to the Programming Committee.
11. Marketing Committee shall:
    1. Create and distribute advertisements for Board sponsored events.
    2. Collect advertising request forms to assist in the creation of advertisements.
    3. 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
    4. 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
    5. Follow all rules and regulations of the University when creating and distributing advertisements.
    6. Collaborate with the Vice President of the Board to distribute fliers to the Registered Student Organization mailboxes.
12. Community Service Committee shall:
13. Coordinate with the Service Learning Center to establish volunteering opportunities for the Board and the Honors College as a whole.
14. Promote Board-sponsored service learning activities.
15. 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.
16. Homecoming Committee shall:
17. Coordinate, gather participation for, and fill out paperwork relating to Homecoming events.
18. Work with the Marketing Committee to promote participation in Homecoming activities.
19. Submit an advertising request form to the Marketing Committee at least three weeks prior to the scheduled date of any Homecoming activity they wish to have publicized.
20. Pledge Ride Committee shall:
21. Determine the Pledge Ride Scholarship prompt during the spring semester, at least three weeks prior to the deadline for scholarship submissions.
22. Review all Pledge Ride Scholarship applications and select a winner.
23. Work with the Marketing Committee to promote the Pledge Ride Scholarship.
24. Submit an advertising request form to the Marketing Committee at least three weeks prior to the scheduled deadline for scholarship submissions if they wish to have it publicized.
25. 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.
26. In the event that a vacancy arises for any Director position, the President shall appoint a replacement requiring approval by a two-thirds vote of assembled members at a Full Board meeting.

**Article IV: 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 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.
3. 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.
4. The Dean of the Honors College is expected to attend meetings unless it conflicts with his duties as Dean.
5. The Dean of the Honors College must be the advisor of the Honors College Board of Directors.
6. The Board shall advise the Dean of the Honors College on all college matters with the exception of staff/personnel issues.

**Article V: Election Procedures**

1. Nominations
   1. Any eligible individual may be nominated for the offices of President, Vice President, Secretary, Treasurer, or Historian.
   2. 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.
   3. 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.
   4. 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.
   5. All nominees shall be given the opportunity to make a campaign speech prior to the election.
   6. 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.
2. Elections
   1. The election date will be decided jointly by the Dean of the Honors College and the Board.
   2. Elections must be held by the first week of April at a regularly scheduled Full Board meeting two weeks after nominations.
   3. The Dean of the Honors College or a third party designated by the Dean must be present at the meeting.
   4. Elections will be conducted on a secret ballot, and all eligible members may vote.
   5. The ballots will be counted by the Dean of the Honors College or a third party designated by the Dean.
   6. Elections for each position shall be held separately. The order of election shall be President, Vice-President, Secretary, Treasurer, and then Historian.
   7. 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.
   8. Candidates who are not elected may then run for a position in the next election, provided they were nominated for that position two weeks prior to the election.
   9. Once all elections are completed, the results shall be sent out to the Board in the minutes before the next meeting.

**Article VI: Meeting Procedures**

1. Meeting Schedule
   1. 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.
   2. 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.
   3. The Officer’s 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
   1. 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.
   2. All measures voted on in the Board require a plurality vote 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 VII: Auxiliary Functions**

1. Distribution and Handling of Finances
   1. All financial transactions must be reported to the Treasurer for the purpose of keeping record of the Board’s budget.
   2. Once the major annual events of the semester have been determine, the Treasurer must create a budget and present it to the Full Board. Following any alterations to the budget, it must be approved by the assembled members of the Full Board. All budgets must contain a Major Activities Fund, a Savings Fund, and a General Fund.
      1. The Major Activities Fund shall be used to support the large events planned by the Board throughout the semester. The Board must approve all uses of the Major Activities Fund.
      2. The Savings Fund shall remain untouched under normal circumstances and may only be used in emergencies. Both the Officers Board and the Dean must approve all uses of the Savings Fund.
      3. The General Fund shall be used to support Board functions and events that are not covered by the Major Activities Fund. If the requested money does not exceed 10% of the total Fund, only the approval of the Dean is required. If the requested money exceeds 10% of the total Fund, the approval of the Full Board is required.
   3. At the beginning of the spring semester, the Treasurer must report budget conditions to the Full Board. This report must include the remaining available money in the budget and whether or not the Board is remaining on-budget
   4. Amendments to the budget must be approved by the two-thirds of assembled members, including the Treasurer.
2. Planned Activities
   1. 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.
      1. 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.
      2. A service event is anything organized and sponsored by the Board as a volunteer opportunity with the primary goal of helping others.
      3. A social event is any event planned and executed by the Board that is not designated as an academic or service event.
   2. All activities which are planned must be approved by a majority vote of the assembled members.
3. Policy for Non Honors College Members
   1. 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.

**Article VIII: Impeachment of Officers and Directors**

1. 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.
2. 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.
3. The Executive Board may remove an Officer or Director from his or her position through a majority vote.
4. Any Executive Board member who is being impeached may not vote on issues pertaining to his or her own removal from office.
5. The Dean of the Honors College may veto any decision to remove an Officer or Director from his or her position.

**Article IX: Amendments and Dissolution**

1. Amendments
   1. This constitution may be changed by the addition of amendments proposed by a member of the Board and ratified a by majority vote of the assembled members.
   2. 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.
   3. 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
   1. This Constitution may be dissolved by a two-thirds vote of the assembled members of the Full Board
   2. 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.