

# **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” or “Honors Congress, the official student organization of The Burnett Honors College.”

## **Article II – Preamble**

The purpose of Honors Congress shall be to represent the interests of The Burnett Honors College as a whole. The goals of Honors Congress shall be to orient new students as they enter the University Honors and Honors in the Major programs, and to promote the continued development of academic and personal success in these students. As members of Honors Congress, students will seek to heighten their academic experience through interaction with their peers and enhance their personal skills through leadership opportunities. Further, Honors Congress shall seek to represent 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. 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, are enrolled with the University of Central Florida, and have paid Activity and Service Fees. 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 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 Honors Congress must obtain a minimum of ten (10) Distinguished Member points in one semester to be considered a Distinguished Member. 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. Attending Distinguished Speaker Luncheons will award one (1) Distinguished member point, with a maximum of three (3) Distinguished Member points per semester. 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. The current minimum requirements are that the student 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 maintain eligibility within the Burnett Honors College; 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 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, Treasurer, Secretary, 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 President 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. No officer will be permitted to hold the same officer position for longer than 2 consecutive years. Officers cannot re-appoint 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) Train and 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) Oversee the creation of all committees and ensure members are performing their duties;
- (11) Oversee all Recruitment and Orientation events;
- (12) Coordinate Honors Congress' attendance at all conferences, including Florida Collegiate Honors Council (FCHC), Southern Regional Honors Council (SRHC) and National Collegiate Honors Council (NCHC); and
- (13) 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 conflict resolution and report to the President;
- (6) Plan and be responsible for all retreats for the officer board;
- (7) Assist with special projects as assigned by the President; and
- (8) 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 **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
- (5) Conduct inventory twice a year and oversee the list of capital goods;
- (6) Update Elected Board regarding budget; and
- (7) Oversee all bank accounts, Paypal, and receipts of any expenditures for the organization.

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

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.

(D) 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 database of member information, including unsubscribing members who wish to do so and adding new members, located in the Google Drive;
- (5) Create forms and applications to be used internally, including officer and committee applications, sign-in sheets, surveys, and other forms as needed;
- (6) Correspond with clubs, organizations, and professors on campus as needed;
- (7) Become FERPA certified as required by the University of Central Florida;
- (8) Serve as a Collector and turn in all monies collected to a Depositor (the President); and
- (9) Assist with special projects as assigned by the President.

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

(E) The **Director of Recruitment and Membership** shall:

- (1) Plan and coordinate all recruitment events, including, but not limited to, Orientation, tabling at Honors Symposium, Family Weekend, Scholar's Day 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 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 year's experience as a member of the Honors Congress Elected Board.

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

- (1) Coordinate academic-related events including but not limited to tutoring sessions and professional development workshops;
- (2) Serve as the Honors Congress Representative to the University Honors Council for one calendar year starting the Fall in the year after election to the position;
- (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.

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

- (1) Organize a broad array of social events to appeal to all members;
- (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.

(H) 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.

(I) 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.

(J) The **Director of Publications and Marketing** shall:

- (1) Promote events by developing fliers and brochures and creating and distributing the Honors Congress monthly calendar of events;
- (2) Regulate and maintain the organization's various social media sites to include Instagram, Snapchat, Twitter, and Wix website;
- (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) Head a committee that will assist in the above activities;
- (6) Serve as a Collector and turn in all monies collected to a Depositor (the President or Vice President); and
- (7) Assist in special projects as assigned by the President.

(K) 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) Upload and organize event photos on Facebook and Google Drive;
- (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.

(L) 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) Communicate with the Department of Housing and Residence Life to approve materials for posting in residence halls on campus;
- (5) Head a committee to assist in the planning of events;
- (6) Serve as a Collector and turn in all monies collected to a Depositor (the President or Vice President); and
- (7) Assist in special projects as assigned by the President.

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

- (1) Serve as Relay for Life Team Captain in the Spring to coordinate and supervise all Honors Congress participation in Relay for Life events;
- (2) Serve as Homecoming Team Captain in the Fall to coordinate and supervise all Honors Congress participation in University of Central Florida Homecoming 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.

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

- (1) Serve as Knight-Thon Team Captain in the Spring to coordinate and supervise all Honors Congress participation in Knight-Thon;
- (2) Serve as Yule Ball Coordinator in the Fall to coordinate and supervise the execution of the Honors Congress Yule Ball, benefiting a charity of the organization's choice;
- (3) Plan one additional, large-scale Philanthropy event in the Fall, benefiting a charity of the organization's choice;
- (4) Head a committee to assist in the planning of events;
- (5) Serve as a Collector and turns in all monies collected to a Depositor (the President or Vice President); and
- (6) Assist in special projects as assigned by the President.

## **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 Honors Congress may vote. Winners shall be selected by a majority vote by the active members. Current officers can run for election for the same position or for a new position each year. A current officer can only hold the same position for two (2) consecutive years. A year's experience on the

officer board is required to run for President, Vice President, Treasurer, Secretary, or Director of Recruitment and Membership.

## Section 2: Application Process

In order to be placed on the ballot, potential candidates for office must complete an officer application and agree to attend mandatory officer transition sessions. Potential candidates for an Executive Board position will be interviewed by the current President and an additional executive board officer at least one week prior to elections at the discretion of the President. In the case that the President and/or other executive board members are 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, Treasurer, Secretary, 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 current President and one additional executive board officer not up for re-election 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 majority vote of the executive board. 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 transition meeting the following Fall semester. Elections shall occur annually in the Fall semester.

## Section 6: Officer Transitions

All officers shall undergo a transition shortly after their election on a date chosen by the current President. 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 retreat.

## **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 members.

## **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

All RSOs must have an advisor who is a contracted UCF employee (faculty or A&P). The role of an advisor is to provide guidance on organizational issues and university policies and procedures. The advisor's role is not to run the organization or make decisions on behalf of the organization.

## **Article X – Finances**

### Section 1: Membership Dues

Membership dues are a one-time eighty-dollar (\$80.00) fee for first year students. Membership dues are on a tiered basis for second, third, and fourth year or higher students, sixty-dollars (\$60.00), forty-dollars (\$40.00), and twenty-dollars (\$20.00), respectively. 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

A proposed budget is to be presented at the initial semester planning meeting and approved by a two-thirds vote of the officers. Executive Board expenditures such as retreats, but excluding the DM event, are not to exceed twenty percent (20%) of the general budget. Any funds to be used for purposes not directly supporting Honors Congress events or fundraisers must not exceed ten percent (10%) of the general budget and must be voted on by the officer board and general body by a two-thirds (2/3) vote. The Treasurer shall be responsible for maintaining an updated accounting system of all expenditures. The reconciliation will be reviewed and approved by the President. 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.

## **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 shall approve all publications, shirts, flyers, etc. prior to duplication and distribution.

## **Article XII – External Affiliations**

### Section 1: General

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 Congress 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 a non-profit organization of the executive board's choosing.

## **HISTORY OF CONSTITUTION**

Created: August 28, 2001

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