

# The Constitution of the Student Honors Governing Board

**Preamble:** In the pursuit of an exceptional undergraduate education, the students of the University Honors Program (UHP) seek to establish a well-organized student government to foster community and to nurture academic scholarship; by this Constitution, we establish an order of recommending means for the betterment, growth, and evolution of an Honors Program that admirably represents North Carolina State University and its students and goals.

## Article I: The Establishment of the Student Honors Governing Board

The Student Honors Governing Board (SHGB) provides organization and democratic representation for students participating in the UHP. It acts as a liaison between the students of the UHP and the Honors administration and faculty. Members of the SHGB and other students selected by the UHP Director may participate in national, regional, and state Honors meetings; develop optional out-of-class programs for students; and assist with recruiting prospective students.

The SHGB shall consist of each standing committee head and the elected officers constituting the Executive Council. As the Executive Council is elected by the students of the UHP, it will have exclusive voting rights on issues falling under the SHGB's jurisdiction.

### A. Definition of Executive Council and Respective Offices

The Executive Council is the body of elected officers that directs the activities of the SHGB. As such, it has the authority to assign tasks to the committees. Three of the members of the SHGB, chosen as its discretion but including the Student Chair, will serve on the University Honors Council as representatives of the students of the UHP. The Executive Council, which will serve both the legislative and executive needs of the SHGB, will consist of the following, and only the following, offices:

- **Student Chair:** The Student Chair of the SHGB coordinates the student directed activities as part of the UHP in consultation with the Program Director. S/he is therefore the link between the members of the UHP and its administrators and is responsible for maintaining this line of communication. Additionally, s/he is responsible for ensuring that tasks assigned by the Executive Council are completed. Finally, being the chair of the SHGB and the Executive Council makes the Student Chair responsible for holding the agenda at each meeting.
- **Secretary:** The secretary oversees all general communication procedures within and public relations for student initiated activities of the UHP, keeping all members informed about the proceedings of the Executive Council and the SHGB and about all upcoming events. S/He is responsible for maintaining the SHGB section of the UHP website and periodic publications of the students of the UHP. In meetings of both the Executive Council and the SHGB, the secretary keeps minutes and prepares them for prompt publication and distribution.
- **Treasurer:** All SHGB expenditures shall be managed by the Treasurer and approved by both the Executive Council and the Program Director.
- **Academic Coordinator:** The Academic Coordinator seeks to make available and accessible coop, internship, and research opportunities for the students of the UHP. Additionally, s/he promotes the input of the students of the UHP in the development of the Honors Colloquia and Honors Seminars.
- **Social Coordinator:** The Social Coordinator coordinates all non-academic activities that foster unity among the students of the UHP. This responsibility may include organizing retreats, community service opportunities, a mentorship program, and other social events.

- **First and Second Year Representatives:** A representative shall be elected from among the first year students and from among the second year students to ensure that the concerns of their classes are addressed within the SHGB.

## **B. Committees**

The committees shall exist to encourage participation on the part of the students of the UHP, organize activities in which the students of the UHP may participate, and complete any other tasks conceived by their members or presented to them by the Executive Council.

Committees may be created or abolished by a vote of the Executive Council. Students of the UHP may petition the Executive Council to vote on a decision to create or abolish a committee, taken within two weeks of receipt of the petition.

Membership on the various committees shall be on a volunteer basis, with each committee electing a chair who will sit on the SHGB. Each committee chair will be responsible for ensuring that the goals of his/her committee are met and that communication is maintained between his/her committee and the Executive Council and other committees. Committees shall organize themselves at the beginning of each academic year and recruit members as needed from among the students of the UHP.

## **Article II: Election Procedure**

### **A. Annual Election Procedure of Student Chair, Secretary, Treasurer, Academic Coordinator, and Social Coordinator Positions**

Any active Status I (see UHP Student Handbook) member of the UHP is eligible for election to an office on the Executive Council. Nomination may come from either fellow members of the UHP or from the student seeking the office. A second to the nomination and a brief statement from the candidate are needed to affirm the nomination and retain a place on the ballot.

All nominations must be received by the last academic date before Spring Break. Elections are to be held within two weeks after Spring Break. An election committee of volunteers shall work with the UHP Staff to annually declare exact election dates and oversee general election procedures.

An officer-elect must receive a majority of the ballots cast. If, between more than two candidates, no one holds greater than 50% of the popular vote, a run-off between the top two candidates shall be held within one week of the announcement of initial election results. When an officer-elect is verified, the Program Director shall notify all candidates of the results.

The officers-elect shall assume office after exams of the spring semester in which they are elected to provide the new Executive Council the entire summer to plan for the upcoming fall semester.

### **B. Annual Election Procedure of First and Second Year Representatives**

Any active Status I first or second year student in the UHP is eligible to represent his/her class as a member of the Executive Council. Nomination may come from either fellow members of the UHP, or from the student seeking the office. A second to the nomination and a brief statement from the candidate are needed to affirm the nomination and place on the ballot.

All nominations must be received by the last academic date before Fall Break. Elections are to be held within two weeks after Fall Break. An election committee of impartial volunteers shall be established annually to declare exact election dates and oversee general election procedure.

An officer-elect must receive a majority of the ballots cast. If in a vote between more than two candidates, no one holds greater than 50% of the popular vote, a run-off between the top two candidates shall be held within one week of the announcement of initial election results. When an officer-elect is verified, the Program Director shall notify all candidates of the results.

The officers-elect shall assume office after exams of the fall semester in which they are elected to provide the new Executive Council the entire winter break to plan for the upcoming spring semester. The term of office for the first and second year representatives ends with the inauguration of the next Executive Council at the end of the spring term.

### **C. Replacement Election Procedure**

Should an officer accept a co-op, internship or other position that necessitates his/her resignation, lose his/her designation as Status I in the UHP, be impeached for his/her actions, resign from office, or otherwise become unable to carry out his/her duties, it is the responsibility of the standing members of the Executive Council to recommend another student to fill the office. If the selected student accepts nomination, the students of the UHP must approve the recommendation by a two-thirds majority vote.

## **Article III: Initiative, Referendum, Amendment, and Impeachment Processes**

### **A. Initiative Process**

An initiative is a method by which any person can directly communicate with the Executive Council at any time. The initiative should contain the issue at hand, with any requested actions, clearly worded, so that it can be addressed at the discretion of the Executive Council.

### **B. Referendum Process**

A referendum is a formally proposed change in UHP legislation, policy, or procedure. It may be submitted to the Executive Council after obtaining the signatures of 50 students in the UHP or 5% of the students of the UHP, whichever is greater, not including any officer. The referendum must state its cause and must address a solution to the problem. The person(s) that submit(s) the referendum must attend the next meeting of the Executive Council to defend the referendum. The EC shall then take a majority vote on the issue of the referendum.

### **C. Process for Amending the SHGB Constitution**

The amendment process may begin with the Executive Council or through a referendum passed in the University Honors Program. Once an amendment referendum contains the signatures of 100 students in the UHP or 10% of the students of the UHP, whichever is greater, the amendment shall be sent for a vote by the students of the UHP and must be approved by a three-quarters majority vote.

### **D. Officer Removal Process**

The removal of any officer for any reason, not including issues with academic standing, must begin as a referendum in the UHP. Once a removal referendum contains the signatures of 100 students in the UHP or 10% of the students of the UHP, whichever is greater, it shall be given to the Program Director. The Program Director shall then hold a vote of the students of the UHP over the impeachment of the named officer. The person(s) initiating the referendum is/are to oversee the publication of materials supporting the case with the Secretary, or if the Secretary is in question, the

**Student Chair. Ballots will be cast according to election procedures and verified by the Program Director. A two-thirds majority vote is required to remove the named officer from his/her position.**

**September 27, 2001**