The Honors Congress Constitution

Article I- Name of the Organization
This organization shall be known as the Honors Congress.

Article II- Preamble
The Burnett Honors College provides gifted U.C.F. students the opportunity to complete challenging course work while striving for academic excellence. As members of the Honors Congress, students will seek to heighten their academic experience through interaction with their peers and professors. The purpose of the Honors Congress shall be to represent the best interests of The Burnett Honors College as a whole. The goals of the Congress shall be to orient new students as they enter the program, and to participate in the continued development of the program. The Congress shall also seek to maintain ties with Alumni, and to represent College members on the Florida Honors Council, the Southern Regional Honors Council, and the National Collegiate Honors Council.

Article III- Membership
Membership is limited to all students who have paid fees and are enrolled with 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 will be used as a condition of membership in this organization. All groups, except those exempt by law, must have opportunities for male and female memberships. Sports clubs involving contact or competitive selection may limit participation in competition to one sex, but must permit membership in the club to both sexes. Active voting membership must be limited to all students who have paid fees and are enrolled with the University of Central Florida Honors College. Faculty, staff, UCF Alumni, student spouses, and members of Research Park may be affiliate members but may not vote or hold office. Persons not affiliated with UCF as mention above may not be members. The organization may choose whether or not to have affiliate members but at no time shall the UCF student membership fall below 75%.

Recruitment will occur throughout the academic year. Members enjoy all the rights and privileges as stated in the Constitution. Membership can be revoked through the same process as described in Article VI. Members are expected to pay yearly membership dues. Nonpayment will result in a suspension of voting rights. Members are expected to attend all meetings and contribute regularly.

Article IV- Officers
The Honors Congress shall have an executive committee consisting of the following officers: President, Vice-President, Treasurer, and six directors: Social, Volunteer, Fundraising, Academics, External Affairs, and Internal Affairs.

President
- Oversee all club activities and officers
- Primary liaison to TBHC administration
- Serve as Representative on UHC Committee
- Take responsibility for all publications and paperwork with Honors Congress name on it
- Chair all Congress meetings
- Generate agendas for Congress meetings
In order to run for President, the student must have a minimum of one-year experience with The Burnett Honors Congress.

**Vice President**
- Act as President in the absence of the President
- Assist President in weekly duties
- Serve as contact with the BHC administration (attend staff meetings)
- Serve as Sergeant-at-Arms during Congress meetings
- Oversee all committee chairs and report to President

In order to run for Vice President, the student must have a minimum of one-year experience with The Burnett Honors Congress.

**Director of Social Affairs**
- Organize broad array of social events to appeal to all Honors students
- Increase Honor student attendance at social events on campus
- Serve as Homecoming Team Captain
  - Coordinate and supervise all Homecoming events (Spirit Car, Black and Gold Sign, Fountain Guard, parade tailgate)

**Director of Volunteer Affairs**
- Serve as liaison to community organizations
- Organize and attend at least 3 community service events per semester
- Serve as captain or co-captain of Relay For Life team

**Director of Academic Affairs**
- Coordinate academic affairs, including speakers and study groups
- Recruit community participation in increasing TBHC academic activities
- Encourage Honors student attendance at academic events on campus and in the community
- Partner with other UCF organizations to enhance Congress visibility

**Director of Fundraising**
- Plan all fundraising activities
- Requests funding from SGA in coordination with the treasurer
- Solicits corporate sponsorship

**Treasurer**
- Reports to President on all financial affairs
- Retains and updates financial records
- Allocates funding for trips and events
- Applies for funding from SGA
- Writes annual budget and annual expenditures

**Director of Internal Affairs**
- Recording of Weekly Meeting Minutes
- Correspondence with clubs, organizations and professors on campus, including, but not limited to:
  - Student and Faculty invitations to luncheons and events
  - Writing letters to invite faculty to speak
  - Correspondence with other organizations to get them involved in Honors Congress projects
Letters of appreciation to be sent after events
• Creation of forms and applications to be used internally

**Director of External Affairs**
• Correspondence with outside donors and organizations off campus (letters written to get sponsorships, to get donations, to inform, etc.)
• Promotion of events (ex: flyers, banners, word-of-mouth, other forms of advertising) on campus and off
• Keeping track of all running donors and donations
• Promotion of organization, including, but not limited to: pamphlets, letters, and signs to let community know about Honors Congress
• PowerPoint presentation slides to be viewed during Symposium during the fall semester

In order to hold a leadership position in this organization, members shall be required to meet the minimum leadership requirements as stated in the *Golden Rule*. The current minimum requirements to have a leadership position are: (1) be currently enrolled as a fee paying student in at least one class at the University of Central Florida, (2) have an overall GPA of at least a 2.0, and an average of at least 2.0 for all work attempted while in attendance at UCF, (3) be in good academic and disciplinary standing with the University, and (4) be free of holds on university records.

**Article V- Selection of Officers**

**Eligibility to Vote and Hold Office**
Officers will be determined through an election consisting of the voting members of the Honors Congress. Winners will be selected by a simple majority vote of eligible members. Officers can run for reelection for the same position or for a new position each year.

**Nomination Process**
Potential candidates for office must show their interest in a particular office and undergo a slating interview. A slating interview will consist of two executive members, the advisor, and the potential candidate. The interview will serve as an aid for the potential candidate in determining which office he/she would be best suited for. After the interview has concluded, the potential candidate will be placed on the slate for the office he/she has chosen to run for.

**Election Process**
During the actual election, the slate will appear as previously determined. Offices will be ranked and voted on in the following order: President, Vice-President, Director of Academics, Director of Social, Director of Volunteer, Director of Fundraising, Treasurer, Internal Secretary, and External Secretary. Candidates who are not selected for the position that they slated for may drop down to the next position to be voted on. For this to occur a nomination must be made from the floor and the candidate must accept the nomination.

The advisor and one other member of the Executive Board will count votes. Members who cast votes must also be in good standing with The Burnett Honors College. An officer cannot hold more than
one position. The election will occur during a regular meeting of the Honors Congress in the fall semester.

All officers shall undergo a transition session that will occur one week after their election. During the transition session, outgoing officers shall mentor newly elected officers and the duties and responsibilities of each office will be clearly outlined. Campaigning is strictly prohibited.

**Term of Office**
Each officer shall serve for one complete academic year, which will occur from fall to fall. Elections occur annually in the fall semester in the Burnett Honors College building.

**Article VI- Officer Vacancies**

Section 1: Removal of Officers
Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

Section 2: Resignation
Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions
In the event an officer is removed or resigns, the nomination process as stated in Article V will take place at the next scheduled meeting. Meetings occur in the fall and spring on a weekly basis. their term of office will only be for the remainder of the term they are fulfilling. If the President should resign or be impeached, the vice-president shall assume his/her duties and appoint a vice president who will then be voted in by a plurality vote of Congress.

**Article VII- Voting Powers of Officers**
Each officer is allowed to vote and holds the same rights and privileges as the other members of the Honors Congress. In the event of a tie, the president’s vote will break it.

**Article VIII- Meetings**
Quorum needs to be present during times of voting. Quorum will be defined as half of the eligible voting members present plus one. The Honors Congress will conduct its business according to Robert’s Rules of Order. Meeting times will be voted upon by Congress in the Spring Semester and that time will hold for the following year. If conflict by an Executive Board Member exists a written proposal by that member will be turned in and the congress will vote on a change of time. Meetings occur on a weekly basis throughout the fall and spring terms. The meetings are run by the President. If the President is absent, the meeting is run by the Vice President.

**Article IX- Advisor**
Section 1: Nomination and Role
The Advisor for the Honors Congress will be the Director of Honors Student Affairs for The Burnett Honors College. Whoever currently occupies the position of Director of Honors Student Affairs will be
the club Advisor for the length of time that individual holds her or his position with The Burnett Honors College. The Advisor’s main role will be to offer advice and guidance to officers and members. The Advisor cannot enact rules or change the constitution. The Advisor will not hold any voting rights.

Section 2: Removal and Replacement of Advisor
If there is a 2/3 vote from the Honors Congress deeming irreconcilable differences with the Advisor, the issue will be brought before the Dean of The Burnett Honors College so that another Advisor may be selected in consultation with Honors Congress officers within 14 calendar days. The name of the proposed Advisor will then be brought before the Honors Congress membership for ratification by a 2/3 vote.

Article X- Finances
Section 1: Membership Dues
Membership dues of $75 will be requested on a one time basis of all incoming Burnett Honors College freshman. No member of the Honors Congress is exempt from paying dues. All requests for expenditures must be submitted to the club faculty advisor on the payment authorization form (sample attached). Each expenditure requires two signatures, one by the Honors Congress President or Vice President and one by The Burnett Honors College Dean or Associate Dean. Determination of how funds shall be spent will be made in consultation with Honors Congress Advisor. The treasurer will be responsible for maintaining an updated accounting system of all expenditures. The reconciliation will be reviewed and approved by the club 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 the UCF Credit Union shall be amended to indicate this change. Should the group be dissolved, the remaining funds shall be deposited as a gift in the Scholarship Account of The Burnett Honors College held in the UCF Foundation.

Section 2: Officer Transition
It shall be the responsibility of all account signers to change contact information as well as assisting in the update of new account signatures after each election with the organizations financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year’s budget and current budget.

Article XI- Publications
Section 1: Compliance
All publications of the organization 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
The Director of Internal Affairs, President, and Advisor must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

Article XII- External Affiliations
The Honors Congress will be directly affiliated with The Burnett Honors College at the University of Central Florida.

Article XIII- Amendments
In the event that a majority of the Honors Congress executive board or ten percent 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 2/3 majority of the Honors Congress executive board. The approved revision will then be published in the subsequent edition of the Honors Congress. The student government association will also be notified.

History of Constitution
Created: August 28, 2001
Revised: February 7, 2002
Revised: January 12, 2004