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 UCF 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 Honors Alumni and staff, and to represent Burnett Honors College members on the Florida Honors Council, the Southern Regional Honors Council, and the National Collegiate Honors Council.

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

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
- Serve as Chairman of the Grievance Committee
- 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)
Hold weekly meetings with the social committee

**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
- Hold weekly meetings with the Volunteer committee

**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
- Create monthly newsletter
- Hold weekly or biweekly meetings with the Academics committee

**Director of Fundraising**
- Plan all fundraising activities
- Request funding from SGA in coordination with the treasurer
- Solicit corporate sponsorship
- Create partnerships and maintain relations with members of the local community

**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

**Secretary 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
  - Letters inviting faculty to speak
  - Correspondence with other organizations to increase involvement in Honors Congress projects
  - Letters of thanks to be sent after events
- Creation of forms and applications to be used internally
- PowerPoint presentation slides to be viewed during Symposium

**Secretary of External Affairs**
- Correspondence with outside donors and organizations off campus, including, but not limited to:
  - Letters written to get sponsorship
  - Requests for donations
  - Press Releases for events
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. Additionally, all officers are required to hold weekly office hours in the Honors Congress Office. 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 IV- Selection of Officers**

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. First, however, potential candidates for office must show their interest in a particular office and undergo an application process to be determined by the current Executive Board. If a slating interview is held, it will consist of two executive board 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, and in determining whether or not the potential candidate is in good standing with The Burnett Honors College. After the interview has concluded, the potential candidate will be placed on the slate for the office he/she has chosen to run for.

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 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. Campaigning is strictly prohibited.

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.
Article V- Term of Office
Each officer shall serve for one complete academic year, which will occur from fall to fall.

Article VI- Removal of Officers
Impeachment proceedings shall initiate from a motion by a single member from the floor. That member is then required to prepare a report justifying their reasons for impeachment of a particular officer, and then submit the report to the grievance committee. The grievance committee will review the report and then vote on whether or not to return the matter to the floor so that the members can vote on impeachment. A simple majority vote is required by the grievance committee. If the matter is returned to the floor by the grievance committee then a 2/3 majority vote is required to remove the impeached officer.

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- Vacancies
Vacancies will be filled by appointment from the president and then a plurality vote of Congress. However, 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 IX- 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 X- Finances
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 Congress Advisor. Determination of how funds shall be spent will be made in consultation with the 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.

**Article XI- Committees**

The following standing committees shall be established ad-hoc: Social, Academic, Volunteer, Fundraising, and Grievance.

The Social Committee will be responsible for planning and organizing all social events within the Honors Congress and with other organizations.

The Academic Committee will be responsible for planning and organizing all academic events within the Honors Congress and with other organizations.

The Volunteer Committee will be responsible for planning and organizing all volunteer events within the Honors Congress and with other organizations.

The Fundraising Committee will be in responsible for planning and organizing all fund-raising events within the Honors Congress and with other organizations.

The Grievance Committee shall receive all grievances from members and make their recommendations to the executive committee. This committee shall be overseen by the Vice-President or President.

The Executive committee will exist as stated in Article III.

Ad hoc committees are established by nominations from the floor, a second, and then a 2/3-majority vote. Ad hoc committees will be terminated once their purpose has been accomplished.

**Article XII- Meetings**

Quorum needs to be present during times of voting. Quorum will be defined as half of the eligible voting members present plus one. Absentee and proxy votes are permissible. 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.

**Article XIII- Advisor**
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 his or her 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.

*Removal 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 XIV- External Affiliations**
The Honors Congress will be directly affiliated with The Honors College at the University of Central Florida.

**Article XV- 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 Newsletter. The student government association will also be notified.