

Honors Club: Constitution and Bylaws

Southeastern Louisiana University

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This Constitution and Bylaws were adopted on Wednesday, Oct. 11, 2017 and most recently revised on Monday, Oct. 24, 2017.

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Constitution

ARTICLE I - NAME OF ORGANIZATION

The name of this organization shall be the Honors Club at Southeastern Louisiana University.

ARTICLE II - PURPOSE OF ORGANIZATION

The purpose of this organization is to promote versatile academic achievement while providing social networking opportunities.

ARTICLE III - AUTHORITY

Section 1 - This organization is a recognized student organization at Southeastern Louisiana University and adheres to all campus policies as set forth in the *Southeastern Louisiana University Code of Student Conduct* and *Southeastern Louisiana University Student Organization Policies and Guidelines*.

Section 2 - This organization is affiliated with Southeastern Louisiana University's Honor Program and adheres to Southeastern Louisiana University's Bylaws or Governing Document(s).

Section 3 - This organization will establish bylaws to govern administrative and procedural matters (such as time and location of meetings, etc.). Bylaws shall not conflict with this constitution. Bylaws may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum, one-half, is present (advance notice is not required).

ARTICLE IV - MEMBERSHIP

Section 1 - Membership in the organization shall be open to those regularly-enrolled Southeastern Louisiana University's students with an active status in the Honors Program.

Section 2 - Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 3 - An additional category to membership includes "honorary member of the semester". The active member with the most points within the organization for a given academic year will receive a gift.

Section 4 - Any candidate or member who does not currently meet the Honors Program criteria and wishes to earn or regain active status may undergo a probationary period, inactive member status, for one semester with the stipulation that he/she cannot vote.

Section 5 - In order for a member to maintain an active status, he/she must earn at least TEN (10) POINTS per semester. Points are to be distributed at the discretion of the Executive Officers.

ARTICLE V - OFFICERS

Section 1 - The Honors Club executive officers shall be a PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER and the committee officers shall be ACADEMIC COMMITTEE HEAD, SERVICE COMMITTEE HEAD, AND SOCIAL COMMITTEE HEAD.

Section 2 - In order to run for office in in the Honors Club, candidates must be students in Southeastern Louisiana University's Honors Program.

Section 3 - While in office, Honors Club officers must maintain an active status in Southeastern Louisiana University's Honors Program.

Section 4 - Honors Club officers must be a matriculated student and be in good standing with his/her college.

Section 5 - All officers serve for a minimum term of, ONE (1) YEAR, or until their successors shall be duly elected and qualified.

Section 6 - Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/her status as a matriculating undergraduate shall be removed from his/her office and a replacement shall be elected.

ARTICLE VI - MEETINGS

Section 1- Regular meetings shall be held bi-weekly during the academic year and officer elections will be held at the end of each spring semester.

Section 2 - Special meetings may be called by the President or a majority of the Executive Officers. All members must be given a minimum of 24 hours notice prior to the meeting time.

Section 3 - Business cannot be conducted unless a quorum, one-half, of the membership is present.

Section 4 - Members must be present to vote.

Section 5 - In order to vote a member must be of active status. In order for a member to maintain

an active status, he/she must earn at least TEN (10) POINTS per semester. Points are to be distributed at the discretion of the Executive Officers.

ARTICLE VII - UNIVERSITY ADVISOR(S)

The Honors Club shall have a University Advisor who will be a full- or part-time member of the University faculty, staff, or administration. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE VIII - FINANCES

Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE IX - DISCIPLINE OF MEMBERS

Section 1 - All members of the Honors Club are expected to uphold the rules and regulations of *Southeastern Louisiana University Student Code of Conduct* and adhere to the policies and procedures set in *Southeastern Louisiana University Student Organization Policies*.

Section 2 - Members that violate the *Southeastern Louisiana University Student Code of Conduct* and *Southeastern Louisiana University Student Organization Policies* may face disciplinary action.

ARTICLE X - AMENDMENTS AND RATIFICATION

Section 1 - Proposed amendments to this constitution shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Officers and/or Constitution and Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

Section 2 - Constitution amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 - A copy of any amendments to this constitution must be submitted to the university within two weeks after adoption.

Bylaws

ARTICLE I - OFFICERS

Section 1 - The executive officers of the Honors Club shall be the:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

Section 2 - The committee officers of the Honors Club shall be the:

- a. Academic Committee Head
- b. Service Committee Head
- c. Social Committee Head

ARTICLE II - POWERS AND DUTIES OF OFFICERS

Section 1 - The powers and duties of the Executive Officers of the Honors Club shall be:

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings. The President shall have other powers and duties as may be prescribed by the organization.
- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant. The Vice President shall communicate effectively with all committee officers.

c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership.

d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization. The Secretary shall communicate effectively with the Social Committee Head.

Section 2 - The powers and duties of the Committee Officers of the Honors Club shall be:

a. The Academic Committee Head shall be responsible for hosting two events each semester providing versatile academic opportunities for all students. The Academic Committee Head shall communicate effectively with the Vice President.

b. The Service Committee Head shall be responsible for hosting two events each semester providing service opportunities at Southeastern Louisiana University and/or around the community for all students. The Service Committee Head shall communicate effectively with the Vice President.

c. The Social Committee Head shall be responsible for hosting two events each semester providing social networking opportunities and leisure activities for all students. The Social Committee Head shall communicate effectively with the Vice President and the Secretary.

ARTICLE III - QUALIFICATIONS TO HOLD OFFICE

Qualifications necessary to hold office in the Honors Club are as follows:

- a. Southeastern Louisiana University policies require that to be eligible for office, candidates must be in good academic and disciplinary standing and regularly enrolled students at Southeastern Louisiana University. Additionally, students must be in Southeastern Louisiana University's Honors Program to hold an office.
- b. No member may hold more than one office. No member may serve more than two years in the same office.

ARTICLE IV - ELECTIONS

Section 1 - Elections are held near the end of spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum, one-half, is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 2 - Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 3 - Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes.

Section 4 - Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

ARTICLE V - EXECUTIVE OFFICERS

Section 1 - The Executive Officers shall consist of the elected officers, with the advisor(s) serving as non-voting member(s).

Section 2 - The Executive Officers shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 3 - The Executive Officers shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Officers may be rescinded or modified by the membership by a majority vote.

ARTICLE VI - UNIVERSITY ADVISOR(S)

The advisor shall fulfill the responsibilities specified in *Southeastern Louisiana University College Student Organizations Handbook*. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE VII - MEETINGS/VOTING

Section 1 - Regular meetings shall be scheduled during the academic year.

Section 2 - Special meetings may be called by the President or a majority of the Executive Officers. All members must be given a minimum of 24 hours notice prior to the meeting time.

Section 3 - Business cannot be conducted unless a quorum, one-half, of the membership is present.

Section 4 - Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5 - In order to vote a member must be of active status. In order for a member to maintain an active status, he/she must earn at least TEN (10) POINTS per semester. Points are to be distributed at the discretion of the Executive Officers.

ARTICLE VIII - SPECIAL COMMITTEES

Section 1 - Special Committees may be established by the Executive Officers and shall perform such duties as defined in their establishment.

Section 2 - The Executive Officers shall appoint, and may remove, committee members and a Chairperson for each committee.

ARTICLE IX - FINANCES

Section 1 - Occasionally the Honors Club may need to assess a fee or collect money from the membership for special events/purposes. The amount of money collected shall be determined by a majority of the membership at a regularly scheduled meeting.

Section 2 - Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE X - DISCIPLINE OF MEMBERS

Section 1 - When a member believes that another member has engaged in conduct that is detrimental to the organization, a conversation should be held with the University Advisor.

Section 2 - If warranted, a written charge may be filed with the Student Advocacy and

Accountability Director. The Student Advocacy and Accountability Director shall review the charge(s) and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Student Advocacy and Accountability Director will work with the Executive Officers to determine if any sanctions are warranted. Possible sanctions may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, the removal from office, a fine, or other corrective remedies.

ARTICLE XI - DISSOLUTION

Upon the dissolution of the Honors Club for any reason, all work, funds, and property controlled by the organization will be donated to Southeastern Louisiana University student scholarships or a charitable foundation.

ARTICLE XII - NON-HAZING CLAUSE

Section 1 - The laws of the state of Louisiana concerning hazing shall be observed.

Section 2 - Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

Section 3 - Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:

- a. Any activity that creates a substantial risk of physical or mental harm.
- b. Paddling, beating, or hitting individuals.
- c. Wearing anything designed to be degrading or to cause discomfort.
- d. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
- e. Activities that interfere with an individual's academic efforts by causing exhaustion or loss of reasonable study time.

ARTICLE XIII - IMPEACHMENT

Any member may initiate officers removal by the following procedure:

- a. Petition Executive Officers with signatures of one-third of all voting members. Petition should state reason for removal.
- b. Executive Officers shall then notify all other officers and call for removal vote within fourteen days of the filing of the petition.
- c. Memberships shall be notified at least one week prior to removal vote meeting.
- d. At the meeting for removal, the petition's stated grievances shall be made public and the officer(s) charged shall be allowed to respond to the charges of the petition.
- e. Removal from office shall require a vote of two-thirds of all voting members.

ARTICLE XIV - VACANCY OF OFFICE

Section 1 - In case of resignation or removal of any officer(s), an interim acting officer shall be appointed by the Executive Officers.

Section 2 - The President shall call for an election within fourteen days after vacancy of any office.

Section 3 - Elections shall be conducted as stated in the bylaws.

Section 4 - Should the office of President become vacant, the Vice President should complete the President's unexpired term and call for an election for Vice President consistent with the election process set forth in the bylaws.

ARTICLE XV - AMENDMENTS

Section 1 - Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.

The Executive Officers and/or Constitution and Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

Section 2 - Bylaw amendments require approval by one-half of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 - A copy of any amendments to these bylaws must be submitted to the university within two weeks after adoption.

