

Constitution of the Campuswide Honors Student Council

Preamble

We, the Campuswide Honors Student Council, under the authority of the Associated Students of the University of California, Irvine, and as an autonomous body of this university community; desire, through independent action, or in conjunction with other bodies of this university, to provide:

1. a forum for the expression of the Campuswide Honors students' views and interests,
2. a means for Campuswide Honors Program students to become involved with various academic, programmatic, and social affairs,
3. representation and articulation of our rights, and
4. a formal liaison between the staff, faculty, and students of the Campuswide Honors Program.

Article I

Name

The name of this official undergraduate student government body in accordance with the Campuswide Honors Program (CHP) and the University of California, Irvine shall be the Campuswide Honors Student Council herein after referred to as the CHSC.

Article II

Membership

- A. Membership in the CHSC is available to any undergraduate student being a member of the CHP in good standing (as determined by the Honors Advisor) wishing to participate in Council business. All members of the CHSC shall be entitled to any privileges of that membership which include but are not limited to: seeking a CHSC elective office or appointed office, participating and proposing CHSC activities, and benefiting from all CHSC services and programs.
- B. All members of the CHSC meeting the requirements herein after enumerated, are eligible and encouraged to seek, obtain, and hold office without discrimination or abridgment because of race, color, religion, marital status, national origin, gender, sexual orientation, or physical abilities.

Article III

Officers and Organization

The CHSC shall be organized into ten Executive Council positions: President, Vice-President, Secretary, Treasurer, Housing Liaison, two Co-Social Chairs, two Recruitment and Retention Chairs, and a Community Involvement Chair. No officer in any one of these divisions shall

exercise power belonging to the other, except as herein after expressly permitted. No Resident and House Advisors or Peer Academic Advisors shall serve as President, Social Chair, Recruitment and Retention Chair, or Community Involvement Chair and no Executive Council Member shall serve in the same position for more than one year, unless approved by the advisor. Additionally, at the time of elections all presidential nominees must be sophomores, juniors, or seniors (by year not units). Any exceptions to this rule are at the discretion of the advisor.

A. The authority of the Executive Council positions shall be distributed as follows:

1. The President

- a. Serves as chief executive officer of the CHSC. Chairs CHSC during general meetings. Determines the agenda for general meetings.
- b. Has co-signature authorization over all budgetary expenditures and contracts with ASUCI and other bodies.
- c. Appoints, with a concurrent, simple majority of the voting members of the Council present any temporary positions he/she feels necessary.
- d. Coordinates office management and operations with CHP.
- e. Serves as student representative for CHSC.
- f. Assigns new activities to a division.

2. The Vice-President

- a. Acts as an ambassador to other clubs at UCI.
- b. Serves as chief executive officer of the CHSC in the President's absence.
- c. Timekeeper during general meetings ensuring that the agenda is followed and that meetings start and end on time. May also determine the agenda for general meetings at the President's request.
- d. Supervises voting privileges and membership status.
- e. Assures constitutionality of the Council's acts.

3. The Secretary

- a. Records, keeps, and maintains minutes for all official CHSC meetings.
- b. Reviews the minutes of the prior meeting at the beginning of each CHSC meeting upon request.
- c. Keeps a log of attendance for all meetings.
- d. Assists the Webmaster concerning CHSC minutes.
- e. At the end of each year, the Secretary coordinates a compilation of the records of what was accomplished that year and places them in the CHSC records binder.
- f. Maintains the contractual obligations that the CHSC has with ATS (Academic Talent Search) by finding volunteers to do registration and check in at on campus and off campus testing sessions.
- g. Inventory all CHP belongings in AV Houses and Locus/SSII closets.

4. The Treasurer

- a. Has co-signature authorization over all budgetary expenditures and contracts with ASUCI and other bodies.
- b. Makes deposits for the CHSC in the Council's account.
- c. Maintains ledgers accurately.
- d. Delivers biweekly reports to the Council.
- e. Maintains copies of approved funding proposals.
- f. Distributes an end of the year report.
- g. Plans fund-raising events.

5. The Social Positions shall include six officers: two Social Chairs, two Recruitment and Retention Chairs, a Community Involvement Chair, and a Housing Liaison, which work as a group and are united in their actions through CHSC. Their purpose is to develop programs that foster a sense of community for CHP students. The authority of these positions shall be distributed as follows:

- a. **Two Co-Social Chairs**
 - A. Head a social committee, which assists them in making decisions about their events.
 - B. Plan all small-scale social events, ex. Broomball, and Faculty Events.
 - C. Plans the large-scale social events, ex CHP Semi-Formal, Battle of the Brains, and the CHP Banquet.
 - D. Must publicize each of these events and notify the Communications Chair of them so that they can be included in the calendar.
 - E. They have co-signature authorization over all budgetary expenditures and contracts with ASUCI and other bodies.
- b. **Two Recruitment and Retention Chairs**
 - A. The two Recruitment and Retention chairs are in charge of the CHP Coffee Hour every Friday from 9 to 11am in the Locus and coordinate buying supplies for this event.
 - B. Assists the administration of the CHP where necessary with the planning of PRO-FRO.
- c. **Community Involvement Chair**
 - A. Plans all community service events and social events with other clubs.
 - B. Is asked to plan at least two events per quarter.
 - C. Must publicize each of these events and notify the communications chair of them so that they can be included on the calendar.
- d. **Communications Chair**
 - A. Helps Social Chairs and Recruitment and Retention Chairs coordinate social events that demand the assistance of Housing staff. Examples of such events include Wayzgoose, Stay Over Activities, and the Upperclassmen/Lowerclassmen football game.
 - B. Facilitates communication between HAs, RAs, and CHSC. Specifically, at the beginning of each academic year the newly elected Communications Chair will create a list-serve and ask all HAs, RAs, PAAs, Peer Mentor Coordinators, at least one honors advisor, and the CHSC President to be a part of it. The Communications Chair will then use this list serve to keep HAs, RAs, PAAs, Peer Mentors Coordinators, the CHSC President, and the Honors staff informed of all upcoming events.
 - C. The Communications Chair will assist the Social Chairs when programming between CHSC and AV, Mesa Court, or Middle Earth is involved.
 - D. Keeps members up to date with all general club announcements and activities by publishing a calendar of events and posting it on the CHSC website.

B. The Peer Academic Advisors

The Peer Academic Advisors are autonomous to the CHSC; however, they still are asked to report their activities either through the Advisor and CHP or through the Council. They should also notify the Communications Chair of planned events so that they can be included in the monthly calendar.

C. The Housing and Residential Advisors

The Housing and Residential Advisors are also autonomous to the CHSC, but they may petition for funds. They too are requested to appoint a representative to attend CHSC meetings and report to the Council in their absence. They should also notify the

Communications Chair of planned events so that they can be included in the monthly calendar.

D. Official Appointed Positions

Official Appointed Positions include **Webmaster, Publicity Chair & Historian**. Interested parties will submit an application to the President and he/she will appoint these positions at her/his discretion.

E. Temporary Appointed Positions

The President, with Advisor's approval, may create and appoint new positions (i.e. Campus Village Rep, Commuter Rep) as need arises. These positions will be evaluated at the end of the year and voted on at the second-to-last general meeting to determine whether they should become official appointed positions.

Article IV

Meetings, Voting, and Elections

A. Meetings

1. General meetings shall be held every other week during the course of the regular school year unless otherwise decided by the Council for special circumstances.
2. It is recommended that committee meetings be held in alternate weeks than those of the general meetings.
3. Meeting times and locations will be announced at the beginning of each quarter.

B. General Business Voting

1. Only members with full knowledge of the legislation shall vote.
2. General business votes include, but are not limited to: votes enacting legislation for the general workings of the council, votes on proposals for CHSC activities, votes establishing stipends for activities, events, and other needs, votes establishing by-laws and other procedures for the conduct of business, and votes for the formation of ad hoc or standing committees.
3. At least eight voting members must be present for a vote on general business to occur, with at least one of these eight including a member from the Executive Council. Voting by proxy will not be permitted.
4. A simple majority vote is needed to pass any proposal of general business.

C. Expenditures

1. The Student Council Officers shall be given a discretionary budget of \$325 per quarter, in the interest of timeliness, to be allocated using the following procedures:
 - a. No single event/day/expenditure can exceed \$100.
 - b. Such expenditures can be made with the explicit approval of a program proposal by the President OR Vice President, along with the Treasurer (two signatures)
 - A. The program proposal form and follow-up documentation will be at the discretion of the President and Treasurer
 - B. Reimbursements may be denied if receipts and/or the proper funding evaluation forms are not submitted in a timely manner.
 - c. This fund may also be utilized by a 2/3 vote of elected Executive Council members regardless of the approval of the treasurer, President, or VP (i.e. a cabinet override).
 - d. More funds may be added to this budget should the general council choose by a 2/3 majority vote of all members present at a general

meeting and such a proposal must be made known to the members at least 48 hours in advance.

2. All other expenditures, including but not limited to, those greater than \$50, those which could be highly controversial, or those which are not time-sensitive, are to be put to a general vote during a normally scheduled general meeting and can be approved with a simple majority following Article IV-B on General Business Voting.
3. In extreme circumstances, as declared by the advisor, an emergency meeting can be called, giving all members 24 hour notice, in order to issue funds. Such a meeting would require a $\frac{3}{4}$ majority of the elected Executive Council members (allowing proxy & phone-in) and a simple majority of those members attending the emergency meeting.

D. Elections

1. Voting in elections is allowed by the following four ways:
 - a. Elected Membership: Members of the Executive Council have automatic voting rights in an election.
 - b. Autonomous Membership: The Peer Academic Advisors and the Housing and Residential Advisors also have automatic voting rights in elections.
 - c. Those members attending the election meeting may also vote.
 - d. Those who cannot make the meeting may vote by Absentee Ballot.
2. The voting members of the CHSC shall elect the members of the Executive Council. Nominations for these positions must be made during the meeting prior to the election.
3. Only members in good standing who have attended a minimum of three CHSC meetings (two prior to election meeting) are eligible for election to the Executive Council positions. Candidates who do not meet these criteria must obtain approval from the advisor prior to election day before running for an elected position.
4. Elections will be held by secret ballot, and the Advisor shall oversee the tallying of the votes.
5. These offices will be elected by a plurality.
6. The above-mentioned positions shall be elected in the spring quarter, unless extenuating circumstances exist, and shall assume office at the End-of-the-Year Banquet.
7. The terms of office shall be one year.
8. A person holding an elected position may be removed for failure to perform the duties assigned to the office or for failure to uphold the constitution. The removal will be done by a three-fourths vote of the Council members present. An elected member of the Council also may be asked to resign from office by the Council if they fail to maintain the eligibility requirements for membership.
9. Any vacancy in office will result in a special election following the same procedure as any general election.

Article V

Amendment Process

- A. Amendments to this constitution may be made by either of the following methods:
 1. Upon approval by a $\frac{2}{3}$ majority vote of the Council.
 2. Upon presentation of a petition, signed by twenty percent of the members of the CHP.
- B. The amendment process will be made known to the CHP and the Advisor at latest during the week prior to the vote, and texts of the amendment will be made available.

Article VI

Advisor

- A. The Advisor shall be the administrative head of the CHSC, and his/her job selection shall be the responsibility of the CHP Office in accordance with the University of California, Irvine Policies and Procedures. The authority of the Advisor is as follows:
 1. Directs the general student activities and operations.
 2. Serves as the official representative of the CHSC in all business, financial, and fund-raising dealings.
 3. Supervises the expenditure of CHSC funds.
 4. Borrows in the name of the CHSC from the CHP Office.
 5. Settles disputes between divisions.
 6. Approves autonomous members.