

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 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.) 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

CHSC shall be organized into twelve Executive Council positions: President, Executive Vice President, Vice President, six Social Chairs, Secretary, Treasurer, and External Representative. No officer in any one of these positions shall exercise power belonging to another, except as herein after expressly permitted. No Resident and House Advisors or Peer Academic Advisors shall serve as President, Executive Vice President, Vice President, or Social 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). All executive vice presidential nominees must have previously held a CHSC Executive Council position or have equivalent programming experience, as determined by the Advisor. Any exceptions to these rules 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 CHSC. Chairs CHSC general meetings and officer meetings and determines meeting agenda.

- b. Has co-signature authorization over all budgetary expenditures and contracts with ASUCI and other bodies.
 - c. Appoints any temporary positions he/she feels necessary.
 - d. Oversees the Vice Presidents and Secretary in regular meetings.
 - e. Reports regularly to the CHSC Advisor.
2. The Vice Presidents will supervise the programming division. The Vice Presidents will create and oversee budgets for each social chair to utilize. The Vice Presidents will facilitate communication between CHSC, HA's/RA's, PAA's, and publish a calendar of events and distributes a synopsis of upcoming events. Their authority shall be distributed as follows:
- i. **The Executive Vice President**
 - a. Oversees all six social chairs in their planning of CHSC major events (Semi-Formal, Battle of the Brains, Banquet), minor events (Wayzgoose, Stay Over Program, Freshmen v. Upperclassmen Football Game), and Coffee Hour.
 - b. Oversees the Treasurer.
 - c. Has co-signature authorization over all budgetary expenditures and contracts with ASUCI and other bodies.
 - ii. **The Vice President**
 - a. Oversees all six social chairs in their planning of small Social, Philanthropic, Sports and Recreation, Fundraising, Freshmen Integration, and Community events.
 - b. Oversees the External Representative.
 - c. Serves as chief executive officer of CHSC in the President's absence.
 - d. Acts as timekeeper during general meetings ensuring the agenda is followed and meetings start and end on time. May also determine the agenda for general meetings at the President's request.
 - e. Supervises voting privileges and membership status.
 - f. Assures constitutionality of CHSC acts.
3. The Programming Division
- i. **The Social Chairs** (six)
 - a. Two social chairs will take the lead on planning each major event (Semi-Formal, Battle of the Brains, and Banquet.)
 - b. Two social chairs will take the lead on planning each minor event (Wayzgoose, Stay Over Program, Freshmen v. Upperclassmen Football Game.)
 - c. Two social chairs will be responsible for coordinating Coffee Hour volunteers for each quarter.
 - d. Over the course of the year, each social chair will plan one program in each of the following event sub-categories: Social, Philanthropic, Sports and Recreation, Fundraising, Freshmen Integration, Community Events. They will coordinate these events such that each social chair plans two events from different categories per quarter, and that there are two events from each category per quarter.
 - e. Social chairs must publicize their events.
 - ii. **The Treasurer**
 - a. Has co-signature authorization over all budgetary expenditures and contracts with ASUCI and other bodies.
 - b. Makes deposits in the CHSC account.
 - c. Maintains ledgers accurately and publish at least two days prior to CHSC general meetings.
 - d. Delivers biweekly reports to CHSC.
 - e. Approves funding proposals, notifies request party upon approval, and maintains budgetary records.
 - f. Distributes an end of the year report.
 - g. Runs at least one major year-long fundraising effort.

- iii. **The External Representative**
 - a. Serves as chief representative of CHSC to ASUCI, the Academic Senate, and/or other clubs or organizations on campus.
 - b. Reports regularly to CHSC on events or initiatives the CHP could become involved with.
 - 4. **The Secretary**
 - a. Records minutes for all official CHSC meetings and makes them available through the CHSC website.
 - b. Keeps a log of attendance for all meetings.
 - c. Maintains the contractual obligations CHSC has with ATS (Academic Talent Search) by finding volunteers to do registration and check in at on campus and off campus testing sessions.
 - d. Inventories all CHP belongings in AV Houses and Locus/SSII closets.
 - e. Oversees the Webmaster and Historian.
 - f. Checks club mailbox before CHSC general meetings.
 - g. Authors information gathered from general and officer meetings to be posted on the website.
- B. **The Peer Academic Advisors**
The Peer Academic Advisors are autonomous to CHSC; however, they still are asked to report their activities either through the Advisor and CHP or through CHSC. They should also notify the Vice Presidents of planned events so they may be included in the calendar.
- C. **The Housing and Residential Advisors**
The Housing and Residential Advisors are also autonomous to CHSC, but they may petition for funds. They should also notify the Vice Presidents of planned events so they may be included in the calendar.
- D. **Official Appointed Positions**
Official Appointed Positions include Webmaster, Historian, and Year Representatives. 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 officers as need arises.

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 Executive Council for special circumstances.
 - 2. Meeting times and locations will be announced at the beginning of each quarter.
- B. General Business Voting
 - 1. 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 budgets 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.
 - 2. 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.
 - 3. A simple majority vote is needed to pass any proposal of general business.
- C. Expenditures
 - 1. Up to \$100 of CHSC funds may be spent with the approval of the two of the following officers: President, Executive Vice President, Vice President, and Treasurer.
 - 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 President, Executive Vice President, Vice President, and/or Treasurer.
 2. Any expenditure which may be considered controversial, is not time-sensitive, or is greater than \$100 must be put to a general vote during a normally scheduled general meeting and can be approved with a simply 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.
- D. Elections
 1. Voting in elections in the following ways:
 - a. Those members attending the election meeting may vote.
 - b. Those who cannot make the meeting may vote by Absentee Ballot.
 2. The voting members of 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 will oversee vote tallying.
 5. These offices will be elected by a plurality.
 6. The above-mentioned positions shall be elected in 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 3/4 vote of CHSC members present. An elected member of the Executive Council also may be asked to resign from office if they fail to maintain the eligibility requirements for membership.
 9. Any vacancy of an elected 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 2/3 majority vote of the Council.
 2. Upon presentation of a petition, signed by 20% 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.
 6. Approves autonomous members.