

**BYLAWS OF
The University Honors Council
AT THE UNIVERSITY OF TEXAS AT EL PASO**

RATIFIED: (September 27, 2017)

AMENDED: (September 30, 2017)

AMENDED: (October 22, 2018)

AMENDED: (May 31, 2019)

AMENDED: (January 3, 2020)

AMENDED: (July 29, 2021)

ARTICLE I – EXECUTIVE OFFICERS

Section I Executive Officers for the University Honors Council

The Executive Officers of the University Honors Council shall be the:

- I. President
- II. Vice President of Internal Affairs
- III. Vice President of External Affairs
- IV. Secretary
- V. Treasurer
- VI. Socials Chair
- VII. Community Service Chair
- VIII. Fundraising Chair

ARTICLE II – QUALIFICATIONS TO HOLD OFFICE

Section I General Members who choose to run are elected into an officer position must:

- I. Be a registered full-time student of The University of Texas at El Paso.
- II. Have accumulated at least 12 credit hours onto their academic transcript.
- III. Members of the University Honors Program
- IV. Possess a minimum cumulative GPA of 3.3 on the date of election and maintain the standard while in office.
- V. Officers who fail to meet these requirements can appeal to stay as an officer with a special circumstance and can complete outside tasks to compensate for failing to meet the requirements.

Section II Tenure of Executive Officers

A term of office for each Executive Officer is one or two academic semesters, from June 1st to December 30th or January 1st to May 30th of each academic year. Executive Officers can serve no more than two (2) consecutive terms for the same position.

Section III Removal of Executive Officers

Executive Officers may be impeached and removed from their positions, given the majority vote of the General Membership base is granted, if:

- i. Failure to meet the requirements for General Membership occurs.
- ii. Failure to meet the requirements to hold office occurs.
- iii. Are placed on academic probation per University Policy.
- iv. Are found in violation of the Title IX Policy.

- v. Are found in violation of the Non-Discrimination Policy.
- vi. Are found in violation of the Non-Hazing Policy.
- vii. Are found in violation of the organizations Risk Management Policies.
- viii. If officer fails to meet details required in their contract as outlined by executive board consisting of President, Vice President of Internal Affairs, Vice President of External Affairs, and Advisor of the University Honors Council.

ARTICLE III – DUTIES OF THE EXECUTIVE OFFICERS

Section I Duties of the President

- I. Serve as the Chairperson of the Executive Board and presides over all meetings.
- II. Call a meeting to update the constitution and bylaws before each Year.
- III. Ensure compliance with the expectations and policies of the office of the Student Engagement & Leadership Center and the University of Texas at El Paso.
- IV. Review and approve spending of money in the account of UHC on events, banquets, conferences, or materials for the organization.
- V. Oversee all executive board performance by completing all their assigned duties as outlined in these bylaws. Ensuring constant involvement in the organization in activities, general meetings and officer meetings.
- VI. Delegate authority and responsibility to officers and members within reason and pertaining to the officer position
- VII. Meet once a month with the UHP Advisor and Committees.
- VIII. Responsible for coordinating and overseeing changes to the UHC website.
- IX. Responsible for registering and updating the University Honors Council on Minetracker.

Section II Duties of the Vice President of Internal Affairs

- I. Assume all duties of the president if he/she is temporarily unavailable
- II. Assist the president with documentation if necessary
- III. Coordinate the committees assigned by the organization
- IV. Perform other duties delegated by the President based on duties of the president.
- V. Ensure the Constitution and Bylaws are available to all General Members.
- VI. Review the Constitution and Bylaws changes with the president.
- VII. Ensure compliance with the expectations and policies of the office of the Student Engagement & Leadership Center and The University of Texas at El Paso.
- VIII. Meet once a month with the UHP Advisor and Committees
- IX. Coordinate with Treasurer and Fundraiser Chair using SGA bills from the University of Texas at El Paso to obtain funds for the UHC organization. These are not limited to events, banquets, and conferences.

Section III Duties of Vice President of External Affairs

- I. Send an electronic report of UHC events to the Student Engagement and Leadership Center at the end of the year and transfer this report to the UHP Office for records

- II. Responsible for obtaining opportunities for members of the University Honors Council. These opportunities are not limited to, Internships, Research Labs, Conferences, Employment, etc.
- III. Responsible for obtaining speakers for UHC general meetings designated to help professional enrichment.
- IV. Maintain a log of scholarships and internships for members.
- V. Presenting a log of events to members for professional enrichment or social involvement in the University.
- VI. Assist the president and/or vice president of internal affairs with their duties if needed.
- VII. Meet once a month with the UHP Advisor and Committees.
- VIII. Ensure compliance with the expectations and policies of the office of the Student Engagement & Leadership Center and The University of Texas at El Paso.
- IX. Responsible to carry out the duties of any officer position vacancy.

Section IV Duties of the Secretary

- I. Record and distribute minutes for all University Honors Council Meetings.
- II. Present the minutes of the previous meeting to the General Assembly for approval.
- III. Will make meeting minutes available on the UHC Drive in a timely manner after General Assembly approval.
- IV. Responsible of creating and overseeing the UHC calendar.
- V. Maintain an updated member list every semester.
- VI. Responsible for recording attendance at general and officer meetings
- VII. Distribute information of upcoming events and meetings through email and designated messaging program or application.
- VIII. Responsible for submitting overall attendance sheet to University Honors Program at the end of the semester for verification of UHP forum credits and UHC records.
- IX. Ensure compliance with the expectations and policies of the office of the Student Engagement & Leadership Center and The University of Texas at El Paso.

Section V Duties of the Treasurer

- I. Keep an accurate account of all monies received and imposed by the University Honors Council
- II. Deposit all funds received into the University Honors Council Call Center.
- III. Maintain a report of all expenditures and balance of the account. Treasurer is accountable to the president and vice president.
- IV. Responsible for keeping track of membership dues paid by members and update membership status on Minetracker
- V. File and Prepare SGA appropriations for funds four weeks in advance before an event

VI. Ensure compliance with the expectations and policies of the office of the Student Engagement & Leadership Center and The University of Texas at El Paso.

Section VI Duties of the Socials Chair

I. Responsible for submitting planned social events for approval through Minetracker

II. Ensure members receive credit for attending social events for UHC records.

III. Organize and provide oversight at social events sponsored by the University Honors Council.

IV. Responsible for sharing detailed log of social event hours to members biweekly and University Honors Council secretary at the end of each semester.

V. Ensure compliance with the expectations and policies of the office of the Student Engagement & Leadership Center and the University of Texas at El Paso

VI. Organize social events sponsored by the University Honors Council

VII. Responsible for updating social media weekly.

VIII. Responsible for maintaining a detailed log of all events and meetings that the University Honors Council was involved (ex. Socials, Meetings, Special Projects, etc.)

IX. Compile gathered information and records into an annual presentation of the log of events UHC became involved.

Section VI Duties of the Community Service Chair

I. Responsible for submitting planned community service events for approval through Minetracker

II. Ensure members receive credit for attending community service events for UHC records.

III. Responsible for keeping a detailed log of all community service hours for members

IV. Responsible for sharing detailed log of community service hours to members monthly and University Honors Council secretary at the end of each semester.

V. Organize community service events sponsored by the University Honors Council

VI. Responsible for updating social media weekly.

VII. Responsible for maintaining a detailed log of all events and meetings that the University Honors Council was involved (ex. Socials, Meetings, Special Projects, etc.)

VIII. Compile gathered information and records into an annual presentation of the log of events UHC became involved.

Section IX Duties of the Fundraising Chair

I. Responsible for submitting planned fundraising events for review on Minetracker

II. Coordinate with the Treasurer to ensure proper allocation of funds

III. Responsible for contacting necessary personnel for planning of fundraisers

IV. Report all earnings and spending to the Treasurer and at the latest 1 week after each event

V. Coordinate with Treasurer and Vice President to obtain funds through SGA bills.

VI. Responsible to raise funds for the organization through sponsors and events

Section XII Shared Duties of UHC Officers

I. Responsibilities not assigned to a specific officer should be delegated amongst executive officers. These include but are not limited to: presentations, room reservations, contacting guest speakers.

II. Current officers are required to train the next generation of officers after elections are held, this includes delegating responsibilities, transferring information and training to ensure continuity within the organization

III. Officers resigning should provide a 10 working days' notice to the officers and advisor to ensure proper election procedures are followed

IV. Responsible for informing other officers of MineTracker tools (ex. submission of events and hours for community service or socials).

V. Responsible for coordinating with Vice President of External affairs on the maintenance of the UHC website.

VI. Executive Board keeps track of Members eligible for regalia upon graduation or request.

Section XIII Duties of the Committees

I. Will only include active members of the University Honors Council

II. Every member of the UHC must commit themselves to a specific Committee when the occasion requires

ARTICLE IV – OFFICER IMPEACHMENT

Executive Officers may be impeached and removed from their positions, given majority vote of executive board at officer hearing. (Good standing officers fulfill all responsibilities listed above)

Section I Not fulfilling officer responsibilities as listed in Article III of the Bylaws and in contract. Warning must be made clear and must be agreed on by the executive board.

Section II Disrespectful conduct towards members or students at the university or fails to comply with Title IX and Non-hazing policy

ARTICLE V – ELECTION PROTOCOL

Section I Elections are held annually before April 30th.

Section II Nominations for officers shall be made at the General 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 III Officers shall be elected by a 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. 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.

Section IV If an elected official resigns from his position, the vacant position gets appointed by the executive board on active members and gets called for an emergency election.

Section V If an officer decides to stay for two consecutive terms, elections will not be held for their position. Only vacancies will be appointed by the Executive Board after fall term.

ARTICLE VI – EXECUTIVE BOARD/COMMITTEE

The Executive Committee shall consist of President, Vice President of Internal Affairs, Vice President of External Affairs, with the advisor(s) serving as non-voting member(s).

I. Are optional on the term of service of the executive board

II. The Executive Committee shall meet regularly and report all progress at officer meetings

III. The Executive board will meet after giving officer warning of unfulfillment of duties as outlined in officer contracts and in the bylaws. A special hearing will be made to hear the officer's argument and majority vote shall be held for officer impeachment.

ARTICLE VII – UNIVERSITY ADVISOR(S)

The advisor(s) shall fulfill the responsibilities of meeting 1 time per month with officers to discuss plans, policies, and activities. The advisor will also serve as a financial advisor to the University Honors Council and must approve major expenditures and oversee the reporting of all funds.

ARTICLE VIII - MEETINGS

Section I General Meetings shall be scheduled monthly.

Section II Executive Meetings shall be scheduled monthly according to officer discretion unless special circumstances arise. Executive officers must approve cancellation by a majority vote.

Section III Special Meetings involving important matters of the council may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 48 hours notice prior to the meeting time or concerning cancellations.

ARTICLE IX – VOTING PROTOCOL

Section I Election Protocol

i. Officers will be elected by a majority vote of members

ii. Under special circumstances, if an officer position is vacant, other officers will elect the individual to fulfill the position otherwise the council elects the new officer.

iii. Officer applicants must have completed the requirements of 1 semester or are in the process of completing first semester member requirements.

Section II Amendment Protocol

- i. Amending the bylaws requires a member to present his/her legislation in writing to the membership one week prior to a regularly scheduled meeting
- ii. Amendments to the bylaws must be approved by a majority of the voting members of the University Honors Council at the next regularly scheduled meeting with a quorum present and advisor is aware of changes.

Section III Organization Business

- i. Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a simple majority of the voting membership.
- ii. Members must be present to vote. Absentee or proxy voting is not permitted.
- iii. Officers will have 24 hours after being informed of voting issue to vote. If vote has not been submitted within the allotted time, the officer loses voting privileges on that particular issue
- iv. Officers are responsible for reading shared documents including officer minutes, presentations, and event spreadsheets. Those who participate in the creation of the document will be allowed a vote. Agreement or disagreement on a document content must be resolved within 1 week of the creation of the document for the document to be valid.
- v. If there is no candidate, the executive board will vote and delegate the responsibilities of the position vacant.
- vi. In order to vote a member must be in good standing.

ARTICLE X – SPECIAL COMMITTEES- Optional

Section I Fundraising Committee: Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

The Executive Board shall appoint, and may remove, committee members and a Chairperson for each Committee.

Section II Professional Development Committee: Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

The Executive Board shall appoint, and may remove, committee members and a Chairperson for each Committee.

ARTICLE XI – FINANCES

- I. Membership dues shall be appointed by the executive board every semester
- II. Dues should be paid before the 6 th general meeting
- III. Dues shall be paid to the treasurer, president or vice president.
- IV. Members who have not paid their dues or special assessments by the due date shall be considered not in good standing and shall lose membership privileges, including voting, until the dues are paid.

V. Occasionally the University Honors Council 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.

ARTICLE XII – DISSOLUTION OF THE UNIVERSITY HONORS COUNCIL

Upon the dissolution of the University Honors Council for any reason, all work, funds, and property controlled by the organization will be turned in to the University Honors Program advisor or office

ARTICLE XIII – AMENDMENTS

Section 1 Proposal for amendments to the Bylaws must be presented in writing to the Executive Board before the General meeting in which the amendment is intended to be voted upon.

Section 2 Amendments to the Bylaws require a simple majority of the voting membership vote to pass.

Section 3 A copy of any amendment made to these Bylaws after its ratification must be updated, and filed with the Student Engagement & Leadership Center.

ARTICLE XIV – RATIFICATION

These Bylaws shall become effective upon approval by a simple majority of the voting membership vote. As of July 29, 2021, these Bylaws are valid, and will be used in reference by members of this organization and The University of Texas at El Paso, specifically the Student Engagement & Leadership Center.