

HP Student Council Constitution:

Governors State University

I. Mission Statement of the Student Council

The Governors State University Honors Program Student Council (HPSC) is committed to providing an effective communication bridge between the faculty/staff and honor program students. We seek to model exceptional leadership, enhance learning experiences, develop innovative initiatives and promoting connections in and out of the classroom in order to engage honor students in the GSU, local, and global communities.

II. Membership

- A. All honor students attending Governors State are deemed to be eligible to be members of the Student Council and/or attend meetings of the Student Council.
- B. An agreement form and a membership form is to be filled out by those who wish to be official members of the Student Council.

III. Work of the Student Council

The Student Council will undertake the duty of planning activities. In planning activities, the Student Council will consult with the Director.

IV. Role of Director

- A. The director will receive communication from the Student Council and provide guidance for the members at large.
- B. The director will approve all events planned out by the council.
- C. The director will approve the final budget made by the Student Council.
- D. The director may appoint an executive board officer if a position remains vacant.

V. HP Student Council Executive Board?

- A. The Executive Board will consist of a Chairperson(s) a Vice Chairperson, Secretary, a Treasurer and a Public Relations Officer.
 - i. Chairperson(s)
 - a) Oversee all Honors Council activities to ensure that the best interests of the University Honors Program are being represented at all times

- b) Guide and assist the members of the Council in their duties and to lead the Honors Council in official Honors Program and University matters
- c) Conduct Executive Board and Council meetings
- d) Coordinates and supervises voting procedures and serve as the final decision maker
- ii. Vice Chairperson
 - a) Fulfillment of the President's duties in absence of the President
 - b) Takes minutes during Student Council for the public record
- iii. Chairperson(s) / Vice Chairperson Shared Duties
 - a) Creates and distributes agendas for Honors Council and E-Board meetings
 - b) Formulates the weekly agenda for Honors Council meetings
 - c) Acts as the Honors Council liaison to other organizations both on campus and in the community
 - d) Organizes and maintains the Honors Students Database to keep track of students involvement in the program
 - e) Maintains and updates the Honors Council various calendars
 - f) Oversees the Honors Program newsletter
- iv. Treasurer
 - a) Keeps updates of the budget
 - b) Provides financial updates at meetings as needed
- v. Secretary
 - a) Keeps an accurate record of each meeting
 - b) Keeps a record of attendance
 - c) Decimates records to council members after each meeting
 - d) Recalls the minutes from the previous meeting
 - e) Keeps a list of active subcommittees
- vi. Public Relations Officer
 - a) Organize and lead all details pertaining to social related events ensuring a variety of events, days, times, and locations
 - b) Maintain record keeping of all social related events
 - c) Provide budgets detailing expected expenses for events to the President
 - d) Organize and lead all details pertaining to service related events ensuring a variety of events, days, times, and locations
 - e) Keep the bulletin board updated with different events regarding to the Honors Program
 - f) Update social media

*Secretary and Public Relations Officer will have shared duties

- B. Each officer will normally hold office for one year from the date of election.
- C.
 - i. The method of election will be application based, with nominations available. The nominee may choose to accept or reject the nomination.
 - ii. Each officer must apply for re-election.
- D. Officers must be in good academic standing and disciplinary standing at the time of election and remain in good standing during their tenure.
- E. Only official members, who are present, can vote anonymously on the positions for executive board.
- F. Elections must be held at the end of the academic year in April.

- G. Officer positions are elected by anonymous majority vote.

VI. Sub-committees

- A. The HP Student Council reserves the right to form subcommittee that will at least consist of 2 members.
- B. The activities/intentions of a subcommittee will be approved at a general Student Council meeting.
- C. The sub-committee will be invited to report regularly on its progress at Student Council meetings.
- D. The proposed subcommittee will submit a proposal with a list of interested members and the intended goal of the subcommittee.
- E. The executive board has the right to either approve or deny proposed subcommittees.

VII. Finance and Fundraising

- A. The Student Council Treasurer will keep an up-to-date and accurate account of all money raised by the Council and will provide a report to the Council at the last council meeting of the year.
- B. The HP Student Council will consult and co-operate with the Director when planning fund raising activities.
- C. An annual budget will be proposed by the HP Student Council with the director's approval and collaboration.

VIII. Meetings and Decision-Making

- A. The HP Student Council will meet at least twice a month during the academic year.
- B. Meetings can also be called by the chairperson(s) or by three or more members of the council as often as is necessary.
- C. The quorum of a workable meeting shall be four council members.
- D. When making a decision any member of the council may call for a vote to be held and when the votes are divided evenly, the Chairperson(s) has the casting vote.
- E. The executive board will meet as deemed necessary.

IX. Removing Members of the Council and Filling Vacancies

- A. The Executive Board has the right to remove a member if that member fails to attend three consecutive meetings without a valid reason or is not committed to the work or the aims of the student council.
- B. The member must be given at least one week notice of the proposal and must be allowed to address the council in their defence.

- C. Where a member is to be removed a vote must be taken and at least two thirds of the council must be present.
- D. A member or officer may be removed from the council if they are not in good academic standing and disciplinary standing.

X. Amendments to the Constitution

- A. A vote must be held regarding any amendments to this constitution.
- B. Proposed amendments must be circulated to all members of the council at least one week in advance of the vote.
- C. At least two thirds of the council must be present for the vote.
- D. Any amendments to the constitution must be discussed in advance with the Director.
- E. All amendments to the constitution must be approved by a two-thirds majority of members present at the meeting.

We also intend to promote the mission of the honors program