

Gordon State College Student Honors Council Charter

Article I: Purpose/Mission Statement

Section 1: The purpose of the Gordon State College Student Honors Council (SHC) is to assist the Faculty Honors Council in guiding the Honors Program, to represent the students of the Honors Program to the public, to promote academic excellence in the Honors Program, and to promote the Honors Program by assisting students, recruiting new members, organizing events, and performing other tasks that contribute to the betterment of the Honors Program.

Article II: Responsibilities

Section 1: The SHC is responsible for:

- Organizing Honors Program field trips
- Organizing other events, such as parties for new or graduating members
- Recruiting new Honors Program members
- Supervising student Honors House maintenance
- Representing the Honors Program to Gordon State College
- Maintaining and updating the SHC charter

Article III: Membership

Section 1: Any student in the Honors Program in good academic standing is eligible to serve on the Student Honors Council. Students on probation within the Honors Program are not eligible.

Section 2: Any eligible student can be nominated for a position on the SHC by themselves or by any SHC member. Nominated students must be approved by the faculty advisor to become SHC members.

Section 3: The SHC shall have a maximum of 15 members.

Section 4: SHC members can be removed by their graduation or resignation, or by a vote of 75% of all SHC members or the faculty advisor.

Section 5: Any SHC member or officer who does not attend at least two meetings per semester shall be considered to have resigned from the SHC.

Article IV: Officers/Executive Board

Section 1: The officers of this club or organization shall be the president, vice president, secretary, communications officer, and treasurer. However, the faculty advisor may perform the treasurer's duties if the SHC and advisor find it appropriate.

Section 2: The president is responsible for:

- Presiding over meetings of the SHC
- Writing meeting agendas and sending them to all Honors program members before official meetings
- Representing the SHC at Faculty Honors Council Meetings
- Calling special meetings of the SHC
- Maintaining contact with the SHC advisor
- Representing the SHC to Gordon State College
- Serving as a spokesperson for the SHC
- Assisting all SHC officers
- Providing encouragement and motivation to fellow officers and Honors Program members

Section 3: The vice president is responsible for:

- Assisting the president in his or her duties.
- Temporarily performing the duties of other SHC officers in their absence
- Representing the SHC at meetings of the Student Government Association (SGA)
- Representing the SHC to Gordon State College
- Serving as a spokesperson for the SHC
- Performing other duties as directed by the president

Section 4: The secretary is responsible for:

- Attending all official meetings of the SHC
- Maintaining a record of all activities of the SHC
- Maintaining a record of all Honors Program and SHC members
- Recording minutes of all SHC meetings and sending official notes to all SHC officers for approval
- Maintaining SHC records both online and on paper
- Representing the SHC to Gordon State College
- Serving as a spokesperson for the SHC
- Performing other duties as directed by the president

Section 5: The treasurer is responsible for:

- Managing SHC and Honors program funds
- Keeping all financial records of the organization

- Serving as secondary signatory on financial accounts
- Preparing an annual budget
- Preparing and submitting financial reports to the SHC
- Advising Honors Program members on program finances
- Maintaining an inventory of all supplies and their condition
- Paying SHC and Honors Program bills
- Preparing all budget requests for funds
- Representing the SHC to Gordon State College
- Serving as a spokesperson for the SHC
- Performing other duties as directed by the president

Section 6: The communications officer shall be responsible for:

- Managing SHC communication
- Managing the online presence of the SHC
- Acting as liason between the SHC and the Honors Program
- Informing Honors Program members of events and official meetings
- Distributing minutes to honors program members
- Maintaining SHC calendar of events both online and in the Honors House
- Handling official correspondence of the SHC
- Promoting the SHC and SHC events to Gordon State College
- Representing the SHC to the Honors Program and to Gordon State College
- Serving as the primary spokesperson for the SHC
- Performing other duties as directed by the president.

Article V: Role of the Faculty Advisor

Section 1: The advisor shall be responsible for:

- Providing information and advice in matters under discussion at SHC meetings
- Calling special meetings of the SHC
- Maintaining contact with the Gordon State College Student Activities Department
- Maintaining contact with the Faculty Honors Council
- Serving as primary signatory on financial accounts

- Assisting all SHC officers
- Obtaining appropriate facilities for all SHC and Honors Program activities
- Handling official correspondence of the SHC
- Requesting supplies from Gordon State College
- Assisting all SHC officers
- Providing encouragement and motivation to SHC and Honors Program members.

Section 2: The advisor shall not be considered a member of the SHC, and thus shall not have voting rights except where specified elsewhere in this charter.

Article VI: Elections

Section 1: Elections shall be held annually at the end of the spring semester. Additional elections to fill vacancies shall be held at the end of the fall semester when necessary.

Section 2: All elected officials shall take office at the beginning of the semester following their election.

Section 3: All officers' terms end at the beginning of the fall semester, no matter when they were elected. No officer can serve more than two consecutive terms in an office unless fewer than two other candidates are running for that office.

Section 4: Any SHC member is eligible to serve as an officer. Any member may be nominated for an officer position by themselves or by any other SHC member.

Section 5: All Honors Program members shall be eligible to vote in elections by secret ballot. A quorum of 20% of members is necessary for an election to be considered valid. Whichever candidate has the most votes at the end of the election shall win. In the event of a tie, the SHC shall vote to choose the winner.

Section 6: Any vacancy in the presidency shall result in the succession of the vice president to the presidency. For any other vacancy, the president, vice president, and faculty advisor shall appoint an SHC member to fulfill the duties of the position until a new officer can be elected. If the vacancy occurs during the fall semester, a special election may be held at the end of the semester to fill any vacancies.

Section 7: An officer can be removed from his or her office by either the faculty advisor or a unanimous vote of all other SHC officers.

Article VII: Meetings

Section 1: Regular meetings of the SHC shall be held at least twice a semester.

Section 2: A quorum of at least three SHC members shall be necessary for each official meeting.

Section 3: All official SHC meetings shall be open to all Honors Program members, but only SHC members shall have voting rights. The SHC president and faculty advisor shall be able to call special meetings which can be closed to non-SHC members in special circumstances.

Section 4: Decisions will be made by a majority vote of SHC members. If a majority cannot be reached, the faculty advisor shall decide.

Article VIII: Amendments to the Charter

Section 1: This charter may be amended by a vote of 75% of the SHC members and the faculty advisor, or by a unanimous vote of all SHC members.

Section 2: Amendments may be proposed at any official meeting and accepted for consideration by a majority vote of SHC members. They cannot be ratified until the next meeting. All SHC members must be notified at least one week in advance of any meeting at which amendments are being voted on for ratification.

Section 3: Amendments are effective immediately after their ratification, or at a specific time stated within the amendment.