

**AUM Honors Assembly
Constitution and By-Laws
Rev. 10 March 2022**

Constitution

Article I: Organization Name

AUM Honors Assembly

Article II: Affiliation

The AUM Honors Assembly is the organization of students who comprise the AUM University Honors Program.

Article III: Purpose

Since 1981, the mission of the University Honors Program has been to serve highly motivated students from all five of Auburn Montgomery's academic colleges by facilitating their participation in a diverse community that will prepare them intellectually and socially for the challenges and responsibilities of global citizenship in the twenty-first century.

Article IV: Membership

All students active in the University Honors Program are members of the Honors Assembly. Members must meet all requirements of the University Honors Program to continue membership in the Honors Assembly. The *Honors Program Handbook* describes the requirements to remain active in the University Honors Program.

Article V: Officers and Elections

President

Vice President

Secretary

Treasurer

A. Officers are elected from the membership by a majority of members voting, and serve in office for one year. Officers may be reelected. The duties of officers are described in the By-Laws.

B. Elections take place at the last meeting of the Honors Assembly in the Spring Semester. New officers will assume office after the last day of the Spring semester.

1. Candidates for the offices of President and Vice President must have been in the University Honors Program for at least two semesters and taken at least six hours of Honors courses prior to assuming office.

2. Candidates must announce their intention to seek office at least two weeks before the election. The President will electronically distribute any statements provided by candidates at least one week prior to the elections and candidates will have a chance to give a speech prior to voting.

3. The Executive Council will appoint volunteers from the UHP to an Election Committee at the second to last Honors Assembly meeting of the Spring semester. Candidates are not permitted to be members of the elections committee. The Executive Council will select a Chairperson from the membership of the Elections Committee.

4. The duties of the Elections Committee include:

a. announcing upcoming elections to all members of the Honors Assembly;

b. preparing, distributing, collecting, and counting ballots at the election, and announcing the victors.

Article VI: Advisor

The faculty advisor to the Honors Assembly is the Director of the University Honors Program.

A program coordinator also exists to oversee many of the needs of the program, such as: keeping track of enrollment and advising Honors students regarding the Honors curriculum.

Article VII: Meetings

The AUM Honors Assembly will meet at least once each month during the Fall and Spring semesters. Special meetings may be called by the President. All meetings will be announced at least one week prior to the meeting.

Article VIII: Quorum and Voting

A quorum is defined to be the members present at meetings (physically or virtually) of the Honors Assembly approved by the director of the program. All members of the Honors Assembly may vote.

Article IX: Ratification

The unanimous agreement of officers and a majority vote, by the membership at the first meeting after this constitution is proposed to the membership, will constitute ratification.

Article X: Amendments and Motions

This Constitution may be amended during an assembly by a two-thirds vote of the quorum at which any amendment is on the agenda or proposed from the floor. Amendments may be recommended by the Executive Committee or proposed from the floor by a member of the Honors Assembly.

Motions are made to temporarily bypass specified restrictions within the constitution for specified events. These specified restrictions will only be lifted for the specified event, and if that event does not occur, the motion will be void. A motion may be passed during an assembly by a two-thirds vote of the quorum at which the motion is on the agenda or proposed from the floor. Motions may be recommended by the Executive Committee or proposed from the floor by a member of the Honors Assembly.

Honors Assembly By-Laws

The Bylaws that follow describe how the Honors Assembly is organized and how it operates.

I. Membership. All participants enrolled in the University Honors Program who are in good standing are members of the Honors Assembly. Continuing membership requires maintaining good standing in the University Honors Program. Good standing is defined as fulfilling all Honors Program requirements.

Members of the Honors Assembly are expected to participate in the service projects of the Honors Assembly as well as social events. Members are expected to represent AUM, the University Honors Program, and the AUM Honors Assembly in a positive manner.

Members of the Honors Assembly have use of the Honors Study Lounge and are expected to maintain it with a sense of pride and ownership.

II. Dues. There are no membership dues for members of the AUM Honors Assembly.

III. Required Service. Members of the Honors Assembly are required to perform 12 hours of community service, of which a minimum of 8 hours must come from Honors-related service.

IV. Duties of Officers. Officers are expected to attend all meetings of the Honors Assembly and of the Executive Council. The officers will serve as non-voting, *ex officio* members of the Faculty Senate Honors Committee. All officers advise the Director and the Honors Committee on Honors Program curriculum and operations.

The President will formulate the agenda for meetings and will chair the meetings of the Honors Assembly and the Executive Council. Furthermore, the President will also lead or designate leaders for Standing Committees, as well as for any special projects. The President will facilitate, as well as oversee the work of the other officers and committee chairs.

The Vice President will assume the duties of the President if he or she is unable to perform those duties. The Vice President is responsible for ensuring the Honors Assembly Constitution and Bylaws are followed and for shepherding any proposed revisions through the process. In addition, the Vice President will also assist other officers and committee chairs as needed.

The Secretary will send announcements of meetings and their agendas of the Honors Assembly and the Executive Council to the UHP mailing list at least one week prior to meetings and will also keep minutes of those meetings, distributing them to members of the Honors Assembly.

The Treasurer will be in charge of developing a budget for Honors Assembly activities, along with the members of the Executive Committee. The Treasurer will keep records of spending and collaborate with Honors staff in making purchases in accordance with AUM policies and processes.

If an officer finds that he or she is unable to continue to serve, an election will be called by the faculty advisor and held in a timely manner.

Officers must maintain good standing in the University Honors Program by meeting all program requirements and the expectations of his or her office. Failure to do so will constitute resignation from office.

An officer may be removed by a three-quarters vote of the membership.

V. Executive Council. The Executive Council comprises all officers. The Executive Council members serve as leaders of the UHP and UHP representatives to AUM and the community. The Executive Council is charged with developing a strategic plan for the upcoming year, welcoming incoming Honors students into the Honors community, and advising the Honors Director on the UHP.

The Executive Council will meet at least once each month during fall and spring semesters.

Meetings of the Executive Council are open to any member of the Honors Assembly. The Director may be included to facilitate the work of the Executive Council. Only members of the Executive Council may vote, and all recommendations of the Executive Council must be accompanied by a count of the votes.

Minutes of meetings of the Executive Council will be distributed to the officers within one week of the meeting and a copy maintained by the Secretary.

VI. Standing Committees. The Standing Committees of the Honors Assembly are chosen by the Executive Committee from volunteers when a call for service is made. The Executive Council will appoint a chairperson from the membership of each committee only if no member of said committee is willing to take charge. Standing Committees will meet at least once each month and report to the Executive Council. The Executive Council reserves the right to create temporary committees and subcommittees to be voted on and ratified at the next Honors Assembly.

Ad Hoc Committees may be established by the President to meet the needs of the Honors Assembly at any point. For an Ad Hoc Committee to transition to a Standing Committee, the process for changing the Bylaws should be followed (See IX below).

Serving on a committee is a significant sign of participation in the Honors Assembly.

The Standing Committees include

- 1) Social Committee: Responsible for planning social activities for the University Honors Program.
- 2) Masquerade Ball Committee: Responsible for the planning and execution of the Honors Assembly's annual Masquerade Ball.
- 3) Homecoming Committee: Responsible for organizing the University Honors Program's participation during Homecoming Week in the various competitions and events available.
- 4) Food Pantry Committee: Responsible for maintaining and overseeing the Food. The Food Pantry provides food and hygiene items for AUM students.
- 5) Academic Committee: Responsible for organizing group learning and studying activities.
- 6) Elections Committee: This committee will announce upcoming elections to all members of the Honors Assembly, recruit a slate of candidates for our election, and run the election. They will be responsible for preparing, distributing, collecting, and counting ballots at the election, then announcing the victors.
- 7) Mentoring Committee: Responsible for organizing activities for new members and their mentors.

Committee chairs will report on committee activities in writing to the President annually and provide recommendations for their successors.

VII. There is no rule VI.

VIII. Parliamentary Authority

Robert's Rules of Order, most recent edition

IX. Amendments. The By-Laws of the Honors Assembly may be amended by the majority recommendation of the Executive Council and a majority vote by members of the Honors Assembly at the meeting at which an amendment to the By-Laws is on the agenda.

Approvals/Amendments:

July 2010: Office of Student Life

August 2016: Honors Assembly; officer elections were moved from Fall to Spring

August 2017: Honors Assembly; by-law VI (stating that Assembly meetings must always follow a particular agenda) was deleted

December 2020: Constitution updated and aligned with current practice.

March 2022: Clarification of officer roles and committee structure