

Constitution: Frederick Honors College Student Council

Article I. Name

The name of this organization will be the Frederick Honors College Student Council.

Article II. Acceptance and Compliance to Registration Requirements and Limitations

The Frederick Honors College Student Council and its membership accept and will fully comply with the requirements and limitations of registration.

Article III. Limits of Registration

Registered student organizations are student associations and are not official components of the University. Registration does not permit a student organization to use or act in the name of the University, to represent the University, engage in any contractual obligation in the name of the University nor represent the organization as being an official part of the University. Registered student organizations are permitted to have approved external affiliations. Registration expressly permits registered student organizations to only operate on campus. Off-campus activities of registered student organizations are the sole responsibility of the organization, officers and members, unless expressly approved in advance by the University. Membership in a registered student organization and participation in its activities are voluntary and all risks of personal injury, property damage or other losses incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or participant(s).

Article IV. Annual Re-registration

The Frederick Honors College Student Council will submit its re-registration application once a year during the defined re-registration process.

Article V. Definitions and Purpose

1. Definitions

- A. The Frederick Honors Student Council is defined as the organization chartered in this Constitution
- B. A Frederick Honors Student is defined as a full-time undergraduate student who has applied and been accepted by the Frederick Honors College and who is currently enrolled in the Frederick Honors College
- C. The Frederick Honors Student Body is defined as the collection of every student at the University of Pittsburgh who falls under the definition of a Frederick Honors Student
- D. The Frederick Honors Student Council Executive Board consists of the President, four Vice Presidents, and a Director of Administration.
- E. A Frederick Honors Student Council member is defined as a member of the

Frederick Honors Student Council Executive Board, all Frederick Honors Student Council Standing Committee Chairs, all Frederick Honors Student Council committee members, and other students designated by the Director of Administration

- F. GPA is defined as the cumulative grade point average as issued by the University of Pittsburgh Registrar
- 2. Purpose
 - A. The purpose of the Frederick Honors Student Council is to promote the concerns, interests, and needs of the Frederick Honors Student Body by:
 - 1. Advocating directly to the Frederick Honors College administration as elected student representatives of the Frederick Honors Student Body
 - 2. Creating programming by and for Frederick Honors Students
 - 3. Stewarding and distributing Frederick Honors College resources on behalf of the Frederick Honors Student Body
 - 4. Communicating Frederick Honors College news and resources transparently and effectively directly to students
 - 5. Facilitating committees that connect a diverse array of student voices with Frederick Honors College administration

Article VI. Meetings and Activities

- 1. The Frederick Honors Student Council Executive Board, the Standing Committee Chairs, and all committee members shall meet monthly in a General Body Meeting. This meeting is open to all Frederick Honors College students. The President shall schedule and lead these meetings.
- 2. The Frederick Honors Student Council Executive Board shall meet regularly in an Executive Planning Session. The President shall schedule and lead these meetings and invite others as necessary. Official business may be conducted at these meetings, with quorum being defined as 3 members of the Frederick Honors Student Council Executive Board. All official business shall be reported at the next General Body Meeting
- 3. Committee chairs shall meet with their committee members regularly in a Committee Meeting. The relevant committee chair shall schedule and lead these meetings.
- 4. Other meetings may be defined in the Executive Bylaws or called as necessary

Article VII. Membership Requirements

- 1. Membership is open to currently enrolled Pitt students as defined herein:
 - a. All members must accept and comply with all the requirements and limitations of registration as a condition of membership.
 - b. Membership in the Frederick Honors College Student Council is voluntary. All risk of personal injury, property damage, or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or non-member participant(s).

Accordingly, the University of Pittsburgh, its officers and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any group-related activity. It is further understood and agreed that it is the responsibility of the officers of the organization to assure that all of the organization's members and non-member participants in all activities sponsored by the Frederick Honors College Student Council are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officers shall forbid participation and/or membership of such individual. In regard to the organization member or non-member participant Assumption of Risk, the Frederick Honors College Student Council acknowledges that the University recommends that the organization members and non-member participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed. For sport-related organizations, the University recommends that each individual have insurance sufficient to allow for any risks by participation, accident or by deficiencies in physical health.

- c. No illegal discriminatory criteria may be used as criteria for membership including those listed in the University of Pittsburgh's non-discrimination policy. These factors include race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. All groups, except those exempt by law, must permit male and female membership. Sport clubs involving physical contact or in which participation is based on competitive skill may limit participation in competition to one sex; provided that, for any for any such sport club engaged in a non-contact sport, unless there is a sport club available for members of the opposite sex, the club must permit try-outs for each sex. Membership can be limited by factors unrelated to status or beliefs and which are also not illegal. Membership can be limited by school, college, department, major and grades, etc. No hazing or illegal discrimination will be used as a condition of membership in the organization.
- d. Other membership requirements include being an active, enrolled student of the David C. Frederick Honors College.
- e. There are no financial obligations for membership.

Article VIII. Voting Privileges

1. Voting privileges are limited to currently enrolled Frederick Honors College Pitt students in good standing with the organization.

Article IX. Officers

The organization shall have the following officers: President, Executive Vice President, Vice President of Programming, Vice President of Finance, Vice President of Communications, and Director of Administration.

Article X. Officer Responsibilities and Duties

1. The President, elected at large in an election of the Frederick Honors Student Body
 - i. The President shall serve as the Chief Executive Officer of the Frederick Honors Student Council and Chief Advocate of the Frederick Honors Student Body. They shall lead the Frederick Honors Student Council Executive Board and represent the Frederick Honors Student Council to all outside organizations.
 - ii. Four Vice Presidents and the Director of Administration, elected at large in an election of the Frederick Honors Student Body
 1. One Vice President shall be given the role of Executive Vice President.
 - a. The Executive Vice President shall serve as the Chief Operating Officer of the Frederick Honors Student Council and assist the President and take over the duties of the President when the President is unable to perform them. They shall manage and supervise all standing committees established by the Frederick Honors Student Council Executive Board and meet with the Standing Committee Chairs regularly. They shall, in collaboration with the Director of Administration, see to the efficient functioning of the Frederick Honors Student Council.
 2. Vice President of Programming
 - a. The Vice President for Programming shall lead all programming efforts of the Frederick Honors Student Council. They shall, in collaboration with the other members of the Frederick Honors Student Council Executive Board and any members of the Executive Programming Committee, organize the programming calendar for the Frederick Honors Student Council and shall supervise all efforts to execute programming
 3. Vice President of Finance
 - a. The Vice President for Finance shall oversee all financial aspects of the Frederick Honors Student Council. They shall, in collaboration with the other members of the Frederick Honors Student Council Executive Board and any members of the Executive Finance Committee,

approve and oversee all expenditures of the Frederick Honors Student Council and shall direct all grants and funds established by the Frederick Honors Student Council Executive Board. They shall, in collaboration with the Director of Administration, assist in the dispersal of Frederick Honors Student Council funds.

4. Vice President of Communications

- a. The Vice President for Communications shall lead all communications efforts of the Frederick Honors Student Council. They shall, in collaboration with any members of the Executive Communications Committee and the Professional Marketing and Communications Partner at the Frederick Honors College, advertise programming events and Frederick Honors College news to the Frederick Honors Student Body, manage social media, and handle any other tasks under the purview of marketing and communications. They shall, in collaboration with the Director of Administration, record and communicate meeting minutes with the board.

5. The Director of Administration

- a. The Director of Administration shall plan and execute the elections process, maintain and update the Executive Bylaws, enforce this Constitution and the Executive Bylaws, and adjudicate all aspects of the Frederick Honors Student Council. They shall, in collaboration with the Executive Vice-President, see to the efficient functioning of the Frederick Honors Student Council. They shall, in collaboration with the Vice President for Finance, assist in the dispersal of Frederick Honors Student Council Funds. They shall, in collaboration with the Vice President of Communications, record and communicate meeting minutes with the board.

Additional roles shall work directly with the Frederick Honors Student Council Executive Board to assist them in the execution of their duties. The following additional roles shall exist:

1. Additional roles may be established in the Executive Bylaws

Article XI. Election of Officers

- A. The Director of Administration shall be responsible for executing the election of the Frederick Honors Student Council Executive Board
 - a. The Director of Administration is forbidden from running for President or Vice President while they serve. They shall be completely impartial to all candidates

and lack any bias or appearance thereof.

- B. The Director of Administration shall be responsible for enforcing election policies and procedures set forth in the Executive Bylaws and shall be responsible for updating and maintaining these policies and procedures to ensure a fair and equitable election. They may render verdicts on alleged violations of these policies and procedures, including levying sanctions or disqualification.
- C. Candidates may appeal verdicts rendered by the Director of Administration to the advisor of the Frederick Honors Student Council, who may overturn any verdict, sanction, or disqualification.
 - a. The President, the four Vice Presidents, and the Director of Administration shall be elected through an at-large election of the Frederick Honors Student Body conducted during the first Monday of March.
 - i. With the approval of the advisor of the Frederick Honors Student Council, the Director of Administration may change the date of the at-large election.
 - ii. The President shall be the candidate receiving the highest number of votes for the position of President.
 - 1. Each Vice President role shall be elected based on the candidate with the highest number of votes for the respective position.
 - b. Each eligible voter shall be restricted to one vote for the President, one vote for each Vice President position, and one vote for the Director of Administration.
 - c. To be certified as a candidate, the potential candidate must be a Frederick Honors Student who has a cumulative minimum GPA of 3.25 and must meet any other requirements established in the Executive Bylaws.
 - d. The transition shall be led by the Director of Administration. With the approval of the advisor of the Frederick Honors Student Council, the Director of Administration may amend the transition timeline and procedure.
 - i. The Director of Administration shall certify the election results within 24 hours of the conclusion of the day of the election. Once certified, the candidate receiving the most votes for President is granted the title of President-elect, the candidates receiving the most votes for each Vice President position shall be granted the respective Vice President-elect position, and the candidate receiving the most votes for Director of Administration shall be granted the title Director of Administration-elect.
 - ii. The collection of the President-elect, the four Vice President-elects, and the Director of Administration-elect shall be given the title Frederick Honors Student Council Executive Board-elect and shall work with the Frederick Honors Student Council Executive Board to amend the Executive Bylaws.
 - iii. The current Director of Administration shall work with the Frederick Honors Student Council Executive Board-elect to review this Constitution and the Executive Bylaws to make any updates deemed necessary

- iv. Before the last day of the Spring semester, on a date established by the current Director of Administration, the Honors Student Council Executive Board-elect shall be officially seated in their new roles.

Article XII. Voting Powers of Officers

Executive Board members retain voting rights, except for the Director of Administration. In the case of a tie, the Executive Board (with exception of the Director of Administration) will hold a vote to determine the elected candidate.

Article XIII. Removal of Officers

- A. The President may be removed by a unanimous vote of the four Vice Presidents and Director of Administration. Notification of the vote must be sent to the advisor of the Frederick Honors Student Council.
- B. A Vice President may be removed by a unanimous vote of the President, three other Vice Presidents, and the Director of Administration. Notification of the vote must be sent to the advisor of the Frederick Honors Student Council.
- C. The Director of Administration may be removed by a unanimous vote of the President and four Vice Presidents. Notification of the vote must be sent to the advisor of the Frederick Honors Student Council.

Article XIV. Vacancies

- A. Any member of the Frederick Honors Student Council may resign by officially notifying the President, the Director of Administration, and the advisor of the Frederick Honors Student Council.
- B. In the event that the President's role is vacated, the Executive Vice President shall assume the office of President.
- C. In the event that the Executive Vice President role is vacated, the President shall appoint a current Vice President to assume the office of Executive Vice President.
- D. In the event that a Vice President role other than the Executive Vice President is vacated, the remaining Frederick Honors Student Council Executive Board shall appoint a Frederick Honors Student to fill the vacant Vice President role. The application process for filling this vacancy shall be led by the Director of Administration.
- E. In the event that the Director of Administration role is vacated, the Frederick Honors Student Council Executive Board shall appoint a Frederick Honors Student to fill the vacant role. The application process for filling the vacancy shall be led by the President.

Article XV. Committees

- A. Standing Committees shall exist to promote the interests of the Frederick Honors Student Body by collaborating directly with the Frederick Honors College

administration. They shall be chaired by a student who does not serve on the Frederick Honors Student Council Executive Board. They shall have their purpose, membership, and additional bylaws established in the Executive Bylaws.

- B. The following Standing Committees shall exist:
 - a. The OCC and Experiential Learning Committee
 - b. The Honors Academics Committee
 - c. The Honors Research Committee
 - d. The Student Outreach and Engagement Committee
 - e. The Alumni Engagement and Admissions Committee
- C. Committees can be established with a petition that consists of the committee's purpose and at least 10 interested members.
- D. Committees can be terminated with a majority vote of the Executive Board pending approval by the Faculty Advisor.
- E. Interested Committee chairs are required to apply, and undergo a subsequent interview for the position if selected. The interview board will consist of the Executive Board member overseeing the committee, and an additional Executive Board member.
- F. Each Committee Chair's duties are as follows:
 - a. The OCC and Experiential Learning Committee
 - i. The Chair of the OCC and Experiential Learning Committee is responsible for advising the FHC staff of OCC events and informing the student body of events to earn OCC credit. They are responsible for the greater organization of the OCC and Experiential Learning committee, holding weekly meetings and relaying information and future plans with their Student Council Executive board supervisor.
 - b. The Honors Academics Committee
 - i. The Chair of the Honors Academics Committee is responsible for holding meetings, reporting to the Executive Board, reviewing aspects of the current Honors College curriculum where it pertains to the student body, and, as a result, leading and planning projects.
 - c. The Honors Research Committee
 - i. The Chair of the Honors Research Committee is responsible for holding and organizing weekly meetings for the committee, informing the Executive Board of what occurs in meetings, and lead projects/programs pertaining to the committee.
 - d. The Student Outreach and Engagement Committee
 - i. The Chair of the Outreach and Engagement Committee is responsible for holding weekly meetings, reporting to the Executive Board, planning events and other venues through which community members can engage with the Student Council, as well as other tasks that may arise.
 - e. The Alumni Engagement and Admissions Committee
 - i. The Chair of the Alumni Engagement and Admissions Committee is responsible for holding and organizing weekly meetings for the

committee, informing the Executive Board of what occurs in meetings, and lead projects/programs pertaining to the committee

Article XVI. Finances

1. The Frederick Honors College Student Council shall fully comply with the University fundraising policies and procedures for registered student organizations. The organization will not maintain an outside bank account if it receives funding from.

Article XVII. Publications Code

1. In compliance with the Publications Code for Student Organizations, all publications of the organization will comply with current copywriter laws, be distributed according to policies and procedures, refrain from expressions that are considered obscene or libelous according to current statute, advocate or insight the material interference or physical disruption of the educational process of the peace, order and decorum of the campus, or that advocate or insight imminent, lawless action or the violent overthrow of the government and identify the organization as publisher and specify that the group is a registered student organization at the University of Pittsburgh.

Article XVIII. Advisor

1. The advisor will be the individual serving as the Director of Student Services for the David C. Frederick Honors College. The advisor's role, responsibilities, duties, and authority are as follows: assisting the Frederick Honors Student Council with attaining resources for events, be a liaison between the Executive Board and the Frederick Honors College, etc.

Article XIX. Amendments

- A. All actions shall be governed by the following order of precedence: this Constitution, the Executive Bylaws adopted by the Director of Administration and approved by the Frederick Honors Student Council Executive Board, then Robert's Rules of Order
- B. This constitution may be amended by a unanimous vote of the Frederick Honors Student Council Executive Board. Amendments shall not go into effect until the following academic year, unless special approval is given by the advisor of the Frederick Honors Student Council due to unforeseen circumstances.
 - a. Changes to this constitution that only update Executive Committees, Standing Committees, or Meetings may be adopted immediately by a unanimous vote of the Frederick Honors Student Council Executive Board
 - b. Changes to this constitution that are not substantive, such as grammatical or formatting changes, may be adopted immediately by a unanimous vote of the Frederick Honors Student Council Executive Board
- B. The Director of Administration shall maintain Executive Bylaws that impose additional policies and procedures beyond those outlined in this Constitution, including additional

structure and roles, committee bylaws, and elections regulations. The Director of Administration may propose amendments to the Executive Bylaws that shall be approved by a majority of the Frederick Honors Student Council Executive Board

- C. The advisor of the Frederick Honors Student Council, under special circumstances, may override or allow the Frederick Honors Student Council Executive Board to override any policies or procedures outlined in this Constitution or the Executive Bylaws

ADOPTED,

The Frederick Honors Student Council Executive Board, 05/03/2025

RATIFIED,

The Frederick Honors Student Council Director of Administration, 05/05/2025