

## The Frederick Honors Student Council Constitution

### I. 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 is defined as the collection of the President and the four Vice Presidents
- E. A Frederick Honors Student Council member is defined as a member of the Frederick Honors Student Council Executive Board, the Director of Administration, 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

### II. 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 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

### III. Precedence and 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
  - 1. 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
  - 2. 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
- C. The Director of Administration shall maintain Executive Bylaws that impose additional policies and procedures beyond those set forth 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
- D. 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 set forth in this Constitution or the Executive Bylaws

#### IV. Structure

- A. The Frederick Honors Student Council Executive Board shall have direct control of all aspects of the Frederick Honors Student Council related to student representation, programming, finance, and communications. The Frederick Honors Student Council Executive Board shall also directly supervise all other aspects of the Frederick Honors Student Council, including the standing committees. The Frederick Honors Student Council Executive Board shall consist of the following roles:
  - 1. The President, elected at large in an election of the Frederick Honors Student Body
    - a) 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
  - 2. Four Vice Presidents, elected at large in an election of the Frederick Honors Student Body
    - a) One Vice President shall be given the role of Executive Vice President

- (1) The Vice President receiving the most votes in the most recent election shall be offered the role of Executive Vice President. If the Vice President receiving the most votes in the most recent election does not accept the role of Executive Vice President, the President shall appoint another Vice President, in consultation with the Vice President receiving the most votes in the most recent election and the three remaining Vice Presidents, and with a preference given to Vice Presidents who received more votes, to the role of Executive Vice President
  - (2) 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
- b) The three remaining Vice Presidents shall be given the roles of Vice President for Programming, Vice President for Finance, and Vice President for Communications
- (1) The President shall appoint the three remaining Vice Presidents to the roles of Vice President for Programming, Vice President for Finance, and Vice President for Communications, in consultation with the Executive Vice President and the three remaining Vice Presidents
  - (2) 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) 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) 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

B. 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. The Director of Administration, appointed by the Frederick Honors Student Council Executive Board

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 Director of Communications, record and communicate meeting minutes with the board

2. Additional roles may be established in the Executive Bylaws

C. Executive Committees shall exist and operate at the discretion of the Vice Presidents and shall assist the Vice Presidents and the Frederick Honors Student Council Executive Board in the execution of their duties. The following Executive Committees shall exist:

1. The Executive Programming Committee shall exist at the discretion of and be chaired by the Vice President for Programming and shall consist of any students appointed by the Vice President for Programming. The committee shall assist in all programming efforts of the Frederick Honors Student Council Executive Board.
  2. The Executive Finance Committee shall exist at the discretion of and be chaired by the Vice President for Finance and shall consist of any students appointed by the Vice President for Finance. The committee shall assist in all financial aspects of the Frederick Honors Student Council Executive Board.
  3. The Executive Communications Committee shall exist at the discretion of and be chaired by the Vice President for Communications and shall consist of any students appointed by the Vice President for Communications. The committee shall assist in all communications aspects of the Frederick Honors Student Council Executive Board.
- D. Standing Committees shall exist to promote the interests of the Frederick Honors Student Body by collaborating directly with Frederick Honors College administration. They shall be chaired by a student who does not serve on the Frederick Honors Student Council Executive Board or as the Director of Administration. They shall have their purpose, membership, and additional bylaws established in the Executive Bylaws. The following Standing Committees shall exist:
1. The OCC and Experiential Learning Committee
  2. The Academics and Research Committee
  3. The Student Engagement and Outreach Committee
  4. The Alumni Engagement and Admissions Committee

## V. Meetings

- A. The Frederick Honors Student Council Executive Board, the Director of Administration, the Standing Committee Chairs, and all committee members shall meet regularly in a General Body Meeting. This meeting is open to all Frederick Honors College students. The President shall schedule and lead these meetings
- B. The Frederick Honors Student Council Executive Board and the Director of Administration 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

- C. The Executive Vice President and the Standing Committee Chairs shall meet regularly in a Cabinet Meeting. The Executive Vice President shall schedule and lead these meetings and invite others as necessary
- D. Committee chairs shall meet with their committee members regularly in a Committee Meeting. These meetings are open to all Frederick Honors College students. The relevant committee chair shall schedule and lead these meetings
- E. Other meetings may be defined in the Executive Bylaws or called as necessary

## VI. Elections

- A. The Director of Administration shall be responsible for executing the election of the Frederick Honors Student Council Executive Board
  - 1. 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 elections 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
  - 1. 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
- C. The President and the four Vice Presidents shall be elected through an at large election of the Frederick Honors Student Body conducted during the first Monday of March
  - 1. 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
  - 2. The President shall be the candidate receiving the highest number of votes for the position of President. The Executive Vice President role shall be offered to the candidate receiving the highest number of votes for the position of Vice President. The three remaining Vice Presidents shall be those three candidates receiving the next highest number of votes for the position of Vice President after the candidate offered Executive Vice President
  - 3. Each eligible voter shall be restricted to one vote for the President and four votes for Vice President. Eligible voters may not vote for the same Vice President more than once
  - 4. To be certified as a candidate, the potential candidate must be a Frederick Honors Student who has a cumulative minimum GPA of 3.00 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
1. 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 candidate receiving the most votes for Vice President shall be granted the title of Executive Vice President-elect, and the three candidates receiving the next most votes for Vice President after the Executive Vice President-elect are granted the title of Vice President-elect.
  2. The collection of the President-elect, Executive Vice President-elect, and the three Vice Presidents-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 appoint Vice Presidents-elect to roles, amend the Executive Bylaws, select a new Director of Administration, and select new Standing Committee Chairs
  3. If the Executive Vice President-elect does not accept the role of Executive Vice President, the President-elect shall appoint another Vice President-elect, in consultation with the Executive Vice President-elect and the three remaining Vice Presidents-elect, and with a preference given to Vice Presidents-elect who received more votes, to the role of Executive Vice President
  4. The President-elect shall appoint the three remaining Vice Presidents-elect to the roles of Vice President for Programming, Vice President for Finance, and Vice President for Communications, in consultation with the Executive Vice President and the three remaining Vice Presidents-elect
  5. 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
  6. The current Director of Administration shall lead the selection process for the new Director of Administration and the new Standing Committee Chairs according to the policies and procedures set forth in the Executive Bylaws.
    - a) If the Director of Administration is seeking to be reappointed as Director of Administration, the President-elect shall lead the selection process for the new Director of Administration and shall establish policies and procedures to ensure a fair and equitable selection process
    - b) All candidates for Director of Administration and for any Standing Committee Chair position must be a Frederick Honors Student

who has a cumulative minimum GPA of 3.00 and must meet any other requirements established in the Executive Bylaws

7. 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, the Director of Administration-nominee, and the Standing Committee Chairs-nominee shall be officially seated in their new roles

## VII. Dismissals and 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. The President may be removed by a unanimous vote of the four Vice Presidents. Notification of the vote must be sent to the advisor of the Frederick Honors Student Council and the Director of Administration
- C. A Vice President may be removed by a unanimous vote of the President and the three other Vice Presidents. Notification of the vote must be sent to the advisor of the Frederick Honors Student Council and the Director of Administration
- D. The Director of Administration may be removed by a majority vote of the Frederick Honors Student Council Executive Board
- E. In the event that the President role is vacated, the Executive Vice President shall assume the office of President
- F. 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
- G. 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 lead by the Director of Administration
- H. 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

ADOPTED,

**The Frederick Honors Student Council Rules and Procedures Ad-Hoc Committee, 3/1/2023**  
**The Frederick Honors Student Council Executive Board, 3/2/2023**

RATIFIED,

**The Frederick Honors Student Council Director of Administration, 4/10/2023**