

Liberal Arts Honors Student Council Constitution

PREAMBLE

Liberal Arts Honors Student Council (LAHSC) is a student organization at The University of Texas at Austin. This organization's purpose is to provide academic, social, and service events for Liberal Arts Honors (LAH) students in order to build community within LAH.

ARTICLE I-UNIVERSITY COMPLIANCE

This organization is a recognized student organization at The University of Texas at Austin and shall comply with all campus policies as set forth in the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities.

ARTICLE II-PROHIBITION OF HAZING

State law and Sec. 14-103(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities define hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

ARTICLE III-MEMBERSHIP

In accordance with Sec. 6-202(a)(2) and Sec. 6-302 of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization restricts membership to students, faculty members, and staff members of the University.

In accordance with Sec. 6-202(a)(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

All students in LAH are eligible to be general members of LAHSC, whether they begin in LAH in their first year or at the upper-division level. Purchasing a lifetime LAHSC membership package is not required to become a member. Yearly dues will not be collected from members.

Member Removal

General membership in LAHSC will be revoked if a student does any one of the following:

- is removed from the LAH program by LAH faculty/staff
- breaks the Student Code of Conduct
- breaks any of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities
- creates a hostile environment where other LAHSC members feel unsafe or discriminated against due to their gender, race, sexual identity/orientation, religion, nationality/ethnic origin, ability, or citizenship status.

ARTICLE IV-OFFICERS

Officer Positions and Duties

The following positions constitute the officer positions of LAHSC and its executive board.

- President
 - Coordinates yearly calendar for LAHSC
 - Leads weekly meetings
 - Serves as the primary liaison between LAHSC and LAH staff/faculty
 - Calls general meetings and special meetings
 - Coordinates year-end elections and special elections
 - Responds to any correspondence sent to the LAHSC email (doitforpinto@gmail.com)
 - Maintains HornsLink page
- Vice President
 - Assumes duties of president, when necessary
 - Assists president in coordinating activities
 - Manages organization's merchandise, including orders and sales
- Secretary
 - Records meeting minutes at each meeting
 - Maintains attendance records for meetings
- Treasurer
 - Serves as a liaison to UT Austin for all purpose of organizational funding
 - Maintains accurate and current account of all LAHSC funds
 - Responsible for dispensing funds in accordance with the organization's goals and programs maintained by LAHSC
 - Manages LAHSC's bank account and Venmo account
 - Responsible for merchandising inventory
- Academic Chair

- Responsible for coordinating academic events each semester, including Ransom Reading Groups, Rousseau Reading Groups, peer advising, First Year Info Session, and Trivia Night
- Mentorship Co-Chairs
 - Manage the LAHSC mentorship program throughout the academic year
 - Match incoming LAH students with current LAH students, who will serve as their mentors, during the summer
 - Assist in organizing the annual LAH Kick-Off luncheon
- Publicity Chair
 - Maintain the organization's Facebook page and any other social media accounts
 - Responsible for creating event pages and advertising materials for LAHSC events
 - Publicizes LAHSC events through Facebook, flyers, etc
- Service Chair
 - Responsible for coordinating service events each semester with campus partners and community partners
- Social Chair
 - Responsible for planning LAH-only social events each semester according to LAHSC's social calendar
 - Serve as the LAHSC representative in planning All Honors Formal each fall and spring semester along with other representatives from Business Honors, Plan II Honors, Health Science Scholars, and other UT Honors programs who opt to participate in formal
- First Year Representatives
 - Serve as a liaison between the first year class and the LAHSC executive board
 - Coordinate events for the first year class
 - Communicate LAHSC events and updates to their class through announcements in LAH 102H, on Facebook, and in their GroupMe

Responsibilities of All Officers

All executive board members are expected to attend meetings and events throughout the academic year. If they cannot attend a meeting or event, they must communicate this information to the president. Reasons for missing a meeting can include sickness, class/lab/review session conflict, work schedule conflict, medical appointment, and family emergency.

Officer Removal

If meeting attendance falls below 75% without any communication to the president about the reason for missing a meeting, the executive board member will have a one-on-one meeting with the president to assess the situation before the member is placed on probation. Probationary status will be lifted once the executive board member once again maintains regular meeting

attendance. If an executive board member fails to meet the attendance and communication expectations agreed to in the one-on-one meeting, the executive board member will be removed from their position. The president and vice president are responsible for removing officers when necessary. Upon removal, the individual will no longer hold an executive board position but will still be eligible to participate in LAHSC as a general member.

Executive board members will be *immediately* removed from their position if the individual does any one of the following:

- is removed from the LAH program by LAH faculty/staff
- breaks the Student Code of Conduct
- breaks any of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities
- mishandles LAHSC funds
- creates a hostile environment where other LAHSC members feel unsafe
- creates a hostile environment where other LAHSC members feel discriminated against due to their gender, race, sexual identity/orientation, religion, nationality/ethnic origin, ability, or citizenship status.

Requirements

LAHSC executive board members must maintain regular attendance at meetings. Once attendance falls below 75%, they will be put on probation after a one-on-one meeting with the president. Executive board members are expected to attend as many LAHSC events as their schedule allows. As stated earlier, reasons for missing a meeting can include sickness, class/lab/review session conflict, work schedule conflict, medical appointment, and family emergency. If a member must miss a meeting, it is required that they alert the president of their absence before the meeting or event.

Selection Process

In a general election, any LAH student can run for an officer position if they have maintained regular meeting attendance and have attended four LAHSC events within the semester in which they will be running.

The following officer positions require the following qualifications.

- President: Student must have already completed or will begin their fifth semester at UT Austin when they begin their tenure as president in the fall.
- Treasurer: Student must have prior experience managing finances and demonstrate this knowledge in an interview with select executive board members.
- First Year Representatives: Students chosen for this position must be in their first year at UT Austin.

Additionally, two students may run for the president position as a team and serve as co-presidents. A team of two to three students can run as a team to serve as mentor co-chairs. For all other positions, students can run as a two-person team with each person filling this position at alternating semesters in circumstances of study abroad.

In a general election, executive board members who are not graduating in the current spring semester are eligible to vote and run for a position as long as they have maintained satisfactory meeting attendance (attended at least 75% of meetings, unless they have a legitimate excuse for missing meetings) and have attended at least four events within the spring semester. General members also must meet the same eligibility requirements to vote. Officers will be elected into their position when they receive the most votes. If a tie occurs, the president holds the authority to break the tie vote by casting their own ballot. Otherwise, the president will cast no other votes and will only count votes.

Special appointments may be made at the beginning of a semester (within the first six weeks of classes) if a position has been vacated. In a special appointment, any LAH student is eligible to apply to fill this position and must complete an application in order to be considered. Applicants can then be interviewed to determine if their skills are adequate for the position. The executive board must then come to a general consensus in granting this special appointment to the selected student.

ARTICLE V-MEETINGS

Meetings are to be held weekly during the fall and spring semesters. The meeting time will be decided based upon the availability of all executive board members. Historically, meetings are held on Tuesdays at 5:00 PM. Meeting times and location should be made public via announcements in LAH 102H, posts on Facebook, and updates on the LAHSC page on the LAH website.

All meetings are public to LAH students, faculty, and staff. Meetings restricted to only the executive board are those in which first year representatives are selected and special appointments are made.

Special meetings may be called by the president in agreement with the vice president. The president has the right to cancel meetings and give all members timely notice of any cancellation.

In general meetings, all members are eligible to vote on issues, like event planning and merchandise design. The option with the most votes will be the option that the organization moves forward with. However, the president and vice president reserve the right to override this

decision if the option does not align with the goals of LAHSC, violates any University policies, poses a risk to members, or is financially unviable.

Attendance will be taken by the secretary. LAHSC executive board members must maintain regular attendance at meetings. Once attendance falls below 75%, they will be put on probation after a one-on-one meeting with the president. For general members, attendance is not mandatory. If a general member would like to run for an executive board position, they must have at least 75% attendance at general meetings in order to run.

ARTICLE VI-UNIVERSITY ADVISOR

In accordance with Sec. 6-101 (14) and Sec. 6-101(15) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may have a University Advisor who is at least twenty-one years of age, is not enrolled as a student at the University, and serves as either: a. a part-time or full-time employee of the University. b. a representative of a national organization that is associated with the registered student organization. c. serves as either. i. a part-time or full-time employee of the University. ii. a representative of a national organization that is associated with the registered student organization (registered student organizations only).

ARTICLE VII-FINANCES

LAHSC members may opt to buy the lifetime membership package; however, purchase of a membership package is not necessary to participate in LAHSC. Yearly dues will not be collected.

The treasurer will create a budget and share this information with the president and vice president. It is their responsibility to keep an accurate account of all money spent by and collected by the organization. The treasurer is also responsible for managing the organization's bank and Venmo accounts. Executive board members must clear purchases for events and LAHSC programs by the treasurer and president before buying any supplies or materials. Upon showing a receipt of their purchase, the treasurer will reimburse them for their purchases.

ARTICLE VIII-ELECTIONS

In a general election, any LAH student can run for an officer position if they have maintained regular meeting attendance and have attended four LAHSC events within the semester in which they will be running.

The following officer positions require the following qualifications.

- President: Student must have already completed or will begin their fifth semester at UT Austin when they begin their tenure as president in the fall.

- Treasurer: Student must have prior experience managing finances and demonstrate this knowledge in an interview with select executive board members. If a student has these qualifications, they are then able to run for this position.
- First Year Representatives: Students chosen for this position must be in their first year at UT Austin.

Additionally, two students may run for the president position as a team and serve as co-presidents. A team of two to three students can run as a team to serve as mentor co-chairs. For all other positions, students can run as a two-person team with each person filling this position at alternating semesters in circumstances of study abroad.

In a general election, executive board members who are not graduating in the current spring semester are eligible to vote and run for a position as long as they have maintained satisfactory meeting attendance (attended at least 75% of meetings, unless they have a legitimate excuse for missing meetings) and have attended at least four events within the spring semester. General members also must meet the same eligibility requirements to vote.

The president presides over elections. The election will take place within the last two weeks of the spring semester during a general meeting. The upcoming election will be announced to members at least two months in advance. Any member planning to run for a position must notify the president at least a day before the election. Members may run for more than one position, but they can only serve in one position (excluding the position of mentor chair). Elections are drop-down; therefore, if a member does not win the position that was voted on first, they then drop down to their alternate choice and are eligible to win in that position. If they win the position that was voted on first, their name will be removed from their alternate position(s) on the ballot.

An election can occur only when 75% of all non-graduating executive board members are present at the election. Members who are not able to attend elections because of a schedule conflict, sickness, etc may cast their vote electronically by sending their ballot to the president. They must send in their electronic ballot at least an hour before the election. The following positions must be voted on in the following order: 1). President, 2). Vice President, and 3). Mentor Co-Chairs. The president has the discretion to choose the voting order of the other positions. Officers will be elected into their position when they receive the most votes based on the numbers of ballots casted (Example: If thirteen votes are casted and a student wins seven votes, they would be the winner). If a tie occurs, the president holds the authority to break the tie vote by casting their own ballot. Otherwise, the president will cast no other votes and will only count votes.

ARTICLE IX-AMENDMENTS

All amendments or changes to this constitution must be reflected in an updated constitution that must be submitted to Student Activities in the Office of the Dean of Students at 2609 University Ave., Suite 2.112 within 14 days of its approval.

Any member of LAHSC is eligible to propose an amendment to its constitution. When an amendment has been proposed, the amendment will be voted on within two weeks of its proposal at a general meeting. An announcement will be made via Facebook, email, and in LAH 102H/103H about the impending amendment vote. Any member of LAHSC who has had regular meeting attendance (attended at least 75% of meetings) up to the meeting when the amendment is voted on is eligible to vote. All executive board members must be present in order for the vote to occur. The president will preside over this vote and will not cast their own ballot. More than 75% of members must vote in favor of an amendment in order for it to pass. If an amendment has passed, it is the responsibility of the president to add this amendment to the organization's constitution and submit an updated constitution to Student Activities.