

UOSA Honor Council Bylaws

Section 1: Membership

Part 1) Composition

1) The UOSA Honor Council (hereafter referenced as the Honor Council) should be made of representatives from each of the colleges at OU: Architecture, Arts and Sciences, Business, Education, Engineering, Fine Arts, Graduate Studies, Journalism, Geosciences, Honors, Liberal Studies, and Law.

2) The total number of members in the Honor Council will not exceed 23.

Part 2) Appointment

1) New members will be appointed to the Honor Council following an application procedure (detailed in Section 2.2.2 of the bylaws) that will begin no later than the second week in March.

2) Each member will be appointed to serve a 2-year term. If, at the end of the 2-year term, the member wishes to still be on the Honor Council, the member may consult with the current Chair to work out an arrangement. Failing that, the exiting member should go through the application procedure again, but this time will be appointed to serve a 1-year term.

3) Once appointed, the new members should attend their first meeting as observers so they can gain a general idea of how the meetings are run and be introduced to the rules and procedures that govern the Honor Council.

Part 3) Removal and Replacement of Members

1) A member of the Honor Council may be removed in 3 different manners: Expulsion, self-Expulsion, or automatic-Expulsion.

a) Self-Expulsion will be when the member no longer wishes to serve on the Honor Council. Reasons for wanting to step down from his/her position are the member's own, and are **not** required for him/her to step down. However, the member must let the Chair, Vice-Chair, or Secretary know of his/her intention to retire.

b) Expulsion will be when the collective members of the Honor Council deem a certain member unfit to serve on the Honor Council. The procedure for Expulsion is outlined in Section 2.3.2 of the bylaws.

c) Auto-Expulsion will be done if a member misses more than 2 meetings without submitting a valid, written excuse for his/her absence to the Secretary. The procedure for Auto-Expulsion is outlined in Section 2.3.3 of the bylaws.

2) In the event that a member is expelled, a replacement should be appointed within 2 weeks of his/her expulsion.

a) The replacement member may be chosen from the list of students who applied for admittance the past year. The Vice-Chair of the Honor Council should contact the previous applicants to see if anyone is still interested in joining the Honor Council. If anyone is, the new member shall be chosen from that group of people, following the procedure outlined in Section 2.3.4.

b) If none of the previous applicants are interested in re-applying for the opening, the Honor Council should advertise the opening position in the student newspapers and collect applications for 5 working days. The Public Relations officer may

also advertise this opening by other media, depending on what the members deem appropriate. Once the 5 days have elapsed, the applications should be collected and the new member will be chosen in accordance with the procedures outlined in Section 2.3.4 of the Bylaws.

Part 4) Offices and Duties

1) The permanent offices in the Honor Council will be the Office of the Chair, the Office of the Vice-Chair, the Office of the Secretary, the Office of the Webmaster, the Office of the Treasurer, and the Office of Public Relations.

2) Elections for the offices within the Honor Council will take place during the spring semester of every school year. Elections will be held during the second meeting that new members attend. Elections will be conducted in the manner laid out by Section 2.4.3 of the bylaws.

3) The duties of the Offices will be as follows:

a) The duties of the Office of the Chair will include functioning as the head of the Honor Council. The duties of this office will also be to coordinate meetings, preside over meetings, and make sure the members of the Honor Council are fully informed. This Office will work directly with the Office of the Provost, specifically the Assistant Provost.

b) The duties of the Office of the Vice-Chair will include assisting the Office of the Chair in the running and managing of the Honor Council. The main duties of this office will include, but not be limited to, coordinating the annual membership drive and educating the new members upon their admission onto the Council.

c) The duties of the Secretary will be to take meeting minutes, keep track of attendance and absences, and mail meeting minutes to all of the members.

d) The duties of the Office of the Treasurer will include keeping the Honor Council's budget. At the start of each school year, the Office must present the Council with a proposed budget to be approved by the members. The office will also be in charge of getting funding for such activities as the Council members decide upon.

e) The Office of Public Relations will be in charge of keeping students informed about the Honor Council and any and all updates/changes to the Student Academic Honor Code. Specifically, the duties of the office will include, but not be limited to, maintaining good relationships with the various student publications and ensuring that information pertinent to students is published so that all students will know what goes on. In addition, this office should maintain working ties with UOSA.

f) The duty of the Office of the Webmaster will be to ensure that all Internet aspects of the Honor Council run smoothly. Specifically, the office will be in charge of maintaining and updating the webpage (www.ou.edu/honorcouncil/) and establishing and updating the e-mail list for the Honor Council.

4) If a situation arises in which the members of the Honor Council feel that one of the current officer is not fulfilling all the duties of that Office, the members may vote to remove the officer of his/her duties in accordance with the procedures outlined in Section 2.4.4 of the Bylaws.

5) The Office of the Chair will have the power to create new offices and abolish offices (with the exception of the permanent offices) with the approval of a majority of the members. However, these offices will be filled by appointment from the Chair.

Section 2: Procedures and Regulations.

Part 1) Meetings

1) Meetings will be conducted following the meeting agenda provided by the Chair beforehand.

2) While there will not be a strict protocol outlined for meetings, meeting topics should include at least a section to discuss new and old business and special orders of business.

3) The following are **example** sets of meeting agendas, to be used by the Chair at his/her discretion:

Example 1: Attendance
Chair's Report
Vice-Chair's Report
Special Orders of Business
Old Business
New Business
Closing Remarks

Example 2: Attendance
Officer Reports
Special Orders of Business
Old Business
New Business
Closing Remarks

Example 3: Attendance
Old Business
New Business
Officer Reports
Closing Remarks

4) Special Orders of Business is defined as any business not normally conducted by the Honor Council. Examples of this are: voting on legislation changing the bylaws; expulsion of members; officer elections; presentations by visiting people; anything else deemed out of the ordinary by the Chair.

Part 2) Recruitment of New Members

1) As stated in Section 1.4.3b, the Vice-Chair will be in charge of coordinating the membership drive. This includes working with Public Relations to advertise the openings around campus, collecting applications, and keeping the Honor Council informed as to the status of the membership drive and the number of applications.

2) Once all the applications have been collected and the membership drive has ended, the Vice-Chair should contact the applicants to set up interview dates, pending the review of the applications by the Honor Council.

a) It is advised that the Chair plan a special meeting solely for the Honor Council members to review the applications and make recommendations regarding the applicants.

b) At the close of this meeting, the applications should be left with the Assistant Provost, so any member unable to attend this special meeting may review the applications at his/her convenience.

3) During the interview process, each member is encouraged to ask 1 question to each of the applications. This question can be specifically tailored to the applicant, or it can be a generalized question. The following are examples of some general questions:

Why do you want to join the Honor Council?

If you saw one of your classmates cheating, what action would you take?

In your own words, tell us why you think cheating is bad.

What possible actions could the Honor Council take to encourage students not to cheat?

What assets would you bring to the Honor Council?

How would you help the Honor Council raise awareness about academic misconduct?

Do you think there are differing degrees of academic misconduct?

4) After the final interview, if necessary, the Chair should plan another special meeting to discuss which applicants will be admitted and which shall be turned down. The applicants should then be notified of their status by the Vice-Chair and, in a separate letter, should either be congratulated on their acceptance or thanked for their application by the Chair.

5) Applicants who were not admitted to the Honor Council should not be forgotten; their applications should be kept on file should the need ever arise that the Honor Council must replace an existing member. They should also be encouraged to apply again the next year, and their names should be given to the Academic Misconduct boards of the colleges that they represent.

Part 3) Removal and replacement of members

1) Terms and definitions:

a) Expellee: The person whom the Honor Council is voting to expel.

b) Expeller: The person who is bringing charges against the existing member for the purpose of expulsion.

c) Expulsion: The act of removing an existing member from the Honor Council. In the case of Expulsion, this can only be done by a vote equal to 75% of the total voting members. In the case of Auto-Expulsion, a simple majority is needed.

2) **Expulsion:** In the event that the Honor Council wishes to expel a member, as defined in Section 1.3.1b, the following procedure should be followed:

a) The expeller should contact the Chair before the next meeting to inform the Chair of the reasons for wanting the expulsion. The expellee should also be named. During this period, the expeller should let the Chair know if he/she desires to remain anonymous or not; if the former is chosen, the expeller also needs to provide the Chair with all pertinent information and evidence as to why the expellee should be removed.

b) The Chair will then plan this as a Special Order of Business for the next meeting.

c) During the meeting, the Chair should inform the Honor Council that someone has requested a member to be expelled. During this statement, the Chair may name the expeller, if appropriate, and should name the expellee.

d) If the expeller has requested to remain anonymous, the Chair will outline the charges brought against the expellee. If, however, the expeller has expressed

no interest in remaining anonymous, then the Chair shall allow the expeller to bring the charges against the expellee.

e) The expellee should be given a chance to defend him/herself against the charges brought forth by the expeller.

f) After the charge and defense have both been given, the Chair will then conduct a written vote in accordance with Section 2.5.4 of the bylaws.

g) If 75% of the Honor Council votes to expel the expellee, said person shall be removed from the Honor Council. If, however, fewer than 75% of the Honor Council votes to expel said person, then the charges against him/her will be dropped.

3) **Auto-Expulsion:** In the event that the Honor Council wishes to expel a member as defined by Section 1.3.1c, these procedures should be followed:

a) The Chair should plan this as a Special Order of Business for the next meeting.

b) The Chair shall contact the Expellee to inform him/her that he/she is being brought up for expulsion for absences.

c) Unless the Chair, Vice-Chair, and Secretary deem otherwise, the expellee will be unable to Self-Expel himself/herself (as defined by Section 1.3.1a) after being informed of the charges.

d) During the meeting, the Chair will inform the Council of the charges being brought against the expellee.

e) If the expellee is present, he/she will be given a chance to explain his/her absences. If, **however**, the expellee is **not** present, he/she will automatically be assumed guilty, and be expelled without a vote.

f) Once the expellee has spoken, the Chair shall conduct a written vote in accordance with Section 2. of the bylaws.

4) **Replacement:** Once a member is expelled, the Chair should decide whether the following procedure should be followed or ignored.

a) The applications of those who were not accepted to the Honor Council should be reviewed. From those, the Honor Council may either select and vote on a replacement, or may redo the interview process, as defined in Section 2.2.3.

b) Once chosen, the replacement should be notified of his/her admittance by the Chair.

Part 4) Election and Removal of Officers

1) Honor Council officers should be elected each year during the second meeting that new members attend.

2) The elected offices are those defined in Section 1.4.1, and elections for each office will be done in the following order: Webmaster, Public Relations, Treasurer, Secretary, Vice-Chair, and Chair.

3) The process by which officers are elected is as follows:

a) Nominations: Each member should write his/her nomination for the office being voted on. During this time, graduating members and exiting members are allowed to make nominations.

b) The Secretary will then record these nominations in the minutes. Each person nominated will then be asked whether they accept or decline the nomination; their response should also be recorded.

- c) Each nominee will then be given an opportunity to give a brief statement as to why they think they are best suited for the position.
 - d) After the statements, the members will vote for the nominee of their choice by means of a written vote, as outlined in Section 2.
 - e) The nominee receiving a simple majority of the votes will assume the office being voted on.
- 4) In the event that a member desires to remove a particular officer, this action should be referred to as a vote of no-confidence, and he/she should follow the following procedure:
- a) The member should inform the Chair, Vice-Chair, or the Assistant Provost of the particular officer he/she wishes to remove, and his/her reasons for wanting to remove said person. If the officer in question is the Chair, the member should inform both the Assistant Provost **and** the Vice-Chair of his/her desire to remove the Chair.
 - b) A vote of no-confidence should be added to the Special Orders of Business for the next meeting.
 - c) The remainder of the procedure should be done in accordance with Section 2.3.2 (removal of members) with the following exceptions:
 - i) A vote of no-confidence needs only a 2/3s majority to succeed.
 - ii) If a vote of no-confidence succeeds, the officer shall be removed from the position of power, but will still remain a voting member of the council.
 - d) If the officer in question is removed, a replacement officer should be elected on that meeting following Section 2.4.3.

Part 5) Voting

- 1) Consent will be defined as a simple majority of the voting Honor Council members.
- 2) Simple Vote: If the need arises for the members of the Honor Council to vote on something, the procedure for a simple vote should be followed.
 - a) The Chair may either make a motion for the item to be approved by consent and wait for it to be seconded, or the Chair may ask if anyone objects. The former is the preferred and advisable method.
 - b) If someone objects to the passage by consent, then a voice vote may be done.
- 3) Voice Vote: A voice vote is done in the following manner:
 - a) The Secretary calls on each person in attendance and asks if they vote yes or no.
 - b) All aspects of the voice vote should be recorded in the minutes. The Secretary should include the votes of each person, as well as the end result.
- 4) Written Vote: A written vote is performed during officer elections, expulsions, and any time that members wish for their votes to remain secret. It is carried out in the following manner.
 - a) Each member is given a piece of paper on which to write their vote. The pieces of paper should all be same, so as not to allow anyone to know a certain member's vote.
 - b) Once all members have written their votes, the votes may be collected in 1 of 2 ways. The members may either walk to a collecting container and deposit their

votes in there, or the Chair/Secretary/Vice-Chair may walk around with the container and collect each members vote that way.

c) Once the votes have been collected, the Chair and Secretary will count the votes, and the Secretary will record the result of the vote in the minutes.

Part 6) Bylaws

1) The Honor Council will be governed by a set of rules and procedures called bylaws.

2) This document will be known as the UOSA Honor Council Bylaws.

a) Upon election, each officer should be responsible for reading and knowing the rules contained herein.

b) While not mandatory, it is advisable for each new member to read the bylaws, that they may be aware of the rules established by the Honor Council to govern itself.

3) The bylaws may be amended if 75% of the Honor Council members vote to pass the amendment. All amendments should be added in Section 3 in the order in which they are passed.

4) Adopted by a vote of consent on November 18, 2004.

Section 3: Amendments

Amendment 1)