

UOSA HONOR COUNCIL BYLAWS

ARTICLE 1 – NAME & PURPOSE

- Section 1: The name of the organization shall be the **UOSA Honor Council**.
- Section 2: The UOSA Honor Council was founded with the purpose of promoting academic integrity among students at the University of Oklahoma, affirming academic integrity, fostering an environment focused on integrity upheld by the actions and values of students and faculty, supporting students' commitment to the highest standards of academic integrity, making academic integrity a source of pride at the University of Oklahoma, and serving as an advisory board to the Office of the Provost in regards to academic misconduct and procedures.

ARTICLE II - MEMBERSHIP

- Section 1: Membership in the UOSA Honor Council shall be comprised of members of each College on the University of Oklahoma, Norman Campus.
- Section 2: Applications for admission to the UOSA Honor Council shall be made available no later than the second week of March.
- Section 3: The Office of the Vice Chair shall coordinate the annual membership drive in conjunction with the Office of Public Relations and will establish a New Member Committee of current members to assist in the selection of applicants. Composition of the committee, as well as its operating rules shall be at the discretion of the Vice Chair.
- Section 4: The New Member Committee shall establish a dedicated application review process in order to evaluate each applicant. This might include but shall not be limited to personal interviews, telephone calls, and written evaluations.
- Section 5: Membership shall be granted following a majority vote of the New Member Committee in favor of admission. The Office of the Provost shall have the right to deny the application of any applicant. The Chair and the Vice Chair shall mail acceptance letters to newly selected members no later than the first week of June. Preferably, they will be notified earlier so they may attend the meeting of the academic year.
- Section 6: New members shall be appointed to serve on the UOSA Honor Council, and may remain members so long as they remain active members in good standing.
- Section 7: Applicants who are not selected for admission to the UOSA Honor Council shall receive notification by mail no later than the first week of June. Those applicants shall have their names forwarded to their respective colleges for consideration in regards to academic misconduct boards.

ARTICLE III – EXECUTIVE BOARD & DUTIES

- Section 1: The leadership of the UOSA Honor Council shall comprise of six permanent offices: Office of the Chair, Office of the Vice Chair, Office of the Secretary, Office of Public Relations, Office of the Treasurer, Office of the Webmaster, and Office of the Historian. These offices shall henceforth be known as the Executive Board.
- Section 2: The Executive Board shall be elected to serve one-year terms. Election of the Executive Board will take place near the end of the spring semester of the preceding academic year. All members in good standing are qualified to run for office, as well as nominate (including self-nominating) and vote in the election. Members may occupy multiple offices, however the Office of the Chair and the Office of the Vice Chair must be different members.
- Section 3: Officers shall be elected in the reverse order listed in Article III, Section 1 (that is, the Office of the Chair shall be voted for last). The process of electing a new Executive Board shall begin with a nomination followed by a second. If there is one candidate, a voice vote shall be taken either in favor or against electing the member to the Executive Board. If there are multiple candidates, each candidate may make a brief statement concerning his or her candidacy. After the statements are made, the voice vote shall be taken, with a winner chosen by simple majority. The Secretary will record the vote.
- Section 4: The Office of the Chair functions as the chief of the Executive Board and the UOSA Honor Council. The Chair shall coordinate meetings, preside over meetings, and shall serve as the official liaison between the Provost and the UOSA Honor Council.
- Section 5: The Office of the Vice Chair shall assist the Chair in maintaining the operation of the UOSA Honor Council. The Vice Chair shall preside over the annual membership drive and shall serve as the official liaison between the UOSA Honor Council and the office of the UOSA President.
- Section 6: The Office of the Secretary shall be responsible for recording accurate minutes of each meeting, shall maintain precise attendance records, and shall assist the Public Relations Officer in promoting the activities of the UOSA Honor Council.
- Section 7: The Office of Public Relations shall be responsible for all communication of special events and meetings to members of the UOSA Honor Council. The Public Relations Officer shall serve as the official liaison between the UOSA Honor Council and the Oklahoma Daily and other on-campus publications.
- Section 8: The Office of the Treasurer shall create and maintain the budget of the UOSA Honor Council in conjunction with the Provost's Office. The Treasurer shall serve as the official liaison between the UOSA Honor Council and the UOSA Budget Committee.
- Section 9: The Office of the Webmaster shall be responsible for maintaining the UOSA Honor Council's official website and an accurate e-mail roster. The Webmaster will oversee other technological aspects of the UOSA Honor Council.
- Section 10: The Office of the Historian shall photograph UOSA Honor Council events. These pictures, along with captions and dates, will be uploaded to the Council's website or compiled in a scrapbook. Additionally, the Historian shall publish a summary newsletter at the end of each academic year enumerating what the UOSA Honor Council has done in the past year and its plans for the next year.

ARTICLE IV – REMOVAL OF MEMBERS & OFFICERS

- Section 1: Membership in the UOSA Honor Council is voluntary. In the event that a member no longer wishes to remain active in the organization or is preparing to graduate from the university, he or she may voluntarily resign from the UOSA Honor Council by notifying the Chair, Vice Chair, and the Assistant Provost of his or her decision.
- Section 2: In the event that a member of the UOSA Honor Council fails to uphold the high standards of academic integrity or fails to adhere to the standards and regulations of the organization, he or she may be discharged from the UOSA Honor Council.
- Section 3: After the charges against the member in question have been filed and the member has been notified, he or she has two options: resignation or involuntary discharge from the UOSA Honor Council. In the event that the member chooses not to resign, the member will be considered for discharge at the next general meeting.
- Section 4: In order for a member to be involuntarily discharged from the UOSA Honor Council, a vote of seventy-five percent (75%) of members present must be in favor of removal. In the event that the UOSA Honor Council votes to discharge a member, that member immediately ceases to be active in the organization. If the UOSA Honor Council votes to not discharge the member, he or she shall be restored as a member in good standing.
- Section 5: The removal of officers shall require a vote of no confidence by seventy-five percent (75%) of members present. In the event that a vote of no confidence passes, the officer in question shall be removed from the office and the process of replacing the officer shall conform to Article III, Section 3.
- Section 6: In the event of very serious offenses, the recently removed officer may be discharged from the UOSA Honor Council in accordance with Article IV, Section 5.

ARTICLE V – FACULTY ADVISOR

- Section 1: The Assistant Provost shall serve as the official faculty advisor for the UOSA Honor Council.
- Section 2: The Assistant Provost shall serve as the official liaison between the UOSA Honor Council and the Office of the Provost in conjunction with the Chair, as well as liaison between the Office of the President, and the Faculty Senate.
- Section 3: The Assistant Provost reserves the right to overrule the Executive Board and the UOSA Honor Council at his discretion.

ARTICLE VI – VOTING & QUORUM

- Section 1: The UOSA Honor Council shall vote in accordance with these bylaws. There are two acceptable methods for voting: voice vote and written vote.
- Section 2: Voice voting is the preferred method for the UOSA Honor Council. It promotes accountability among members. There are three acceptable choices by which a member can vote: “Yea,” “Nay,” and “Present.” A “Yea” vote constitutes voting in favor of the motion, a “Nay” vote constitutes voting against a motion, and a “Present” vote constitutes a neutral vote neither for nor against a motion.

Section 3: In order to conduct a voice vote, each member shall vote in accordance with one of the three choices, and the Secretary shall tally the votes in the minutes. A voice vote requires only a simple majority of members, with the exception of removing members and officers as outlined in Article IV, Sections 5-7.

Section 4: The acceptable alternative to a voice vote is a written vote, which shall be approved at the discretion of the Chair and the Assistant Provost. The process of a written vote mimics that of a voice vote, except that members shall record their votes in private. The results shall then be counted and revealed by the Chair. A record of the final vote tally shall be recorded by the Secretary and included in the minutes.

Section 5: There shall be no minimum number of members who must be present for a quorum to exist. In the event that member turnout is low, final determination shall be made at the discretion of the Assistant Provost.

ARTICLE VII – COMMITTEES

Section 1: The creation of Committees to assist the Executive Board in the maintenance and operation of the UOSA Honor Council shall be ad hoc and at the discretion of the Executive Board.

ARTICLE VIII – ATTENDANCE & PARTICIPATION

Section 1: Attendance by members of the UOSA Honor Council at meetings and events is mandatory. The UOSA Honor Council is not an organization that exists for the purpose of acting as a resume builder. Because of the unique nature of the UOSA Honor Council, participation of all members is strongly encouraged.

Section 2: In the event that a member is not going to be present at a meeting, he or she must notify the Chair and the Secretary, either in writing (by e-mail or in a note) or by phone prior to the meeting time. There are no exceptions. In the event that a member has not been present at several meetings and has not provided timely excuses, that member shall be considered in breach of the bylaws and subject to disciplinary action in accordance with Article IV, Section 5.

Section 3: In order to ensure a fair measure of attendance and participation in the UOSA Honor Council, the Executive Board shall establish a point system with the purpose of maintaining accurate member records. This point system shall be at the discretion of the Executive Board. The rules and regulations of the point system shall be made available to each member before the system is implemented.

Section 4: Meetings shall be structured so that a maximum number of members can attend each meeting. We do not endorse members skipping class to participate in meetings, and class certainly takes precedence over the UOSA Honor Council.

Section 5: To allow every member the chance to be an active participant in the organization, meetings will be scheduled on a rotating basis. For example, if one month has a meeting on Tuesday at seven o'clock (7:00) PM, the next month shall have a meeting on a Wednesday at five o'clock (5:00) PM, and so forth.

Section 6: If a member has agreed to sit on an academic misconduct hearing panel and is unable to attend, he or she must contact the Assistant Provost as soon as possible. Missing a hearing is inexcusable.

ARTICLE IX – AMENDING THE BYLAWS

- Section 1: These bylaws shall be reviewed annually by the Executive Board and the Assistant Provost. Amending the bylaws shall be done at the discretion of the Executive Board and the Assistant Provost.
- Section 2: The bylaws must be approved at the first meeting of each academic year by voice vote with at least seventy-five percent (75%) of members present voting to approve the bylaws.