

# **Integrity Council Bylaws**

## **Article I: Name & Purpose**

1. The name of the organization shall be the **Integrity Council**. The Integrity Council is the student chapter of the Oklahoma Business Ethics Consortium at the University of Oklahoma.
2. The Integrity 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 matters concerning academic misconduct and procedures.

The Integrity Council shall endeavor to accomplish its mission by upholding and elevating the culture of academic integrity at the University through fair and balanced investigation, expansive education, and vigilant stewardship of the academic integrity system.

3. Any authority of the Integrity Council is directly delegated to it at the discretion of the Office of the Provost and Office of Academic Integrity Programs. Therefore, either office may, at any time, elect to effect change within the structure, composition, or procedure of the Integrity Council without adherence to these bylaws. Due to the specific and administrative nature of the Integrity Council's responsibilities, it is independent of oversight or management except that of the Office of the Provost or Office of Academic Integrity Programs.

## **Article II: Membership**

1. Membership in the Integrity Council shall strive to be a socially and academically diverse group of currently enrolled students.
2. Applications for admission to the Integrity Council shall be sent out every academic year, although the membership drive dates may change from year to year.
3. The Chair of the Integrity Council and the Vice Chair of Operations and Membership shall coordinate the annual membership drive and will establish a membership committee of current members to assist in the selection of applicants. Composition of the committee is at the discretion of the Chair and Vice Chair of Operations and Membership. The operating rules shall be at the discretion of the entire Committee, guided by the Chair and the Vice Chair of Operations and Membership. For transparency, the guidelines for the selection for new Integrity Council members will be made readily available for the Provost and General Council members upon request.
4. The membership 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. Current Integrity Council members shall have the opportunity to provide commentary on applicants, positive or negative, in document form.

Additionally, each Integrity Council advisor shall have the right to deny the application of any applicant, and is allotted one official acceptance of any applicant, barring strong opposition from the membership committee.

5. Membership shall be granted following a majority vote of the membership committee in favor of admission. Members on the committee will also have the right to champion ONE applicant and make a case for why they should be on the Council. Championed individuals will be guaranteed an interview but will still have to be voted upon by the membership committee to be granted admission. If a member chooses to champion an applicant, they are barred from voting on said applicant's admission. The Chair and the Vice Chair of Operations and Membership shall notify newly selected members through official University communication at least one week before finals week.

6. New members shall remain members so long as they remain active and in good standing.

### **Article III: The Executive Committee and Officer Duties**

1. The leadership of the Integrity Council shall be comprised of ten permanent offices: Chair (CIC), Vice Chair of Operations and Membership (VCOM), Vice Chair of Adjudication (VCA), Vice Chair of Investigations (VCI), Vice Chair of Reviews (VCR), Vice Chair of Public Relations and Outreach (VCPRO), Treasurer, Webmaster, Social Chair, and Secretary. These ten offices shall be known as the Executive Committee. These positions are subject to revision as needed.

2. Members of the Executive Committee will have final authority on any matters not expressly enumerated within these bylaws.

3. Elections of the Executive Committee 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 an office as permitted by that office's eligibility rules, as well as to vote in the election.

4. The same member may not permanently occupy more than one office of the Executive Committee simultaneously. If there is a vacancy in any officer position, any officer currently serving on the Executive Committee may temporarily fulfill the duties of that position. The Executive Committee may appoint a member to an open position, but they are to be confirmed by the Council at the next General Council meeting.

5. The Executive Committee offices shall have a maximum number of officers, which are set as follows: Chair (1), VCOM (2), VCA (3), VCI (1), VCR (1), VCPRO (2), Treasurer (1), Webmaster (1), Social Chair (1), and Secretary (1). These caps may be adjusted as necessary by unanimous vote of the Executive Committee.

6. Officers shall be elected in the order listed in Art. III. Candidates will submit a letter of intent in writing to the Chair or VCOM no later than one week before the final General Council meeting of the academic year. If no letter of intent is submitted for a given position, floor nominations will be accepted at elections.

7. If there is only one candidate for a position, a vote shall be taken either in favor or against electing the member. If there are multiple candidates, each candidate may make a brief statement

concerning their candidacy. After the statements are made, a vote shall be taken, with a winner chosen by a simple majority.

8. The Chair functions as the chief of the Executive Committee and the Integrity Council. The Chair shall coordinate meetings, preside over meetings, serve as the official liaison between the University administration and the Integrity Council, and fulfill other duties needed to facilitate operations of the Integrity Council. All Council members who have previously held an executive position are eligible for this position. Graduate students, or those that will be Graduate students during a prospective incumbency, must have prior approval from the Office of Academic Integrity Programs before running for Chair.

9. The Vice Chair(s) of Operations and Membership shall assist the Chair in maintaining the operation of the Integrity Council. The VCOM shall preside over the annual membership drive, as well as the Membership Committee, and keep written records of membership. In the event that the Chair is temporarily unable to fulfill their duties, the VCOM may serve as the Acting Chair of the Integrity Council, with all the responsibilities thereof, until such time as the Chair can resume duties. Any Council member who has over a year of good standing shall be eligible for this position.

10. The Vice Chair(s) of Adjudication shall oversee academic misconduct hearings. The VCAs must be prepared to serve as chair of misconduct and academic appeals hearings on a regular basis. The VCA is charged with recruiting and educating members for hearing panels as well as making sure all panelists conduct themselves in accordance with the Integrity Council's high standards of confidentiality and neutrality. The VCA also serves as the official liaison of the Integrity Council to faculty members who participate in the hearing process, and is charged with running the Sanctioning Committee, as it is needed. To qualify for this position, a Council member must have a year of good standing and must have served on at least one hearing.

11. The Vice Chair of Investigations shall chair the Investigations Panel and serve as a full member thereof. Oversight of the Investigations Panel shall be conducted in conjunction with the appropriate designee(s) from the Office of Academic Integrity Programs. A member must have served as an investigator for one year and be in good standing with the Council to qualify for this position.

12. The Vice Chair of Reviews shall oversee the review of an academic misconduct case if and when it is requested by an alleged violator. The VCR will oversee review panels and will advise review panelists on issues of policy and fact. Review panels will convene monthly to address student appeals. To qualify for this position, a Council member must have a year of good standing, and must have served on at least one hearing, or as an investigator.

13. The Vice Chair(s) of Public Relations and Outreach shall oversee all public relations and outreach activities undertaken by the Council and preside over the External Affairs Committee. This includes, but is not limited to, overseeing the Integrity Programming officers as well as all department and organizational liaisons. The VCPRO shall also be responsible for helping to coordinate ongoing education of the Council, such as the annual retreat, new member orientation, training seminars, etc. The VCPRO serves as the official liaison of the Integrity Council to the

general faculty of the University and is also responsible for all communication of special events and meetings to members of the student body.

14. The Treasurer shall be responsible for all financial oversight. This includes but is not limited to budget projections, tracking of spending, and reporting monthly to the VCOM, and yearly to the RSO budget committee. The Treasurer is also responsible for requesting funds through Registered Student Organizations and will take the mandatory RSO training and subsequent quiz every semester.

15. The Webmaster shall be responsible for maintaining the Integrity Council's official website and an accurate e-mail. The Webmaster will oversee all other technological aspects of the Integrity Council.

16. The Social Chair shall be responsible for presiding over the Internal Affairs Committee and will seek to increase internal membership cohesiveness through internal social programming. The Social Chair will also be responsible for organizing and running (in conjunction with the Chair, Vice Chair of Operations and Membership, and Vice Chair of Public Relations and Outreach) the internal aspect of any events of which the Integrity Council, as an organization, is a participant.

17. The Secretary shall oversee producing meeting minutes for all General Council meetings, as well as Executive Committee meetings. Additionally, during General Council quorum, the Secretary will tally votes.

#### **Article IV: Removal of Members & Officers**

1. Membership in the Integrity Council is voluntary. In the event a member no longer wishes to remain active in the organization, they may voluntarily resign from the Integrity Council by notifying the Chair or the VCOM.

2. In the event that a member of the Integrity Council fails to uphold the high standards of academic integrity or fails to adhere to the standards and regulations of the organization, they may be dismissed from the Integrity Council.

3. In the event that a member of the Integrity Council accumulates a total of three strikes, then the member may be dismissed from the Integrity Council. The Executive Committee may, at any time, and by unanimous affirmative vote, choose to dismiss any member.

4. In the event that a member is found to have violated the academic misconduct code, they have only two options: resignation or dismissal. In the event that the member chooses not to resign, the member will be considered for dismissal at the next Executive Committee meeting. A member under allegations of academic misconduct will be suspended from membership at the discretion of the Office of the Provost until the resolution of the case.

5. In the event that an officer does not fulfill the duties of their office as outlined in Art. III, an officer may be removed from office. The removal of an officer shall require a vote of no confidence by a simple majority of members present at a general meeting of the Integrity Council. In the event that a vote of no confidence passes, the officer in question shall be removed from the office. The

recently removed officer will still be counted as an active member of the Integrity Council and shall retain their current membership status unless further action is taken.

6. In the event of profoundly serious offenses, the recently removed officer may be discharged from the Integrity Council.

#### **Article V: Council Advisors**

1. The Office of Academic Integrity Programs shall serve as the official Advisor(s) for the Integrity Council.

2. The Associate Provost shall serve as an official liaison between the Integrity Council and the Office of the Provost in conjunction with the Chair, as well as the official liaison to the Office of the President and Faculty Senate.

3. The Associate Provost or their appointed designee reserves the right to overrule any action of the Integrity Council at their discretion.

#### **Article VI: Voting & Quorum**

1. The Integrity Council shall vote in accordance with these bylaws. The Chair shall deem the appropriate method for voting.

2. There are three acceptable choices by which a member must vote: “Affirmative,” “Negative,” or “Abstain,” with the exception of elections.

3. In order to conduct a vote, each member shall vote in accordance with one of the three choices, and the Secretary shall tally the votes in the minutes. A vote to affirm a motion requires only a simple majority of members, unless otherwise enumerated in these bylaws.

4. 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 Council Advisor(s) and/or the Chair.

5. To be eligible to run for office, a candidate must declare their intentions in accordance with Art. III. The formal declaration of intention shall take the form of a letter of intent, presented to the Council Advisor, Chair, or VCOM, no later than a week prior to the election. Votes for officer shall remain private.

#### **Article VII: Panels & Committees**

1. The Investigations Panel shall oversee the investigations of academic misconduct at all of the colleges over which the Integrity Council has jurisdiction as defined by the Office of the Provost. The Investigations Panelists will operate as independently as possible from the adjudication and remediation aspects of the Integrity Council. Eligibility requirements for membership on the Investigations Panel may be established prior to each selection cycle. Investigations Panelists may be referred to as investigators.

2. The Membership Committee shall oversee the yearly membership drive for prospective Integrity Council members. The purpose of this committee is to prepare the Integrity Council's application and acceptance process.
3. The Internal Affairs Committee shall oversee the planning and execution of events within the Integrity Council. The purpose of this committee is to bolster inner-council connections and coherence.
4. The External Affairs Committee shall oversee the planning and execution of events on campus that include the general student body of the University of Oklahoma. The purpose of this committee is to educate the general student body about academic integrity, strengthen our presence and relations with the general student body and other organizations, and maintain the Integrity Council's visibility on campus.
5. The Marketing Committee shall oversee the creation of merchandise and other Integrity Council-related items that seek to represent the brand of the Integrity Council on- or off-campus. The Marketing Committee is responsible for the social marketing of such branding for the purpose of increasing organizational visibility, through social media or other relevant methods.
6. Additional committees may be added as necessary at the discretion of the Executive Committee.

#### **Article VIII: Attendance, Participation, Separation of Powers, and Recusal**

1. Attendance by members of the Integrity Council at general meetings, DYUI classes, DYUI peer educator meetings, and all other events is mandatory, unless otherwise specified.
2. To maintain and keep track of membership participation requirements, all members of the Integrity Council must adhere to the standards of the Point System, which will be tracked and recorded by the VCOM and Chair. Each year, undergraduate members must meet the requirement of eighteen points to stay on the Council; six points must come from serving as a peer educator for DYUI. All other points may come from social events (one point per hour), social media interactions (max three points per semester), meetings (one point each), committees (one point per hour), hearings (one and one-half points per hearing), or serving as an Investigations Panelist (8 points per semester) or Appeals Panelists (five points per semester). Graduate students may earn the same number of points from each form of participation, but only have to earn eight points a year to stay on the Council. New members admitted in the Spring semester are not subject to point requirements until the following Fall semester.
3. In the event that a member is not going to be present at a required event, they must notify the VCOM prior to the meeting time. There are no exceptions, outside of extraordinary circumstances that are to be communicated to the Chair, VCOM, and/or advisors. Missing a required event will result in a member receiving a strike. Grounds for a strike also include a pattern of excessive tardiness or other conduct unbecoming of a member.
4. After a member receives one strike, they will be notified by the VCOM, and have the option to meet with either the VCOM or the Chair to discuss the strike. After a member receives two strikes,

they will be notified by the Chair or VCOM, and must meet with both the VCOM and the Chair to discuss the strike. After two strikes, the member shall no longer be in good standing with the Council, and therefore unable to run for Executive positions. If a member receives three strikes in the course of one academic year, then that member shall be considered in breach of these bylaws and subject to dismissal. Strikes shall not carry over past the end of each spring semester.

5. In order to ensure a fair measure of attendance and participation in the Integrity Council, the Executive Committee and the VCOM must ensure that members are adhering to a reasonable attendance policy. This shall consist of no fewer than three General Council Meetings, and at least three other Council-related activities, such as social events, hearings, and investigations per semester. Additionally, members must serve as a peer educator in at least one DYUI session per year. These attendance rules shall be made available to each new member when they join the Integrity Council.

6. If a member is deployed in any branch of the military, or is participating in a study abroad program, they may leave the Council for the duration, and re-join when they return to the University of Oklahoma Norman campus with no membership penalty.

7. A member may take leave from the Council at no penalty. The member must notify the Chair and VCOM.

8. All meetings shall be scheduled so that a maximum number of members can attend each meeting. The Integrity Council does not endorse members skipping academic commitments to participate in meetings or events.

9. All members will be trained in how to properly participate as a panel member in an academic misconduct hearing. No member shall participate as a panel member until this training has been completed. Training shall be organized by the Associate Provost, the Chair, and the VCA and will take place at the beginning of each fall semester.

10. If a member has agreed to sit on an academic misconduct hearing panel, they must read the provided materials promptly and notify the VCA of any potential conflict of interest immediately. Failure to do so will be grounds for a strike. If unable to attend, they must contact the advisors, the Chair, and the VCAs as soon as possible. Missing a hearing is inexcusable, barring extraordinary circumstances and shall be considered a breach of these bylaws and grounds for dismissal from the Council.

11. If a member has agreed to serve as a DYUI peer educator, the member must attend every DYUI event. The responsibilities of a DYUI peer educator extend outside of set class times to peer meetings and presentations. Punctuality is an important part of being a DYUI peer educator, and failure to show up on time may count as a strike. If a DYUI peer educator misses two DYUI events without prior notice given to the instructor, the VCOM, and peer, when applicable, then that member will no longer be in good standing for that semester, and therefore unable to run for an Executive position that academic year.

12. Investigations Panelists are expected to complete tasks assigned by the advisor(s) in a timely manner and attend scheduled meetings of the Investigations Panel. Investigations must be carried out

within a reasonable time frame as established by the advisor(s). Failure to do so will be taken into account by the Executive Committee in determining good standing and possible dismissal. The Investigations Panelists must abide by the strictest standards of confidentiality when conducting investigations. Investigations should not only be kept private from the general public but also from other members of the Integrity Council, excluding Council advisors. Additional regulations governing the conduct of Investigations Panelists may be implemented by the Executive Committee. Failure of an Investigations Panelist to strictly adhere to all of these standards and regulations may result in dismissal. Members may apply to serve as an Investigations Panelist, but the Chair and Assistant Director of Academic Integrity Programs must approve any such application, except for that of the VCI.

13. In order to maintain a strict separation of powers, the roles of adjudicator and investigator are mutually exclusive. An investigator shall serve for one academic year. An investigator shall not sit in any meeting in which a case they have investigated is subject to review. No investigator shall serve as a Vice Chair of Adjudication. No member shall serve as the Vice Chair of Reviews while serving as, or within one academic year of concluding their service as, an investigator.

14. Members shall recuse themselves from any matter under consideration by the Integrity Council in which their interests might be conflicted or their judgment compromised. Members who fail to recuse themselves appropriately may be subject to dismissal, or other punitive action at the discretion of the Executive Committee.

#### **Article IX: Amending the Bylaws**

1. These bylaws shall be reviewed each year by an as-necessary Bylaws Committee led by an Executive Committee member. Amending the bylaws shall be done at the discretion of the Executive Committee and the Integrity Council advisors.
2. Any changes to these bylaws must be clearly presented and approved at a general meeting of the Integrity Council by a simple majority vote of members present. If the changes are approved, they become effective immediately unless specifically noted in the newly approved bylaws.
3. Bylaws changes may be proposed in writing at any time by a Council member, to be voted upon at the next General Council meeting.