

## **CNU Student Honor Council Constitution**

### **Article 1- Student Honor Council**

Section 1. The name of this organization shall be the Student Honor Council (SHC).

### **Article 2- Purpose**

Section 1. The purpose of the organization shall be to:

- (a) Uphold CNU's Honor Code and the Student Code of Conduct by making decisions as a part of the university's conduct process through a partnership with the Center for Honor Enrichment and Community Standards.
- (b) Serve as panel members, support students who are going through the process, and represent the university community.
- (c) Provide educational outreach and programming efforts focused around honor.
- (d) Assist in the training of new and current members of the SHC.

### **Article 3- Membership**

Section 1. Any student enrolled as a full-time student at Christopher Newport University may apply to become a member of the SHC. Qualifications for membership will include:

- 2.7 cumulative GPA
- Good academic standing
- Good social standing
- Minimum of one year commitment
- Meeting member expectations as outlined annually by the executive board

Section 2. The process by which a candidate is considered for SHC membership will be determined by the executive board of the organization. All candidates will be evaluated the same way.

Section 3. General members are chosen by the executive board in consultation with the university administration and academic leaders.

Section 4. Candidates for the SHC can become members even if they have been found responsible for a conduct or honor code violation in the past, so long as they:

- a) Are in currently good standing with the University and CHECS at the time they apply, and
- b) indicate the violations when applying for the SHC.

Section 5. Dues will not be applicable to this organization.

Section 6. Members that fail to meet SHC expectations may be placed on probation by the executive board. Members will be required to meet with the Vice President to establish a probation plan. During the probation period members will not be allowed to sit on panels.

Section 7. The SHC shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of the SHC are free to leave or dissociate without fear of retribution or harassment.

Section 8. The SHC shall not discriminate based on race, creed, sex, age, national origin, disability, and sexual orientation.

#### **Article 4- Executive Officers**

Section 1. The executive officers of the SHC shall be as follows: President, Vice President, Chair of Recruitment, Chair of Programming, and Secretary. The aforementioned officers shall constitute the executive board.

Subsection (A): The President shall be in charge of coordinating the fulfillment of the SHC's overarching goals and purposes. The President shall preside over all Executive Board Meetings and any general meetings. The President is expected to coordinate closely with the CHECS office and orchestrate the planning and execution of long-term goals within the organization. The President will decide which SHC members may serve as panel chairs for all honor panels, hearing panels, combined panels, and recess panels at the start of each semester based on panel chairs' availability. The President will review any request made to remove a panel member in consultation with the Assistant Dean of Students.

Subsection (B): The Vice President shall be responsible for sharing and assisting in the duties of the President. The Vice President is expected to coordinate closely and communicate with the CHECS office, as well as assist the President in achieving the SHC's long-term goals. The Vice President will decide which SHC members may serve as community and student advocates for each panel at the start of each semester based on community and student advocates' availability. The Vice President will meet with SHC members on probation to develop action plans that will help them return to good standing.

In the event that the President is absent, the Vice President will assume presidential responsibilities for the duration of the President's absence.

Subsection (C): The Chair of Recruitment is expected to organize, plan, and execute all events and projects regarding the recruitment of new members into the organization.

Subsection (D): The Secretary is expected to keep all official meeting minutes and track all financial records and documents. The Secretary will prepare budget reports at the end of each semester and provide updated data as needed. Additionally, they will ensure that the organization is in accordance with the financial policies established by the office of student activities and the university.

Subsection (E): The role of the Chair of Programming is to facilitate collaboration both within the SHC and with other campus organizations or initiatives, with the goal of community outreach. Community outreach involves increasing the visibility of SHC, educating the campus about student rights and responsibilities, and responding to student body needs for values education.

Section 2. The executive board can form committees as necessary for specific projects or long-term goals.

#### **Article 4- Elections**

Section 1. Elections will take place in the Spring Semester.

Section 2. Elections for president and vice president will be decided through a campus-wide election. Candidates will be determined by majority vote.

Section 3. Students interested in running for President or Vice President must:

- Be currently enrolled as a full-time student at Christopher Newport University
- Be returning to CNU in the fall semester after elections
- Be a current member of the SHC in good standing
- Have successfully completed one semester of SHC training prior to taking office in May

Section 4. Candidates may only run for one position.

Section 5. Candidates interested in running for a position must be nominated by a member of the student body (students can self-nominate) and submit an application to the executive board.

Section 6. Current SHC members will select the top three candidates by a vote. These three candidates shall be slated for campus wide election. If three or less candidates are nominated, all nominated candidates will be slated for election. Selection will be based on commitment to the SHC, leadership abilities, outstanding values as they relate to honor, and ability to be an effective representative of the SHC to the administration and the student body.

Section 7. Voting for the President and Vice President positions is open to any full-time student enrolled at Christopher Newport University.

Section 8. Elections to the Chair of Programming, Chair of Recruitment, and Secretary will be voted on by the SHC. Candidates will be determined by a plurality vote.

Section 9. Students interested in running for one of the Chairs or the Secretary must:

- Be currently enrolled as a full-time student at Christopher Newport University
- Be returning to CNU in the fall semester after elections
- Be a current member of the SHC in good standing
- Have successfully completed one semester of SHC training prior to taking office in May

Section 10. Once new candidates are elected, the results of the election are to be reported to the CHECS office in a timely manner.

## **Article 6- Meetings**

Section 1. Executive Meetings will be open to the entire SHC.

Section 2. General SHC meetings will be open to the entire student body.

## **Article 8- Officer Recall**

Section 1. If an officer is seen as failing to meet their duties, the Executive Board can vote to give them a warning.

Section 2. If the warning is perceived as unheeded, the Executive Board can have a vote of no-confidence.

Section 3. If the result is unanimous vote of no-confidence, then the officer shall be removed from their position and an election meeting must be held for that position in a timely fashion.

Section 4. In the event the President is recalled from his/her position, the Vice President will become the President. Upon becoming President, this individual relinquishes the office of Vice President.

Section 5. The executive board may elect to appoint an interim position if they choose, with the exception of the office of the President.

#### **Article 9- Amendments**

Section 1. Any SHC member may bring amendment proposals to the President, who will then call a meeting of the Executive Board and CHECS personnel. The Executive Board will then decide, by a majority vote, whether or not to call a general meeting on the proposed amendment. Once a meeting to create an amendment has begun, discussion is expected on the proposed amendment.

Section 2. Amendments are to be adopted by a minimum of a  $\frac{3}{4}$  majority of those present at the general meeting on the amendment. A minimum of  $\frac{1}{2}$  of SHC members must be present at the general meeting on the amendment for a vote to be conducted.

#### **Article 10- By-laws**

Section 1. By-laws can be created at any time by the unanimous vote of the Executive Board.

Section 2. If there is any challenge to a new By-law by any of the members of the SHC, then the By-law shall be put to a vote by the entire SHC.

Section 3. A challenged By-law is adopted by a minimum of  $\frac{2}{3}$  majority of all of the SHC members.

#### **Article 11- Role of CHECS**

Section 1. CHECS is the administrative office from which the SHC stems. Though the SHC has independent leadership, its goals are similar and the two organizations are interconnected. CHECS personnel will serve as administrative advisors to the SHC.

Section 2. The makeup of SHC panels will be assigned by the CHECS office at the beginning of each semester based on SHC member availability. The SHC President will decide which members may serve as a panel chair. The SHC Vice President will decide which members may serve as community advocates and student advocates.

Section 3. CHECS will be in charge of training SHC members. CHECS will ensure panel members are trained based on core competencies and topics determined by the CHECS office to ensure that students' due process rights are protected.

#### **Article 12- Responsibilities**

Section 1. The CNU SHC will adhere to all University policies and all city, state, and federal laws.

Section 2. Members of the SHC will be expected to attend training, be professional and responsible during panels, and adhere to the highest standards of honor and integrity while a member of the CNU Community. These expectations will be laid out at the beginning of each school year by the Executive Board.

Section 3. Members charged by CHECS for any Honor Code/Conduct violation will be prohibited from sitting on panels until the judicial process is complete (including appeals). When the judicial process is complete, the Executive Board will meet to determine when the member may return to sitting on panels. Honor Code/Conduct violations are sufficient cause for removal from the SHC.

Section 4. Collectively, the SHC will ensure the rights and responsibilities of all CNU Students and ensure that their rights to due process are protected.

#### **Article 13- Ratification**

Section 1. This Constitution shall become effective upon ratification by a majority of all SHC members, as well as approval by Office of Student Activities and by CHECS.

Section 2. New members to the SHC are expected to read through and accept the terms of this Constitution to ensure that all members understand the organization in full.