ARTICLE I. Name of Organization
The name of this organization shall be the Student Honors Organization and is herein referred to as SHO. The website of SHO is http://www.honors.ufl.edu/sho/

ARTICLE II. Purpose Statement
SHO serves to:
   A. Offer social, service, and educational activities for all Honors Students—those who live in Hume Hall, those who live elsewhere on campus, and those who live off-campus.
   B. Promote community among all Honors Students.
   C. Provide opportunities for Honors Students to reach out to those in need.
   D. Facilitate involvement in cultural and educational activities, both on campus and in the Gainesville area.
   E. Encourage interaction between faculty and honors students.
   F. Represent Honors students to the Inter-Residence Hall Association (IRHA) and the larger University community.

ARTICLE III. Compliance Statement
Upon approval by the Center for Student Activities and Involvement, the Student Honors Organization shall be a registered student organization at the University of Florida. SHO shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV. Non-Discrimination
In compliance with the University of Florida Non-Discrimination Policy (Regulation 6C1-1.006), the Student Honors Organization will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, and veteran status as protected under the Vietnam Era Veterans’ Readjustment Assistance Act.

ARTICLE V. Membership
Membership in this organization is open to enrolled students at the University of Florida. Non-students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. Powers and Duties of the Officers
Section A The officers of SHO shall be President, Vice President, Treasurer, Residential Chancellor, Business Manager, and Secretary. The officers of SHO shall make up the SHO Officer Board.
   1. The Officers shall have all powers necessary to oversee and ensure the successful fulfillment of the Mission Statement.
   2. The Officers must attend all General Body, Executive Board and Officer Meetings.
   3. The Officers must serve a minimum of two office hours per week in the SHO office.
   4. The Officers shall be responsible for maintaining the SHO Office.
   5. The Officers shall be responsible for the creation and dissolution of ad-hoc committees.
   6. The Officers shall be responsible for training their respective elected successors each spring.
      They shall also create a transition report in the format requested by the Inter-Residence Hall
Association. If there is no requested format, the Officers shall agree on a format for all transition reports.

7. Prior to Executive Board Member selections, officers shall select a committee to serve as a liaison to based on previous experience. There shall be at least one and not more than two officers per committee.

Section B. Duties and Qualifications of the President:
1. The President shall ensure that the duties delegated by this constitution and its bylaws are faithfully upheld by all Officers, Committee Members, and Advisers.
2. The President shall serve as the Official Spokesperson of SHO.
3. The President shall serve as the Committee Chair of the Officer Committee.
4. The President shall prepare the agenda for all General Meetings, Planning Meetings, and Officer Committee Meetings.
5. The President shall attend at least one IRHA meeting per month.
6. The President shall serve as the administrator of the SHO Executive Listserv.
7. The President shall serve as moderator of the SHO Discussion Listserv.
8. The President shall meet with SHO Advisers as necessary.
9. The President shall coordinate the replacement of Officers and all Committee members.
10. The President shall be limited to one term of office.
11. The President shall not have any residency requirement.
12. The President shall fulfill the duties of the Vice President, Treasurer, Residential Chancellor, Secretary or Business Manager in the absence of the Vice President, Treasurer, Residential Chancellor, Secretary or Business Manager.
13. The President shall have completed at least one year as a SHO officer or as a SHO Committee member.

Section C. Duties and Qualifications of the Vice President:
1. The Vice President shall take on the responsibilities of the President in the event of his/her absence or by his/her discretion with the support of the four other Officers.
2. The Vice President shall oversee all aspects of SHO in relation to the Department of Housing and Residence Education (DOHRE) and IRHA.
3. The Vice President shall fill one of the Hume Area Representative voting seats and thus meet all IRHA Voting Member Requirements.
4. The Vice President shall ensure that the Hume Area voting seats in IRHA are filled at all times.
5. The Vice President shall ensure that all necessary IRHA committee seats are filled, namely judiciary and finance seats.
6. The Vice President shall promote Hume participation in IRHA activities.
7. The Vice President shall serve as the Hume residents’ liaison to DOHRE.
8. The Vice President shall meet with the Residential Adviser as necessary.
9. The Vice President shall reside in the Honors Residential College at Hume Hall.
10. The Vice President shall be in charge of drafting Of-The-Month awards (OTMs).
11. The Vice President shall have served at least one year as a SHO Officer or as a SHO Committee member.

Section D. Duties and Qualifications of the Treasurer:
1. The Treasurer shall fulfill the duties of the President in the absence of the President and Vice President.
2. The Treasurer shall prepare a year-long budget specifying the financial workings of SHO.
3. The Treasurer shall meet with the other SHO Officers to determine the Programming Committee budgets.
4. The Treasurer shall maintain an accurate account of SHO financial transactions.
5. The Treasurer shall pay all debts incurred by SHO.
6. The Treasurer shall prepare a monthly expense report which shall include an estimate of remaining funds.
7. The Treasurer shall ensure that all responsibilities and duties of SHO in regards to the IRHA Finance Committee are fulfilled.
8. The Treasurer shall coordinate money and co-program requests from RCA’s, Honors Ambassadors, and all other outside organizations.
9. The Treasurer shall oversee the collection and storage of moneys received from fundraising or sales.
10. The Treasurer shall not have any residency requirement.
11. The Treasurer shall have served at least one year as a SHO Officer or as a SHO Committee member.
12. The Treasurer shall attend at least 3 IRHA meetings per semester.

Section E. Duties and Responsibilities of the Residential Chancellor:
1. The Residential Chancellor shall fulfill the duties of the President in the absence of the President, Vice President, and Treasurer.
2. The Residential Chancellor shall ensure that all permit requests are properly filed and completed for all SHO events which require such a request. This includes those filed with DOHRE and the Student Activities Center.
3. The Residential Chancellor shall oversee all relations with and serve as liaison to the RCA’s in the Honors Residential College at Hume Hall.
4. The Residential Chancellor shall attend RCA staff meetings at the discretion of the GHD’s.
5. The Residential Chancellor shall fill one of the Hume Area Representative voting seats and thus meet all IRHA Voting Member Requirements, and assist the Vice President in overseeing all SHO involvement with DOHRE and IRHA.
6. The Residential Chancellor shall fill one of the committee seats SHO is required to fill in IRHA.
7. The Residential Chancellor shall coordinate all bids for awards for which SHO may have the opportunity to apply.
8. The Residential Chancellor shall coordinate all efforts to photograph and properly document the activities of SHO, including the coordinating of Programming Committee journals for future use.
9. The Residential Chancellor shall reside in the Honors Residential College at Hume Hall.
10. The Residential Chancellor shall have previously served as a SHO Officer or as a SHO Committee member.

Section F. Duties and Responsibilities of the Business Manager:
1. The Business Manager shall fulfill the duties of the President in the absence of the President, Vice President, Treasurer, and Residential Chancellor.
2. The Business Manager shall manage all SHO equipment and properties. This includes keeping an inventory of equipment, ensuring that all equipment is in proper working order, keeping a record of which equipment is owned by SHO and which is equipment is owned by DOHRE, and coordinating check-out procedures for SHO members as well as outside organizations.
3. The Business Manager shall ensure that the SHO office is organized and presentable.
4. The Business Manager shall complete necessary equipment checks with the IRHA Business Manager.
5. The Business Manager shall ensure that all permanent improvement requests are correctly filed with IRHA.
6. The Business Manager shall submit necessary equipment repair request forms to the IRHA Business Manager.
7. The Business Manager shall provide instructions for use and set-up of SHO equipment when necessary.
8. The Business Manager shall serve as SHO webmaster or appoint another board member or third-party to be SHO webmaster.
9. The Business Manager shall coordinate and advertise SHO office hours each semester.
10. The Business Manager shall serve as supervisor of elections or appoint someone to serve as supervisor of elections.
11. The Business Manager shall check and maintain the SHO E-mail account.
12. The Business Manager shall reside in Hume.
13. The Business Manager shall have previously served as a SHO Officer or as a SHO Committee member.
14. The Business Manager shall attend at least 3 IRHA meeting per semester.

Section G. Duties and Responsibilities of the Secretary:
1. The Secretary shall fulfill the duties of the President in the absence of the President, Vice President, Treasurer, Residential Chancellor, and Business Manager.
2. The Secretary shall prepare and keep current records of all SHO business including minutes from all General Meetings, Planning Meetings, and Officer Committee meetings, attendance records for SHO Executive Board Members, and a current calendar of upcoming SHO events.
3. The Secretary shall ensure proper distribution of minutes, including the posting of General Meeting minutes in a public place.
4. The Secretary shall ensure that all parties are properly informed of upcoming meetings, including the advertising of SHO General Body Meetings to the general Honors Program.
5. The Secretary shall ensure that all SHO events are properly publicized.
6. The Secretary shall coordinate the advertising of SHO events on the Honors Daily Listserv.
7. The Secretary shall coordinate all recognition and awards and assist the Residential Chancellor in all bids for awards.
8. The Secretary shall have any residency requirement.
9. The Secretary shall not be required to have previously served as a SHO Officer or as a SHO Committee member.
10. The Secretary shall attend at least 3 IRHA meetings per semester.

ARTICLE VII. Elections
Section A. Qualifications to Vote:
All members of the University of Florida Honors Program who are currently undergraduate students at the University of Florida are eligible to vote. This includes those who are currently in the first four semesters of the program and those who have completed these semesters. All Hume residents, regardless of Honors status, are eligible to vote.

Section B. Election Time and Authority:
Elections shall take place between four and six weeks prior to the end of the semester. The Supervisor of Elections shall direct this process. The Supervisor of Elections may not participate in the elections as a candidate. Winners of the election must receive the greatest percentage of the vote. In the event of a tie, a runoff shall be held.

Section C. Runoff Election:
The runoff election shall be completed one week after the original election.
Section D. Election Logistics:
1. Elections shall be held for each Officer position.
2. Candidates must be listed individually on the ballot.
3. On-line voting is encouraged, but if it is not feasible, paper ballots will be used.
4. In the case of paper ballots, the election shall be secret ballot.
5. Running mates shall not be allowed.
6. Campaigning shall not be allowed within 50 feet of the polling location. In the case of an electronic election, candidates shall not be allowed to assist people in casting a vote.
7. All new Officers shall be announced on the Honors Listserv at the discretion of the Supervisor of Elections.

Section F. Time of Assuming Office:
Newly elected Officers shall assume office before the spring convocation ceremony. The exact time shall be left to the discretion of the outgoing Officers. The first duty of the new officers is to clean the office before spring convocation.

Section G. Training:
Newly elected Officers shall have formal training by the officer that they replace before the spring convocation ceremony that includes a written Transition Report and a face-to-face meeting.

ARTICLE VIII. Faculty Adviser
Section A. Honors Adviser:
1. The Honors Adviser shall be a faculty member from the Honors Office.
2. The Honors Adviser shall attend SHO meetings and events whenever possible.
3. The Honors Adviser shall act as a liaison between SHO, the Honors Program, and Housing Staff.
4. The Honors Adviser shall meet with the President whenever necessary.
5. The Honors Adviser shall ensure that SHO follows all Honors and University Regulations.
6. The Honors Adviser shall be selected by the Honors Office.
7. The Honors Adviser shall be selected between 4 and 6 weeks before the end of each Spring Semester. He/She shall remain in this position until the following year.

Section B. Residential Adviser:
1. The Residential Adviser shall be a DOHRE GHD or Residence Life Coordinator (RLC).
2. The Residential Adviser shall attend General Body Meetings whenever possible.
3. The Residential Adviser shall act as a liaison between SHO, Housing, and the Honors Program.
4. The Residential Adviser shall meet with the President or Vice President whenever necessary.
5. The Residential Adviser shall ensure that SHO follows all University and Housing regulations.
6. The Residential Adviser shall be selected by the Department of Housing and Residence Education.
7. The Residential Adviser shall be selected between 4 and 6 weeks before the end of each Spring Semester. He/She shall remain in this position until the following year.

ARTICLE IX. Finance
The Student Honors Organization obtains funding through the University of Florida Honors Program Office, which acquires money through the Honors applications fee. SHO also receives funding through the Department of Housing and Residence Education (DOHRE) and through the
Inter-Residence Hall Association (IRHA). Dues are not required of any member, and SHO is a not-for-profit organization.

ARTICLE X. Dissolution of Organization
In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be returned to the University of Florida Honors Program.

ARTICLE XI. Executive Board Membership
a) The powers and responsibilities of SHO shall be divided among the Officers and four Committees. These offices shall be:
   1) President, Vice President, Treasurer, Residential Chancellor, Business Manager and Secretary for the officers;
   2) Members for the four Committees; including Academic, Community Service, Residential and Social
b) No person filling the office of one of these branches shall fill any other office unless otherwise provided by this constitution. If one of the individuals filling one of these offices wishes to fill another, a resignation of the original office must be obtained.
c) Any person filling one of these offices shall continue to have the rights of a member of SHO including the right to state an opinion regarding the revisions of this document.
d) Persons employed as Residential College Advisors (RCA), Resident Assistants (RA1 or RA2), Graduate Hall Directors (GHD), or Department of Housing and Residence Education (DOHRE) Professional Staff are ineligible for Officer or Committee Member positions.

ARTICLE XII. Programming Committees
Section 1. Composition:
There shall be four SHO Programming Committees: one offering academically and culturally enhancing opportunities, one offering servicing opportunities, one offering friendly and competitive events among the Hume Hall and Honors communities, and one offering social opportunities. These committees shall be called the Academic Committee, the Community Service Committee, the Residential Committee, and the Social Committee, respectively. The Academic and Community Service committees shall be composed of 6 members, and the Residential and Social committees shall be composed of 7 members. The Residential Committee shall also consist of all Hume Hall Representatives.

Section 2. Powers and Responsibilities:
a) The Programming Committees shall have the power to use their budgets to accomplish their specific portion of the mission statement at the discretion and direction of the Officers. Each Committee Member shall take an active role in accomplishing the mission statement.
b) The Programming Committee Members shall attend all SHO General Meetings, all Executive Board Meetings, and all of their respective committee meetings.
   1) Each Programming Committee Member is allowed a maximum of two unexcused absences.
   2) Excused absences require advance notification to the Secretary of a proper and reasonable excuse.
c) The Programming Committee Members shall be responsible for making a concerted effort to attend all SHO events and activities.
   1) Programming Committee Members must attend all of their respective committee events.
   2) Fulfillment of this duty shall be determined by the SHO Officers.
d) Members of the Programming Committees shall act as a liaison between the SHO Officers and the residents of the Honors Residential College at Hume Hall as well as the members of the Honors Program.

c) The Programming Committee Members shall represent SHO and the Honors Program in a positive manner.

Section 3. Event Chairs:

a) Event chairs are selected by their respective committee and approved by their liaison for each event.

b) Event Chairs shall act as the coordinator of their respective committee and oversee the completion of the duties of the committee for an individual event. Event Chairs shall facilitate event planning, including providing an outline.

c) Event Chairs shall compile the program report including photos to be submitted to the SHO Secretary.

d) In the event of a co-program, all participating committees shall appoint an event co-chair.

e) Event Chairs shall be responsible for ensuring that all necessary information for an event permit is provided to the Residential Chancellor at least 15 business days before an event is scheduled.

f) Event Chairs shall be responsible for ensuring every event is properly publicized.

g) Event Chairs shall not have any residency requirement.

h) Event Chairs shall not be required to have previously served as a SHO Executive Board Member.

Section 4. Appointment:

Members of the Programming Committees shall be appointed by the Officers between two and four weeks after the beginning of the fall semester following an application and interview process. The members will be assigned to one of the four committees by the Officers.

ARTICLE XIII. Meetings

Section 1. Types of Meetings:

a) General Body Meetings shall consist of the Officers, four Committees, Advisers and any other members of SHO who wish to attend. These meetings shall be open to the general public.

b) Executive Board Meetings shall consist of the Officers, four Committees, and Advisers. These meetings shall not be open to the general public.

c) Committee Meetings shall consist of the Event Chair and the members of the committee.

Section 2. Meeting Schedule and Purpose:

a) General Body Meetings shall be held at least once a month at a time determined by the Officers. The purpose of these meetings shall be to continue planning SHO events, to obtain reports as to the working condition of the Honors Residential College at Hume Hall, to serve as an issue forum for the workings of the Honors Residential College and the Honors Program, and to serve as a forum for feedback as to the workings of SHO.

b) Executive Board Meetings shall be held at least once a month at a time determined by the Officers. The purpose of these meetings is to continue the planning of SHO events and to discuss the workings of the organization in order to ensure that the mission statement is being fulfilled.

c) Committee Meetings shall be held at least twice a month at a time determined by the Committee Chair. The purpose of these meetings is to plan the events put on by each of the respective committees.
ARTICLE XIV. Impeachments
Section 1. Impeachment of an Officer:
   a) An Officer may be impeached upon gross negligence of his or her duties as described in this Constitution.
   b) The Officer to be removed must be given documentation of his or her malfeasance and must be given at least two weeks to improve his or her performance.
   c) If the Officer to be removed does not improve his or her performance, he or she may be removed from office by a four-fifths secret ballot vote of the other Officers.

Section 2. Removal of a Committee Member:
   a) A Committee Member may be removed upon gross negligence of his or her duties as described in this constitution.
   b) The Officers must provide the documentation of his or her malfeasance and must give the Committee Member at least two weeks to improve his or her performance.
   c) In the case of a delinquency in attendance to meetings, the Secretary must provide a record of unexcused absences to a Committee Member upon the accumulation of two unexcused absences and must warn the member of possible consequences.
   d) Upon reaching the maximum allowance of absences, a Committee Member shall be removed.
   e) Removal of a Committee Member shall be determined by a five-sixths vote of the Officers.
   f) If a Committee Member is removed before the start of spring semester, the committee member must be replaced.
   g) If a Committee Member is removed after the start of spring semester, the requirement to replace the member may be waived by submitting a formal proposal to the Honors Adviser and obtaining an approval signature.

ARTICLE XV. Replacement Appointments
Section 1. Timetable:
   A replacement for any Officer or Committee Member position that is vacant and must be found within two weeks of removal or resignation.

Section 2. Process:
   The Officers shall advertise for and conduct interviews of potential candidates and a selection shall be made by a majority vote of the Officers.

ARTICLE XVI. Amendments to Constitution
Section 1. Distribution:
   This Constitution shall be made readily available to any party through online and posted copies.

Section 2. Revisions:
   a) This Constitution may be revised by a five-sixths vote of SHO Officers.
   b) This Constitution is to be assessed for revision at least every two years after its ratification.
   c) Revisions affecting Article VII incurred during Spring Semester will not go into effect until after the spring convocation ceremony.
   d) Revisions affecting residency requirements shall take effect after the spring convocation ceremony.

Section 3. Ratification:
   a) This constitution shall come into effect upon its ratification by a five-sixths vote of the Officers.
   b) This constitution supersedes all previous constitutions of SHO and renders them null and void upon ratification.