COORDINATING COUNCIL FOR HONOR SOCIETIES
Constitution and Bylaws

(REVISED: February, 2022)

ARTICLE I: NAME

The name of this organization shall be the Coordinating Council for Honor Societies.

ARTICLE II: PURPOSE

The purpose of the Coordinating Council for Honor Societies is to:

● increase campus awareness of honor societies;
● ensure an unbiased honor society selection process among member organizations;
● encourage communication and collaboration between member organizations;
● assist in planning the University Honors week activities.

ARTICLE III: MEMBERSHIP

Section 3.01. Organizational membership in Coordinating Council for Honor Societies shall be comprised of those campus-wide honor societies registered with The SOURCE. Member societies can vary in type, composition, and mission statement; however, all member organizations must place a strong emphasis on academic success in order to be eligible for membership in CCHS. Other suggested areas of emphasis for organizational members are leadership, civic engagement, and community service.

Section 3.02. Member organizations shall appoint a delegate representative and at least one alternate delegate. The delegate shall have the power to fully represent the member organization at all CCHS meetings. In the event that the delegate is unable to attend a scheduled CCHS meeting or event, the member organization shall send the alternate delegate to act on its behalf.

Section 3.03. Delegate membership in CCHS shall be open to all students of The University of Alabama, without regard to race, religion, sex, ability status, national origin, color, age, gender identity or expression, sexual identity, or veteran status.

Section 3.04. In order to obtain active status in the Coordinating Council for Honor
Societies, member organizations must complete a Pledge of Active Status form for the current academic year, which must include the name and contact information for the member organization’s CCHS delegate and alternate, as well as a signed statement of intent to complete at least three leadership, civic engagement, or community service events during the current academic year.

Section 3.05. Member organizations that fail to complete at least three leadership, civic engagement, or community service events prior to The University of Alabama’s Honors Day will lose active status with the Council and shall forfeit the right to vote on any CCHS business until such time as the organization regains active status.

Section 3.06. In the event that a member organization loses active status by failing to complete at least three leadership, civic engagement, or community service events prior to UA Honors Day, that member organization may regain active status in the Council by completing the requisite number of events or by submitting a Pledge of Active Status for the next academic year.

Article IV: Executive Officers

The Executive Officers of the Coordinating Council for Honor Societies will be the President, the Vice President of Selections, the Vice President of Outreach, and the Vice President of Service.

Section 4.01. The duties of the President shall include, but shall not be limited to:
(A) presiding over all meetings of the Council;
(B) presiding over all meetings of the Executive Officers;
(C) serving as the primary point of contact between CCHS and the University of Alabama’s administrative offices, as well as the faculty/staff advisor;
(D) creating agendas for all meetings of Council and the Executive Officers
(E) providing notice of all Council and Executive Board meetings;
(F) recording attendance at CCHS meetings and events;
(G) keeping a true and accurate record of all proceedings of Council.

Section 4.02. The Vice President of Selections shall be responsible for seeking out eligible organizations for membership in CCHS and facilitating the application process for induction into member organizations. The Vice President of Selections will also be responsible for ensuring that all accepted CCHS organizations are completing the required three leadership, civic engagement, or community service events prior to The University of Alabama’s Honors Day.
Section 4.03. The Vice President of Outreach shall be responsible for promoting member organizations and their events to the larger campus community. The Vice President of Outreach shall maintain the social media presence of CCHS. The Vice President of Outreach will also be responsible for raising awareness about CCHS organizations throughout the year. The Vice President of Outreach will promote CCHS organization applications through the University application portal in the Spring semester.

Section 4.04. The Vice President of Service shall support member organizations’ service events and organize an annual service event that involves all member organizations.

Section 4.05. The terms of all Executive Officers shall be one year; however, Officers may serve multiple consecutive terms.

Section 4.06. In order to avoid the appearance of impropriety, the President of member organizations cannot serve as Executive Officers in CCHS.

Article V: Council Meetings and Quorum

Section 5.01. Meetings of the Council shall be held at least once per semester during the academic calendar and additionally, if determined to be necessary by the Executive Officers.

Section 5.02. The Council shall hold at least one “general meeting” per academic semester, which shall be open to all of the inducted members of each organizational member of CCHS.

Section 5.03. The Council shall hold an “election meeting” annually to select new Executive Officers. This meeting shall be held no later than two weeks following Honors Day and shall be open to all of the inducted members of each organizational member of CCHS.

Section 5.04. A quorum shall be required at any meeting of the Council in order to conduct official business. A quorum shall consist of at least fifty percent (50%) plus one of the delegates from each member organization in active status with the Council.

Section 5.05. Notice of each meeting of the Council shall be provided at least seven (7) days prior to the scheduled date of the meeting. Notice shall be sent by email to the delegate members, and shall contain the agenda for the meeting.
Section 5.06. In the absence of the Council President, the Vice President of Selections shall preside over any meeting of the Council.

**Article VI: Executive Officer Meetings and Quorum**

Section 6.01. Formal meetings of the Executive Officers shall be held as necessary, as determined by the President.

Section 6.02. A quorum shall be required at any meeting of the Executive Officers in order to conduct official business. A quorum of the Executive Officers shall consist of at least three Executive Officers. Officers may meet without a quorum to discuss issues related to Council; however, the Officers may not act in any official capacity during an informal discussion meeting.

Section 6.03. Notice of each meeting of the Executive Officers shall be provided at least seven (7) days prior to the scheduled date of the meeting. Notice shall be sent by email to the Executive Officers, and shall contain the agenda for the meeting.

Section 6.04. In the absence of the President, the Vice President of Selections shall preside over any meeting of the Executive Officers.

**Article VII: Council Business**

Section 7.01. All Council business, except elections, shall be presented at a scheduled meeting of the Council and a vote shall not be taken until the next scheduled meeting of the Council.

Section 7.02. Emergency decisions can be considered with the unanimous consent of a quorum present at any regularly scheduled meeting of the Council.

Section 7.03. The delegate member of each member organization in active status present at a meeting shall be entitled to vote upon all business under consideration.

Section 7.04. A majority vote of the quorum shall be necessary to pass business under consideration at any meeting, except removal of an Executive Officer, which shall require a three-fourths ($\frac{3}{4}$) majority vote.

Section 7.05. A majority vote shall consist of fifty percent (50%) plus one of all votes cast.
**Article VIII: Executive Officer Business**

**Section 8.01.** All Executive Officer business shall be presented at a scheduled meeting of the Executive Officers and a vote may be taken at that meeting.

**Section 8.02.** The President shall not be entitled to vote at any meeting of the Executive Officers, except as necessary to break a tie-vote or vote upon the removal of an Executive Officer.

**Section 8.03.** All other Executive Officers present at the meeting shall be entitled to vote upon all business under consideration at the Executive Officer meeting.

**Section 8.04.** A majority vote of the quorum shall be necessary to pass business under consideration at any meeting of the Executive Officers, except in the case of a vote to remove an Executive Officer, which shall require a vote of at least three Executive Officers.

**Section 8.05.** A majority of vote shall consist of fifty percent (50%) plus one of all votes cast.

**Article IX: Elections**

**Section 9.01.** Annual elections shall be held no later than two weeks following Honors Day, at the “election meeting” of the Council. The selection of new Executive Officers shall be the only business under consideration at the “election meeting.” An advisor must be present at the “election meeting.”

**Section 9.02.** The President of CCHS will open the meeting by seeking nominations for each office in the following order:

(A) President,
(B) Vice President of Selection
(C) Vice President of Outreach
(D) Vice President of Service

**Section 9.03.** The delegate representative of each member organization in active status with the Council may nominate any inducted member of that organization, including themselves but excluding the President, to any office. All nominations must be accepted by the nominee.

**Section 9.04.** An individual can only accept a nomination for one (1) Executive Officer position. Nominees must be members of at least one CCHS member organization and in good standing with that respective member organization. The President of member organizations cannot accept nominations for Executive Office in CCHS.
Section 9.05. Nominees for the incoming President must be a junior or senior in class standing, must have served on the Council for at least one semester previously, and must be able to serve at least until Honors Day of the following year.

Section 9.06. Nominees for the incoming Vice President of Selection, Vice President of Outreach, and Vice President of Service must at least be a sophomore in class standing and must be able to serve at least until Honors Day of the following year.

Section 9.08. After accepting nominations for each office, the President will close nominations. In the event that only one individual accepts nomination to an Executive Officer position, that individual will assume the position for the next academic year. In the event that two or more individuals accept nomination for an Executive Officer position, the position will be put to a vote of the Council.

Section 9.09. Voting shall occur by secret ballot, distributed to the delegate representative of each member organization present at the meeting and in active status with the Council. Each member organization may cast one vote. No delegate may represent more than one organization.

Section 9.10. A simple majority vote is required to elect Executive Officers. In the event that a winner cannot be determined because two or more individuals receive the same number of votes, any individual who received less than those individuals will be removed from the list of potential candidates and a new vote will be conducted until such time as one candidate receives a simple majority.

Section 9.11. The new Executive Officers shall be immediately installed following the selection of each office. Outgoing Executive Officers are expected to assist the new officer-elect in learning about their new role and the duties and responsibilities associated with it.

Article X: Vacancies and Removal of Executive Officers

Section 10.01. If, for any reason, an Executive Officer steps down or is removed from the position, the vacancy shall be filled by electing a replacement officer at the next meeting of the Council by following the applicable sections of Article IX above.

Section 10.02. In the event that the Council President steps down or is removed from office, the Vice President of Selections will automatically assume the role
of President. At which time the Council will proceed to fill the vacancy in the role of Vice President of Selections.

Section 10.03. Executive Officers may be removed from their position before the expiration of their normal terms for failure to satisfactorily perform the duties of office, for repeated absences from meetings, or for conduct improper to their office.

Section 10.04. A motion to remove an Executive Officer may be made at any schedule meeting of the Council; however, a vote shall not be taken until the next scheduled meeting of the Council. In order to remove an Executive Officer, the motion must receive an affirmative three-fourths ($\frac{3}{4}$) majority vote of those delegate members in attendance and in good standing.

Section 10.05. A motion to remove an Executive Officer may be made at any schedule meeting of the Executive Officers and a vote taken at that time. In order to remove the Officer, the motion must receive an affirmative vote from at least three Executive Officers.

**ARTICLE XI: HONORS DAY TAPPING ON THE MOUND CEREMONY**

Section 11.01. The annual Honors Day Tapping on the Mound ceremony will be presided over by the Executive Officers of the CCHS.

Section 11.02. At least three week prior to UA Honors Day, the Council will make available the Active Status Certification form to all member organizations that have completed the Pledge of Active Status form for that academic year. Member Organizations will have until the deadline provided by the Council to return the form verifying their satisfactory completion of the requisite number of leadership, civic engagement, or community service events for that academic year.

Section 11.03. Upon receipt of the Active Status Certification form, the Executive Officers of CCHS will review the form for sufficiency and vote to approve it by a majority vote of the Council.

Section 11.04. Member organizations that fail to return the Active Status Certification form, or whose Active Status Certification form is found to be insufficient by a majority vote of the Council shall immediately lose active status.

Section 11.05. During the annual Honors Day Tapping Ceremony, the Executive Officers of CCHS will recognize member organizations that remain in active status with the Council.
**Article XII: Advisors**

One or more advisors shall be appointed or confirmed at the beginning of each academic year by the Executive Officers. The advisor(s) must be a full-time faculty, staff, or a full-time employee of The University of Alabama.

**Article XIII: Adoption, Bylaws, and Amendments of the Constitution**

*Section 13.01.* This document shall become the Constitution of the Coordinating Council for Honor Societies of The University of Alabama by majority vote of the members present at the meeting.

*Section 13.02.* By-laws may be added at any regular meeting of the Council by majority vote, with prior written notification to, and approval by, the Executive Officers in conjunction with the Advisor(s) prior to the meeting.

*Section 13.03.* This document may be amended by a majority vote of members present, provided that the proposed amendment has been introduced for consideration at a previous meeting of the Council.

**Article XIV: Rules of Order**

The rules contained within the most recent edition of Robert’s Rules of Order shall govern this organization, to the discretion and better judgment of the Executive Officers, unless they are found to be inconsistent with the constitution and by-laws of the Coordinating Council for Honor Societies.

**Article XV: Rules of Construction**

*Section 15.1.* Words and phrases shall be read in context and construed according to the rules of grammar and common usage at the time at which they were introduced to the Constitution. Words and phrases that have acquired a technical or particular meaning shall be construed accordingly.

*Section 15.2.* If any section or portion of this document is ambiguous in terms of scope, application, or intent, then such ambiguity will be presented to the Executive Committee, who will come to an interpretation by no less than a four-fifths vote. Such interpretation will be binding until such time as the
Constitution can be amended to clarify the ambiguity, or overturned by the Office of Student Involvement.

Section 15.3. In the event that an issue, dispute, or situation arises that is not contemplated by the provisions of this document, the matter will be presented to the Advisor, who will recommend a solution, resolution, or course of action. Such recommendation will be binding until such time as the Constitution can be amended to provide guidance, or overturned by the University of Alabama’s Office of Student Involvement.

Section 15.4. If the Advisor disagrees with the interpretation of the Executive Committee, as contemplated by §15.2, or the simple majority of the Executive Committee disagrees with the recommendation of the Advisor, as contemplated in §15.3, then the matter can be presented to the University of Alabama Office of Student Involvement for consideration and final determination. The determination of the University of Alabama’s Office of Student Involvement shall be binding until such time as the Constitution is amended.