HONORS PROGRAM HANDBOOK

2016-2017

MCDANIEL COLLEGE
2 COLLEGE HILL
WESTMINSTER, MD 21157
HTTP://WWW.MCDANIEL.EDU/UNDERGRADUATE/THE-MCDANIEL-PLAN/SPECIAL-OPPORTUNITIES/HONORS-PROGRAM

DIRECTOR
Dr. Bryn Upton
honors@mcdaniel.edu
410-857-2416
Hill Hall 310

ADMINISTRATIVE ASSISTANT
Ms. Terrie Ottomano
tottomano@mcdaniel.edu
410-857-2410
Hill Hall 303
MISSION STATEMENT
The McDaniel Honors Program challenges students with a rigorous curriculum promoting critical thinking, embracing interdisciplinary exchange, and engaging with the complexities of diversity in a global context. We encourage students to take intellectual risks, to be active leaders for change, and to join our community of life long learners.

THE HONORS PROGRAM at McDaniel College is a unique form of academic enrichment that allows students to be a part of a community of scholars who are dedicated to academic rigor and the pursuit of liberal arts in the classroom and beyond. The program opens doors to challenging courses in many disciplines, often taught in innovative ways. Honors students pursue academic careers that demonstrate their intellectual curiosity, integrity, intrinsic motivation to learn, and commitment to leadership in the McDaniel community. The program was instituted in 1986 to support and strengthen the experiences of students who take pride in setting particularly high standards of academic excellence for themselves.

What does it mean to be in the Honors Program at McDaniel?

HIGH ACADEMIC ACHIEVEMENT
To be in the Honors Program requires a commitment to high standards of academic achievement. Students must maintain a minimum GPA within the Honors Program of 3.5, must maintain a minimum cumulative GPA for each year of the program (3.2 or better after the first year, 3.3 or better after the second year, 3.4 or better after the third year, and 3.5 or better at graduation), and must pursue departmental honors.

KNOW YOUR EPISTEMOLOGY
Students in the program develop a better understanding of the foundational theory of knowledge that is at the heart of their discipline through an enriched study of their major field. They seek to comprehend the lens through which professionals in their field see the world. This depth of study in the major field of study is further enhanced by interdisciplinary coursework that can help students better understand both the connections and differences between disciplines.

COMMUNITY
The Honors Program is more than just courses and academic requirements; it is a community of bright and motivated people. Many of the students live together in Honors housing, there is an Honors lounge available for study sessions, small meetings, and as a place to hang out. Students work together on service projects, travel together to conferences, and the program sponsors outings and activities. Most of all, the students in the program provide a community of support for one another throughout their McDaniel years.

PREPARATION FOR YOUR FUTURE
The Honors Program provides students with exercises, tools, and support to help with setting goals, personal development, and planning for life after college as well as the means to communicate their goals and skill set to potential graduate schools or employers.
**ADMISSIONS TO THE HONORS PROGRAM**

Prospective students in the top 10% of the applicant pool are invited to apply to the Honors Program based on a combination of their core high school GPA, SAT verbal and math scores, writing samples, honors classes, AP classes, class ranks, and any other areas of significant achievement. Any student may request that his or her application be reviewed for consideration for an invitation to apply to the Honors Program. Students entering in fall of 2015 had an average Math & Verbal SAT score of 1362 and an average GPA of 3.96. Students in the Honors Program typically have submitted applications that demonstrate their intellectual curiosity, intrinsic motivation to learn, and their potential as leaders in the McDaniel community.

Students who demonstrate academic promise in their first semester at McDaniel are encouraged to apply for admittance to the Honors Program at the start of their sophomore year. In the spring of their first year, interested students must submit an application, a letter of recommendation from a faculty member, and meet with the director. The faculty advisory committee for the Honors Program reviews these applications and makes final decisions regarding admittance. Typically 2-4 students are invited to join the program each year. These students have the same requirements to fill as honors students selected during the admissions process.

Transfer students are invited into the program on an individual basis.

**HONORS STUDENT LEARNING OUTCOMES**

Students in the Honors Program will:
- Improve Critical and Analytical Thinking
- Gain a Deeper Understanding of Disciplinary Epistemology
- Engage in Interdisciplinary Scholarship and Exchange of Ideas
- Develop Practical and Professional Skills
- Develop Leadership Skills
Requirements to be named a *College Scholar* upon graduating:

- Overall GPA of 3.5 or better
- Demonstrate intellectual and moral character befitting a member of the Honors Program
- HON 1200 Honors A to Z (2 credits; fall of 1st year)
- HON 2201 Great Works (4 credits; spring of 1st year)
- HON 2265 Honors Applied (2 credits; fall or spring of 2nd year)
- HON 3200 Journal Club (2 credits, fall or spring of 3rd year)
- Three honors modules, selecting from among the following:
  - Honors electives (4 credit courses that also fulfill general education requirements; may sometimes fulfill a major or minor requirement as well; must meet one or more of the four student learning outcomes)
  - Honors-enriched experiences (maximum of 2 allowed; may range from 1-4 credits; at least one should be in the major field of study)
  - Study abroad (each semester abroad counts as one honors module)
- HON 4491 Senior Honors Colloquium (2 credits; spring of senior year)
- Completion of a College Scholars Project (4 credits; senior year, met by pursuing departmental honors or proposing a distinct project)

**Honors Electives:** The Honors Program curriculum offers students 3-5 choices of honors electives each semester. Each course meets one or more McDaniel Plan requirement and may, on occasion, also fulfill a major or minor requirement.

**Examples of Recently Offered Honors Electives:**

- *Madness, Genius, and Creativity*
- *Gender Roles in the Economy*
- *Living in Revolutionary Times*
- *The Zombie Apocalypse*
- *Nanotechnology*
- *Racial Comedy, Racial Tragedy*
- *The Arab World*
- *What is Cinema*
- *The Disordered Brain*
- *American Anti-Intellectualism*
- *Memento*
- *The Hero’s Journey*

**Study Abroad:** Students who study abroad for a semester may count this experience as one of their honors modules; students who study abroad for two semesters may substitute this experience for two honors modules. Students who study for one semester at the University of Glasgow in Scotland and complete the honors course on the *Scottish Enlightenment* may substitute this experience for two honors modules. Upon receipt of final grades, the Registrar’s office will note study abroad experiences as fulfilling honors modules on the student’s program evaluation; if the program evaluation does not accurately reflect the student’s completion of honors requirements, the student must inform the honors director.

**Honors-Enriched Experience:** In an effort to offer more opportunities for honors students to have enriched academic experiences, we allow students to receive Honors credit for as many as two upper-level course not otherwise designated as Honors if it has been sufficiently augmented to fit the goals of the Honors Program and if the instructor has agreed to supervise this experience. The process involves working with the instructor to clearly specify how the coursework will embody an “honors-enriched” experience for the student, submitting a syllabus of the course, and obtaining the approval of the instructor and the Honors Program. Upon completing the course with a grade of “B” or better, the student will also submit a reflection to the director detailing how the experience was consistent with the goals of the Honors Program. A copy of the completed Honors-Enriched...
Experience form in addition to the course syllabus must be submitted to the Honors Program Director no later than the last day to add classes. The student is responsible for completing the course requirements as agreed in this form. Failure to do so will result in the student not receiving Honors credit for the course. If the student wishes to change this course from an Honors course to a non-Honors course, he/she must notify the instructor of the course and the Honors Program in writing. The same deadlines and conditions of a withdrawal from a regular course as specified by the registrar’s office apply to Honors-Enriched Experiences.

**COLLEGE SCHOLAR PROJECT:** To graduate as a College Scholar, the Honors Program requires that students complete a College Scholar Project in the senior year. This project may be met by pursuing departmental honors in a major, provided that the experience includes an independent project (e.g., research project, performance) mentored by a faculty member, or by proposing a separate faculty-mentored project of similar scope. Students must submit a preliminary proposal for the project to the director before registering for courses during the spring semester of the junior year, and a final proposal before the last day to drop classes in the fall semester of the senior year.

**PROGRESSING IN THE PROGRAM:** Students are expected to take HON 1200 and 2201 in the fall and spring of their first year and the required 2-credit course along with at least one honors module in their sophomore or junior years. Students may take two honors modules during one semester if they wish. However, students may not skip more than two consecutive semesters of honors modules without gaining the permission of the director; students failing to complete an honors module for more than two consecutive semesters without permission from the faculty advisory committee will be dismissed from the program (unless all modules are already completed).

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<th>Recomended Sequence of Courses for the Program:</th>
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**HONORS PROGRAM PROBATION AND DISMISSAL:** Students must achieve an overall GPA of 3.5 or better to graduate as a College Scholar. In order to make adequate progress toward this goal, students must achieve a GPA of 3.2 or better in the first-year, 3.3 in the sophomore year, and 3.4 in the junior year. The Honors Program will notify students failing to meet these requirements that they are on probation and must meet GPA requirements for their current class year by the end of the subsequent semester. Students who fail to do so will receive a letter dismissing them from the Honors Program and informing them that they have been removed from any honors courses they were enrolled in for the following semester. Students who are dismissed will immediately forfeit all privileges relating to the Honors Program, with the exception that such students may continue to live in honors housing through the remainder of the academic year (or the subsequent academic year if they have already been placed there).

**APPEAL PROCESS:** Students who are dismissed from the program due to failure to meet GPA standards or failure to complete an honors requirement for more than two consecutive semesters
may appeal this decision by the first day of classes the following semester. To appeal, the student should contact the director of the Honors Program in writing (email is acceptable). The student’s letter should explain any exceptional circumstances regarding his or her situation, state the reasons for his or her desire to remain in the program, and offer a concrete plan to meet remaining requirements. The director will then bring the student’s appeal to the faculty advisory committee and will respond to the student in writing regarding the committee’s decision.

**LEAVING THE PROGRAM:** Students who wish to voluntarily part ways with the Honors Program must contact the director of the Honors Program and complete an exit interview (available on the BlackBoard site). The student will not be eligible to participate in the lottery for the following year’s honors housing, but may continue to reside in honors housing for the remainder of the academic year (or the subsequent academic year, if they have already been placed there); all other privileges associated with the Honors Program will be relinquished immediately.
Co-curricular and Extracurricular Activities

Co-curricular and extracurricular activities are an important part of the program and students are encouraged to attend as many as possible.

**Annual Honors Lecture:** Each year, the Honors Program sponsors a lecture for the community. The lecture rotates between speakers representing the natural sciences, social sciences, and humanities. Before the lecture, a dinner in honor of the speaker is held at the President’s house, including a select number of honors students and alumni as guests. Recent lectures have included:

- **2016:** Dr. Craig Franson, Associate Professor of English, La Salle University. “Joss Whedon: American Frankenstein”
- **2015:** Dr. Bambi Schiefflin, Phi Beta Kappa visiting scholar and Professor of Anthropology, New York University. “Language and Intentionality: Whose mind are you speaking?”
- **2014:** Dr. David Kaiser, Germeshausen Professor of the History of Science, MIT. “Einstein’s Legacy: Studying Gravity in War and Peace”
- **2011:** Dr. George Ritzer, Distinguished University Professor at the University of Maryland. “Globalization, Fast Food, and Facebook: What Do They Have to Do with One Another, You and Me?”
- **2010:** Dr. Nathan Hultman, Assistant Professor at the University of Maryland and associate director of the Joint Global Change Research Institute, Pacific Northwest National Laboratory. “Cross-examining Climate Change”

**Community Service:** Participation in community service is a student-led initiative rather than a formal program requirement. All students are encouraged to participate in honors service events, which are coordinated by the community service chairperson of the student executive board. In addition, as decided by the honors students, to be eligible to take part in the lottery for honors housing for the subsequent students living in honors housing are required to complete five hours of community service (or 1 approved service event) per semester.

**Senior Honors Reception:** Each spring, students about to graduate as College Scholars organize and attend a special honors reception to celebrate their achievements.

**Senior Honors Convocation:** Seniors graduating from the Honors Program are recognized at the senior investiture and honors convocation and receive special cords that they will wear at commencement.
OUTINGS: From time to time members of the Honors Program go on outings, tradition holds that in
the fall there is a trip to a corn maze, other recent outings include trips to the Singleton-Matthews
Farm, Hashawa Environmental Center, Washington, D.C., and Philadelphia.
HONORS PROGRAM PRIVILEGES

HONORS HOUSING: Up to 40 first-year students are housed in Daniel McLea, if they deposit by May 1st. Upper-class students desiring a residential component to their honors experience may participate in the housing lottery for rooms in Daniel McLea and Forlines. To be eligible to participate in the honors housing lottery, students must be active in the program and have reported their community service hours. Each suite must create, plan, and participate in at least one housing activity (e.g., an outing, gathering, service event) a year or they will not be allowed to reside in Honors Housing the following year.

PRIORITY REGISTRATION: All honors students enjoy priority registration (i.e., registering with the first group of their respective class years) in recognition of scheduling difficulties sometimes inherent in managing the demands of honors and major program(s) requirements.

HONORS STUDY SPACE: Honors students have access to a special study space that students have dubbed “The Room of Requirement” (Hill Hall room 009). This space has couches, a kitchenette, board games that may be checked out, a bulletin board for announcements and a computer and printer. Students will be assigned a PIN at the start of the academic year to use to access the space and must not share their PIN with others. PINs will be deactivated over winter break and summer break, unless a student requests that his or her PIN remain active.

EXTENDED LIBRARY LOAN: Honors students enjoy extended library loan privileges, allowing them to checkout material from Hoover Library for 3 months duration.

PRINCIPIA CONSORTIUM: The McDaniel College Honors Program is a member of the Principia Consortium, which offers a unique study abroad experience for honors students throughout the United States at the University of Glasgow in Scotland. Students participating in this program take, as part of their coursework, an honors class on the Scottish Enlightenment. A single semester in this program counts as the equivalent of two honors modules. This unique program also offers coursework in all majors, including experiences that are not typically available to undergraduate students in the U.S.

HONORS ALUMNI NETWORK: Honors students join a network of over 400 alumni of the Honors Program who provide mentorship and guidance to current students. All honors students may join the College Scholar Connection (McDaniel Honors Program) LinkedIn site. Honors alumni are eligible to receive the College Scholar Alumni award, presented at the annual honors lecture.

OFFICIAL RECOGNITION OF COLLEGE SCHOLAR STATUS: Upon completion of the program, students’ transcripts include the notation “College Scholar”.

NATIONAL AND REGIONAL HONORS ORGANIZATIONS

The McDaniel Honors Program maintains memberships in national and regional honors organizations. The organizations hold annual conferences; students are encouraged to contact the directors in the fall semester with ideas for presentations at conferences and for assistance with preparing a submission.

- National Collegiate Honors Council (NCHC)
- Northeast Regional Honors Council (NRHC)
- Maryland Collegiate Honors Council (MCHC)

PROGRAM ADMINISTRATION

THE DIRECTOR OF THE Honors Program: The director of the Honors Program is responsible for the overall development and supervision of the program and coordinates the curriculum, recruits students, identifies faculty to teach in the program, arranges for outside speakers, plans and participates in co-curricular activities, assists students in planning extracurricular activities, works with the admissions office for special recruiting activities, and assists in recruiting honors students for tutoring on campus. The honors director is supported by the Assistant Director of the Honors Program and reports to the Provost/Dean of the Faculty.

THE Honors Program ADVISORY COMMITTEE: The committee is composed of three faculty members and the director and assistant director of the Honors Program. Faculty members serve on the committee for three-year terms with one term expiring each year. The committee oversees the design and monitors the quality of all academic aspects of the Honors Program. In addition, the committee advises the director of the Honors Program in matters relating to the social aspects of the program.

PEER MENTORS FOR Honors: Peer mentors are assigned each year to assist honors students in their transition to McDaniel and the Honors Program.

THE Honors Student EXECUTIVE BOARD

Members of the Honors Student Executive Board are elected from members of the Honors Program. The purpose of the Board is to be a basis of student representation and leadership within the Program. The Board enriches the social aspects of the Program and works to build community and enrich the experience of Program members. They will coordinate social and service events, produce a student run publication and to document yearly activities.
APPENDIX A:
SAMPLE HONORS CONTRACT TO BE SIGNED UPON ENTERING THE PROGRAM

August 23, 2016

Dear Honors Student:

The following is a contract outlining the requirements of the McDaniel College Honors Program for the Class of 2020. By signing this contract, you indicate an understanding and agreement of the requirements for graduating as a College Scholar. To graduate as a College Scholar in the McDaniel College Honors Program I understand that:

• I must pass HON 1200 (Honors A to Z, 2 cr).
• I must pass HON 2201 (Great Works, 4 cr; to be taken in the spring of my first year in the program).
• I must pass HON 2265 (Honors Applied)
• I must pass HON 3200 (Honors Journal Club)
• I must pass/complete 3 honors modules. Honors modules may be fulfilled by honors electives, a semester of study abroad, completing the Global Fellows Program, completing the Encompass Distinction program, or a single honors-enriched experience. Honors electives may be used to satisfy general education requirements and may, on occasion, fulfill a major or minor requirement.
• If I study abroad at the University of Glasgow’s Honors Program for a semester, I will earn equivalency of two honors modules (one for the study abroad experience and one for the honors class on the Scottish Enlightenment required of students in this program).
• In my senior year, I must complete a College Scholar’s Project. This project may be met by pursuing departmental honors in my chosen major, providing that the experience includes an independent project (e.g., research project, performance) mentored by a faculty member. I understand that I do not need to be awarded departmental honors to graduate as a College Scholar.
• I must pass the Senior Honors Colloquium (HON 4491, 2 cr), where I will present my College Scholar’s Project.
• I must achieve a final overall GPA of at least 3.5 and meet intermediate overall GPA requirements (3.2 in the first year, 3.3 in the sophomore year, and 3.4 in the junior year). If my GPA falls below these standards, I will receive a letter stating that I am on probation for the following semester, during which time I must bring my GPA back up to the required level or forfeit my participation in the program. If extenuating circumstances warrant, I may petition the program for additional time to raise my GPA.
• I must achieve an overall GPA of 3.5 or higher within my Honors courses.
• I must demonstrate intellectual and moral character befitting a member of the Honors Program; honor or conduct violations may result in my dismissal from the program.
• In my final semester, if I have completed all coursework for the program and completed a College Scholar’s Project, I understand that I will be considered a graduate of the Honors Program and receive my honors cords. But if I fail to ultimately earn a GPA of 3.5 or better by the point of commencement, I will not receive the distinction of “College Scholar” on my
official transcript or be recognized as a College Scholar during the Honors Convocation or at commencement.

- I must not go more than two consecutive semesters without completing an honors module, unless I have completed all of my honors modules. If I have not completed an honors module for two consecutive semesters, and I do not register for one the subsequent semester or petition the honors program for an exception, I understand that I will be dropped from the program.

- If I decide to leave the program, I will contact the director of the honors program and complete an exit survey.

- If I leave the program, voluntarily or otherwise, I will forfeit all privileges of the program, including priority registration, extended library loan privileges, and access to honors study space; I will no longer be eligible to participate in room draw for honors housing, but may remain in honors housing for the remainder of the academic year (or the subsequent academic year, if I have already been placed in honors housing).

I have read the above letter and agree to these terms. By signing this document I acknowledge an understanding of the requirements of the program.

________________________  ______________________
Signature                   Date

________________________  ______________________
Dr. Upton, Director            Date
**APPENDIX B:**
**HONORS-ENRICHED EXPERIENCE FORM**

In an effort to offer more opportunities for honors students to have enriched academic experiences, to complete their program of study in a timely fashion, and to personalize their program of study, we allow students to receive Honors credit for up to two upper-level courses (2000-level or higher) not otherwise designated as Honors. If a student does pursue two HEEs at least one must be in the student’s major.

Students who wish to “honors-enrich” a course should first meet with their instructor to clearly specify how the coursework will embody an enriched experience for the student. Once the student and instructor have agreed upon a course of action they should submit a syllabus from the course, an explanation of the additional work (please limit to one typed page) that constitutes the enriched experience, and this form with signatures to the Director of the Honors Program. Upon completing the course with a grade of “B” or better, the student will submit a reflection to the director detailing how the experience was consistent with the student learning outcomes of the Honors Program (see below).

The coursework should explore the content of a course beyond the standard syllabus and have more depth and meaning for the individual student (imagine what it might take to raise the level of a course from 2000 to 3000 or 3000 to 4000). Students should expect to spend an extra 2-3 hours per week on the course above and beyond what is required of students who are not enriching the course. We encourage students to be creative about how a course might qualify as an “honors-enriched” experience; some possibilities might include:

1. Plan a service/experiential learning activity that relates to the course
2. Assist the professor to plan and implement a lesson planning for an area of particular interest to the student
3. Modify or expand an existing assignment in the class to add breadth or depth, then communicate the findings back to the class or to the broader community
4. Replace a project or paper in the course with a collaborative project of interest to the faculty member and student with the objective of developing the project into a presentation for an academic conference in the discipline or the Maryland Collegiate Honors Council or the National Collegiate Honors Council annual meetings

Some Examples of Recent HEEs:

- A student thoroughly researched a text not included in the original syllabus and taught that text to the class, generating a full 90 minutes of lecture and discussion.
- A student gave a presentation that connected course material to his post-college career plans, demonstrating advanced knowledge of the course as well as significant research into what he’d be doing for the next few years in graduate school.
- A student who is an art major did research for a non-art class and wrote a paper based on this additional research but also created art works informed by this research making an interdisciplinary final product.
- Student took the subject matter for a paper that was assigned and did additional research with the professor and prepared a paper that was then submitted to a conference in the discipline.
• Student conducted research on professional work in her field, wrote a paper and gave a presentation detailing how that work is done.
• Student organized a guest lecture for the department on a subject from her course, she researched potential speakers, contacted several and invited one, then handled the logistics of the visit.
• Students wrote, directed, and produced a 30 minute film based on a book they read for their class, which was then screened for the class.

Honors Student Learning Outcomes:
• Improve Critical and Analytical Thinking
• Gain a Deeper understanding of Disciplinary Epistemology
• Engage in Interdisciplinary Scholarship and Exchange of Ideas
• Develop Practical and Professional Skills
• Develop Leadership Skills

All paperwork must be submitted to the Honors Program Director no later than the last day to add classes. The student is responsible for completing the course requirements as agreed in this form. Failure to do so will result in the student not receiving Honors credit for the course. If the student wishes to change this course from an Honors course to a non-Honors course, the student must notify the instructor of the course and the Honors Program in writing. The same deadlines and conditions of a withdrawal from a regular course as specified by the registrar’s office apply to Honors-Enriched Experiences.

The below signatures signify agreement to the Honors-enriched content and conditions described in the attached document.

Course number and title
Semester and year
Student ID Number

Student’s name (printed)
Instructor’s name (printed)
Honors Director’s name

Student’s signature
Instructor’s signature
Honors Director’s signature
APPENDIX C:
HONORS STUDENT EXECUTIVE BOARD CONSTITUTION

McDaniel College
Westminster, Maryland

The Honors Student Executive Board
Ratified: February 2016

Article I. Name

The name of this organization is the McDaniel College Honors Student Executive Board, hereafter referred to as the Honors Executive Board.

Article II. Purpose

We, as individuals of the Honors Program, will first and foremost strive for scholastic excellence in all of our collegiate endeavors. As a group, we will work to continue the improvement of the social and academic environment of McDaniel College and to facilitate the creation of a college community conducive to the development of intellectual freedom and receptive to cultural diversity. From the students of the Honors Program, an Executive Board will be elected. The purpose of the Board is to be a basis of student representation and leadership within the Program. The Board enriches the social aspects of the Program and works to build community and enrich the experience of Program members. They will coordinate social and service events, produce a student run publication and to document yearly activities.

Article III. Membership

The Honors Faculty Committee will determine eligibility of students for membership in the Program and will invite eligible students to become members in the Program. The Program members will have an Executive Board, onto which students can be elected.

Article IV. Academic Requirements

The Honors Faculty Committee determines all academic requirements for the Honors Program. The Honors Executive Board has no jurisdiction concerning the academic requirements of the Honors Program. All academic concerns of Program members are to be expressed to the Faculty Committee and/or Honors Program Director either directly or through the President of the Board.

Article V. Advisor

The Assistant Director of the Honors Program will also serve as advisor for the Honors Student Executive Board.

Article VI. Executive Board
Section 1. The Student Executive Board will be comprised of one President, one Vice President, one Housing Manager, one Historian, one First-Year Representative, one Events Committee Chairperson, one Community Service Chairperson, one Public Relations Chairperson, and one Secretary.

Section 2. The members of the Honors Program elect all executives. All elected executives will serve terms of one year, starting at the beginning of the academic year.

Section 3. Board members may hold all positions for an unlimited number of terms, either consecutively or disjointly except the position of Housing Manager, which may only be held for one term.

Section 4. Two-thirds of the Executive Board must be present for any vote to occur. For votes other than Executive Removal a simple majority is required to pass a motion.

Section 5. Should vacancies in the Executive Board occur midterm, the position is filled by an Executive Appointment through a majority vote of the members of the Executive Board; however, the exact manner of voting in such a situation is up to the discretion of the Executive Board.

Section 6. The Executive Board may remove an executive from his or her position by a two-thirds majority vote. In such a situation, the questioned executive may not vote and the President of the Honors Student Board will only vote in the event of a tie. The questioned executive has the right to make a statement regarding the vote of removal if present at the meeting; however, the individual cannot be present during the vote of removal. The President must directly notify the executive of the decision following the meeting of removal.

Section 7. The President of the Board must be either a rising junior, senior, or have held a position on the board before.

Section 8. The Honors Peer Mentors are welcomed and encouraged to attend and present at the Board meetings.

Article VII. Official Duties

Section 1. All executives will be required to attend and give reports at Honors Student Meetings and, upon request, Faculty Committee Meetings.

Section 2. All executives are allowed to form committees. The following positions may benefit from the formation of a committee: Public Relations Chairperson, Events Chairperson, Community Service Chairperson. These required committees can consist of anywhere from two to five people. These groups can be chosen by the chairperson from Program volunteers. Members of the committee serve at the discretion of the committee chair.

Section 3. Executive Board Office Descriptions:

President – The president of the Honors Executive Board oversees all aspects of Board operations. This student is responsible for assisting and supervising all members of the Executive Board and will be responsible for providing leadership training and motivation and helping to ensure efficient operation of the Executive Board. The president will be required to coordinate and chair
meetings of the Executive Board and general Honors Program. This person is responsible for dealing with any concerns about negligent Executive Board members. This individual will establish temporary committees for special projects whenever necessary. The president will also act as the Program liaison and is responsible for serving as a link from the Honors Program Director to the Executive Board and the Honors students. The president will also attend Faculty Committee once a month. If they cannot go to the meetings, the Vice President must go in their place.

**Vice President** – The Vice President will assist the President in completion of his or her duties. The Vice President has the authority to act in the President’s stead in their absence and assume the duties of the President in the event the President can no longer execute their office. In addition, they must attend the Faculty Committee meetings if the President cannot. The Vice President will also be in charge of organizing and ordering Honors Gear each year and will act as the student treasurer. They will be in charge of reimbursements and cash advances for Executive Board run events.

**First-Year Representative** – The First-Year Representative is responsible for representing the Freshmen Class to the Honors Faculty Committee and the Executive Board. They should go to Executive Board events and encourage Class to be active in the Program. He or she assists in the coordination of the Preview Days for prospective Honors students. This position might benefit from forming a committee, especially for the coordination of Preview Days. This person can be a freshmen, first-year transfer, or first-year Honors student.

**Housing Manager** – The Housing Manager will be responsible for coordinating all aspects of Honors Housing. They will conduct room draw to allocate housing to members of the Club and file the necessary paperwork with the Department of Residence Life in order to assign rooms. In the room draw, the Housing Manager will be permitted to choose rooms before anyone else. They will supervise the organization of suite activities.

**Community Service Chairperson** – The Community Service Chairperson is responsible for organizing different Honors community service activities and will present the Program, at the beginning of the semester, at least four Honors Community Service Events. The events will be announced at the first all Honors Meeting. The Community Service Chairperson is also responsible for keeping organized, current records of all service hours completed by all members.

**Events Chairperson** – The Events Chairperson organizes social activities for the Honors Program. They are expected to have at least two events per semester. The Events Chairperson is also responsible for coordinating a committee to organize the Honors Senior Dinner.

**Public Relations Chairperson** – The Public Relations Chairperson is responsible for the Honors newsletter, which should be distributed at least once a semester. He or she is also available to help with advertising public events and for distributing Honors Student announcements via email announcements. The Public Relations Chairperson is also responsible for maintaining Honors social media pages.

**Secretary** – The Secretary is responsible for recording the minutes of Honors Student Meetings. The Secretary is expected to distribute minutes from Meetings to the Membership.

**Article VIII. Elections**

Section 1. Any member of the program may run for a position on the Executive Board (except President which must be a rising junior or senior). Only a first-year Honors student, freshmen or first-year transfer student is eligible to run or the First Year Representative. In order to run for an office, members are required to file a statement of interest to the President. The President will
determine the exact manner in which this is to be done. You may only hold one elected position at a time.

Section 2. All members of the Program will be eligible to cast one vote for the offices open to election. Only members of the first year Honors class are eligible to cast votes for their class representative.

Section 3. Voting will be done at the discretion of the President. All current members of the board will vote and a majority will determine the decision. In the event a tie occurs in the Executive Board, the president will cast a deciding vote.

Section 4. The elections for the offices of President, Vice President, Secretary, and Housing Manager for the following academic year will be held at the first general meeting of the Club following Spring Break. Nominations for the First-Year Representatives will be accepted at the first general Honors Club Meeting of the Academic year. Elections for the Freshmen Representatives will occur by the second general Honors Club Meeting of the Academic year.

Article IX. Meetings

Meetings will be held at the discretion of the President, with no fewer than one a month. Meetings will alternate between Sundays and one day of the week. The meetings are for the Board to discuss Honors issues or events. The entire Program is invited to attend these meetings. Each Board Member will be given time to present and comment. During the meeting the conversation can be opened up to the Program and people can comment or speak. The President may also call for closed Board meetings as necessary.