



BYLAWS

Pforzheimer Honors College – Honors Council

Pace University – New York City Campus

ARTICLE I NAME & PURPOSE

Section 1. The name of this organization shall be the Honors Council at Pace University, Pforzheimer Honors College New York City (NYC) Campus.

Section 2 The Pforzheimer Honors College NYC Honors Council is a student run organization open to all students in the Pforzheimer Honors College NYC at the Pace University NYC Campus. We serve to engage students in all Honors activities and stimulate community growth. We serve as a student voice of the Pforzheimer Honors College NYC and assist the office with decisions for Honors College Members. We look to involve students to participate in The Honors Herald (Pforzheimer Honors College student lead newsletter), in events around campus, and in NYC at large. We wish to ensure that all of our members are leaders among the Honors and Pace University communities.

ARTICE II ORGANIZATION STRUCTURE

Section 1 **The Organizational Structure of the Pforzheimer Honors College NYC Honors Council shall be as follows:**

- a. Executive Board: Comprised of the President, Vice President Development Coordinator, and Treasurer.
- b. Officers: Comprised of six (6) committee co-chairs known as: two (2) Programming Co-chairs, two (2) Public Relations Co-chairs, and two (2) Newsletter Co-chairs.
- c. Three (3) Standing Committees: Programming, Public Relations, and Newsletter.
- d. Ad hoc Committees: Any committee deemed necessary and created by the Executive Board.
- e. Members.
- f. Office Adviser.

ARTICLE III AUTHORITY

Section 1 This organization is affiliated with Pforzheimer Honors College NYC at Pace University and adheres to guidelines set forth in the college’s Politics and Procedures and Pace University Honors Students’ Bill of Rights.

Section 2 The standing director of the Pforzheimer Honors College NYC will have final approval on the programs and events of the Pforzheimer Honors College NYC Honors Council.

Section 3 The Executive Board and Officers will report to an Office Adviser, delegated by the Pforzheimer Honors College NYC office for administrative tasks associated with the Council.

Section 4 This council may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum of active members is present (advance notice is not required).

ARTICLE IV **MEMBERSHIP**

Section 1 Membership in the organization shall be open to those full-time enrolled Pace University NYC students who are members of the Pforzheimer Honors College NYC.

Section 2 This organization shall have associated members who are non-Pace University students or who do not meet the above criteria. Associated members shall have all membership privileges except for the right to vote or hold office. No more than 20 percent of the membership shall be individuals who are not Pace University students (e.g., community members, Alumni, students at other colleges, etc.).

Section 3 Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 4 Each member of the Pforzheimer Honors College NYC Honors Council shall have the ability to participate in the decision making process of the council.

ARTICLE V EXECUTIVE BOARD

Section 1

The qualifications to be an Executive Board member are as follows:

Executive Board members shall meet the same qualifications as general membership. Students on the Executive Board must be in good academic standing, both with the Honors College and Pace University (that is: a minimum of a 3.3 GPA and no probations in any field). Executive Board members should be upperclassman, i.e. hold credits of sophomore, junior, or senior status. Freshman may only be selected by appointment of an Executive Board position if an upperclassman fails to run during spring elections and/or seek appointment in fall officer selection.

Section 2

Executive Board members shall:

- a. May not be an Officer or Office Adviser at the same time of being an Executive Board member.
- b. Attend seventy-five percent (75%) of all events organized and/or sponsored by the Pforzheimer Honors College NYC Honors Council and Pforzheimer Honors College NYC.
- c. Attend weekly council meetings scheduled for the academic year (fall and spring semesters). Executive Board members are expected to miss no more than three (3) meetings that are excused at least 48 before hand by the Pforzheimer Honors College NYC Office Adviser.

Section 3

The Executive Board Shall:

- a. Meet at least twice per month during the fall and spring academic semester with the Office Adviser. The President shall chair each meeting, and the Development Coordinator shall take minutes.
- b. Serve as the coordinating agent for all standing committees and ad hoc committees in regard to their goals and administrative progress.
- c. Publish a Pforzheimer Honors College NYC Honors Council Semester Report by the end of every fall and spring semester to be submitted to the Pforzheimer Honors College NYC Director and Associate Provost.
- d. Assume the duties, powers, and responsibilities of Officers if Officers are become incapacitated or fail to attend required meetings and events.
- e. Coordinate and seek approval from the Pforzheimer Honors College NYC Director and Office Adviser.
- f. Make sure all events, programming, and minutes will remain public to all Pforzheimer Honors College NYC members.
- g. Report to the membership all actions taken between meetings, except when it is too late to do so. Any actions taken by the Executive Board to manage the Council may be rescinded or modified by the membership by a majority vote or the Pforzheimer Honors College NYC.
- h. Create additional positions and ad hoc committees as deemed necessary.
- i. Uphold and enforce the Pforzheimer Honors College NYC Honors Council Bylaws.

- j. Assume the duties of the Office Adviser if one fails to be assigned by the Pforzheimer Honors College NYC.

Section 4

Powers and Duties of Officers:

- a. **The President shall** serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. He or she is responsible for delegation of tasks to all committees and executive board members.
- b. **The Vice President shall** preside at organization meetings in the absence of the President. The Vice President shall perform all duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant. He or she serves as the liaison to the Newsletter committee and manages the projects for the President. The Vice President is responsible for organizing the Pforzheimer Honors College NYC newsletter and has the option of working as editor for The Honors Herald.
- c. **The Development Coordinator shall** take minutes at all meetings of the organization and keep these on file. Minutes should be shared within one (1) week with members, Officers, Executive Board Members, the Office Adviser, and the Pforzheimer Honors College NYC director. The Development Coordinator shall be responsible for all organization correspondence and shall keep copies thereof on file. The Development Coordinator shall maintain membership records for the organization. The Development Coordinator is responsible for maintaining and updating all social media outlets of the Pforzheimer Honors College NYC, including but not limited to, Facebook, Twitter, Instagram, etc. He or she shall produce a social media report in the fall and spring semester with the Office Adviser and serve as the liaison to the Public Relations committee.
- d. **The Treasurer shall** handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare semester financial reports for the Pforzheimer Honors College NYC. He or she shall report on budget usage once per month to the Executive Board. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall manage all purchases, i.e. receipts and credit card usages, by council members with the Pforzheimer Honors College NYC. The Treasurer will be the liaison to the Programming committee and assist other Executive Board Members.

ARTICLE VI OFFICERS

Section 1

The qualifications to be an Officers are as follows:

Officers shall meet the same qualifications as general membership. Officers must be in good academic standing, both with the Honors College and Pace University (that is: a minimum of a 3.3 GPA and no probations in any field). Officers can be lower classmen or upper classmen.

Section 2

Officers shall:

- a. Hold the same responsibilities with their Co-chair. Officers are responsible for dividing the responsibilities between two Co-chairs. In the absence of a co-chair, the signal officer will take on all responsibilities with the executive liaison.
- b. Chair and record minutes for their respective committee.
- c. Only hold one Officer position within the council.
- d. Attend seventy-five percent (75%) of all events organized and/or sponsored by the Pforzheimer Honors College NYC Honors Council and Pforzheimer Honors College NYC.
- e. Attend weekly council meetings scheduled for the academic year (Fall and Spring semester). Officers shall miss no more than three (3) meetings that are excused at least 48 hours before hand by the Executive Board.
- f. Remain in weekly contact with their Executive Board liaison.
- g. Be subject to a mid-year review by the Office Adviser.

Section 3

Powers and Duties of Officers:

- a. **Programming Co-chairs (2) shall** use the standard template format to submit proposals of all programming to the Office Adviser for review two (2) weeks before the proposed date. They shall coordinate a list of prospect events for fall and spring semester with the Officer Adviser and Executive Treasurer. They shall manage the council's programming and reach out to the Public Relations committee to make advertising material for programming at least two (2) weeks before the event. They shall maintain the objectives of the Programming committee set forth in these Bylaws. They shall work with the Executive Treasurer and Executive President to document all programming.
- b. **Public Relations Co-chairs (2) shall** manage advertisement for the Pforzheimer Honors College NYC and Honors Council. They should photograph and record all Pforzheimer Honors College NYC and Honors Council events completely. They shall assist in designing advertisements and layouts with the Newsletter committee. They should make advertising material for programming available at least two (2) weeks before the event. They should work with the Development Coordinator to manage social media for the Pforzheimer Honors College NYC and Honors Council.

- c. **Newsletter Co-chairs (2) shall** work to organize pitches and article submission of The Honors Herald twice a semester. They will assist in the editing of the newsletter's articles, photos, and layout. They will be given editor positions and guaranteed article publication based on their interest in the development of the Newsletter. They will assist the Office Adviser in following up with staff and contributors. They will assist the Executive Vice President in organizing the Honors Council Page and reaching out for editorials.

ARTICLE VII **OFFICE ADVISER**

Section 1 The Pforzheimer Honors College NYC Director shall appoint a student employed as a staff member by Pforzheimer Honors College NYC at Pace University to serve as the Office Adviser to this organization. Pforzheimer Honors College NYC employees that already hold an Executive Board or Officer position on the council are not eligible to be selected as the Office Adviser. Office Advisers shall serve on an academic year basis or until their successor has been selected.

Section 2 **The Office Adviser shall:**

- a. Maintain a system allowing files to constantly be shared among Executive Members, Officers, and members (i.e. Dropbox, Shared Drives, Google Drive, etc.).
- b. Manage election procedures with members of the council who are graduating seniors. He or she is responsible for designing specific guidelines that outline campaigning rules, election dates, and position requirements.
- c. Appoint members to the Executive Board and Officers when there is an opening.
- d. Coordinate and seek approval from the Pforzheimer Honors College NYC Director for all council projects and proposals.
- e. Review all projects and proposals submitted to the director of the Pforzheimer Honors College NYC.
- f. Approve additional positions and ad hoc committees as deemed necessary.
- g. Uphold and enforce the Pforzheimer Honors College NYC Honors Council Bylaws.
- h. Identify individuals for appointment by the Pforzheimer Honors College NYC Director that are eligible to train as the Officer Adviser's successor when they graduate, step down, or change employment.

Section 3 **Powers and Duties of Officer Adviser:**

- a. Executive Board: Assist Executive Board members publish a Pforzheimer Honors College NYC Honors Council Semester Report by the end of every fall and spring semester to be submitted to the Pforzheimer Honors College NYC Director and Associate Provost. Meet

- at least twice per month during the fall and spring academic semesters with the Executive Board. Assist the Executive Board with any administrative tasks, i.e. reserving rooms, managing budgets, etc.
- b. Officers: Hold an appointment process for all officer positions in the first four (4) weeks of the fall semester. Meet with each set of co-chairs at the beginning of the fall semester, one to two (1-2) weeks after appointment. Hold a mid-year review, either in December or January, of each officer. Reach out to officers to assist on projects and proposals.
 - c. Newsletter: The Office Adviser is the acting Editor-In-Chief of The Honors Herald. Has final responsibility for all the operations and policies of The Honors Herald. Must publish two (2) newsletters a semester (fall and spring) and manage deadline dates. Work closely with the Newsletter committee, Executive Vice President, staff, and Pforzheimer Honors College NYC Director. Editorial duties range from:
 - i. Delegating tasks to staff members and managing submissions from all contributors.
 - ii. Cross-checking facts, spelling, grammar, writing style; design pages and photos.
 - iii. Rejecting writing that appears to be plagiarized, previously published elsewhere, or simply of insufficient interest to the readers of the publication.
 - iv. Editing any content in question or requesting writer edits
 - v. Contributing editorial pieces; motivating and managing editorial pieces from staff,
 - vi. Design and/or approving the final layout of The Honors Herald.

ARTICLE VIII **SELECTION OF OFFICERS**

Section 1 The Executive Board (i.e. President, Vice President, Development Coordinator, and Treasurer) are elected each spring for the following academic year. Elections are held by May 1st. At least two (2) weeks' notice shall be provided for the election process.

Section 2 Any student in the Pforzheimer Honors College NYC that meets the qualifications of Executive Board members explained in Article V, Section 1, may run to be an Executive Board member. All candidates must abide by the election guidelines written and distributed by the Office Adviser.

Section 3 Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a re-vote. If the result of the re-vote is still a tie, the election shall be decided by the Pforzheimer Honors College NYC Director and/or both individuals

with receive co-positions (i.e. co-president) and share responsibilities outlined in Article V.

Section 4 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation. All Pforzheimer Honors College NYC students shall be given the option to vote.

Section 5 Executive Board members shall assume office on May 15th and shall serve until May 1st of the following year

Section 6 Officers [i.e. two (2) Programing Co-chairs, two (2) Public Relations Co-chairs and two (2) Newsletter Co-chairs] shall be appointed by the Office Adviser in the fall semester of the academic year. Appointment guidelines will be organized by the Office Adviser no later than the first week of October of the academic year.

Section 7 Officers shall assume office on September 15th and shall serve until May 15th.

Section 8 In the account that a co-chair will be returning for the following academic year and wishes to remain in their position, they may seek reappointment to the council in the spring before the academic year. The Office Adviser and incoming Executive Board will decide if reappointment is possible. If reappointed, such member will serve in their current position until the following academic year. There is no limit on reappointment as long as the student still qualifies for the officer position.

Section 9 **If a member has been previously removed from an Executive Board or Officer position**, following procedures in Article XII, Section 1 and not reinstated as defined in Section 2, they ineligible to run for election and/or appointment to the Executive Board and appointment to an Officer position. **If a member resigns** from an Executive Board or Officer position, they must be a member in good standing for at least one (1) semester before being eligible for election and/or appointment to the Executive Board and appointment to an Officer position.

ARTICLE IX MEETINGS

Section 1 Regular meetings shall be scheduled weekly during the academic year.

Section 2 Special meetings (i.e. outside committee meetings or a meeting to discuss a specific project or event), may be called by the President or a majority of the Executive Board. All members must be given a minimum of twenty-four (24) hours notice prior to the meeting time.

Section 3 Members must be present and in good standing to vote on council business (i.e. non-procedural). Absentee or proxy voting is not permitted.

ARTICLE X **STANDING AND AD HOC COMMITTEES**

Section 1 **The duties of the Programming committee shall be to:**

- a. Outline semester based goals and programs using the information below by the second meeting of the semester.
- b. Organize at least four (4) events in the following categories each semester.
 - i. **Civic engagement** or events focused around involving members of the Honors College and council to preform community service.
 - ii. **The arts** or events that inspire the use of music or art. This is completed by promoting and picking the play/musical that honors students will see once a semester.
 - iii. **Social events** or events that focus on the use of community building activities outside of academic or employment responsibility.
 - iv. **Awareness events** or events that bring awareness to a specific cause or issue over a period of time or in one day.
- c. Organize two (2) internal and two (2) external events during each semester.
 - i. **Internal Events** or events within Pace University buildings with the help of Special Events and Pace catering. This can be in the Honors Lounge or another area of the NYC Campus.
 - ii. **External Events** or events that explore the saying “the city as our campus” and are outside Pace University, around NYC.
- d. Present and organize event proposals, using the standard proposal format, for each event or project at least two (2) weeks before its proposed date. Proposals are submitted to the Office Adviser for review and approved by the Pforzheimer Honors College NYC Director.
- e. Reach out to the Public Relations committee at least two (2) weeks before the proposed date for advertising and marking needs.

Section 2 **The duties of the Public Relations committee shall be to:**

- a. Create goals that aim to increase awareness and involvement with Pforzheimer Honors College NYC and Honors Council events and projects.
- b. Promote events and meetings using advertising and marketing through flyers, social media, postings, etc.
- c. Assist the Development Coordinator in public relations on social media and help create the semester social media reports.
- d. Be encouraged to bring friends to council meetings for the honors council growth and recruit students to contribute to projects like the newsletter.

- e. Make necessary proposals for the purchase or use of products/software/platforms to promote the Pforzheimer Honors College NYC and Honors Council.

Section 3

The duties of the newsletter committee shall be to:

- f. Help the Editor-In-Chief produce a student run newsletter called “The Honors Herald” twice a semester or four (4) times in academic year.
- g. Have at least two (2) editors on staff other than the Editor-In-Chief; Associate Editor, Articles Editor, Assistant Editor, etc.
- h. Develop deadlines and goals for submissions with the Editor-In-Chief for each semester.
- i. Incorporate seventy-five percent (75%) articles written by members of the Pforzheimer Honors College NYC.
- j. Accept submissions in the categories of at least four (4) charges: News, Feature, Arts, and Editorials/Columns.
- k. Design the newsletter to be no more than fifteen (15) pages long (for printing purposes).
- l. Reach out to at least one (1) new contributor, or an individual who has not been published before, each semester.
- m. Follow up and manage contributions for the Editor-In-Chief.

Section 4

The Executive Board with the approval of the Office Adviser shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

ARTICLE XI

FINANCES

Section 1

The Pforzheimer Honors College NYC, at the discretion of the Director, will grant a budget of at least \$1000 to the Council at the beginning of each academic year. The Executive Treasurer will be charged with managing the budget. All expenses of the council should be in the proper proposal and preapproved by the Director.

Section 2

If the Pforzheimer Honors College NYC Honors Council wishes to co-sponsor a program with another organization, department, etc., they may do so financially. If co-sponsorship requires finances, at most seventy-five percent (75%) of the program’s budget can come from the council.

Section 3

The Council may seek co-sponsorship on larger membership events with the Pforzheimer Honors College NYC. In such case, the Pforzheimer Honors College NYC and the Honors Council will use a combined budget to finance such program. Events qualify if they aim to attract 100 or more students, sponsor politically or educationally speakers, panels, showings, or programs that would be otherwise too expensive for the Honors Council to fund on their own.

Section 4 The Council's funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICE XII **DISCIPLINARY CONDUCT**

Section 1 When a member believes that another member has engaged in conduct that is detrimental to the Council, a written charge may be filed with the Office Adviser. The Office Adviser, if appropriate, shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Office Adviser shall pass all information onto the Director of the Pforzheimer Honors College NYC. If it determined that misconduct did occur, Office Adviser shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine, or corrective remedies. The Director will follow necessary procedures, as outlined in the *Pace University Student Handbook*.

Section 2 By a two-thirds vote, the membership in good standing may reinstate a member who has been suspended or expelled by the Director of the Pforzheimer Honors College NYC.

ARTICLE XIII **AMENDMENTS**

Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, one (1) meeting prior to the meeting where the amendment will be voted. The Executive Board and/or the Office Adviser shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Pforzheimer Honors College NYC within two (2) weeks after adoption.

These bylaws were adopted on April 8, 2013 and most recently revised on May 9, 2014.