Article I: Name and Purpose

Section A.
The name of the council shall be the Honors Leadership Council. The letters HLC may be used to designate the council (or members thereof).

Section B.
The purposes of this council are as follows:

1. To act as a liaison between the students of the University Honors Program, the Honors Program Directors, and the Honors Program Committee.

2. To organize extracurricular events for members of the University Honors Program.

3. To provide input selecting Honors Program classes and seminars.

4. To assist with and attend the Honors Convocation and other Honors Program events.

Article II: Membership/ Members

Section A.
Any member in good standing with the University Honors Program may be a candidate for election to the council.

Section B.
The council shall be composed of twelve members, of which three shall be entering students. An ‘entering student’ shall be defined as any student seeking office during their first semester at the University of Idaho.
Section C.

Nine members will be elected at the end of each spring semester to serve in the following academic year. Elections shall be conducted according to the following guidelines:

1. All candidates wishing to run for the council must complete and submit an application, determined by the current council. This includes any council members who wish to run for re-election.

2. In order to be eligible for election, any candidate must attend at least one council meeting, unless pre-excused for valid reasons by the current HLC president.

3. Some or all of the written applications will be made available (online or otherwise) to all University Honors Program members for review.

4. The vote will be held through an online voting system.

5. Only members in good standing may vote in the election of council members. Each member may vote once.

6. Voters may select up to nine different candidates on their ballot. Individual ballots will remain confidential.

7. At the conclusion of the voting period, under the oversight of the Honors Program Director, two individuals will be appointed to review and announce results.

8. In the event of a tie, those council members newly elected shall hold a tie-breaking vote. The position shall be filled by the candidate who receives the highest number of council votes.

Section D.

Three entering student members will be elected at the beginning of each fall semester at the New Student Orientation. Elections shall be conducted according to the following guidelines:

1. All candidates wishing to run for the council must complete and submit an application, determined by the current council, before the New Student Orientation event. This may be a different application than the one required for non-entering student candidates.

2. During the New Student Orientation event, each candidate will be given the opportunity to give a short speech.

3. The vote will be held via secret ballot.

4. Only entering students may vote in the election of entering student council members. Each member may vote once.
5. Voters may select up to three different candidates on their ballot. Individual ballots will remain confidential.

6. Under the oversight of the Honors Program Director, two individuals will be appointed to count ballots.

7. In the event of a tie, the council members, including any newly elected member, shall hold a tie-breaking vote. The position shall be filled by the candidate who receives the highest number of council votes.

Section E.

Vacancies on the council shall be filled by means of a special election conducted according to the following guidelines:

1. The council shall issue a request to all Honors Program members for applications from candidates who wish to run for the council.

2. Only entering student members can fill an entering student vacancy in the council.

3. After receiving applications, the council may request interviews with any or all candidates.

4. Upon review of all submitted applications, the council shall vote to determine which candidate will fill the vacancy. The candidate receiving the highest number of votes shall be notified of their selection to the council.

5. In the case of a tie, a second vote shall be held by the council between tied candidates.

6. In the event an officer position is vacated, an election among the remaining and newly elected council members shall be conducted.

Section F.

In order to maintain membership, all council members must meet the following requirements:

1. Run or co-run a minimum of one event per semester.

2. Attend all council meetings, except in the case of an emergency or an existing conflict with the meeting time, such as a class or a sport, that has been pre-approved by the council president.

3. Attend at least 50% of the events hosted by HLC and the University Honors Program.

In writing and citing valid reason(s), the council may request the resignation of a council member if it becomes necessary.
Article III: Officers

Section A.
The officers of the council shall be President, Vice President, Secretary, Treasurer, Historian, Public Relations Officer, and Looking Glass Liaison.

Section B.
The council will elect these officers immediately following the spring election. Officers will hold their positions during the fall and spring semesters of the following academic year.

Section C.
The primary duties of the officers on the council are as follows:

1. President
   (a) Organize and preside over council meetings.
   (b) Act as a representative of the council on the Honors Program Committee.
   (c) Speak at the Honors Convocation.
   (d) Break tie votes.
   (e) Plan and run the Honors Orientation for new students.
   (f) Organize all Things That Matter (TTM) Groups for the year. Be a facilitator of at least one.
   (g) Plan the annual Honors Conference trip.

2. Vice President
   (a) Assume the duties of the President in the absence of the President.
   (b) Assist the President in all duties whenever necessary.

3. Secretary
   (a) Take council meeting minutes.
   (b) Publish a copy of the minutes of any council meeting within 72 hours of the meeting’s conclusion.
   (c) Fill out and file any necessary paperwork for the council.

4. Treasurer
   (a) Oversee funds and maintain budgets for the council.
   (b) Transact business through the HLC bank account.
   (c) Disburse funds and pay bills promptly, as approved by HLC.
(d) Deposit HLC funds.
(e) Keep records of all transactions, including a copy of any receipts.
(f) Organize fundraising events through the University.

5. Historian

(a) Maintain a record book of HLC events and activities for the year, including write ups of all events.
(b) Keep a photographic record of HLC activities in the form of a scrapbook or digital photo keeper. Make this available to all students, either in the honors office or online.

6. Public Relations Officer

(a) Provide communication and updates to the Honors Program, the University of Idaho, and the Moscow community.
(b) Write and send regular emails to all Honors Program members, highlighting upcoming HLC and Honors Program events and activities.
(c) Update and maintain the HLC VandalSync account.
(d) Update and maintain the Honors Program Facebook group in order to reach out to current students. This includes providing timely and accurate information about upcoming HLC events and activities.
(e) Update and maintain the Honors Program Facebook page in order to reach out to the University of Idaho, the Moscow community, parents, Honors Program alumni, and prospective students. This may include posting photos of events, updates on Honors Program happenings, and features on successful students, courses, or programs.
(f) Create fliers and advertisements for HLC events as needed.
(g) Represent the council with all media.

7. Looking Glass Liaison

(a) Assist with the publication of the University Honors Program periodical, The Looking Glass, including the design, layout and other tasks as required.
(b) Attend all committee meetings for The Looking Glass and report happenings back to the council.

Article IV: Meetings

Section A.

Meetings will be held at least once every other week at a place and time selected by the council. Special meetings may be called by the President at any time.
Section B.
Meetings shall be open to any member of the University Honors Program, where they may share opinions, voice concerns, and participate without voting privileges.

Section C.
There will be a time provided during every meeting for any University Honors Program members to bring other questions, concerns, or ideas to the table for discussion by the council.

Section D.
Only council members may vote on decisions discussed at the meetings.

Section E.
At each meeting, the secretary will record which members are present or absent, and whether absent members sent notification of their absence.

Article V: The Looking Glass
Section A.
The Looking Glass is a periodical composed and published by the Honors Leadership Council with the cooperation and approval of the University Honors Program Director.

Section B.
The Looking Glass will feature academic and creative work by students, including but not limited to essays, research papers, poetry, short stories, photography, and art.

Section C.
An editor-in-chief will be appointed to oversee the production, publication, and distribution of the periodical, including design, layout, content, and printing. This person may or may not sit on the Honors Leadership Council.

Section D.
The editor-in-chief is responsible for forming a committee of Honors Program members to assist with the production, publication, and distribution of The Looking Glass. The HLC Looking Glass Liaison must sit on this committee.
Section E.
Each edition of *The Looking Glass* must be presented to and approved by the Honors Leadership Council before publication.

Section F.
The University Honors Program Director has the authority to edit all content of *The Looking Glass* and each edition must receive final approval from the Director.

Section G.
Articles and content in *The Looking Glass* are not limited to authors and artists associated with the University Honors Program. However, priority should be given to submissions by members of the University Honors Program in order to provide a fair and accurate survey of the Program’s members, faculty, and sponsored events, unless good judgment determines otherwise.

Section H.
The volumes and editions of *The Looking Glass* will be determined as follows:

1. Each volume will represent one academic year, with volume one beginning during the 2000-2001 academic year.
2. Each edition will represent one semester of an academic year. The fall semester will be edition one, while the spring semester will be edition two.
3. Example: The spring 2004 issue will be labeled "Volume 4: Edition 2".

Article VI: Amendments

Section A.
This constitution may be amended by a simple majority vote of the council.

Section B.
Amendments must be proposed at a council meeting and made available at least one week prior to the vote.