THE BYLAWS OF THE HONOR COUNCIL OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF SAN DIEGO

Article I: Mission Statement

The Honor Council, under the purview of the Associated Students of the University of San Diego, is an organization of undergraduate students whose purpose is to promote standards of academic integrity and to educate the student body on the importance of maintaining a strong ethical foundation in all aspects of life. The Honor Council is responsible for proactively educating students about USD’s standards and values via programming, hosting forums, and creative marketing. Additionally, members of the Honor Council act as representatives of USD’s student body on Academic Integrity Hearing panels and are responsible for maintaining the highest standards of ethical conduct, thus fostering a university-wide culture of integrity.

Article II: Membership

Section A: Constituency

The Honor Council is to consist of eight to twelve students, or between two and three students from each class, and the Associated Students Director of Academics, who is to serve as the Chair of the council. The graduate student advisor who works with the Director of Academics serves as the advisor to the council.

Section B: Attendance

Members are required to attend all meetings and Honor Council events, as deemed necessary by the Chair of the council. Should a member miss more than two meetings or events with unexcused absences, his or her membership on the council shall be up for review.

Section C: Recruitment Efforts

Recruitment efforts are to be conducted by the council each fall semester in order to maintain a steady membership. New members will be recruited from the freshman class and will be selected for their demonstrated leadership, academic achievement, and outstanding personal conduct. Examples of recruitment efforts include USD website marketing, an Honor Council presence at the Alcala Bazaar, and referral through professors, Associated Students, and the Center for Student Success, Community and Learning.

Section D: Applications

Applications, which will be made available on the Associated Students website by the start of the fall semester, will require the student to provide a resume, his or her high-school GPA, and answers to short, situational essay questions that will seek to gauge prospective members’
leadership abilities, time-management skills, and personal background and history. Examples of essay questions include:

- What can you contribute to the Honor Council?
- What are your current time commitments?
- Define academic integrity.
- What does leadership mean to you?

Have you ever cheated or witnessed another student cheating? If so, please explain how you responded to this situation.

Section E: Interview Procedures

Interviews are to be conducted by a panel consisting of no less than three-quarters of the members of the council and will take place by the end of October. Candidates will be chosen based upon their applications, with important criteria being leadership experience, academic achievement, campus involvement, and responses to essay questions. Interviews are to consist of 10 of the same questions that will be asked of all interviewed applicants along with two or three questions that will be specific as to each individual applicant’s personal history. Each interview should last from 10 to 15 minutes, after which the candidate will be excused and present council members will debrief and discuss for 10 minutes. After all candidates have been interviewed, the council will elect up to three students to be granted membership. Upon acceptance into the Honor Council, new members are required to sign a pledge of commitment to the Honor Council and to the fulfillment of this role for the duration of their undergraduate academic career at USD. All members are required to re-sign this pledge of commitment at the beginning of each academic year.

Article III: Administrative Officers

Members are elected to officer positions with a majority vote by their peers.

Section A: Chair

The Chair will responsible for overseeing all operations of the council. The Chair will be approve all events and help each officer in his or her respective field. The Chair will be the main point of contact between the advisor and the council and will pursue all on-going projects. The Chair is responsible for providing an agenda for each meeting and for keeping order. The Chair will be in charge of orchestrating each meeting and providing educational substance and opportunity to each member. The Chair must collaborate with each officer and oversee elections, workshops, retreats and faculty dinners.

Section B: Recruitment Officer

The Recruitment Officer is responsible for coordinating all recruitment activities, as outlined above. The Recruitment Officer will also serve as the point of contact for all prospective members, and will assist the Chair in leading interviews.

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Section C: Secretary

The Secretary will keep detailed minutes of every council meeting and will be responsible for making minutes readily available to each council member, promptly after each meeting. Meeting minutes will serve to update all council members: both those present and those absent from meetings. The Secretary will also remind council members of upcoming meetings and events, will be responsible for updating a contact sheet of all council members, and will keep role at each meeting.

Section D: Public Relations (1 or 2)

The Public Relations Officer will responsible for filling out marketing requests and for obtaining marketing materials for all council functions and events. The Public Relations Officer will also be responsible for interactions with faculty and will work closely with the Event Coordinator(s).

Section E: Website Manager

The Website Manager will be responsible for providing new material for the Honor Council website on an as-needed basis and for ensuring that the information contained on the website is accurate and up-to-date.

Section F: Academic Integrity Hearing Officer

The Academic Integrity Hearing Officer will be responsible for obtaining all information pertaining to hearings and for coordinating with respective school administrators in order to schedule council members for attendance at hearings.

Section G: Event Coordinator (1 or 2)

The Event Coordinator will organize all council-sponsored events; the main, council-sponsored event in both the fall and spring semesters being the finals week campaign. The Event Coordinator will also be responsible for recruiting club members to help plan and carry out these events, all of which must be approved of by the council and by the university. The Event Coordinator will collaborate with the Director of Academics and will focus on planning and executing events that will promote academic integrity.

Article IV: Meetings and Procedures

Honor Council meetings are to be held bi-monthly, and attendance is mandatory for all council members. The Chair must be made aware of any absences twenty-four hours in advance, and more than two absences in any given semester will result in that student’s membership being called
into question and which can be revoked with a majority vote by council members. Typical meetings will conform to the following structure:

- Roll call
- Member updates
- New Business
- Old Business
- Discussion of current issues and solutions
- Announcements

**Article V. Funding**

Funding is received through the budget of the Director of Academics (Honor Council Chair) and the Director of Academics is responsible for financial dealings within the council.

**Article VI. Amendments and Ratifications**

Amendments can be drafted and proposed once each semester by members of the Honor Council and ratified by Associated Student