University of San Diego  
Honor Council Constitution

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.

II. Membership

Constituency

The Honor Council is to consist of ten to fourteen students, or between two and four 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.

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 one meeting or events with unexcused absences, his or her membership on the council shall be up for review.

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 and will be selected for their demonstrated leadership, academic achievement, and outstanding personal conduct. Examples of recruitment efforts include USD web marketing, an Honor Council presence at the Alcala Bazaar, and referral through professors, Associated Students and the Center for Student Success.

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 questions that will seek to gauge prospective members’ leadership abilities, time-management skills and personal background and history.
Interview Procedures

Interviews are to be conducted by a panel consisting of no less than half 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 seven to ten 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 the 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.

III. Administrative Officers

**Members are slated to officer positions by the discretion of the Chair. Once slated, council members will have to approve the slate by a 2/3 vote.**

**Chair:** The Chair will be responsible for overseeing all operations of the council. The Chair will 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 Vice President of Associated Students 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 of members and finances. 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, banquets and programs.

**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 keep role each meeting.

**Public Relations:** The Public Relations Officer will be responsible for filling out marketing requests and for obtaining marketing materials for all council functions and events.

**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.
**Program Coordinator:** The Program Coordinator will work directly with the Chair on all programming efforts including finals giveaways, mid semester de-stressers and undergraduate research conference tabling. The Program Coordinator will also be responsible for recruiting council members to help plan and carry out these events, all of which must be approved of by the council and by the University.

IV. **Meetings and Procedures**

Honor Council meetings are to be held monthly and attendance is mandatory for all council members. The Chair must be aware of any absences forty-eight 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:

a) Roll Call  
b) Member Updates  
c) New Business  
d) Old Business  
e) Discussion of Current Issues and Solutions  
f) Announcements

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.

VI. **Amendments and Ratifications**

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