

Constitution of the William O. Douglas Honors College Student Association

Preamble

We, the DHC Student Association, act for and on behalf of the students of Central Washington University's William O. Douglas Honors College (DHC) with respect to all matters academic or social and in regard to issues related to the DHC. The DHC Student Association works to foster a culture of student involvement and civic engagement both in the William O. Douglas Honors College and at Central Washington University at large.

Article I - Name

I-1 Name. The name of this organization shall be the William O. Douglas Honors College Student Association, herein referred to as the DHCSA.

Article II - Membership

II-1 Membership. The DHCSA shall be comprised of all students that are accepted into the DHC, are active in the DHC curriculum, are enrolled in at least 1 credit at CWU, and remain in good academic standing.

II-2 Non-Discrimination Policy: Any form of discrimination based on ethnic or national origin, race, religion, age, sex, gender identity, gender expression, disability, medical condition, sexual orientation, social status, martial status or any other form that violates the acknowledgement of human dignity shall not be tolerated by the DHCSA.

Article III - Governance

III-1.1 The Executive Board. The governance of the DHCSA shall be comprised of five officers together known as the Executive Board. Those five positions shall include:

- i. President
- ii. Vice President of University Affairs
- iii. Vice President of Academic Affairs
- iv. Vice President of Civic Engagement
- v. Vice President of Public Relations

III-1.2 Members of the Executive Board must meet all the requirements of membership of the DHCSA as defined in Article II. Any Executive Board member that fails to meet these requirements shall be immediately removed from office.

III-2 Elections and Terms of Office. The DHCSA Executive Board shall be elected in a run-off election by a majority vote of all members of the DHCSA in accordance with the DHCSA Bylaws. Officers-elect shall serve one-year terms, and shall take office at 5pm on the last day of finals week during the spring quarter of the academic calendar in which they are elected.

III-3 Presiding Officers. The Chairperson of the Executive Board shall be the President, who shall preside over all official meetings. If circumstances arise where the President is not able to fulfill the role of chair, the line of succession shall be:

- i. Vice President of University Affairs
- ii. Vice President of Academic Affairs
- iii. Vice President of Civic Engagement
- iv. Vice President of Public Relations

III-4 Meetings of the DHCSA. The Executive Board shall hold regularly scheduled bi-monthly meetings. Additional meetings can be called by a majority vote of the Executive Board, or as deemed appropriate by the President. All such meetings shall be open to the public, members of the DHCSA, and all interested parties.

Article IV - Court of Review

IV-1.1 Court of Review. An independent judiciary body, known as the Court of Review, shall be comprised of five representative seats, and shall be established according to the DHCSA Bylaws within two years of the enactment of the DHCSA Constitution and Bylaws.

IV-1.2 Members of the Court of Review must meet all the requirements of membership of the DHCSA as defined in Article II. Any member of the Court of Review that fails to meet these requirements shall be immediately removed from office.

Article V - Enactment and Bylaws

V-1 Enactment. This Constitution shall have full effect following a two-thirds (2/3) vote by the membership of the DHCSA.

V-2 Suspending the Constitution. The Constitution shall not be suspended under any circumstances.

V-3 Bylaws. Bylaws shall be established to include policies and operating procedures of the DHCSA, as well as duties of the DHCSA Executive Board and Court of Review.

V-4 Amending the Constitution and Bylaws. Amendments to the Constitution and Bylaws may be made in any of the following three ways:

- i. Through a majority vote of the Executive Board, with the approval of the Court of Review. Such changes shall take effect at the end of the academic year in which they are enacted.
- ii. Through referential input by members of the DHCSA by placing a proposed amendment on the ballot to be voted on during the yearly election as detailed in Title IV of the Bylaws. Referendums must be voted upon by a minimum of at least one-third ($1/3$) of all eligible voters and must pass by a two-thirds ($2/3$) majority in order to be adopted. Such changes shall take effect at the end of the academic year in which they are enacted.
- iii. Through a four-fifths ($4/5$) vote by the Court of Review as outlined in Title III.4 of the Bylaws.

Bylaws of the William O. Douglas Honors College Student Association

Title I - The Executive Board

1.1 Duties of the President shall be to:

- I. Create agendas in advance of and preside over bi-monthly meetings of the Executive Board.
- II. Serve as a liaison to the Director of the William O. Douglas Honors College, maintaining consistent lines of communication and attending regular meetings as deemed appropriate by the President and the DHC Director.
- III. Create task forces and committees deemed appropriate by the Executive Board and appoint members to such, as necessary.
- IV. At the beginning of every academic year, and as needed, nominate members to the Court of Review, according to the rules of appointment to such as established in the DHCSA Bylaws Title II.
- V. Coordinate with the Vice Presidents to further the goals of the DHCSA.
- VI. Create a quarterly report by the last day of classes to be forwarded to the Court of Review no later than the first day of finals.
 - i. The report should include, but is not limited to:
 1. Minutes from DHCSA meetings,
 2. Updates on the activities of the DHCSA and the Vice Presidents,
 3. Suggestions from the Executive Board for constitutional changes, if any,
 4. Goals for Executive Board for the coming quarter.

1.2 Duties of the Vice President of University Affairs shall be to:

- I. Serve as the liaison to the ASCWU Club Senate as the representative for the DHC Club.
- II. Serve as a liaison to the University as needed.
- III. Serve as a liaison to DHC Living/Learning Community, maintaining regular communication with LLC staff.
- IV. Serve on or establish a committee (and appoint members to such) to explore and suggest possible cultural events to the DHC administration.

1.3 Duties of the Vice President of Academic Affairs shall be to:

- I. Serve as a student representative to the DHC Advisory Committee.
- II. Serve as a liaison to the ASCWU Student Academic Senate (SAS) as the representative for the DHC.
- III. Promote and encourage DHC student participation in academic conferences such as the Western Regional Honors Council (WRHC) conference and the Symposium on University Research and Creative Expression (SOURCE).

1.4 Duties of the Vice President of Civic Engagement shall be to:

- I. Serve as a liaison to non-academic departments/Centers (leadership, social justice, community engagement, etc.) on campus.
- II. Create a quarterly service project for DHC students and any interested parties to engage in at their discretion.
- III. Foster leadership and social engagement, both on campus and in the Ellensburg community.
- IV. Coordinate with DHC administration and the Vice Presidents of University and Academic Affairs on issues related to DHC Leadership/Mentoring and Civic Engagement/Community-based Research tracks.

1.5 Duties of the Vice President of Public Relations shall be to:

- I. Create a presence at recruitment events for prospective students (Visitation program, club and activity fairs, etc.).
- II. Maintain regular postings to DHC Social Media to actively engage DHC students.
- III. Create a quarterly DHCSA newsletter.
- IV. Include alumni news in the newsletter and on DHC Social Media.
- V. Keep regular and organized minutes for all meetings of the DHCSA Executive Board.

Title II - Duties of the Executive Board

II.1.1 The Duties of the DHCSA Executive Board shall be:

- I. Decide the policies of the DHCSA with regard to issues affecting the students of the DHC.
- II. Confirm, reject, or remove appointments made by the President to task forces and committees.
- III. Confirm or reject nominations to the Court of Review made by the President.

II.1.2 This title shall in no way be construed to limit the power of the Executive Board as set forth in the DHCSA Constitution and Bylaws.

II.2 Executive Board Voting. All members of the Executive Board shall have equal voting power on all matters falling under the purview of the DHCSA.

II.3 Quorum. A majority of the currently seated Executive Board shall constitute a Quorum, which shall be required before any official meeting of the DHCSA can be called to order and before any official business that should require a vote of the Executive Board can proceed.

Title III - The Court of Review

III.1.1 Composition. The Court of Review shall be comprised of five representative seats, and shall be filled through nomination by the DHCSA President, and confirmed by a majority vote of the Executive Board.

III.1.2 At least one of the five seats will be reserved to represent each of the four academic classes (first year, sophomore, junior, and senior), with the fifth seat filled by a representative from any of the four classes.

III.1.3 No member of the Executive Board may occupy a seat on the Court of Review.

III.1.4 The chairperson of the Court of Review shall be whichever member has served on the Court for the longest period of time. In the event of two or more members having served on the Court of Review for the same period of time, the Executive Board shall vote to elect the chairperson.

III.2 Quorum. A majority of the currently seated Court of Review shall constitute a Quorum, which shall be required before any official meeting of the Court can be called to order and before any official business that should require a vote of the members can proceed.

III.3 Terms of Office. Members of the Court of Review shall serve with graduation tenure (until they graduate or leave CWU), are removed from office according to Article IV-1.2 of the Constitution, or resign or are impeached in accordance with Title V of the Bylaws.

III.4 Duties of the Court of Review shall be to:

- I. Meet once per quarter to review the DHCSA President's report.
 - i. The Court shall issue a written response to the Executive Board by the second Monday of the following quarter addressing any issues brought forth in the President's report, and responding to any proposed changes to the Constitution and Bylaws.
- II. Settle disputes of constitutionality as needed.
- III. Preside over a Special Meeting of DHCSA during the 5th week of Spring Quarter to host a candidate forum for the yearly election as outlined in Title IV of the Bylaws.

III.5 Power of Amendment. The Court of Review shall have the power to make edits and add amendments to the DHCSA Constitution and Bylaws through a four-fifths (4/5) majority vote, which shall go into effect at the start of the quarter following their enactment or at a particular time as specified by the Court, but not retroactively.

- i. The Executive Board shall be notified in writing of all changes to the Constitution and Bylaws enacted through this method of amendment.

- ii. Articles IV and V of the Constitution and Title III of the Bylaws may not be edited though this power of amendment under any circumstances. Proposed amendments to Articles IV and V of the Constitution and Title III of the Bylaws may only be made through the Amendment process as outlined in Article V-4 of the Constitution.

Title IV - Elections

IV.1.1 General Election. Elections for the Executive Board shall be held every year during the Spring Quarter prior to the academic year for which the new board is to be elected. Potential nominees must submit their name for consideration by the Friday of the 4th week of Spring Quarter, and a vote of the DHCSA membership shall be held to determine the new Executive Board in a run-off election.

IV.1.2 During the fifth week of Spring quarter, the Court of Review will host a Special Meeting of the DHCSA for an open candidate forum to allow for all candidates in the yearly election to introduce themselves and answer any questions from interested parties.

IV.1.3 Campaigning for the office that a candidate is running for shall take place only during the time in between the last day to submit one's name for consideration, and the date of the election.

IV.2 Vacancies. In the event of a vacancy on the Executive Board, the remaining members of the Executive Board shall put out a call for applications from parties interested in filling the vacant seat for the remainder of the academic year. At least two weeks shall be given to DHCSA members to submit their application, and the Executive Board shall fill the seat in a timely manner by a majority vote, which shall require the approval of the Court of Review.

Title V – Resignation and Impeachment Procedures

V.1 Resignation Procedures. Members of the Executive Board and the Court of Review may resign from their seat with a letter of resignation to be sent to the Executive Board. No letter of resignation shall be binding without the signature of the resignee and the effective date of the resignation.

V.2 Impeachment Procedures. Members of the Executive Board and the Court of Review may be removed from office through a Vote of Impeachment made in writing by members of the DHCSA. A Special Election shall be held no earlier than two week after the call for a Vote of Impeachment is received, during which the officer in question shall be allowed time during a regularly scheduled Executive Board meeting to relate any relevant defense prior to the election proceeding. Votes of Impeachment must be voted upon by a minimum of at least one-third (1/3) of all eligible voters and must be approved by a two-thirds (2/3) majority in order to pass.