

## **Honors & Scholars Representative Board**

(Written by: Avanti Rangnekar, *Haslam Scholar Class of 2018*)

(Revised by Honors Task Force Members: Erin Elliott, Emily Grimes, Avanti Rangnekar, Mitchell Shirley)

### **I. Purpose**

- i. The Honors & Scholars Representative Board is designed to foster communication among the 1794 Scholars Program, The Chancellor's Honors Program, The Haslam Scholars Program, and The Honors Leadership Program.

### **II. Rationale**

- i. The opportunity to open up communication between all four programs and affiliated administration will foster respect and trust. A representative board for all honors and scholars programs will encourage equal standing among all four programs and minimize ranking honors and scholars programs.
- ii. Establishing a board that promotes collaboration among programs will foster a more dynamic community.
- iii. As a direct liaison between students and administration, the Honors & Scholars Representative Board will facilitate communication between administration and the Honors & Scholars student population.

### **III. Structure**

- i. The Honors & Scholars Representative Board will also consist of the directors of each of the four honors and scholars programs and the Associate Provost.
- ii. The Honors & Scholars Representative Board will also consist of a Chair who must be a member of one of the four honors or scholars programs and ideally has previous leadership experience. The four directors will select the Chair from among the candidates.
- iii. Additional Positions
  - a) Secretary

1. A representative from one of the honors or scholars programs will be elected to act as secretary.
    - a. Will be appointed by a majority vote by the Honors & Scholars administration.
    - b. The elected secretary will ideally be a first year student interested in future leadership roles within Honors & Scholars.
  2. The secretary is responsible for taking minutes at each meeting and presenting the last meeting's minutes at the beginning of each meeting.
  3. The secretary is responsible for uploading meeting minutes to VOlink and emailing them to other positions.
- b) Chair
1. The Chair is to remain unbiased, functioning as a moderator.
    - a. The only time in which the Chair is allowed to vote is in the case of a tie.
  2. The Chair is responsible for working with administration and representatives at the beginning of each semester to schedule meetings.
  3. The Chair is responsible for compiling proposed meeting topics into an organized agenda and distributing agenda to each representative and each director no less than 2 days prior to the next scheduled meeting.
  4. The Chair is responsible for facilitating meetings.
  5. The Chair must have at least completed one year in an Honors or Scholars program before being qualified for this position.
    - a. The Chair cannot be President of an individual program council and the Chair simultaneously.
- iv. Presence of all directors is encouraged, however the presence of at least one director is required at every meeting.
- v. Representatives should attend every meeting.
  - a) Anticipated absences should be reported to the Chair.
- vi. The Chair should be present at every meeting.

- a) If the Chair cannot be present at a meeting, the Chair must appoint another Representative to facilitate the meeting.

#### **IV. Responsibilities**

- i. Representative Responsibilities

- a) Communication

1. Representatives are expected to communicate with the administration, their program members, and their program-specific councils.
    2. No less than 7 days prior to a meeting, representatives should submit questions and concerns from their constituents to the Chair for consideration on the next meeting's agenda.
    3. The Chair and the Directors will finalize the agenda prior to the meeting.

#### **V. Amendments**

- I. Should any changes need to be amended in this constitution the following procedure shall be placed in effect.
  - A. The revision will be voted on by the present board.
  - B. If a three-fourths majority approves this change, then it will be presented to the Directors for final approval.
  - C. The revision will thus be added to the constitution if it passes.