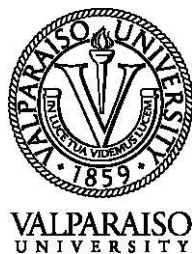




VALPARAISO
UNIVERSITY

**CONSTITUTION
OF THE
VALPARAISO UNIVERSITY
HONOR SYSTEM**

Revised Spring 2009



PREAMBLE

The student-initiated Honor System, administered by the Honor Council and its constituent bodies, is recognized and approved by Valparaiso University as an integral part of the regulations under which students in the undergraduate colleges become members of the university community. Manifestly, it is impossible for anyone to become a member of the university without both explicit and implicit adherence to the Honor System.

The basis upon which the Honor System at Valparaiso University is founded is in every way consistent with the highest principles of ethics and morality and presumes that students are able and willing to accept the duties and responsibilities for maintaining the principles of honorable conduct for the sake of the community and themselves. The provisions of this Constitution are also designed to protect the rights of those accused of Honor Code violations so that the Honor System will function with justice and fairness to all.

Under the Honor System all written examinations are taken in an atmosphere free from the surveillance of a proctor, unless requested by the student in the class using the form available in the offices of the deans. Every student has the responsibility to keep academics free of dishonesty, that is, to neither give nor receive unauthorized aid. Non-toleration of the use of unauthorized aid is a further responsibility that is inherent in the Honor System. Each student must report to the Honor Council any violation of the System of which the student becomes aware, free from the pressure of ensuing penalty.

The students reserve the right to review their Constitution at least every even year in the first half of the Spring semester by an appointed committee of student Honor Council members, who shall evaluate the Constitution and make recommendations to the Officers of the Honor Council by March for appropriate action to be taken.

ARTICLE I. THE HONOR SYSTEM

Section A. The Honor System at Valparaiso University was instituted by a resolution of the University faculty upon a petition of the student body. The faculty reserves the right to abrogate the system at any time.

Section B. All academic work completed by a student while enrolled at Valparaiso University shall be governed by the Honor System as it is defined in the Constitution. The Honor Code is: "**I have neither given or received nor have I tolerated others' use of unauthorized aid.**" Every student **must** write out the Honor Code **in full** and sign it for all work submitted for academic credit. Authorized aid will be defined by the particular instructor for all academic work. It shall be the duty of the instructor to indicate as clearly and unambiguously as possible, both at the beginning and throughout the semester, the possibilities or limitations of authorized aid; however, it shall be the responsibility of the student, when in doubt, to ask the instructor what is or is not authorized aid. Any member of the university community who assists in the acquisition of unauthorized aid,

uses unauthorized aid, or tolerates its use, shall be subject to punishment under the Honor System. It is also the responsibility of the student to ask the instructor if academic files (e.g. Greek Files) are permitted in a particular class. Students providing academic files in a class where they are considered unauthorized aid shall be charged with toleration of unauthorized aid under the guidelines of Article III, Section K, providing they still attend the University.

Section C. The Honor System is administered by the Honor Council as an agent of the University Administration under the general approval and authority of the President of the University. The Honor System consists of four integrated bodies: the Honor Council, the Counselors, the Appeals Board and the Education Commission.

Clause 1. The Honor Council is an educational, remedial, and judicial body with the duty of maintaining the Honor System in the academic community. The Honor Council conducts hearings regarding alleged Honor Code violations, determines whether the accused is guilty or not guilty, and assesses penalties to those who are found guilty. All students are not guilty until determined guilty. Upon notification by the office of the Provost that the Honor Council has assessed such a penalty, the appropriate Officer of the University shall carry out any penalty requiring administrative action.

Clause 2. The Counselors of the Honor System shall consist of former Honor Council faculty members and/or experienced Honor Council faculty members who are not involved in any way to the case of the accused seeking counsel or any related case. The Counselors shall be responsible to the Honor Council coordinator.

Clause 3. The Appeals Board of the Honor System is the appellate body to which one convicted of an Honor Code violation may appeal regarding some deficiency, irregularity, or injustice that the student believes affected the adjudication of the case. The Appeals Board shall have the power to reverse or modify the original finding for just cause or to deny the appeal, all of which result in full closure of the student's case.

Clause 4. The Education Commission is responsible for a continuous program of campus education directed at both students and faculty. The Commission is charged with the duty of establishing and implementing an aggressive, on-going program of campus education, in the principles, responsibilities, and practices of the Honor System.

Section D. The Honor System shall have a Legal Consultant who shall be available to the members of the Honor Council, the Counselors, and the Appeals Board for advice and counsel. The President of the University shall appoint the Legal Consultant. The Legal Consultant shall be present at any hearing of the Honor Council or the Appeals Board as requested by the chairs.

ARTICLE II. THE HONOR COUNCIL

Section A. Purpose--The Honor Council shall investigate and hear alleged Honor Code violations that are brought to its attention by the students, faculty, or administrative staff of the Valparaiso University community.

Section B. Student Membership

Clause 1. Honor Council Student Members shall:

- a. maintain at least a 2.5 cumulative grade point average;
- b. have not been convicted of an Honor Code violation; and
- c. not be on disciplinary probation.

Clause 2. Honor Council Student Members shall:

- a. have a good moral character;
- b. have an interest in the workings of the Honor System;
 - c. attend all full-body meetings;
 - d. reasonably and actively serve;
 - e. communicate when required with the appropriate officers of the Honor Council; and
 - f. find a replacement member to discharge the member's duties if he or she cannot do so.

Clause 3. The size of the student membership shall be reviewed each year by the Honor Council to insure sufficient members to accomplish the tasks assigned to the Honor Council, the Appeals Board, and the Education Commission.

Clause 4. Election of Members

- a. Deans of appropriate colleges and all Resident Assistants will be notified by the Honor Council as vacancies arise. They will be asked to submit a list of potential candidates who meet the requirements set out in Article II, Section B, Clause 1. Publicity will also be extended to all members of the student body so that all interested students may apply.
- b. Two letters of written recommendation from university faculty are required of the candidates. The faculty persons shall send the letters directly to the Honor Council Chair or the Recruitment Vice-Chair in order to provide for candid expression regarding the character of the candidate.
- c. The Honor Council will conduct interviews involving all interested candidates. The purpose of the interview shall be to inform candidates of the nature of work and affirm that they are willing and able to participate. Candidates must be approved following the interview by a two-thirds vote of the student members present. The interview committee shall include all interested student Honor Council members.
- d. The Honor Council shall strive to have membership reflecting the diversity of the student body. This shall encompass, but not be limited to, majors, colleges, cultural affiliations, and social affiliations.

Clause 5. Honor Council members will serve until graduation, so long as they remain eligible and serve satisfactorily. Members or officers who become ineligible according to the criteria of Article II, Section B,

Clause 1 shall be permanently removed from the council at the discretion of the Chair with the approval of the faculty advisor. Members who become ineligible according to Article II, Section B, Clause 2 shall be notified and given the opportunity to remedy the situation. If the situation continues, they shall be permanently removed by a majority vote of student Honor Council members. Any member in good standing may initiate removal proceedings by contacting the faculty advisor.

Section C. Officers

- Clause 1.** At the spring organizational meeting, nominations shall be taken from student members of the Honor Council for the following offices for the forthcoming academic year: Chair, Appeals Chair, Executive Vice-Chair, Administrative Vice-Chair, Recruitment Vice-Chair, Corresponding Secretary, and Web Administrator. Should the current Chair be a candidate for any office in the forthcoming term, the Chair shall appoint a director of elections to receive nominations and chair the voting procedure. The student members of the Honor Council will then vote on the candidates with the officers being elected by a simple majority. Quorum for elections shall be a simple majority of current student members of the Honor Council. The new officers will take office immediately with the advice and direction of the past officers.
- Clause 2.** The duties of Honor Council Officers shall be described in an addendum to this Constitution.
- Clause 3.** The Honor Council reserves the right to recall officers. Written notification, including detailed reasons for the recall, must be sent to the Chair (or the Executive Vice-Chair in the event that the officer under question is the Chair) and the faculty advisor. The student members of the Honor Council shall vote and the motion must pass with a two-thirds majority. The other officers shall oversee the duties of the recalled office until such time as an election can be held for a new officer. In the event that an officer loses his/her office, he/she shall still retain membership in the Honor Council.

Section D. Faculty Membership

- Clause 1.** The Honor Council shall be constituted so as to include a minimum of ten faculty members as voting members. The size of the faculty membership shall be reviewed each year by the Honor Council to ensure sufficient members to accomplish the tasks assigned to the Honor Council, the Appeals Board, and the Education Commission.
- Clause 2.** Faculty shall be appointed to membership on the Honor Council by the President of the University upon the recommendation of the Deans of the Colleges with the approval of the student members of the Honor Council. It shall be the goal of the Honor Council to have a fair distribution of faculty membership from each college; ideally: four from Arts and Sciences, two from Business Administration, two from Engineering, one from Christ College, and one from Nursing.
- Clause 3.** The length of office for voting faculty members of the Honor Council shall be a two-year renewable term.
- Clause 4.** Of the voting faculty members on the Honor Council, there shall be two

who shall serve as voting members of the Appeals Board, provided that they have not heard the case being appealed.

Clause 5. Voting faculty members may not serve as investigators or as officers of the Honor Council, except in the case of service with the Education Commission.

Section E. Meetings

Clause 1. At least twice a year, once in the Fall and once in the Spring, the Honor Council shall conduct all member meetings. The Chair may call additional meetings.

Clause 2. All students and faculty members of the Honor Council are expected to attend each meeting of the Council. If a member should find it necessary to miss a meeting, that member should notify the Chair beforehand and submit an excuse for the absence. Three unexcused absences during an academic year will constitute unsatisfactory service and will result in dismissal from the Council, as set forth in Article II, Section B, Clause 4. The Honor Council Chair may establish a system of rotation or excuse members when appropriate.

Clause 3. New student and faculty members of the Honor Council *must attend two complete hearings* before participating in voting procedures.

Clause 4. In any session of the Honor Council, a minimum of six voting student members must be present for quorum, excluding the student investigators(s). The student quorum may not include the Chair. In any session, there must be present a quorum and minimum of three voting faculty members.

Section F. Membership in the Honor Council is based on merit. The Honor Council does not discriminate on the basis of gender, race, color, national origin, disability, age, sexual orientation or religious affiliation.

ARTICLE III. INVESTIGATION AND DISPOSITION OF CASES

Section A. Any suspected violation of the Honor Code shall be reported to the Honor Council by contacting the Honor Council Chair directly or by contacting the Honor Council's office phone mail at 464-6019. The Honor Council Chair shall then appoint an investigator to the case.

Clause 1. Faculty members who detect an alleged Honor Code violation while evaluating course work shall have *ten academic days* (an academic day is defined as a day on which classes are held and does not include school holidays, class cancellations due to inclement weather, reading day, or finals) to report the alleged violation to the Honor Council from the day of detection.

Clause 2. Students shall have *ten academic days* to report an alleged Honor Code violation to the Honor Council from the day of detection.

Section B. The accused shall be notified by the Honor Council Chair by phone or electronic mail as to the alleged violation within *five academic days of being reported*. If voice or electronic contact has not been reciprocated, the Honor Council Chair

shall follow up with registered mail immediately. In this preliminary notification, the name(s) of any student accuser(s) shall not be revealed to the accused. All other relevant evidence known to the investigator shall be made available to the accused. Once a case has been turned in, all activity regarding the course in question will be frozen. Only if the accused is found not guilty or if the charges are dismissed may the course be dropped. However, during the time of the investigation and pending hearing, the accused may, and is encouraged to, continue attending class.

Section C. The accused may plead Guilty, thereby acknowledging the violation, receiving the standard penalty and forgoing a hearing. He or she may also plead Guilty with Extenuating Circumstances, thereby acknowledging the violation but believing there are circumstances that would merit a deviation from standard penalty. A hearing **is** required. If the accused pleads Not Guilty, the investigator and the Honor Council Chair shall meet to determine whether evidence is sufficient to require a hearing. Once a decision has been made as to whether or not a case will go to trial, the accused will be notified of the decision within forty-eight hours. This pertains to cases that are dismissed, as well as those that will go to trial. If the case is to go to trial, the assigned investigator or if necessary, the Honor Council Chair must also notify the accused as to the date, time, and place of the hearing within forty-eight hours of the decision by phone or electronic mail.

Section D. All cases shall be heard by the Honor Council within twenty-five academic days of receipt by the Honor Council Chair, excluding cases running into or occurring during the summer session, in which case, see Article VI, Section A. Cases not heard within this period shall be dismissed, except in the case of mutual agreement for delay. When delays in the case are caused or requested by the accused, or by circumstances beyond the Honor Council's control, the twenty-five day period shall be extended at the discretion of the Honor Council Chair. Cases shall still be heard with all expediency.

Section E. Without prior notification to the Honor Council Chair or assigned investigator, failure to report to the hearing will result in the following action:

Clause 1. Failure on the part of the accused: Decision is made based on the testimony given to the Honor Council investigator during the investigation process. The right to further speak to the alleged violation or answer additional questions is waived.

Clause 2. Failure on the part of the accuser: Dismissal of the case if the accused has pleaded not guilty prior to the hearing.

Section F. The only persons allowed in closed hearings of the Honor Council shall be the accused and Counselor, the accuser(s), witnesses presenting evidence for or against the accused, character witnesses, Honor Council members, and, subject to the discretion of the Chair, the Honor Council Legal Consultant. The accused may be present in the hearing only while giving testimony. The Counselor to the accused may be present only during the testimony of the accused and may serve as a character witness or submit a character statement on behalf of the accused. The Counselor to the accused may not be present during discussion of the hearing and will not have a vote in the case. In order to preserve the anonymity of all parties involved and the integrity of the Honor System itself, there will be absolutely no access to any taped proceedings of the Honor Council, except for the Chair of the Honor Council, the Appeals Chair, and deliberating members of the designated Appeals Hearing present for the discussing of the case in question.

Section G. The accused is entitled to a maximum of three character statements on their behalf. At least two of these must be in writing, and the third, or a maximum of one, may appear in person at the hearing and is limited to a five-minute, pre-constructed statement. They are to appear solely as a character witness and may not be told of any facts pertaining to the case. The council may question the character witness solely about the character of the accused. The Honor Council Chair or the investigator shall receive written statements (directly addressing the Council's proceedings and bearing the signature of the author across the seal of the envelope) and notice of character witnesses appearing in person no later than twenty-four hours before the hearing. It is the responsibility of the accused that all character statements are secured by the appropriate time.

Section H. A vote may be taken only after at least one member of the Honor Council speaks for the motion and one member of the Honor Council speaks against the motion. The accused shall be found not guilty when a majority of all present, eligible voting members vote in favor of the motion. The accused shall be found guilty when two-thirds of all present, eligible voting members vote in favor of the motion. The Chair will not vote except in the case of a tie. Only those members of the Honor Council who have heard all testimony concerning the case in question shall vote. The investigator(s) shall not vote, nor may they make a motion to find the accused guilty or not guilty. When determining what number of votes are needed for a majority or two-thirds, the base number shall be determined by counting the total number of votes cast, regardless of any abstentions registered. If a motion to find the accused guilty or not guilty fails, discussion must resume until the opposite motion is made or a second motion to find the accused guilty or not guilty passes.

Clause 1. Standard of Proof: All students accused of an Honor Code Violation shall be considered innocent unless clear and convincing evidence is presented to the contrary.

a. Clear and Convincing Evidence shall be defined as "That measure of proof which will produce in the minds of the council members present a firm belief or conviction as to the validity of the accusation."

b. Previous actions of the Honor Council regarding the accused are irrelevant during the finding of innocence or guilt.

Clause 2. If the Honor Council feels that it has violated grounds of appeal expressed in Article V, Section B, Clause 3, it may find the accused innocent.

Section I. If the accused is found guilty in hearing, there may be a separate vote on whether or not there are grounds for a deviation. The vote on deviation shall be determined by simple majority vote of the members present. In the event of a tie, the Chair shall cast the deciding vote. If no grounds for deviation are found, standard penalty shall be applied. If grounds for deviation are found, the council shall move on to the penalty phase, outlined in Section J. Possible deviations include Deviation on the grounds of Extenuating Circumstances and Deviation on the grounds of Aggravating Circumstances.

Clause 1. Deviation on the grounds of Extenuating Circumstances:
Extenuating Circumstances are defined as "Conditions or Circumstances in the personal and/or academic life of the accused that are unexpected,

beyond the control of the accused, and supernatural to what could reasonably be expected of or by a student of Valparaiso University. Extenuating circumstances do not include the length, difficulty or weight of an assignment, nor the weight of an accused student's current coursework. A penalty applied under Extenuating Circumstances shall be chosen at the discretion of the council.

Clause 2. Deviation on the grounds of Aggravating Circumstances:

Aggravating Circumstances are defined as circumstances that enhance the culpability of the accused's actions. A penalty applied under Aggravating Circumstances shall be at minimum standard penalty, and may include an additional element to be determined by the council. In addition, if criminal circumstances are present, the council may notify the proper authorities.

Section J. There shall be a separate vote on the penalty. The penalty shall be determined by a majority vote of those Honor Council members eligible to vote on the case. The Chair shall vote only in the case of a tie. The penalties given by the Council shall be set forth in Article III, Section K, except where a deviation as outlined in Article III, Section I shall be deemed acceptable grounds for deviation by the Honor Council or the Appeals Board. Students who plead guilty may appear before the Honor Council for the purpose of requesting a deviation from the standard penalty. Prior convictions or penalties are the only previous actions of the Honor Council regarding the accused that may be relevant during the penalty phase.

Section K. Standard Penalties for giving or receiving unauthorized aid

Clause 1. First Offense: Failure in the course in which the violation took place.

Clause 2. Second Offense: Failure in the course and suspension from Valparaiso University for the next semester.

Clause 3. Third Offense: Failure in the course and expulsion from Valparaiso University.

Section L. Standard Penalties for tolerating the use of unauthorized aid

Penalties for tolerating the use of unauthorized aid are the same for those under Article III, Section J, except that no grade change will take place. Consequently, a student found guilty of a first offense toleration will be recognized as having broken the Honor Code, but will not fail the course in which the violation took place. Subsequent violations, whether based on receiving, giving, or tolerating unauthorized aid, will result in the standard penalties for second or third offenses outlined in Article II, Section J.

Section M. If the Honor Council feels that it has violated grounds of appeal expressed in Article V, Section B, Clause 3, it may vote by simple majority, after conclusion of the normal hearing and finding of innocence or guilt and penalty, to send the case to the Appeals Chair for review and possible appeal.

Section N. In no case shall any other member of the University community make decisions regarding the facts of the case or the appropriateness of the penalty.

Section O. Members of the Honor Council shall not discuss cases with anyone not connected with the Honor Council. Breaches of confidentiality will result in the immediate dismissal from the Honor Council.

Section P. The Honor Council shall make known to the accused its judgment of guilt or acquittal, as well as the penalty assessed immediately after the decision is made. This shall normally be no longer than forty-eight hours from the conclusion of the hearing. Formal written notification of Honor Council decisions will be sent to the accused from the Office of the Provost with all expediency.

Section Q. The decision of the Honor Council shall be considered final unless the accused files an appeal in accordance with Article V.

ARTICLE IV. COUNSELORS

Section A. The purpose of the Counselors shall be to provide advice to those persons accused of violations. When necessary, and upon the specific request of the accused, Counselors shall serve as advisory counsels to assist the accused in a procedural and informational capacity.

Section B. The Counselors shall consist of a minimum of three former Honor Council faculty members or advisors to the Honor Council, all appointed by the President of the University with the advice, consent, and recommendation of the Honor Council. Counselors shall have a minimum of one year of experience on the Honor Council.

Section C. The Counselors shall be independent of the Honor Council and shall be responsible to the Honor Council Coordinator.

Section D. The Counselors, at the request of the accused, shall be allowed to accompany the accused to the hearing and be present solely during the testimony of the accused before the Honor Council and the Appeals Board. The Counselor may not be present during Honor Council discussion.

Section E. In order to protect the anonymity of all those involved with the case and protect the integrity of the Honor System, only the Honor Council Chair, the Appeals Chair and the members acting solely as Appeals Hearing members for a particular case may have access to any written or audio records of any Honor Council proceedings under any circumstances.

ARTICLE V. APPEALS

Section A. Appeals Board

Clause 1. Five experienced student members and two experienced faculty members of the Honor Council shall be appointed on a case by case basis at the discretion of the Chair of Appeals.

Clause 2. The Appeals Chair shall serve as appeals investigator and chair all appeals hearings, and shall be responsible for all communications and records of the appeal proceedings. The Chair is also responsible for granting information to the accused or professor (only if the professor has acted as accuser in the original case) if requested for a possible appeal. At no time shall such information contain personal identities.

Clause 3. No Appeals Board member shall hear an appeal arising from a case or any related case which that member has already heard as a member of the Honor Council, or from which the member feels it is necessary to

withdraw.

Section B. Appeals Procedure

- Clause 1.** Appeals from the decisions of the Honor Council may be made to the Appeals Chair within ten academic days from the date the written notification of the Honor Council's decision is sent by the Office of the Provost. A student convicted of an Honor Code violation may appeal either the finding of guilt or the penalty. A professor who has acted as the accuser in a particular case may also appeal either the finding of guilt or the penalty.
- a.** If the Honor Council sent a case to the Appeals Chair as per Article III, Section M, the Appeals Chair may find within 10 academic days sufficient grounds for appeal. In that case, the Appeals Chair notifies the professor (only if he or she has acted as an accuser) and the accused involved in the original hearing, giving notice of the specific violation of Article V, Section B, Clause 3. If the professor or student wishes to appeal, he or she must file the appropriate paperwork within the standard 10 academic days.
- Clause 2.** All appeals shall be heard by the Appeals Board within forty academic days of receipt of the written request for an appeal by the Appeals Chair, excluding appeals running into or occurring during the summer session, in which case, see Article VI, Section A. When delays in the appeal beyond forty academic days are caused or requested by the appellant, the appeal will be dropped except at the discretion of the Appeals Chair. When delays in the appeal beyond forty academic days are caused or requested by the Appeals Board, an automatic five academic day extension is granted.
- Clause 3.** Proper grounds for appeal are limited in that:
- a.** a procedural error occurred;
- b.** new evidence has arisen which has a direct bearing on the case within 10 academic days of notification of the hearing outcome by the Chair of said hearing;
- c.** evidence was inaccurate or disregarded;
- d.** a biased decision by the Honor Council was made.
- Clause 4.** After investigation, the Appeals Chair must decide if the grounds for appeal are sustainable based on Article V, Section B, Clause 3. If not, the appeal is dropped.
- Clause 5.** An Appeals hearing shall proceed as follows:
- a.** The following evidence is acceptable at an appeals hearing if relevant under Article V, Section B, Clause 3: the original paperwork and pleas, the tape of the original hearing, paperwork generated at the original hearing, the final outcome and official notice of the original hearing, grounds for appeal known and unknown to the appellant, old and new evidence, and material generated by the Appeals Chair during the investigation.
- b.** The appellant speaks in defense of his/her appeal and if a Counselor has been designated, then the Counselor may also speak in defense of the appellant;

- c. In the case that the appellant is not the accused, the accused shall be allowed to speak at the Appeals Hearing in his or her own defense and if a Counselor has been designated then the Counselor may also speak in defense of the accused;
- d. Relevant questions are asked;
- e. Discussion between the Appeals Board members;
- f. The Appeals Board may decide by a simple majority that the sufficient grounds for appeal do not warrant a change in the original decision of the Honor Council, and if so, the appeal is dropped with no change in the original decision. The Appeals Board may also decide by two-thirds majority that the sufficient grounds for appeal warrant a change in the original decision of the Honor Council. In this case, the Appeals Board must then pass by simple majority a new outcome to apply.

Clause 6. Decisions of the Appeals Board are final. There is no appeal from the decision of the Appeals Board.

ARTICLE VI. SUMMER SESSION HONOR COUNCIL

Section A. The accused shall be notified of all violations reported during any Summer Sessions by the Honor Council Chair within the first five academic days of the Fall semester, see also Article III, Section B. However, the Honor Council Chair and the accused may mutually agree that it is necessary that it be heard immediately.

ARTICLE VII. EDUCATION COMMISSION

Section A. The Honor Council Education Commission shall be composed of a minimum of eight voting members (a minimum of four faculty and four students) and Co-chaired by a faculty member and a student member. The student chair shall be the Executive Vice-Chair of the Honor Council and the student chair of the Education Commission and the Honor Council Chair shall appoint the Faculty Chair. The four faculty and four student members shall equally represent the four professional colleges of the University. The Honor Council Chair, Coordinator, and the Office of the Provost shall serve as ex-officio members.

Section B. The members of the Commission shall be appointed by Co-Chairs of the Education Commission. In making their appointments to the Education Commission, the Co-Chairs shall consider the expressed interest and the overall commitment of the members of the Commission to generate and disseminate the explanatory information about the Honor System widely enough to set the tone for making the Honor System work effectively.

Section C. Faculty members shall normally serve for two years and may also concurrently serve, but need not be members of the other bodies of the Honor System.

ARTICLE VIII. ADOPTION, AMENDMENTS AND BY-LAWS

Section A. Adoption of the Constitution of the Honor System shall require a two-thirds vote of the student members of the Honor Council present, subject to the approval of the President of the University.

Section B. Amendments shall require a two-thirds vote of the student members of the Honor Council present, subject to the approval of the President of the University.

- Section C.** Quorum for amendment ratification shall be a simple majority of current student members of the Honor Council.
- Section D.** The Constitution of the Honor System is subject to revision every even year as deemed appropriate by the Honor Council. Revisions to the Constitution will be advertised in the student newspaper, or in another appropriate venue, for at least two weeks prior to the vote. This advertisement will seek to solicit general student input on the revisions by asking them to contact HC members.
- Section E.** Any addendum to this Constitution shall require a two-thirds vote of the student members of the Honor Council present.

ADDENDUM I: HONOR COUNCIL OFFICER DUTIES

- Section A.** The duties of the *Chair* include, but are not limited to: setting all meeting dates, chairing all meetings using Robert's Rules of Order at his or her own discretion, appointing any committees that might be needed, assigning investigators, notifying the accused of reported violations of the Honor Code, notifying the accused of outcomes of all hearings, notifying professors of outcomes of all hearings, maintaining final records of all cases, and, in general, seeing that the Honor Council functions effectively.
- Section B.** The *Executive Vice-Chair* shall assist the Chair and assume the duties of the Chair in case of absence. He or she is responsible for attending the Conference for the Center for Academic Integrity or finding a substitute to do so. In addition, the Executive Vice-Chair will be the student Co-chair of the Honor Council Education Commission.
- Section C.** The *Administrative Vice-Chair* shall attend Student Senate meetings on behalf of the Honor Council and develop and present budget requests. In addition, the Administrative Vice-Chair shall oversee all written policy revisions, including Constitutional revisions and changes made to the investigative procedures manual.
- Section D.** The *Recruitment/Investigative Vice-Chair* shall be responsible for sending membership request letters to the deans and Resident Assistants, sending applications to interested students, and setting up interview dates and times. In conjunction with the Chair, the Recruitment Vice-Chair shall be responsible for educating new members about and training them for investigations.
- Section E.** The *Corresponding Secretary* shall notify members of meetings, secure a meeting place, take attendance, and handle correspondence.
- Section F.** The duties of the *Appeals Chair* include, but are not limited to: investigating all appeals cases, setting all Appeals hearings, chairing all Appeals hearings using Robert's Rules of Order at his/her own discretion, notifying the appellant of outcomes of all Appeals hearings, maintaining records of all appeals cases, and handling all correspondence dealing with Appeals cases.
- Section G.** The *Web Administrator* shall maintain the Honor Council website. This includes but is not limited to: updating the site as necessary, monitoring the site for accuracy, maintaining a working relationship with Information Technology, and notifying the Honor Council of changes as they are made. All changes made to the site are subject to the approval of the Chair.