



## Crimson Transfer Honor Society Constitution

### **Statement of Purpose:**

The mission of Crimson Transfer Honor Society is to recognize the academic success of transfer students as they transition to the U of U. We encourage and support transfer students as they matriculate to graduate schools and begin careers. We involve transfer students in the U of U campus while serving the community and aid transfer students socially, academically, and financially.

### **To Become A Member:**

- Potential members must be recognized by the U of U as a **transfer** student.
- Potential members must earn a University GPA (4.0 scale) of **3.5** after either their first full-time semester (during Fall or Spring) **or** their first two semesters that complete 12 credits.
- Potential members must attend two Transfer Workshops, or receive written approval from advisors to count other CTHS or sanctioned transfer events in place of a workshop.
  - Potential members must complete the requirement above within the **first year** of their transfer to the U of U. **If** this requirement is the only requirement unmet, the potential membership may still be considered by CTHS officers on a case by case basis.
- Potential members must pay the membership fee.
  - Fee waivers are available upon request by qualified students.
- Potential members who meet the above requirements will be contacted in the following semester with an invitation to join CTHS. They will be inducted during the annual Spring Induction ceremony
- Membership shall be open to any currently enrolled student or employee of the University.
  - Organization membership is narrowed to students who have transferred to the University of Utah from another higher education institution.
- Potential members who meet the above requirements will be contacted in the following semester with an invitation to join CTHS. They will be inducted during the annual Spring Induction ceremony.



### **To Be Eligible For Scholarships:**

- CTHS Scholarships vary by type and amount each year.
- Members must be enrolled as full-time students (at least 12 credits) **during** the semester the scholarship will be awarded.
- Members must have a University GPA of at least 3.5 **prior** to the semester the scholarship will be awarded.
- Member applications will be reviewed by a scholarship committee. This committee will be selected based on the nature of the scholarship.
- At least 50% of funds generated from membership dues will go towards CTHS scholarships.

### **To Be Eligible For Graduation Cords:**

- Members must graduate with a University of Utah cumulative GPA of **at least 3.5**.
- Members must maintain an active membership.

### **To Maintain Active Membership:**

- Members must attend one CTHS event per semester.
  - Exceptions may be made for other Office of Orientation and Transition events if CTHS events are not accessible.

### **CTHS Board Elections**

- Elections are held mid-way of each Spring Semester.
- Prior to elections, the office staff will review the positions in conjunction with existing board members to confirm duties and roles moving forward
- A survey is sent out to active members to invite them to apply for nominations for different positions.
- An election is then held through a public poll; the nominee with the most votes in their position is then appointed.
- When a position is not applied for by any candidates, the position responsibilities may be absorbed by another officer or another election may be held at the beginning of the Fall semester at the leadership's discretion.
- New board is appointed prior to the end of the Spring semester
- While faculty and staff can be members of the organization, student organizations must be student-centered, student-driven, and student-led; meaning only students may hold officer positions.
- Positions are open only to undergraduate transfer students



**Officer Responsibilities** *(subject to change annually)*

All Officers:

- Organize, prepare for, and participate in regular meetings with advisors
- Attend and participate in induction ceremonies
- Be present at events/tabling/orientations whenever possible
- Mentor incoming transfer students
- Arrange event reservations
- Facilitate transition to incoming officers

President:

- Delegate tasks to other officers
- Relay the mission of the society with officers and members through actions and events and foster a welcoming and positive community for all students
- Run CTHS Campus Connect Page
- Plan officer training/retreat with an advisor
- Communicate with outside recruiters/associates
- Check-in with advisors bi-weekly
- Check-in with other officers as often as possible
- Coordinate staffing for CTHS events (Getting Involved Fair, Study Groups, Tabling, Events etc.)
- Lead all meetings
- Speak at all events and socials

Vice President/Marketing Lead:

- Create a marketing strategy, delegate to other officers if necessary
- Make advertisements for events
- Maintain the CTHS Gmail account
- Substitute for President whenever necessary
- Inform members of upcoming events and opportunities via regular Newsletter
- Organize involvement fair tabling and scheduling



#### VP of Social and Service Events:

- Plan, organize and coordinate social events or projects
- Supervise and clean up after each planned activity
- Create monthly calendars for social and service events
- Organize, coordinate, and participate in all CTHS community service events
- Set dates and reserve rooms/locations for community service events
- Be in contact with community service offices at the University and in Utah
- Reach out to community partners in search of new opportunities

#### **Process for Removing Officers:**

- An officer may be removed by a majority vote of the club's advisor, relevant Office of Orientation and Transition staff, and other officers. A written warning must be issued prior to removal.
- Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described by University policies or any federal, state, or local law.

#### **CTHS Advisor:**

- Advisor is affiliated with the Office of Orientation and Transition.
- Advisor's duties include: overseeing the transition between boards in March, ensuring all officers are maintaining responsibilities, attending meetings, overseeing budgets and funding, and acting as a bridge between the student officers and the Office of Orientation and Transition.

#### **Constitution Amendments:**

- Amendments to this document shall be made at the discretion of the CTHS board, advisor, and Office of Orientation and Transition staff.
- Final Amendment decisions shall be approved by the club president.
- Amendments to the Constitution must be submitted to and approved by the Department of Student Leadership & Involvement before they become effective.



**Social Media Use:**

- CTHS Social Media use is channeled through the Office of Orientation and Transition accounts.
- Officers may request what can be posted, but the OOT has overall say on what is posted.
- CTHS Officers & Advisors must use appropriate social media pathways for posting i.e. submitting the OOT Marketing Form

**Risk Management:**

- CTHS officers agree to run the club in a manner that is beneficial to the school and affiliated organizations.
- Any action made on the society's behalf that may put the University at risk will result in a vote to remove the offending officer from their position.
- We agree to abide by all regulations described in the Guidelines for Recognized Student Organizations, all University policies, in addition to all federal, state, and local laws.

**Discrimination Notice:**

This organization shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, or status as an individual with a disability, or as a protected veteran, and any other status protected by applicable state or federal law.

(University of Utah, Policy 6-400, Section I)