



Crimson Transfer Honor Society Constitution

Statement of Purpose:

The Crimson Transfer Honor Society was established to provide more opportunities through its mission:

- To recognize the academic success of transfer students as they transition to the U of U
- To encourage and support transfer students as they matriculate to graduate schools and begin careers
- To get transfer students involved in the University of Utah campus and to serve the community
- To aid transfer students socially, academically, and financially

To Become a CTHS Member:

- Potential members must be a transfer student.
- Potential members must earn a university GPA (4.0 scale) of at least **3.5** after their first 12 credit hours after transferring.
- Potential members must attend two transfer workshops. Transfer workshops can be attended in-person or virtually.
- 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.
- Organization membership is narrowed to students who have transferred to the University of Utah from another higher education institution.
- CTHS members may choose to pay an optional membership fee that goes towards CTHS scholarships

To Be Eligible for Scholarships:

- CTHS Scholarships vary by type and amount each year.
- Members must be enrolled as students **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 optional membership dues will go towards CTHS scholarships.

To Be Eligible for Graduation Cords:

- Members must graduate from the University of Utah
- Members must maintain an active membership.

To Maintain Active Membership:

- Members must attend one CTHS event per semester.
- Exceptions may be made for other Transfer Student Success or transfer related events if CTHS events are not accessible.

CTHS Officer Elections

- Elections are held mid-way of each Spring Semester, usually in March.
- Prior to elections, the office staff will review the positions in conjunction with existing CTHS officers to confirm duties and roles moving forward
- A survey is sent out to active members to invite them to apply for different CTHS officer positions, usually in February.
- An election is then held through a public poll of CTHS members; 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.
- The new board is appointed prior to the end of the Spring semester during the CTHS Induction Ceremony
- The CTHS student organization must be student-centered, student-driven, and student-led; meaning only students may hold officer positions.
- Positions are open only to undergraduate transfer students

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
- Support current and incoming transfer students
- Arrange event reservations (catering, event space, speakers, etc.)
- Communicate with outside recruiters/associates
- Facilitate transition to incoming officers
- Check-in with advisors bi-weekly

Officer Responsibilities *(subject to change annually)*

All Officers:

- Organize, prepare for, and participate in regular meetings with advisor(s)
- Attend and participate in induction ceremonies
- Be present at events/tabling/orientations whenever possible
- Support current and incoming transfer students
- Arrange event reservations (catering, event space, speakers, etc.)
- Facilitate transition to incoming officers
- Check-in with advisor(s) bi-weekly

President

- Delegate tasks to other officers
- Relay the mission of the society with officers and members through actions and events.
- Foster a welcoming and positive community for all transfer students
- Run and be the primary contact for the CTHS Campus Connect Page
- Plan officer training/retreat with an advisor
- Lead communication and partnership with outside recruiters/associates
- Check-in with other officers as often as possible
- Help coordinate staffing with advisor for CTHS events (Get Involved Fair, Study Groups, Tabling, Events, etc.)
- Lead all meetings

- Main speaker at events and socials (ex. U of U Instagram takeover)
- Other duties as needed

Vice President

- Substitute for President whenever necessary
- Plan, organize, and coordinate social events or projects
- Supervise clean up after each planned activity
- Be in contact with community service offices at the University and in Utah
- Reach out to campus and community partners in search of new opportunities
- Set dates and reserve rooms/locations for community service events
- Support Get Involved Fair tabling
- Other duties as needed

Marketing/Secretary

- Manage social media platforms
- Create a marketing strategy, delegate to other officers if necessary
- Make advertisements for events
- Inform members of upcoming events and opportunities via Instagram
- Reach out to community partners in search of new opportunities
- Other duties as needed

Process for Removing Officers:

- An officer may be removed by a majority vote of the club's advisor, relevant Transfer Student Success 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 Transfer Student Success in Undergraduate Studies.
- Advisor's duties include: overseeing the transition between boards in March, ensuring all officers are maintaining responsibilities, attending meetings, overseeing budgets and funding, supporting CTHS officer training and development, and acting as a bridge between the student officers and other offices and departments on campus.

Constitution Amendments:

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

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)