



## **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 complete one community service project, approved by CTHS Officers and Advisor.
- 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)



# Crimson Transfer Honors Society

## Conduct & Disciplinary Action Amendment

### Article I. Amendment Purpose & Honor Code

#### Section 1: Purpose:

This document establishes clear expectations for officer and member behavior in the Crimson Transfer Honors Society (CTHS) and outlines a fair, transparent process to address violations of conduct. It is intended to promote integrity, safety, respect, and accountability within the organization.

#### Section 2: Crimson Transfer Honor Society Honor Code:

All CTHS Officers and members are expected to uphold the following standards:

Officers and Members shall:

- Act with honesty, integrity, and respect toward others
- Support a welcoming and professional community
- Represent CTHS and the University positively
- Follow University of Utah Student Code of Conduct, policies, and applicable laws
- Avoid conduct that causes harm to CTHS, its members, officers, staff, or the University community

Membership in CTHS is a privilege. Failure to uphold this Honor Code may result in disciplinary action or removal of membership.

Violation of this Honor Code may result in disciplinary action for CTHS members and officers.

#### Section 3: Good Faith-Reporting & Non-Retaliation Clause:

No member or officer shall face retaliation for submitting a concern or participating in a disciplinary process in good faith. Retaliation constitutes a violation of the CTHS Honor Code and may result in disciplinary action.

### Article II. Violations of Conduct

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A violation occurs when a member engages in behavior that conflicts with the Honor Code or harms the organization.

Examples of violations include, but are not limited to:

- Disrespectful, discriminatory, harassing, or threatening behavior
- Academic dishonesty or misrepresentation of CTHS
- Disruption of CTHS meetings or events
- Misuse of CTHS resources or privileges
- Retaliation against a member who raises a concern in good faith

- Conduct that negatively impacts the safety, reputation, or functioning of CTHS
- Serious misconduct may result in immediate action as outlined in Article IV.
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## **Article III. Reporting and Initial Response**

### **Section 1. Reporting Concerns**

Concerns about member conduct should be submitted in writing to the CTHS President or Staff Advisor. Reports should include:

- The name of the member involved
- A description of the concern
- Relevant dates or context
- Any supporting information if available

Anonymous reports may be reviewed but will require corroborating information to proceed. Depending on the nature of the report, mandatory reporting requirements may also apply.

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### **Section 2. Initial Review**

Upon receiving a report, the President and Staff Advisor will determine whether:

- No action is required
- An informal conversation or mediation is appropriate
- A formal conduct review should proceed

When possible, reviews will be handled confidentially and in good faith. Depending on the nature of the report, mandatory reporting requirements may also apply.

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## **Article IV. Conduct Review Process**

When a formal review is initiated:

1. The member will be notified of the concern
2. The member will have an opportunity to respond
3. The issue will be reviewed by CTHS leadership with Staff Advisor oversight
4. The outcome will be documented

The review process is educational in nature and seeks fairness for all parties involved.

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## **Article V. Disciplinary Actions**

Depending on the nature and severity of the violation, actions may include:

- Verbal or written warning
- Required reflection, education, or remediation
- Probationary status
- Temporary restriction from CTHS events or activities
- Removal from CTHS membership

Disciplinary actions shall be proportional to the conduct and prior history, if applicable.

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## **Article VI. Removal of Membership**

A member may be removed from CTHS for:

- Repeated violations of the Honor Code
- Severe misconduct
- Failure to comply with disciplinary actions

Removal requires a majority vote of CTHS leadership with Staff Advisor oversight.

Removed members lose all privileges associated with CTHS.

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## **Article VI. Appeals**

Members may appeal a removal decision by submitting a written request to the Staff Advisor within five (5) business days. Appeals are limited to:

- Procedural errors
- New, relevant information not previously considered

Appeal decisions are final.

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## **Article VII. Immediate Response to Serious Harm or Criminal Activity**

### **Section 1. Emergency and Safety Priority**

The safety of members and the University community is the highest priority. When conduct involves **serious harm, credible threat of harm, or suspected criminal activity**, CTHS leadership shall take immediate action that may forgo the process outline in Articles III-VI.

Examples include, but are not limited to:

- Physical violence or threats of violence
  - Sexual misconduct or stalking
  - Hazing or abuse
  - Theft, vandalism, or misuse of funds
  - Illegal activity occurring at or connected to CTHS events
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### **Section 2. Immediate Actions**

In such cases, CTHS leadership and the Staff Advisor may:

- Immediately restrict the member from participating in CTHS activities or events
- Temporarily suspend membership privileges
- Take protective measures for affected individuals
- Refer the matter to appropriate University offices or law enforcement

Immediate actions are precautionary and do not presume responsibility. Depending on the nature of the report, mandatory reporting requirements may also apply.

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### **Section 3. University and Legal Referral**

CTHS disciplinary procedures do **not** replace or interfere with University of Utah or legal processes. Serious incidents may be referred to, including but not limited to:

- Student Leadership & Involvement
- The Dean of Students

- The Office of Equal Opportunity / Title IX
- Campus Police or external law enforcement

CTHS reserves the right to pause internal proceedings until University or legal processes conclude.

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### **Article IX. Enforcement**

This policy takes effect upon approval and applies to all members. Members are responsible for understanding and complying with the Honor Code and conduct expectations.

## **Article III. Officer Responsibilities, Accountability, and Conduct**

### **Section 1. Officer Standards and Expectations**

All CTHS officers are held to a higher standard of conduct due to their leadership role and responsibility to represent the Crimson Transfer Honors Society, its mission, the Office of Transfer Student Success, and the University of Utah.

Officers shall:

- Fulfill all duties assigned to their elected position as outlined in this Constitution and any role descriptions approved by the officer team and Staff Advisor
- Act in accordance with the CTHS Honor Code and all University of Utah policies
- Maintain professionalism, integrity, respectful communication, and accountability
- Avoid conduct that causes harm to CTHS, its members, its officers, staff, or the University community
- Maintain regular communication with Staff Advisor and fellow officers
- Actively support the transition and training of incoming officers

Failure to meet these standards constitutes grounds for disciplinary review.

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### **Section 2. Officer Accountability and Performance Review**

Officer performance may be reviewed at any time when concerns arise regarding:

- Failure to fulfill required duties
- Chronic absenteeism
- Inadequate communication
- Misuse of authority or resources
- Conduct inconsistent with the CTHS Honor Code or mission

Reviews may be initiated by:

- The CTHS President
- A majority of the officer team
- The CTHS Staff Advisor
- Active CTHS Members

All performance reviews shall be documented and conducted in good faith.

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### **Section 3. Application of the Honor Code to Officers**

Officers are fully subject to the **CTHS Honor Code and Disciplinary Amendment**. Any officer alleged to have violated the Honor Code shall be treated as a *Member-in-Question* and subject to the same progressive disciplinary framework, with additional consideration given to their leadership role.

Violations by officers may result in:

- Formal warning
- Counseling and remediation
- Probation
- Removal from office
- Expulsion from CTHS

When possible, documentation and confidentiality requirements outlined in the Disciplinary Amendment shall be upheld. Depending on the nature of the report, mandatory reporting requirements may also apply.

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#### **Section 4. Discipline for Officers**

Given the severity and/or the quantity of violation, the following actions may be imposed:

- Written warning
- Mandatory remediation plan
- Temporary suspension of duties
- Probation
- Removal from office
- Permanent expulsion from CTHS

Officers under investigation may be temporarily restricted from representing CTHS in any official capacity until proceedings conclude.

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#### **Section 5. Removal from Office**

An officer may be removed from their position for:

- Failure to fulfill officer responsibilities
- Violation of the CTHS Honor Code
- Conduct harmful to CTHS or the University
- Violation of University, local, state, or federal policy or law

Removal requires:

- Prior written notice of concern
- Documentation of misconduct or performance failure
- A majority vote of the CTHS officers, with Staff Advisor oversight
- Anonymous voting administered by the Staff Advisor when applicable
- The CTHS Staff Advisor serving as tiebreaker if necessary

Removal from office does not preclude further disciplinary action under the Honor Code.

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#### **Section 6. Appeals**

Officers subject to disciplinary action or removal retain the right to appeal as outlined in the **CTHS Conduct & Disciplinary Action Amendment**

Appeals must:

- Be submitted in writing within the required timeframe
- Be reviewed with officer leadership, Staff Advisor oversight, and a neutral University representative when applicable

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#### **Section 7. Staff Advisor Oversight and University Referral**

The CTHS Staff Advisor shall serve in a consultative and oversight role throughout officer disciplinary proceedings to ensure compliance with University standards and risk management policies.

In cases of serious misconduct, CTHS leadership may refer matters to:

- Student Leadership & Involvement
- The Dean of Students
- University of Utah Campus Police

as outlined in the Disciplinary Amendment.

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### **Section 8. Enforcement and Ratification**

This amendment shall take effect immediately upon ratification and approval by the Department of Student Leadership & Involvement. All current and future officers shall be notified and held accountable under its provisions.