Rochester Institute of Technology
Honors Program
Honors Council Bylaws

Article I - Statement of Purpose
The Honors Council is the student government of the RIT Honors Program. Its job is to represent the interests of the Honors students.

Article II - Meeting Procedure
I. The progression of meeting events:
   a. One member of the Council must move to start the meeting, and another member must second the motion.
   b. The meeting is called to order by the President.
   c. The Secretary’s Report is given.
   d. The Treasurer’s Report is given.
   e. Complementary Learning Advisor report is given if needed.
   f. Reports from the committee chairpersons are given if expected.
   g. Old business and any topics from the previous meeting that were not formally resolved are discussed.
   h. Report from the previous Honors College Advocate meeting is given if expected.
   i. The floor is then opened for discussion of new business.
   j. One member of the Council must move to adjourn the meeting, and another member must second the motion.
   k. Meeting is adjourned by the President.

II. Procedure for meeting with committee chairpersons:
   a. Council will hold biweekly meetings with committee chairs on weeks that do not correspond with Advocates Meeting updates.
   b. Each committee chairperson will give an update including the current plans and goals for the committee and any budgetary changes/requests.
III. Procedure for holding a closed Council meeting:
   a. A Council meeting may be closed and the attendance constrained to only members on the Council.
   b. If a regularly scheduled Council meeting is to be closed, the motion must be made to allow for one week’s notice for the general public.

IV. Procedure for the Secretary's minutes:
   a. The Secretary will record all happenings of a Council meeting, including but not limited to:
      i. Meeting attendance.
      ii. All motions made, along with the member who moved for the motion, and the member who seconded the motion.
      iii. All issues to be voted upon, including the results of the vote and how each member voted.
   b. The Secretary will make handouts available on the Honors website.
   c. The Secretary will also make the minutes from each meeting publicly available on the Honors website.

Article III - Amending the Bylaws
Any council member may propose an amendment to the bylaws. The amendment will then be voted upon by Council and if it passes it will come into effect. The same procedure is followed to initially approve the bylaws.

Article IV - Council Responsibilities
I. Complementary Learning:
   a. Complementary Learning gives Honors students the opportunity to grow through out-of-class experiences in leadership, service, communication, volunteerism, and critical thinking. By participating in activities within the larger community, students will develop the kind of integrated knowledge, problem-solving abilities, and leadership skills that will aid them in their future careers. (For more information, see the “What is Comp Learning?” official document 2007-2008 RIT Honors Council)
b. The Complementary Learning Advisor, Honors Council member, or other designated person(s) will respond to all requests, informing the student(s) involved if their submission was accepted.
c. Responsibility of the student in the process of receiving Complementary Learning credit:
   i. If students are unsure an event falls within the parameters of Complementary Learning, they may submit an inquiry by contacting the Complementary Learning Advisor(s).
   ii. Students may complete the online submission form to receive credit for the activity they have completed.
   iii. For large-scale group projects, each student must complete their own individual submission.
   iv. Students may make an appeal to Council if they disagree with the decision rendered for their submitted project. The decision will be re-evaluated by Council.
      1. If a submission is rejected prior to the deadline, the student has the opportunity to resubmit. If a submission is rejected and the deadline has passed, the student has one week from the date of notification of the rejection to request an appeal with Council.
      2. If an appeal is rejected by Council, the student may appeal to the Honors Office.
d. All submissions of a long-term project, such as an officer of a club, will be reviewed at the time of the request, given they have met all requirements for Complementary Learning.
e. The submissions will be reviewed by Complementary Learning subcommittees as follows:
   i. Subcommittees are comprised of Council members and headed by a Complementary Learning Advisor. Submission reviews are discussed outside of open Council meetings.
   ii. Submissions must be reviewed by a subcommittee within two weeks of the submission date.

II. Approval of Committee Bylaws:
a. Each committee must have bylaws adhering to the requirements set forth in the RIT Honors Program Student Constitution.
b. The first set of bylaws, proposed by the committee, must be approved by the entire Honors Council.
c. If a committee revises their bylaws, the newest version must be submitted to the Vice-Presidents for approval. Once approved, the Secretary will keep a copy of the committee’s bylaws. If they are not approved the bylaws are sent to the entire Honors Council for re-approval.

Article V - Voting Procedure

I. For the Honors Council to vote the following events must occur:
   a. Prior to the movement to vote, a discussion of the topic must take place.
   b. A member of Council must move to vote, and the motion must be seconded by another member.
   c. A member of Council may not vote/motion on behalf of more than one position for any official vote/motion.
   d. The Secretary will be responsible for determining if quorum is met. In order to meet quorum, at least 75% of the current Council members must be in attendance.
      i. If quorum is not met, the Secretary will note the motion for a vote in the Council minutes. The Secretary will call for a vote at the next meeting in which quorum is met.
      ii. If quorum is met, the procedure will continue as outlined.
   e. If there are any objections regarding the motion to vote, further pertinent discussion will be permitted.
   f. The President will announce and organize the vote.
   g. The results from each vote will be recorded in the Secretary’s minutes, detailing how each person voted on an issue.

Article VI – Absence from Office

I. Minimum Absence from Council Meetings
a. If a Council member misses more than three meetings in a term, they are considered having a temporary leave from office (see guidelines below). If this is not the case, the following applies:
   i. If a Council member cannot attend a particular meeting, they should, if possible, select a dependable replacement.
      1. The dependable replacement must fulfill the same requirements to qualify for election for the position.
      2. The elected Council member is accountable for the votes and motions of their replacement.
      3. It is the elected Council member's responsibility to inform the replacement of prior Council meeting topics, so they may best represent their constituents' interests.

II. Temporary Leave from Office – One quarter or less:
   a. Officer Absence:
      i. If one officer is absent from office, one of the two Vice-Presidents will step in and fill the current position until the officer returns.
      ii. If two or more officers are absent from office, Council will fill the additional positions with one Representative for each position, and the Representative’s position will be filled as designated by the procedure for replacing a Representative’s absence from office.
   b. Representative Absence:
      i. To fill a Representative's position, Council will take suggestions from the leaving representative, the advocate (if applicable), and the group being represented.
      ii. Council will choose a suitable temporary replacement from the pool of suggested students who are present at a Council meeting.

III. Permanent Leave from Office:
   a. In the case that a position will not be filled for more than one quarter, an election will be held for only the constituents of the vacant position.
   b. The applicants for the position must meet the requirements set forth in the RIT Honors Student Constitution.
c. Until a permanent replacement is elected, the position will be filled as laid out for a temporary leave from office.

**Article VIII - Honors Council Annual Report**

At the end of each year, the Council officers will produce an annual report detailing the major events and accomplishments of the year for the following year’s Council.