Rochester Institute of Technology
Honors Program
Publicity Committee Bylaws

Article I - Statement of Purpose
To increase awareness of the Honors Program and publicize events and activities organized by program participants.

Article II - Membership

I. Eligibility
   a. Committee members must be Honors Students.
   b. New members may join at any time. See Membership, Item IIc.

II. Active Member Status
   a. An active committee member must attend at least half of the meetings during a quarter.
   b. A committee member may maintain active member status without satisfying the above condition if he or she is granted permission by a chairperson and completes his or her assigned tasks.
   c. Active member status will not be established until a new member has attended at least three meetings or as determined by a chairperson.

Article III - Chairpersons

I. A Chairperson’s Duties
   a. To schedule and run meetings.
   b. To receive publicity requests.
   c. To attend required Honors Council meetings.
   d. To report to the Vice-Presidents.

II. Election
   a. Chairpersons must be elected by a plurality vote.
   b. The election determining chairpersons for the year must be held during the end of Winter Quarter.
III. Removing a Chairperson from Office
   a. The quorum shall consist of half of the active committee membership.
   b. The voting procedure shall be followed as specified in *Meeting Procedure, Item II*.
   c. A two-thirds majority of the present committee members is required to remove the chairperson from office.
   d. A replacement chairperson must be elected by the following meeting.

IV. There will be one or two chairpersons on the committee. Any decision made by a co-chairperson must meet the approval of the other.

V. A chairperson’s term lasts one full year.

VI. In the event that a chairperson is unable to continue in his or her position, a new election will be held. The replacement chairperson will serve until the end of his or her predecessor’s term.

**Article IV - Meeting Procedure**

I. Meetings must be held every week, unless otherwise determined by a chairperson.

II. Voting Procedure
   a. Any active committee member may motion for a vote during a committee meeting. The issue at hand will be discussed followed by the actual vote.
   b. Votes will be determined by the majority unless otherwise specified.
   c. A vote may be called by a chairperson if pressing matters require it. Voting need not occur during a meeting or in person for this situation, and discussion is optional.

**Article V - Amending the Bylaws**

I. The bylaws may be edited at any time by following the voting procedure specified in *Meeting Procedure, Item II*.

**Article VI - Additional Committee Notes**

I. The online newsletter should be updated at least once a month or as necessary.

II. The print newsletter should be published within the same timeframe as the online newsletter.

III. Additional activities may be approved by committee members by a majority vote.
IV. New positions can be suggested at any time by any active committee member and put into effect following the as specified in *Meeting Procedure, Item II*. An election will be held to determine who holds the new position.