

# Rochester Institute of Technology

## Honors Program

### Service Committee Bylaws

#### ***Article I: Statement of Purpose***

The goal of this committee is to provide diverse volunteer activities on and off-campus for the students and faculty of the Honors Program for the purpose of fulfilling the Complementary Learning requirement.

#### ***Article II: Membership***

- I. Only Honors students may be voting members of the committee.
- II. To be an active member, one must attend 70% of scheduled meetings or be deemed so by the committee chair(s) and/or Complementary Learning adviser(s).
- III. To be an active member, one must participate in planning at least two events per year.
- IV. New members may join at any time.
- V. 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. Duties of the Chairperson(s):
  - a. The chair(s) are required to attend 90% of all meetings (i.e. miss only one per quarter).
  - b. If the chair(s) are unable to attend a meeting, then they must ensure that one of the committee members will run the meeting in their place.
  - c. The chair(s) will organize and run meetings, distributing meeting minutes during

the following week to the committee members..

- d. The chair(s) are required to attend all council meetings - If the chair(s) are unable to attend, a member will volunteer to attend.
- e. The chair(s) will report to the Vice-President(s) as required by the Honors Constitution twice each quarter, including current plans and goals for the year.
- f. The new chairperson(s) lead(s) the recruitment and the first meeting.
- g. The chair(s) will serve his or her term starting the week following their election. For the rest of the academic year, they will serve in conjunction with the former chair(s). Upon the start of the new academic year, the new chair(s) will serve along. After the elections in spring quarter, the old chair(s) will serve with the newly elected chair(s) to ensure a smooth transition from one set of leadership to another. At the end of the academic year, the term of the old chair(s) will end. Upon election, the chair(s) will plan events for the following fall, winter and spring quarters (always one quarter in advance).
- h. There will be one, two, or three chairpersons on the committee. Complementary Learning adviser(s) are co-chair(s) along with a committee-elected chair. Any decision made by a co-chair must meet the approval of the other(s).

## II. Election of the Chairperson(s):

- a. The chair(s) will be elected in the 5th week of spring quarter so that a transition period of the following 5 weeks exists when the past year's chair(s) will transfer responsibility.
- b. The chair(s) win(s) an election by a majority of active committee members present at an announced election meeting.
- c. Those wishing to be chair(s) must be present at the announced election meeting.
- d. There is no limit to the number of years one person may serve as a chairperson.

## III. Removal of the Chairperson(s):

- a. The chair(s) may be removed from office by a 2/3 vote of the active committee members at an announced removal meeting. The chair(s) must be presented with a petition signed by half of the active committee members for his or her removal at a previous meeting, whereupon a removal meeting will be scheduled.
- b. The chair(s) may step down at any time.

- c. The chair(s) must select a temporary committee chair until a new chair has been elected.
- d. When a new chair is needed, the committee will vote a new chair into office.

#### ***Article IV: Meeting Procedure***

- I. Weekly meetings will occur unless otherwise specified by the chair(s). The date and time of meetings will be determined at the beginning of each quarter so that there are as few conflicts as possible with current members' schedules. Members will be notified via email of the new meeting time and place. Additional meeting will be conducted when necessary.
- II. Voting Procedure:
  - a. Any active member may propose a vote be taken. A short discussion will commence to inform members of the pros and cons of the issue at hand, followed by the actual vote.
  - b. Any resolution can be passed by a majority of members regardless if they are active or not. Those who wish to may abstain from the vote.
  - c. A vote may be called by a chair if pressing matters require it. Voting need not occur during a meeting or in person for this situation, and discussion is optional.
- III. Discussions - Decisions of the committee (not on procedural matters but on technical matters relating to the committee's primary mandate) will be decided by a discussion. The goal of a discussion is to reach a consensus on the issue at hand. Should the committee not be able to come to a consensus, the chair(s) will table the issue to be re-discussed at the following meeting. If a consensus still cannot be reached, the chairperson(s) will make a decision and inform the members.

#### ***Article V: Amending the Bylaws***

- I. Bylaws will be reviewed annually.
- II. Review will take place at a scheduled meeting. All members must be informed that the review will take place at the aforementioned meeting.
- III. Chair(s) must be present.

- IV. If (at any time) a member of this committee feels it is necessary to amend the bylaws, an amendment that is signed by at least half of the committee members in good standing will be presented to the chair(s) and will be voted on during the following meeting which must take place at the next meeting. A 2/3 vote from all committee members will be required in order for the bylaws to be amended.
- V. Honors Council must approve initial ratification, and bylaw amendments must be submitted to the vice-president(s) for approval. If they are not approved, bylaws will be sent to the entire Honors Council for re-approval.

### ***Article VI: Complementary Learning Requirements***

- I. Definitions: Complementary Learning - the 20 hour community/leadership-based service required yearly to remain in good standing in the Honors Program.
- II. Goals: To serve the Honors Program with opportunities to fulfill their Complementary Learning requirement through service to the RIT/Rochester community.
- III. Requirements and Procedures: For further clarification, please see the Complementary Learning page on the honors website: [https://honors.rit.edu/comp\\_learning/](https://honors.rit.edu/comp_learning/)

### ***Article VII: Additional Committee Notes***

- I. During summer quarter, meetings will only be held due to special circumstances.