

## **BYLAWS OF THE HONORS TRANSFER COUNCIL OF CALIFORNIA**

### **Section I: Membership**

The Honors Transfer Council of California recognizes that a college's honors or scholars program is an expression of its educational values and culture; hence honors/scholars programs at different colleges reflect a wide diversity in philosophies, standards, and practices.

Nevertheless, the Council also recognizes that within this diversity, well-defined and meaningful honors/scholars programs have crucial elements in common, and the Council therefore embraces membership standards with those common elements in mind.

1. A community college is eligible for membership in the Honors Transfer Council of California only if it has an active honors or scholars program that meets the following criteria:
  - a. The program offers honors/scholars courses and/or contracts designed to offer an enriched educational experience as defined by the instructional faculty of the college;
  - b. The program is designed to assist students in developing their critical thinking skills and writing ability;
  - c. The program is a campus-wide endeavor in that it offers courses from various disciplines and is assisted by a broad-based advisory council;
  - d. The program establishes and adheres to completion requirements that include a minimum GPA and a minimum number of letter-graded honors/scholars courses or units;
  - e. The program sets its minimum GPA at 3.0 or above and its completion requirements at five or more courses or a total of at least 15 semester units;
  - f. The program is headed by members of the instructional faculty;
  - g. The head of the program is supported by reassigned time and/or stipends commensurate with the size of the program and the number of students served;
  - h. The program is supported by clerical assistance commensurate with the size of the program and the number of students serve;
  - i. The program makes counseling available to honors/scholars students to support them in their educational endeavors and plans, including transfer;
  - j. The program pays annual dues to the Council, unless those dues are forgiven for reasons given under Section VIII number 3 of the bylaws.
2. Guest Membership status is for honors programs that have applied for membership in the Honors Transfer Council of California and are awaiting full membership. Guest members must pay regular membership dues. They are eligible to attend meetings, join the list-serve, participate in the annual HTCC honors student research conference, and their students may apply to present at the conference. Guest members are not eligible to vote. Students of guest member schools are not eligible for HTCC scholarships.
3. Guest observer status in the Honors Transfer Council of California is open to all community college faculty, counselors and administrators who are considering programs

or actively planning programs, or who maintain programs that do not meet the above criteria. Individual persons may be guest observers on the Council for as long as they wish. Guest observers are not required to pay dues, and may not vote.

### **Section II: Governance**

1. General authority to govern the Council shall be vested in the membership as defined in Section I of the Bylaws.
2. The President, Vice President, Secretary, Treasurer, and the immediate Past President shall constitute the Board of Directors.
3. The Board of Directors shall be empowered to conduct business of the Council as provided by the Constitution and Bylaws.
4. Each college shall be entitled to one vote. The honors/scholars director shall be the voting member for the college if both the director and counselor are in attendance. The counselor shall be the voting member if the director is absent. If both are absent, the college may vote by written proxy. The President(s) of the Honors Transfer Council of California shall be entitled to vote on all motions.

### **Section III: Quorum**

1. One-third of the members shall constitute a quorum for the transaction of business at any meeting of the Council.
2. The President shall count as a member of the quorum.

### **Section IV: Board of Directors**

1. The Board of Directors of the Council shall be the President, President Elect, the immediate Past President, the Secretary, and the Treasurer.
2. The President shall preside at all meeting of the Council and Board of Directors, shall appoint committees, and shall perform such duties as pertain to the office of President.
3. The President-elect shall assist the President as necessary and shall serve as President in the President's absence.
4. The Secretary shall keep minutes of the meetings of the Council and the Board of Directors and take responsibility for the correspondence of the Council, and perform such other duties incident to the conduct of his or her office as may be required of him or her. The Secretary will complete a draft for posting onto the Council website within two weeks of each meeting.
5. The Treasurer shall be responsible for monies of the Council; shall collect all fees and dues owing to the Council; shall be the custodian of the Council's funds, securities, receipts; and shall cause to be deposited in the name of the Council all monies or other valuable effects in such banks, trust companies, or other depositories as shall be approved from time to time by the Council membership. The Treasurer shall bill all member institutions.
6. If an officer cannot continue in office, the interim succession of officers shall be decided by the Board of Directors.
7. The offices of the President, President-elect, Secretary, and Treasurer shall be filled by members of the Council.

### **Section V: Elections**

1. Election of Officers shall take place at the May meeting of the Council.
2. Officers shall serve for a term of one year, beginning after the election at the May meeting.
3. Officers may be re-elected once to serve a second one-year term (for a maximum of two successive terms, unless a two-thirds majority decides on an additional term).
4. If there is one candidate for a given office, the vote shall be by acclamation. If there is more than one candidate, the vote shall be by secret ballot.

### **Section VI: Meetings**

1. The Council shall hold regular meetings in the months of September, October, December, March, and May, plus one meeting in Northern California in February. Notice of regular meetings shall be given at least two weeks in advance.
2. A complete calendar of the next year's meetings will be set in May.
3. The agenda of each meeting will be prepared by the President in consultation with the host college.
4. The President may call special meetings of the Council at any time.

### **Section VII: Amendments**

Any amendment may be proposed on the Honors Transfer Council of California agenda and brought to the table at the next regular or virtual electronic meeting.

### **Section VIII: Fees and Dues**

1. The annual dues for institutional membership in the Council is currently \$90, but may be changed by a vote of the membership at any meeting without amending the bylaws of the Honors Transfer Council of California.
2. Billing of dues will be made at the September meeting of the Council. Dues are payable on or before November 1 of each year.
3. An institutional membership fee waiver may be granted to those institutions whose president states in writing a desire to join, but expresses an inability to pay for membership until their next fiscal year because the membership fee has not yet been included in their budgets.
4. Notwithstanding Section VII number 3, members will not be entitled to vote if their dues are not paid.

### **Section IX: Participation in Formal Alliances with Four-year Schools**

1. Whenever formal alliances with four-year schools are initiated by the Honors Transfer Council of California, they will involve only current members of the Council who participate in the framing of the alliance(s).
2. Members of the Council are free to seek alliances as representatives of their individual institutions.
3. Any Council member who wishes to initiate a formal written proposal for an alliance with a four-year school on behalf of the Council must be authorized first by a majority vote of the Council.

**Section X: Headquarters**

The headquarters of the Council shall be located at the educational institution of the President.

**Section XI: Board of Directors**

1. Upon recommendation by the Board of Directors, the Council shall decide each year upon an amount to be paid as an honorarium to the Secretary, Treasurer, and/or other board member for the service rendered by them to the council, when deemed appropriate..
2. Actions taken by the Board of Directors shall be reported to the membership within thirty days.

**Section XII: Points of Order**

On all points of order not covered by these bylaws, the Council shall be governed by the current edition of Roberts' Rules of Order.

**Section XIII: Amendments**

These bylaws may be amended at any meeting or by electronic election available to the full membership of the Council.

**Section XIV: Ratification**

These bylaws shall be ratified by a two-thirds vote of members present and voting at the next regular meeting or by special electronic voting available to the full membership of the Council, following presentation of the final draft. These bylaws shall take effect immediately upon ratification.

Ratified: March 8, 1990

Revised: November 22, 1991

Revised: June 7, 2006