

BYLAWS OF THE HONORS TRANSFER COUNCIL OF CALIFORNIA

Article I: Membership

1. 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.
2. 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.
3. 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 equity driven and 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, research, writing, and oral communication skills;
 - c. Honors courses offered in the program are small enough to provide a faculty/student ratio appropriate for honors education.
 - d. The program is a campus-wide endeavor that offers courses from various disciplines and is assisted by a multidisciplinary advisory council;
 - e. 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;
 - f. The program sets its own admission requirements but establishes a minimum completion GPA at 3.0 or above and at least 15 semester units or its quarter equivalent of honors coursework (25 percent of lower division coursework).
 - g. The program demonstrates a concerted, continuous effort to recruit from underrepresented populations;
 - h. The program welcomes and serves students of all religions, ages, ethnicities, sexual orientations, nationalities, gender identities, disability statuses, and economic backgrounds.
 - i. The program is headed by instructional faculty members;
 - j. The head of the program is remunerated by reassigned time and/or stipends commensurate with the size of the program and the number of students served;

- k. The program is supported by clerical assistance commensurate with the size of the program and the number of students served;
 - l. The program has dedicated physical space;
 - m. The program makes counseling available to honors/scholars students to support them in their educational endeavors and plans, including transfer;
 - n. The program pays annual dues to the Council, unless those dues are forgiven for reasons given under Article VII number 3 of the bylaws.
4. The HTCC recognizes two non-voting individual memberships: professional and affiliate. Professional and affiliate members pay annual dues equivalent to the registration fee of the HTCC Undergraduate Research Conference and may attend that conference without paying its fee.
- a. Professional membership is open to current faculty, staff, and administrators in honors programs of current member colleges. Professional members may not vote but may serve on the Board of Directors.
 - b. Affiliate membership is open to retired faculty, staff, and administrators in honors programs of current member colleges or of colleges who were member colleges at the time of the affiliate member's involvement. Affiliate members may not vote but may serve on the Board of Directors.
5. The HTCC recognizes the following guest statuses:
- a. 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, and participate in the annual HTCC honors student research conference. 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.
 - b. 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.

Article 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, Chair of Transfer Relations, Counselor Representative (Chair), New Director/Membership Chair, and the immediate Past President (if available) shall constitute the Board of Directors.

3. 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 of the Honors Transfer Council of California shall be entitled to vote on all motions.
4. The Council may also create additional positions for council members to assist the Council with specific tasks such as Webmaster, Parliamentarian, and Publications Editor.
5. The Council may also have two student representative members. The student members must be from different colleges and will be voted on by a student representative from each Council member college, with the voting student selected by their college.

Article 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.

Article IV: Board of Directors

1. The Board of Directors of the Council shall be the President, Vice President, the immediate Past President (if available), the Secretary, the Treasurer, Chair of Counseling, Chair of Membership and New Director Support, and Chair of Transfer Relations,
2. The Board of Directors shall be empowered to conduct business of the Council as provided by the Constitution and Bylaws.
3. Individual members of the Board of Directors shall report at all HTCC meetings to keep the entire membership apprised of their activities. Reports may be submitted in writing if the member cannot be present.
4. The President shall preside at all meetings of the Council and Board of Directors, shall appoint committees, and shall perform such duties as pertain to the office of President.
5. The Vice President shall assist the President as necessary, serve as President in the President's absence, and serve as Conference Chair.
6. 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 as the office requires. The Secretary will complete a draft for posting onto the Council website within two weeks of each meeting.
7. 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.

8. The Chair of Counseling shall report in HTCC meetings about counseling issues. They shall coordinate regular meetings of interested honors counselors to support them in the complexities of honors counseling.
9. The Chair of Membership and New Directors shall facilitate introduction of new and prospective members to the organization. The Chair shall conduct regular meetings of New Directors.
10. The Chair of Transfer Relations shall respond to all inquiries from transfer institutions seeking partnership. They may also contact institutions with whom the membership desires partnerships.
11. If an officer cannot continue in office, the interim succession of officers shall be decided by the Board of Directors.
12. The offices of the President, Vice President, Secretary, and Treasurer shall be filled by members of the Council.
13. The office of President and Vice President shall be filled by members who have served a minimum of one year on the Council.
14. 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 any other board member for services rendered by them to the council, when deemed appropriate.
15. Actions taken by the Board of Directors shall be reported to the membership within thirty days.
16. The Publications Editor will collect the selected abstracts from the yearly conference into Building Bridges, a volume that represents the best works of the year. This person and any help recruited for layout and cover art will be remunerated as determined by the Board. The editor is responsible for reports on progress of the publication. The editor may also occupy another position on the Board.
17. The Parliamentarian will be the reference for any questions about meeting rules or propriety of actions taken. This person will also oversee elections and should be a member of the general body but should not be a candidate for election. The Parliamentarian may occupy another position in the Board. If the Parliamentarian may not attend a meeting, it will follow Robert's Rules to the best of the organization's knowledge.
18. Two HTCC Student Representatives will be selected by the HTCC Council to serve a term of one year. Student representatives must be in good standing in their college's Honors Program and must be nominated by their Honors Director. Student Representatives will submit a 100-word maximum candidate statement and will be selected by the HTCC Council at the May meeting.
 - a. A travel stipend may be provided upon request to attend in-person HTCC meetings.

Article V: Elections

1. The election will be overseen by the HTCC Parliamentarian. If the Parliamentarian position is vacant, the HTCC Past President or a long-term member of the Council who is not up for election will oversee the election.
2. Nominations: Nominations for Board of Directors positions will open at the February meeting and will close at the March meeting. Nominations must be submitted to the Parliamentarian either via email or during a meeting.
 - a. Eligibility: Only members from schools that have an active membership, professional members, and affiliate members may be nominated.
 - b. Nominees must accept their nominations no later than 10 days following the March meeting.
 - c. Nominees must provide a written statement expressing their desire to run for office. Statements will be posted on the HTCC page for members to review.
 - d. If there is only one candidate for a given office, the vote shall be by acclamation; but shall also be included on the ballots.
3. Election Process: The Parliamentarian will announce the nominees via email and ensure that the Election page is ready to collect votes no later than 30 days before the May meeting. Voting will conclude no later than 5 days before the May meeting.
 - a. Election Security: The Parliamentarian will create a secure voting form that collects the votes, including the school's name of the voter. Collecting school names will ensure that each school receives the appropriate number of votes based on their membership standing.
4. Vote Counts: The Parliamentarian will count the votes.
 - a. Candidates with the majority or plurality shall be declared the winner.
5. Election Results: Election results will be announced at the May meeting. Nominees are expected to attend and accept their position if elected.
6. Terms: Officers shall serve for a term of one year, following their election at the May meeting.
7. Re-elections: Officers may be re-elected

Article VI: Meetings

1. The Council shall hold regular meetings in the months of September, October, December, February, March, and May. All host schools shall try to provide a virtual conference option for those members who cannot attend in person. Meetings will be recorded whenever possible for council members to view. Notice of regular meetings shall be given at least two weeks in advance.
2. A complete calendar of the following 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 and Board of Directors.

4. The President may call special meetings of the Council at any time.
5. The Council will invite all regions of California to attend or host Council meetings, virtually or face-to-face.

Article VII: Membership Dues

1. Annual dues will be determined by the Board of Directors subject to approval by the Council.
2. The HTCC Treasurer must submit invoices to member schools no later than August 31st to all member schools.
3. Dues are expected to be submitted by member schools no later than November 1st of each year.
 - a. New schools or schools applying for readmission to HTCC will have until the end of their first semester of membership to submit payment.
 - b. 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. An active membership list will be maintained by the Membership Chair.
 - a. Active members are members whose dues are paid and up to date.
 - b. The Treasurer will provide a report of members who have and have not paid to the Membership Chair before each meeting.
 - c. Only active members may be allowed to vote and receive HTCC benefits.
 - d. Only active members may participate in the HTCC Student Research Conference
 - i. A college may participate in the conference if dues have not yet been paid for the year up to one year.

Article VIII: Participation in Formal Transfer Partnerships with Four-year Schools

1. Formal transfer partnerships with four-year institutions are handled by the Chair of Transfer Relations.
2. Members of the Council are free to seek partnerships as representatives of their individual institutions but must make clear in their negotiations and in their subsequent communications with their colleges and the public that the partnership is not related to or endorsed by HTCC.
3. Any Council member who wishes to initiate a formal written proposal for a transfer partnership with a four-year school on behalf of the Council must be authorized first by a majority vote of the Council.

4. Establishment and renewal of partnerships must be approved by a majority vote of the Board of Directors, which may be virtual and may be held at any time with one week's notice.
5. The HTCC may not partner with institutions that are for-profit, that are not regionally accredited, or that do not welcome and serve students of all religions, sexes (unless the partner is a single-sex institution), ages, ethnicities, sexual orientations, nationalities, disability statuses, and economic backgrounds.

Article IX: Headquarters

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

Article X: Points of Order

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

Article XI: Amendments

1. These bylaws may be amended at any meeting or by electronic election available to the full membership of the Council
2. These bylaws will be reviewed by a task force appointed by the President at least every two 2 years with any changes brought to a Council vote.

Article XIII: Ratification

1. 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

Revised: October 8, 2021

Revised: October 13, 2023