Article I: Name

The name of this entity shall be the College Honors Advisory Board (hereinafter referred to as HONBRD) of Ramapo College of New Jersey (hereinafter referred to as RAMAPO COLLEGE).

Article II: Purpose

The purpose of the HONBRD is to:

1. Provide counsel to the Director of the College Honors Program (hereinafter referred to as the DIRECTOR) pertaining to the development of faculty, academic, and co-curricular resources in support of the program.

2. Promote the College Honors Program (hereinafter PROGRAM) within the College and regionally.

3. Build and strengthen the PROGRAM’s learning community.

4. Strengthen and enhance the financial resources of the PROGRAM.

5. Further the Mission of the PROGRAM.

Article III: Membership

1. The HONBRD shall be composed of no fewer than six (6) members and no more than nine (9) members.

2. Proposed new members shall be nominated to the standing membership of the HONBRD and shall be seated only upon the HONBRD’s approval by consensus.

3. Nominations may be received from any source.
4. Membership of the HonBrd shall strive to be as representative of as many of the constituencies with interests at stake in the College Honors Program as may be practicable and reasonable, and in such a fashion as to avoid any institutional conflicts of interest or appearances of impropriety.

5. The Director shall be an ex-officio member of the HonBrd. The Director is a standing member of the HonBrd, when a vote is necessary for HonBrd decisions.

Article IV: Terms

Members will serve staggered terms of one to three years, as may be determined by the individual member and the Director.

Article V: Meetings

1. The HonBrd shall schedule two meetings in each Academic term. Additional meetings may be called by the Director or the Chair as deemed necessary.

2. The Director, in consultation with the Chair of the HonBrd, will determine the time and date of regular and special meetings.

3. Formal actions by the HonBrd shall be approved by consensus. If consensus cannot be achieved, a vote of the majority of the members, including the Director, shall be sufficient to approve a decision or an action.

Article VI: Officers

1. The presiding officer shall be the Chair of the HonBrd. The Chair shall be selected by the standing members from among themselves and shall serve for one year. The duties of the Chair are:

   1) To preside at all HonBrd meetings.
2) To appoint committees and the chairs of such committees jointly with the Director.

3) To organize and to focus the activities of the HONBRD in a manner to fulfill the purpose of the HONBRD.

2. A Vice-Chair shall be selected by the members from among themselves and shall serve an initial term of one year. The Vice-Chair shall preside at the meetings of the HONBRD in the absence of the CHAIR and represent him/her at such other times, and in such a manner as may be designated by the CHAIR.

3. A Secretary shall be selected by members from among themselves. The Secretary shall record or cause to be composed records of actions and decisions of the HONBRD and its committees. Records will be posted on the Advisory Board Luminis site.

**Article VII: Committees**

1. Standing committees will be formed to achieve the mission of the HONBRD. The CHAIR or DIRECTOR may constitute additional committees from time to time, with such functions and duties as are designated by the CHAIR or DIRECTOR, subject to approval by the HONBRD. Standing Committees shall be: Year 1, Year 2, Year 3, Year 4 and Honors-in-the-Majors Committees; Admission Committee.

2. The CHAIR in consultation with the DIRECTOR will appoint chairs of the Standing Committees from the HONBRD. Standing Committees may include non-HONBRD members.

3. The Executive Committee shall consist of the CHAIR, Vice-Chair and Standing Committee chairs.

4. The DIRECTOR in consultation with the CHAIR may appoint PROGRAM faculty and/or students as ex-officio members of standing committees.

**Article VIII: Quorum**

A simple majority of the membership shall constitute a quorum.
Article IX: Amendments

These bylaws shall be accepted and amended by consensus of the members of the HONBrd.

Agreed, this 22nd day of February 2012, by consensus of the HONBrd.

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Bernard Roy
CHAIR

Accepted, this 22nd day of February 2012.

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Marta Vides Saade
DIRECTOR (JULY 2008-JUNE 2012)

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Peter Campbell
DIRECTOR (APPOINTED JULY 2012-2014)