**RAMAPO COLLEGE OF NEW JERSEY**

**HONORS ALUMNI ADVISORY BOARD BY-LAWS**

**I. NAME**

The name of this organization will be the Honors Alumni Advisory Board (hereinafter, “Advisory Board”).

**II. PURPOSE**

1. Provide counsel to the Director and Assistant Director of the College Honors Program (hereinafter, “CHP”) regarding relations among CHP alumni, students, and faculty.

2. Promote the mission and goals of the CHP, Ramapo College of New Jersey, and the Ramapo College Foundation.

3. Advocate for Honors programs within public higher education in general and at Ramapo College in particular.

4. Help create a network of CHP alumni and strengthen relations among the alumni, faculty, students, and Director and Assistant Director of the CHP.

5. Enhance the financial resources of the CHP, Ramapo College of New Jersey, and the Ramapo College Foundation to better serve students.

6. Provide mentorship opportunities for students and facilitate co-op, internship, service learning, and other types of off-campus learning opportunities.

**III. MEMBERSHIP**

1. Members of the Advisory Board will be appointed from among CHP graduates by the Director of the CHP, in consultation with a representative from the office of Alumni Relations.

2. The Advisory Board will consist of no fewer than seven (7) and no more than twenty-one (21) members, each serving a one- to three-year term, to be determined at time of appointment by the Director of the CHP, in consultation with a representative from the office of Alumni Relations. Terms are renewable.

3. The Director of the CHP, the Assistant Director of the CHP, and a representative from the office of Alumni Relations shall serve as ex-officio non-voting members of the Advisory Board.

4. The Advisory Board shall select from among their voting members a chair. The Advisory Board may decide to select additional officers as needed.

5. The Chair shall preside over meetings (in consultation with the Director of the CHP), facilitate the formation of sub-committees if needed, and organize the activities of the Advisory Board in such a way as to accomplish its purpose.

6. The Honors Student Executive Board is encouraged to appoint an ex-officio student liaison to attend Honors Alumni Advisory Board Meetings.

7. The Honors Advisory Board is encouraged to appoint an ex-officio liaison to attend Honors Alumni Advisory Board Meetings.

**IV. PROCEDURES**

1. The Advisory Board shall meet at least twice per academic year. The Director of the CHP or the Chair may call additional meetings in consultation with the other.

2. The date, time, and location for each meeting will be set by the Director of the CHP or the Chair in consultation with one another and the representative from the office of Alumni Relations to the members of the Advisory Board at least twenty-one (21) days prior to the scheduled meeting.

3. The agenda for each meeting will be set by the Director of the CHP or the Chair in consultation with one another and the representative from the office of Alumni Relations, and will be distributed to the members of the Advisory Board at least seven (7) days prior to the scheduled meeting.

4. A simple majority of the voting membership will constitute a quorum.

5. Attendance via telephone, video call, or other virtual medium constitutes attendance for the assembly of the quorum and for voting purposes.

6. Failure to attend three consecutive meetings in person will result in a mandatory review of position on the board by the Director of the CHP.

7. All meetings of the Advisory Board will be open with prior registration required.

**V. AMENDMENT PROCESS**

Amendments to these by-laws must be approved by a majority vote of the full voting membership of the Advisory Board. Voting by proxy is not allowed.

Approved on May 17th, 2018.

These bylaws shall be accepted and amended by consensus of the members of the **Honors Alumni Advisory Board**.

Agreed, this 17th day of May 2018, by consensus of the **Honors Alumni Advisory Board**.

Brendan Flanagan

Sarah Galo

Maritza Guananga

Max Gustafson

Heather Landfield

Corey O’Donell

Jon Mangel

Camille Menendez

Keimya Sadeghi

Amanda Skuriat

Accepted, this 17th day of May 2018.

***Rebecca Root***

**Director (Appointed July 2017)**

***Chris Brittain***

**Assistant Director (Appointed January 2013)**