

**UPDATED 10/2018**

**Ramapo College of New Jersey  
College Honors  
By-Laws of the College Honors Advisory Board**

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 twelve (12) 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.

3. Nominations may be received from the **DIRECTOR** of the program, Deans, Provost, and current Honors students and alumni.
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 conflicts of interest or appearances of impropriety. There should be at least one member from each of the Academic Schools of the College.
5. The **DIRECTOR** and **ASSISTANT DIRECTOR** shall be *ex-officio* members of the **HonBrd**. In the case of a tie, the **DIRECTOR** may cast the deciding vote.

Article IV: Terms

Members will serve three year renewable terms, as may be determined by the individual member and the **DIRECTOR**.

Article V: Meetings

1. The **HONBRD** shall schedule at least one meeting in each Academic semester. Additional meetings may be called by the **DIRECTOR** as deemed necessary.
2. The **DIRECTOR** 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 shall be sufficient to approve a decision or an action.

Article VI: Officers

1. The presiding officer shall be the **DIRECTOR** of the Honors Program. The duties of the **DIRECTOR** are:
  - 1) To preside at all **HONBRD** meetings.

- 2) To appoint committees and the chairs of such committees
  - 3) To organize and to focus the activities of the **HONBRD** in a manner to fulfill the purpose of the **HONBRD**.
2. The Secretary shall be the **ASSISTANT DIRECTOR** of the Honors Program. The Secretary shall record or cause to be composed records of actions and decisions of the **HONBRD** and its committees.

Article VII: Committees

1. Standing committees will be formed to achieve the mission of the **HONBRD**. The **DIRECTOR** will assign the functions and duties of the committees, subject to approval by the **HONBRD**.
2. The **DIRECTOR** will appoint chairs of the Standing Committees from the **HONBRD**. Standing Committees may include non-**HONBRD** members.
3. The **DIRECTOR** may appoint **PROGRAM** faculty and/or students as ex-officio members of standing committees.

Article VIII: Quorum

A simple majority of the voting members shall constitute a quorum.

Article IX: Amendments

These bylaws shall be accepted and amended by consensus of the members of the **HONBRD**. If consensus cannot be achieved, a two-thirds majority vote of the members, including the **DIRECTOR**, shall be sufficient.

Agreed, this 3<sup>rd</sup> day of October 2018, by consensus of the **HONBRD**.

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**Rebecca Root**  
**DIRECTOR**