



# *Northeast Regional Honors Council*

## CONSTITUTION

### **ARTICLE I. Name and Geographical Definition**

**Section 1.** The name of this organization shall be the Northeast Regional Honors Council, hereinafter referred to as the Region.

**Section 2.** Geographically the Region consists of New England, the Middle Atlantic States, the Provinces of Atlantic Canada, Quebec, and Ontario. The Region also includes the Commonwealth of Puerto Rico.

### **ARTICLE II. Purpose**

The purpose of this organization shall be (a) to promote honors programs and related activities in colleges and universities in the Northeast Region and (b) to cooperate with other organizations with similar goals.

### **ARTICLE III. Membership**

Membership in the Region shall consist of institutional and individual membership.

**Section 1.** Institutional membership shall be open to institutions of higher learning as well as to educationally related foundations and government agencies. In the instance of an institution with physically separate campus locations, each campus location shall pay institutional member dues if it has its own budget.

Constitution Required Revisions 04/05/2014

**Section 2.** Individual membership shall be open to faculty members, administrators, students and other interested persons.

**Section 3.** The term “member” shall refer only to those institutions or individuals who have paid all current and outstanding dues and other fees to the Region.

**Section 4.** Institutions or persons residing outside the geographical boundaries of the Region may become members upon payment of dues to the Region. Membership is not restricted geographically.

## **ARTICLE IV. Officers and Their Duties**

The officers shall be a President, a President-Elect, a Vice President, an Executive Treasurer, and an Executive Secretary. The President, the President-Elect, and the Vice-President, may not be elected to a second consecutive term of office.

Constitution Required Revisions 04/11/2015

**Section 1.** The President shall be the immediate past President-Elect and shall hold office for one year until a successor is installed. The President shall preside at meetings of the Region, appoint committees, propose policies and projects which fulfill the obligations and purposes of the Region, and preside over the Executive Board.

**Section 2.** The Vice President shall be elected for a one-year term and shall be a member of the faculty or administration of any member institution in the Region. The Vice President shall succeed automatically to the office of President-Elect upon the election and installation of the new Vice President. The Vice President shall succeed to the office of President-Elect should that office become vacant.

Constitution Required Revisions 10/20/2000

Constitution Required Revisions 10/28/2005

**Section 3.** The Executive Treasurer shall be elected for a term of three years and shall be a member of the Region. The Executive Treasurer may be re-elected to a second three-year term. Together with the Executive Secretary, the Executive Treasurer shall maintain and publish a current membership list including names and addresses of institutional representatives, and shall serve as liaison with the National Collegiate Honors Council. The Executive Treasurer shall collect and manage all Regional funds, and may sign contractual obligations on behalf of the Region or may designate another officer or standing committee chair to do so. The Executive Treasurer may approve fiscal and contractual obligations of less than \$501. Fiscal and contractual obligations greater than \$500 but less than \$1001 require approval of the Executive Treasurer and the President or the President's designee. Fiscal and contractual obligations of over \$1000 require the approval of the Executive Board.

**Section 4.** The Executive Secretary shall be elected for a term of three years and shall be a member of the Region. The Executive Secretary may be re-elected to a second three-year term. Together with the Executive Treasurer, the Executive Secretary shall maintain and publish a current membership list including names and addresses of institutional representatives, and shall serve as liaison with the National Collegiate Honors Council.

Constitution Required Revisions 10/20/2000

Constitution Required Revisions 10/28/2005

Constitution Required Revisions 04/11/2015

## **ARTICLE V. Newsletter Editor/Webmaster**

The Editor of the Northeast Regional Newsletter/Webmaster shall be elected to a two-year term by a vote of the membership of the Region. In the event of a resignation during the term of office the Executive Board is empowered to appoint someone until the next annual election. The Editor/Webmaster is expected to have a working knowledge of web design/publishing and social media. The Editor/Webmaster is responsible for the creation and maintenance of the Council's website and web-based newsletter.

Constitution Required Revisions 04/04/2011

## **ARTICLE VI. Executive Board**

The Executive Board shall consist of the President, Immediate Past President, President-Elect, Vice President, Executive Secretary-Treasurer, Editor/Webmaster of the Newsletter, two Faculty Board Representatives, and two Student Board Representatives.

Constitution Required revisions 04/03/2011

**Section 1.** Each Faculty Board Representative shall be elected to a two-year term by a vote of the membership of the Region. Normally, one faculty representative shall be elected in odd-numbered years and one faculty representative shall be elected in even-numbered years. In the event of the resignation of a Faculty Board Representative in the first year of office, an election shall be held to fill the office for the remainder of the term. In the event of a resignation during the second year of office the Executive Board is empowered to appoint someone to complete the remainder of the term. Faculty Board Representatives may serve no more than one consecutive term. Normally a Faculty Board Representative will be ineligible for election to another office until the final year of the term of office.

**Section 2.** The Student Board Representatives shall be elected to a one-year term by a vote of the membership of the Region. Student Board Representatives may be elected to additional one-year terms.

**Section 3.** The Executive Board shall formulate policies and projects, shall review and approve expenditures in excess of \$1000, shall act upon requests from member institutions for financial support. The Executive Board shall act in a manner that fulfills the obligations, purposes, and goals of the Region.

**Section 4.** Normally the President or the President's designee shall call meetings of the Executive Board. The President shall be directed to convene a meeting of the Executive Board upon notification of the desires of a majority of the Executive Board to hold a meeting. Meetings may be held in person, via conference telephone calls, or through other means deemed appropriate by the Board.

**Section 5.** The Board is empowered to act in all manners on behalf of the members.

Reports of all such actions shall be made at the next Regional Business Meeting.

## **ARTICLE VII. Meetings and Annual Conference**

**Section 1.** The Region shall normally sponsor an Annual Conference.

**Section 2.** The President shall call at least one Business Meeting per year that shall be open to the members of the Region. Normally, a Business Meeting will coincide with the meetings of the National Collegiate Honors Council and another Business Meeting will coincide with the Annual Conference of the Region. The purpose of any Business Meeting shall be to receive reports and motions from the officers, the Executive Board, and committees, to act on motions dealing with Region matters, and to instruct the officers, Executive Board, and committees on issues and matters of concern to the Region.

**Section 3.** The Executive Board shall meet at least twice annually. At least one meeting will be held in conjunction with any Business Meeting. Constitution:

Constitution Required Revisions 10/20/2000

## **ARTICLE VIII. Net Earnings**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c) (3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code contributions to corresponding section of any future Federal tax code.)

## **ARTICLE IX. Dissolution of this Organization**

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for public purpose.

## **ARTICLE X. Amendments**

Any member of the Region may propose amendments to this Constitution. All

amendments must be proposed in writing and submitted to the Executive Secretary for consideration by the Executive Board at its next ordinary or extraordinary meeting. Prior to a vote the Executive Board shall apprise the membership of its evaluation of any proposed amendments. Proposed amendments do not require approval by the Executive Board in order to come before the membership.

Proposed amendments may be distributed in writing at the business meeting prior to the business meeting during which a vote is taken. Whether shared at such a business meeting or not, proposed amendments must be distributed via regular mail or e-mail, the means to be determined by the Executive Board, at least 60 days in advance of a scheduled business meeting. Along with the results of the vote, discussion of the proposed amendment prior to the vote, including the Executive Board's evaluation, will be recorded in the minutes.

Constitution Required Revisions 04/05/2013

Constitution Required Revisions 04/11/2015

#### **ARTICLE XI. Ratification**

The Constitution shall be ratified when a majority of those institutions in the New England and Middle Atlantic States which are members of the National Collegiate Honors Council for 1973-74 shall consent to its enactment.

As amended June 1, 1980 Ann R. Raia, Executive Secretary

As amended June 1982 Jane Pickett, Executive Secretary

As amended June 1983 Jane Pickett, Executive Secretary-Treasurer

As amended November 14, 1990 Richard W. Meisegeier, Executive Secretary-Treasurer

As amended October 20, 2000 Marion P. Warunek, Executive Secretary-Treasurer

As amended October 28, 2005 Ross Wheeler, Executive Secretary-Treasurer

As amended April 4, 2011 Shirley Shultz Myers, Executive Secretary-Treasurer

As amended April 5, 2013 Shirley Shultz Myers, Executive Secretary-Treasurer

As amended April 5, 2014 Shirley Shultz Myers, Executive Secretary-Treasurer

As amended April 11, 2015 Karlyn Koh, Executive Secretary



## **BY-LAWS**

### **ARTICLE I. Tenure**

The term of office and the fiscal year shall be 1 July through 30 June.

### **ARTICLE II. Dues and Voting Rights**

**Section 1.** Dues confer membership and voting rights for the institution or individual paying the dues. No other rights, real or implied, are conferred by payment of membership dues.

**Section 2.** Annual institutional dues shall include membership for the Director of the Honors Program, Dean of the Honors College, or a comparable individual as designated by the institution.

**Section 3.** There shall be three categories of individual memberships and dues: affiliated individual membership, student membership, and non-affiliated membership. Affiliated individuals are defined as those persons whose institution or agency is a member of the Region. Dues for affiliated individuals shall be no more than fifty percent (50%) of the dues for institutional membership. Dues for unaffiliated individuals shall be no less than seventy-five percent (75%) of the dues for institutional membership. Dues for student membership shall be no more than fifty percent (50%) of dues for affiliated individuals.

**Section 4.** The amount of annual dues shall be determined by the Executive Board and subject to a vote of the members of the Region. The Executive Secretary shall notify the members in writing of any change in dues proposed by the Executive Board at least 60 days in advance of a business meeting. Proposals to change dues shall be voted on by regular mail ballot or online voting, the means to be decided by the Executive Board. Approval of a change in dues requires a majority of those voting. Notification of results of votes for changing the amount of dues may be announced in writing or at a Business Meeting.

By-Laws Required Revision 04/05/2013

By-Laws Required Revision 04/11/2015

**Section 5.** Members shall be notified in writing of the amount of dues assessed for the

subsequent year at least 60 days in advance of their due date.

**Section 6.** Conference registration fees shall be determined by the Executive Board upon recommendation of the Conference Planning Committee or other committees as appropriate. Conference fees for students and individual members from affiliated institutions shall be less than the Conference registration fee for non-affiliated individuals.

**Section 7.** The Executive Board may impose additional fees or levies on the members with the concurrence of a majority of those voting in a mail ballot or in an online election, the means to be determined by the Executive Board.

### **ARTICLE III. Annual Conference**

The Annual Conference shall ordinarily take place between 15 March and 30 April. The Honors Program Director of the host institution shall ordinarily serve as Local Arrangements Chair. The President-Elect and President shall ordinarily serve as Program Co-Chairs.

By-Laws Required Revision 04/11/2015

### **ARTICLE IV. Standing Committees**

The Standing Committees shall be the Membership Committee, the Nominating Committee, the Site Selection Committee, and the Conference Planning Committee. No Standing Committee or its Chair shall be empowered to encumber or otherwise fiscally obligate the Region.

**Section 1.** The Membership Committee shall assist the Executive Secretary and Executive Treasurer in identifying and recruiting members and in designing activities to promote active membership in the Region. The Chair and the members of the Membership Committee shall be appointed by the President with the concurrence of the Executive Board.

By-Laws Required Revision 04/11/2015

**Section 2.** The Nominating Committee shall be chaired by the Immediate Past-President. The Executive Secretary and Executive Treasurer shall be ex-officio members of the Committee. The President, with the concurrence of the Executive Board, shall appoint other members of the Committee. These people shall be members of the Region and shall be appointed for a one-year term. The Nominating Committee shall present a roster of candidates at a Business Meeting with at least one candidate for each office. The Nominating Committee shall invite nominations of other candidates who must be present at the meeting or who have given their written consent for their nomination. Written consent must be presented to the Chair of the Nominating Committee at or prior to the Business Meeting at which the nomination is made. Nominated individuals will stand for

election using voting procedures outlined in Article VI.

By-Laws Required Revision 04/11/2015

**Section 3.** Site Selection Committee. The Chair of the Site Selection Committee and up to three Committee members shall be appointed by the President with the concurrence of the Executive Board. The Site Selection Committee shall identify sites for future Conferences, identify potential site hosts, and shall work with the Executive Committee. The President-Elect is an ex officio member of the Site Selection Committee.

**Section 4.** Conference Planning Committee. The Co-Chairs of the Conference Planning Committee are the President-Elect and the President. The Executive Board and the chair of the Ad Hoc Local Arrangements Committee are members of the Conference Planning Committee. The Conference Planning Committee shall organize the Annual Conference and make recommendations for assessments of charges, expenditures of funds, and other budgetary matters associated with the Conference. The President-Elect and President may, with the concurrence of the Conference Planning Committee, appoint ad hoc subcommittees and their chairs to address particular issues or topics of concern. Conference budgets shall be submitted to the Board in a timely manner.

By-Laws Required Revision 04/11/2015

## **ARTICLE V. Other Committees**

The President, on an as needed or ad hoc basis, may appoint other committees. No Committee or its Chair shall be empowered to encumber or otherwise fiscally obligate the Region.

## **ARTICLE VI. Elections**

**Section 1.** The Executive Secretary shall conduct an annual ballot of the members for the purpose of elections. The election shall occur by mail or online, the means to be determined by the Executive Board, and shall be held no later than six weeks after a Business Meeting.

By-Laws Required Revision 04/11/2015

**Section 2.** If done by regular mail, ballots must be postmarked by the due date, normally specified as no later than two weeks after the date of the mailing. If done online, voting must be completed by the deadline, normally no later than two weeks after the election goes live.

By-Laws Required Revision 04/05/13

**Section 3.** Election to office shall be by a plurality of all votes cast.



**Section 4.** In the event of a tie a second election will be held.

**Section 5.** The Executive Secretary shall announce results of the election in writing. Such announcement may be made in the Newsletter, in a special mailing distributed to the membership, or via e-mail, the means to be determined by the Executive Board.

By-Laws Required Revision 04/05/2013

By-Laws Required Revision 04/11/2015

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By-Laws Required Revision 04/11/2015

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By-Laws Required Revisions 4/4/11

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By-Laws Required Revisions 10/20/00

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By-Laws Required Revision 04/11/2015

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