

Honorary Degree Committee
Mission Statement and Bylaws
Of
KUTZTOWN UNIVERSITY
Kutztown, PA 19530

MISSION

Kutztown University grants Honorary Degrees to individuals who have made outstanding contributions to the welfare and improvement of their community, region, Kutztown University, the state of Pennsylvania, the United States, or to humanity at large. Honorary Degrees are conferred to recognize individual creativity, distinguished service, significant scholarship, and other individual accomplishments in the fields of public service, the sciences, the humanities, the arts, education, business, philanthropy, and social services. Recipients of Honorary Degrees must exemplify the integrity, character, and achievement that epitomize the mission and purpose of Kutztown University.

The Honorary Degree Committee reports to the University Senate and is responsible for the following:

- Recommending recipients for Honorary Degrees.
- Reviewing and considering applications for Honorary Degrees.

BYLAWS

I. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

- One faculty representative from each of the University's four colleges is appointed by the Committee on Committees.
- One non-teaching faculty representative is appointed by the Committee on Committees.
- One representative of APSCUF-KU is appointed by the APSCUF-KU President
- One representative (designee) of the Provost.
- One student representative appointed by the Student Government Board.

B. Terms of Appointment

- Appointed representatives serve for a staggered three-year term.

- Student representatives serve for a one-year term.

C. Elections

- Elections of Officers will take place at the last meeting of the spring semester to take effect the following fall semester. Each elected officer shall serve for a term of one academic year. Officers may be reelected for an unlimited number of terms. If any vacancies exist at the beginning of the fall semester (or at any other time during the academic year) a special election will be called to fill the vacancy, whereby the newly elected officer will take office immediately, and serve for the remainder of the academic year.

II. DUTIES

A. Duties of Committee Members are:

- Elect the Honorary Degree Committee Chair
- Review the Mission Statement, Bylaws, and Operating Guidelines on an annual basis.
- Attend meetings on a regular basis
- Inform the chair if unable to attend a meeting.
- Perform committee duties as assigned.
- If serving as a representative of a department or college, provide regular feedback to appropriate constituency.

B. Duties of Chair are:

- Distribute Mission Statement, Bylaws, and Operating Guidelines to members at the first meeting of the year for information and review.
- Submit any revision of the Mission Statement and Bylaws to University Senate for approval.
- Submit any revision of Operating Guidelines to University Senate for approval.
- Ensure that the University Senate Office has a copy of the Mission Statement, Bylaws, and Operating Guidelines.
- Call meetings on a regular basis.
- Set the agenda and distribute prior to the meeting.
- In the absence of University Senate clerical support, the chair will appoint a recording secretary.

- Inform University Senate if proposing any changes in structure, membership, or mission.

C. Duties of Recording Secretary are:

- Record the minutes of each meeting.
- Record the names of those attending and those not attending at each meeting.
- Submit copies of minutes to the University Senate office for archival purposes.

III. MEETINGS

- A. The Honorary Degree Committee will meet at least once per semester.
- B. Members who miss two regularly scheduled meetings in any given semester may be assumed to have withdrawn from the committee and in such a case the Honorary Degree Committee will identify an appropriate replacement.

IV. AGENDA

- A. The agenda shall consist of the following order of priority:
 - Call to Order
 - Approval of Minutes
 - Announcements
 - Old Business
 - New Business
 - Adjournment
- B. A call for agenda items will be sent out to all members of the committee with a copy of the minutes and a draft agenda at least one week prior to the meeting.
- C. The final agenda for the meeting will be available for the members of the committee on the day of the meeting.

V. RULES OF ORDER

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order this committee or University Senate may adopt.

- B. A quorum will consist of a simple majority of the members of the full committee.
A quorum is needed to hold meetings and conduct business.
- C. All members of the committee have full voting privileges.
- D. In order to have a vote, there must be a quorum.
- E. Amendments of the Bylaws shall require a two-thirds majority of the total voting membership.

Revised Spring 2017