

**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**

- University Senate President, chair
- University Senate Vice-President
- University Senate Secretary, recording secretary.

**II. DUTIES**

**A. Duties of Committee Members are:**

- 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 as necessary.
- Set the agenda and distribute prior to the meeting.
- 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 as necessary.

### **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. 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.

**VI. APPROVED**

University Senate – December 7, 2023

**VII. LAST REVIEW (all dates reviewed)**

Spring 2023