**BY-LAWS**

**ARTICLE I. Tenure and Fiscal Year**

*Section 1: Definition*

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

**ARTICLE II. Dues and Fees**

*Section 1: Annual Dues*

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.
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.
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.
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 two-thirds 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.
5. Members shall be notified in writing of the amount of dues assessed for the BY-LAWS subsequent year at least 60 days in advance of their due date.

*Section 2: Fees*

1. 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.
2. 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**

*Section 1: Definition*

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.

**ARTICLE IV. Committees**

*Section 1: Definition*

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 2: The Membership Committee*

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.

*Section 3: The Nominating Committee*

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.

*Section 4: The Site Selection Committee*

The 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 5: The Conference Planning Committee*

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.

*Section 6: Diversity and Inclusion Committee*

The Diversity and Inclusion Committee shall be co-chaired by the President and the Vice President. This committee will develop a plan of action to increase diversity in NRHC, contribute to NRHC materials dealing with issues of diversity, and work to fulfill the intention of this statement. Any honors administrator, faculty member, staff member or student of an NRHC member institution can volunteer.

**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: Executive Board**

*Section 1: Charge*

The Executive Board shall transact such business of the Region as may be referred to it in the annual business meeting or by the officers and in accordance with the Constitution and By-Laws.

*Section 2: Annual Conference*

The Executive Committee shall be the consulting body charged with supporting the conference chairperson(s).

*Section 3: Meetings*

* 1. The Executive Board shall hold three required meetings. The first required meeting will be held immediately prior to the Region’s annual conference. The second required meeting will be held immediately following the Region’s annual conference. The third required meeting will be the Executive Conference Meeting outlined in Article 8 of the By-Laws.
	2. Other meetings may occur at such times as deemed necessary by the president. Any meeting called other than the two required meetings may be convened electronically or telephonically when deemed appropriate and when all members of the Executive Board have full access to the necessary electronic or telephonic technology.

*Section 4: Budget*

1. The Executive Board shall be responsible for reviewing and approving an annual budget to be prepared by the Executive Treasurer.
2. The annual budget will consist of the financial reports provided at each meeting of the Region and Executive Board.
3. The annual budget must be reviewed and approved by the Executive Board.

**Article VII: Nominations and Elections**

*Section 1: Nominations*

1. The Nominating Committee, as outlined in Article IV, Section, 3 will fulfill its duties.
2. Student nominees require a letter of financial support from their home institution, indicating that the institution is committed to funding the nominee’s travel to and attendance at the three required meetings and other necessary meetings of the Region and the Executive Committee.

*Section 2: Nominations from the Floor*

Nominations from the floor for each office of the Region will be in order at the annual business meeting.

*Section 3: Multiple Nominations*

1. A candidate may stand for one office.
2. Upon being nominated for more than one office, a candidate shall choose one office for which to stand and make this intention publicly known and clear to the chairperson of the Nominating Committee.

*Section 4: Membership, Candidacy and Voting Body*

* + 1. Any candidate being nominated for an elected position serving the Region is bound to the membership requirements as stated in the Constitution, Article 3.
		2. Individual members wishing to cast a vote or stand for an elected office must have settled and paid all dues and accounts required for membership with the Region at least two hours prior to the scheduled time of a meeting’s call to order.
		3. Institutional members wishing to cast a vote must have settled and paid all dues and accounts required for membership with the Region at least 6 hours prior to the scheduled time of a meeting’s call to order.

*Section 5: Voting Procedure*

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. Elections will be elected by a simple majority vote of the members present, and in accordance with voting procedures specified in the Constitution Article 4, section 2.
2. If only one person stands in an election, that person must be elected by acclamation.
3. Election to office shall be by a plurality of all votes cast.
4. In the event of a tie a second election will be held.
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.

**Article VIII: Points of Order**

*Section 1: Robert’s Rules of Order*

On all points of order not dictated by these By-Laws, the Region shall be governed by the most current publication of Robert’s Rules of Order or by the established usages in assemblages governed by parliamentary rule.

*Section 2: Appointment of a Parliamentarian*

1. The presiding officer at each Region meeting shall appoint a parliamentarian for that meeting.
2. Any ruling offered by the parliamentarian will be standard of measure for points of order made within that same meeting.

**Article IX: Adoption and Amendments**

*Section 1: Right to Amend*

These By-Laws may be amended or altered at any annual meeting of the Region.

*Section 2: Execution of Amendments*

All alterations or amendments to these By-Laws are bound to the process dictated in Article 8 of the Constitution.

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

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

As amended April 11, 2015 Karlyn Koh, Executive Secretary

As amended July 1, 2021 Kathryn MacDonald, Executive Secretary