



Matt Wyse <mwyse@uncc.edu>

Re: Committee Annual Reports due 5/14

Jordan Poler <jcpoler@uncc.edu>
 To: Matt Wyse <mwyse@uncc.edu>

Tue, Apr 21, 2020 at 12:48 PM

Matt,

The Honors council recently approved its first bylaws. To whom do I submit these at the university level? I am not sure of the process that the FC uses to approve bylaws for university committees. The adopted bylaws for the Honors Council are attached.

Regards and stay safe,
 Jordan Poler
 HC Chair 2019 - 2020

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Thank you.

On Tue, Apr 14, 2020 at 9:29 AM Matt Wyse <mwyse@uncc.edu> wrote:
 Committee Chairs,

Your committee's Annual Report for 2019-2020 is due by the last Faculty Council meeting of the AY (which is April 23), but I am giving an extension to **May 14**. Please submit these to me. I prefer submission in MS Word over PDF. You can refer to previous years' reports for examples: <https://facultygovernance.uncc.edu/fc-committees/reports>

The *Standing Rules of the Faculty Council* (Article V Section 1A) state "all committees of either type will submit annual written reports to the Faculty Council prior to the last scheduled Faculty Council meeting of each academic year. This report will include information on committee workload, the status of unfinished business, newly established procedures, and general effectiveness."

NOTE: If the committee did not meet or has nothing to report, then please send a one paragraph letter or email stating that fact – and that will serve as the annual report.

If you have any questions, please let me know. Thanks for serving as a Standing Committee Chair.

-- Matt

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Honors Council Bylaws Adopted March 20 2020.docx

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BYLAWS
OF THE
Honors Council
AT THE
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

Adopted: March 20, 2020

AMENDMENT HISTORY

Date	Article(s)/Section(s)	Description

Last Modified:

February 21, 2020 by Jordan Poler – this version was approved by the council 10 – 0 – 0 on 2-14-2020

April 21, 2020 by Jordan Poler – this version was approved by the council 11 – 0 – 0 on March 20, 2020 at 10:42am

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Article I. Name. The name of this Unit shall be the “Honors Council,” hereafter also referenced as “The Council.”

Article II. Definitions

Section 1. *Members.* The Council consists of 11 members (one is a student), as outlined in the document, “Structure and Election Process for the Honors Council.” Faculty members are elected as representatives (at-large or of each college) of the Honors Faculty as defined in the document “Honors Faculty Definition and Criteria.” The honors student is appointed by the Executive Director of the Honors College. The Honors College shall maintain the list of faculty called the “Honors Faculty Roster”. The *Honors Faculty Review Committee (FRC)* shall oversee the administration of nomination and renewal of Honors Faculty membership, by and from which the Honors Council members are elected. If an elected member of the Council Faculty cannot attend a meeting, that member shall notify their elected alternate and copy the Council Chair and Secretary of their absence. The alternate shall be a fully participating member of the council during that meeting.

Section 2. *Object.* The purpose of honors programs at the University of North Carolina at Charlotte shall be to identify the creative, imaginative, and/or exceptional student, and to encourage and recognize the development of each student’s potential. Honors programs emphasize UNC Charlotte’s mission as an urban research university and provide undergraduate research experiences for honors students. Honors programs shall be adaptable and open to all students who can justify participation.

Section 3. *Role.*

3.1 The Honors Council provides oversight of the UNC Charlotte Honors Programs, ensuring consistency of programs across the campus with respect to rigor, robustness, and the objectives of honors programs (see Article II, section 2).

3.2 University units submit honors program proposals in writing to the Honors Council for review and approval before implementation. To facilitate Council reviews, an individual representing the unit attends the Honors Council meeting in which the proposal is considered to respond to any questions from Council members.

3.3 The Honors Council will provide feedback to Honors programs on a periodic basis. This feedback is meant to encourage increased participation in Honors education, ensure consistency across honors programs, and encourage programmatic rigor in Honors programs at UNC Charlotte.

3.4 The Honors Council will work with and support the efforts of the Executive Director of the Honors College and their staff to promote high quality Honors education at UNC Charlotte.

Section 4. *External Authority.* The Honors Council, as a standing committee of the faculty, reports to the University Faculty Council and is governed by the Standing Rules of the Faculty.

Section 4.1. *Parliamentary Authority.* The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council may adopt.

Article III. *The Faculty of the Council*

Section 1. *Faculty Qualification.* The Faculty shall consist of Honors Faculty holding full-time academic positions, at professorial or lecturer rank, regardless of modifying adjectives.

Section 2. *Voting Rights.* Each member of the Council has the right to one vote in meetings of the Council or of its committees and the responsibility to participate in the shared governance of the Council and the Honors College. If the faculty member cannot attend the meeting then their alternate serves in their capacity for all deliberations and voting.

Article IV. *Officers*

Section 1. *Council Chair.*

- 1.1 Honors Council voting members shall elect the Council Chair annually.
- 1.2 Honors Council Chair may not serve as Chair for three consecutive academic years.

Section 2. *Secretary.* The Executive Director of the Honors College shall designate a member of Honors College staff to serve as Secretary, who shall be responsible for recording, distributing, and archiving the minutes of Council meetings and for maintaining the Council Policy Manual.

Article V. *Meetings of the Honors Council.*

Section 1. *Communication.* Except where explicitly forbidden due to confidentiality issues, electronic mail shall be used for all communication regarding meeting dates, times, and locations and for meeting minutes and agendas; printed duplicates of these communications are allowed but not required.

Section 2. *Allowed Days, Times, and Locations.* Council meetings shall be held on University property during regular business hours on days when the University is open for business; exceptions to this rule for special circumstances shall be permitted only if no voting member of the Council objects within three working days of the announcement of the proposed meeting.

Section 3. *Quorum.* The Council is considered to be assembled and may conduct business when a majority of the voting Council members are present.

Proxies. If the council member and their alternate cannot attend the meeting then they may delegate their vote on a specific agenda item to the council chair. This proxy vote must be in writing and submitted to the council chair at least 24 hours in advance of the meeting.

Section 4. *Regular Meetings.* The Council Chair shall call a minimum of three meetings of the Council each semester of the regular academic year.

4.1. *Schedule.* The Council Chair shall announce the schedule (dates, times, and at least tentative locations) of regular meetings to Council members by the end of the second week of each semester.

4.2. *Agenda.* The Council Chair shall distribute an informational agenda to Council members (and other meeting participants) no later than seven calendar days before each regular meeting; Council members or Staff may request in advance that specific items be placed on the agenda. The Chair may request that the Secretary distribute documents to the Council and Honors College Staff.

4.3. *Rescheduled Meetings.* In the event that a regular meeting must be rescheduled or postponed, the new meeting details (including a revised agenda, if necessary) must be announced at least seven days before the rescheduled meeting.

Section 5. *Extra Meetings.* The Council Chair may call additional Council meetings whenever needed to conduct urgent Honors College or Honors Council business in a timely fashion.

5.1. *Advance Notice.* The date, time, and location of an extra meeting shall be announced to the Council and Staff as far in advance as practicable, but no later than five business days before the meeting.

5.2. *Agenda.* The agenda for an extra meeting shall be restricted to the urgent issue under consideration, and shall be communicated at the same time the meeting is announced.

Section 6. *Special Meetings.* Special meetings may be called by the Chancellor or Provost, or by the Honors College Executive Director, or by a petition containing the signatures of a majority of the voting members of the Council.

6.1. *Timeliness.* Special meetings shall be held within fourteen calendar days of a legal call; the Council Chair shall schedule the meeting and announce its date, time, and location to Council Faculty at least seven days in advance.

6.2. *Presiding Officer.* The person calling the special meeting shall be the Presiding Officer and shall set the agenda. In the event that a majority of the voting members of the Council call a special meeting, the voting members in this majority shall elect one person among them to serve as Presiding Officer.

Article VI. General Rules on Committees

Section 1. *General Policies for Council Committees*

1.1. *Term of Service.* Unless otherwise specified, service commitments for Council committees shall be for one academic year.

1.2. *Right of Inclusion.* Any Council member who feels wrongly excluded from service on any standing or ad hoc committee shall have the right to bring the issue of their inclusion to a special, binding vote of the Council.

1.3. *Quorum.*

1.3.1. A committee is considered to be assembled and may conduct business when a majority of its voting members are present or through electronic communication by all members.

1.3.2. *Proxies.* Voting by proxy will be decided by the Chair of the standing committee on a case by case basis. The decision must be communicated to the standing committee members before a meeting is scheduled.

1.4. *Deadlines.* Deadline dates specified in the committee descriptions shall be understood to mean "or the next business day thereafter" should the given date fall on a weekend or holiday in any particular year.

1.5. *Seconded Motions.* Matters approved by a standing committee are submitted to the Council Chair as a seconded motion to the council.

Section 2. *Standing Committees*

2.1. *Committee Descriptions.* The standing committees of the Council are listed in Article VII, with subsections describing the authority, responsibilities, composition, and procedures of each committee.

2.2. *Selection Process.* The Council Chair shall ask for volunteers for open positions.

2.2.1. *Unfilled Positions.* In the event that open positions cannot be filled by volunteers, the Council Chair shall appoint the necessary committee members; such appointments may be overruled only by a vote of the Council.

2.2.2. *Multiple Volunteers.* If two or more Council members seek the same committee assignment, the Council Chair shall poll the Council Faculty to select the committee representative. This can be done electronically.

2.2.3. *Alternates.* The alternate for a given standing committee shall be the alternate for the Council member of that year.

2.2.4. *Committee Chairs.* Chair selection processes vary by committee, as given in the "Composition" or "Procedures" subsection of each committee description.

2.3. *Committee Changes.* Standing committees may not be formed, dissolved, or substantively modified except by the process of formally modifying the Bylaws, as described in Article IX.

2.4. *Documentation.* Each standing committee shall be responsible for documenting the processes and outcomes of its work.

Section 3. *Ad Hoc Committees*

3.1. *Formation.* The Council Chair may form an ad hoc committee (and call its first meeting) whenever needed to meet specific Council needs in a timely fashion.

3.1.1. *Selection Process.* Although the Council Chair ordinarily has the discretion to choose members for ad hoc committees, the Council Chair should encourage any interested Council member to volunteer.

3.1.2. *Committee Chair.* The Council Chair ordinarily designates the chair of an ad hoc committee, but this may also be left for the committee members themselves to decide at their first meeting.

3.2. *Prohibition Against Use as de facto Standing Committees.* Any ad hoc committee in operation for more than two years and without a defined dissolution date must be formally evaluated for conversion to a standing committee and a decision rendered by the end of its third year of existence.

Section 4. *Council Representatives to External Committees*

4.1 *Selection Process.* Ordinarily, the Council Chair shall communicate calls for nomination to the

Council Faculty and shall encourage suitable candidates to volunteer.

4.1.1 Unfilled Positions or Nominations. In the event that no one volunteers for a required position or nomination, the Council Chair shall select a suitable individual; this selection may be overruled only if a majority of the Council Faculty eligible for the position in question vote to identify a different representative or nominee.

4.1.2 Multiple Volunteers. If two or more Council members seek the same position (or the same nomination when only one name may be sent forward), the Council Chair shall consult with the interested parties and then make the selection based on the best interests of the Council. The Council Chair may choose to poll the Council Faculty to decide the best representative. This may be done electronically.

Article VII. Standing Committees of the Council

Section 1. Honors Faculty Review Committee (FRC).

1.1. Authority. The existence and procedures of the FRC are governed by the Honors Council bylaws.

1.2. Composition. The FRC shall consist of three Council members excluding the Council Chair. At the first meeting of the Honors Council members of the FRC shall be elected/selected. One of these positions must go to a member in the first of their two year term and they shall be the chair elect. They will serve a two year term and become FRC Chair in their second year.

1.3. Responsibilities. The FRC shall meet at least one time each academic year for the purpose of ensuring the list of Honors Faculty is up-to-date and recommending appointments, reappointments, and non-reappointments of Honors Faculty to the Executive Director of the Honors College. The FRC shall also alert former members of the Honors Faculty if their standing has lapsed and shall alert current members whose standing will soon lapse in order to ensure a continuity in the numbers and quality of that body. The FRC may also serve as a recruiting body and suggest that faculty members self-nominate themselves for Honors Faculty.

Section 2. Honors College Executive Director Evaluation Committee (EDEC)

2.1. Authority. The existence and procedures of the EDEC are governed by the Honors Council bylaws.

2.2. Responsibilities. The EDEC shall perform the annual evaluation of the Executive Director of the Honors College for submission to the Associate Provost of Undergraduate Education. In conducting this evaluation, the EDEC shall survey both Honors Faculty and Honors College staff.

2.3. Composition. The EDEC shall consist of three Council members excluding the Council Chair. Honors College staff, including Faculty Fellows, shall only be permitted to serve on this committee with a 2/3 vote of the Honors Council. The election/selection of members shall be at the first Honors Council meeting of the academic year.

2.4. Procedures

2.4.1. Initial Meeting and Chair Election. The first meeting of the EDEC shall be called by the current Council Chair; the members shall elect a committee chair at this meeting.

2.4.2. *Quorum*. The EDEC is considered assembled and may conduct business when a majority of its members are present or through electronic communication by all members..

2.4.3. *Confidential Materials*. All documents submitted or created in connection with the review process (except documents that are publicly available in other contexts), all information contained in such documents, and any information derived from discussions that are part of the formal review process shall be treated as confidential.

2.4.4. *Nondisclosure of Confidential Information*. Confidential records and information as defined above shall not be disclosed to or discussed with anyone except EDEC members or those administrators or other persons whose access to such documents is required under the policy cited in Section 2.1.

2.4.5. *Closed Meetings*. All meetings of the EDEC are closed except to any persons whose involvement the Committee deems necessary to its deliberations.

2.4.6. *Review Materials*. In addition to collected Council Faculty comments and other required materials, the EDEC shall solicit and consider voluntary written or oral comments from other constituencies (including staff and students) and shall incorporate at least a summary of this feedback into the EDEC report.

2.4.7. *Majority Vote*. The vote of a majority of EDEC members shall be required to approve the committee's final report.

2.4.8. *Dissemination of Review*. The Council Chair shall submit the Honors College Executive Director Evaluation directly to the Associate Provost of Undergraduate Education and to the Honors Council Faculty using University approved methods of dissemination.

Section 3. *Honors Curriculum Committee (HCC)*

3.1 *Authority*. The existence and procedures of the HCC are governed by the Honors Council bylaws.

3.2 *Responsibilities*. The HCC shall review curriculum Proposals and bring a seconded motion to the floor of the Council for consideration and approval.

3.3 *Composition*. The HCC shall consist of two members of Council Faculty excluding the Council Chair. The HCC shall include the Associate Director for Curriculum of the Honors College and two members of the Honors Council Faculty. At the first meeting of the Honors Council the members of the HCC shall be elected/selected.

3.4 *Procedures*

3.4.1 *Initial Meeting and Chair Election*. The first meeting of the HCC shall be called by the current Council Chair; the members shall elect a committee chair at this meeting. The Honors College Associate Director for Curriculum will serve as an *ex officio* member of the HCC and provide administrative support to the committee.

3.4.2 *Quorum*. The HCC is considered assembled and may conduct business when a

majority of its members are present or through electronic communication by all members.

3.4.3 Courses of Action. The HCC shall take one of four courses of action on any course and curriculum proposal: recommend its approval to the Council as a minor change for approval through acclamation; recommend its approval to the Council as a substantive change and place it on the agenda for discussion; return it to the originating unit for revision; or recommend its rejection and transmit an explanation in writing to the originating unit and to the Council Chair. The HCC Chair will communicate revisions and rejections to the originating department.

3.4.4 Schedule. The HCC shall take action as specified above within four weeks of the receipt of a proposal.

3.4.5 Personnel for Curricular Discussion. At least one member of the HCC shall be present at Council meetings in which curriculum proposals are considered. The HCC shall inform the originating unit when their proposal is placed on the Council agenda, and invite a representative from the unit to attend the Council meeting.

3.4.6 Communication of Council Decision. The Council Chair will communicate Council decisions to the originating unit and Honors College Executive Director in writing following Council meetings in which curriculum proposals are considered. The Associate Director for Curriculum will draft communications at the Chair's request, and take action on proposals in Curriculog.

Article VIII. Council Policy Manual

Section 1. *Responsibility and Maintenance.* The Secretary shall be responsible for collecting and maintaining an up-to-date compendium of Council policies and procedures.

1.1. *Adoption Dates.* Any official policy document included in the Council Policy Manual shall be explicitly labeled with its date of adoption or revision.

Section 2. *Required Content.* These Bylaws explicitly require that certain documents be made readily accessible to Council Faculty by keeping them in the Council Policy Manual.

2.1. *Bylaws.* The Policy Manual shall include a copy of these Bylaws.

2.2. *Standing Committees.* The Policy Manual shall include copies of the "Standing Rules" for each Standing Committee of the Council.

Section 3. *Other Content*

3.1. *Academic Policies.* Any information in the University Undergraduate or Graduate Catalogs (or otherwise readily available from Academic Affairs) need not be duplicated in the Policy Manual, but any Council interpretation of a Catalog policy that has been officially approved by a vote of the Council should be included.

3.1.1. *Course Proposals.* The Policy Manual should include (or at least refer to) an archive of course and curriculum proposals handled by the HCC.

3.2. *Legal Policies.* The Policy Manual may include certain legal policies and forms (such as for

Conflicts of Interest) for convenience, but in general it is not necessary to duplicate information that is readily available from the Office of Legal Affairs.

3.3. *Personnel Policies.* The Policy Manual need not duplicate University policies that are readily available from Human Resources or Academic Affairs, but it should include an Honors College and Honors Council Organization Chart and any other Council-specific personnel policies.

3.4. *Miscellaneous Council Policies.* The Policy Manual should include a copy of any current policy that has been officially adopted by the Council.

Article IX. Amendment of the Honors Council Bylaws

Section 1. Proposals

1.1. *By Individual Faculty Members.* Any member of the Council Faculty may bring a motion to the Council to amend these Bylaws.

1.2. *By Standing Committees.* Any Standing Committee may bring to the Council as a seconded motion a proposed amendment to these Bylaws that falls within the scope of its committee responsibilities.

Section 2. Approval

2.1. *Editorial Amendments.* A minor amendment may be deemed “editorial” (or a matter of routine updating) at the time of proposal by unanimous vote at a Council meeting for which there is a quorum.

2.1.1. *Announcement.* A proposed editorial amendment may be brought to a vote by placing it by title on the agenda for the next Council meeting.

2.1.2. *Contested Editorial Status.* If any member of the Faculty contests the editorial status of a proposed amendment at or prior to the meeting for which it is listed on the agenda, it shall be treated as a “substantive” amendment as per Section 2.2, below.

2.1.3. *Adoption.* An editorial amendment shall be adopted only by unanimous vote at a Council meeting for which there is a quorum.

2.2. Substantive Amendments

2.2.1. *Announcement.* To ensure adequate time for consideration, a substantive amendment may not be voted upon until it has been placed by title on the agendas for and discussed during two Honors Council meetings.

2.2.2. *Adoption.* A substantive amendment may be adopted by a two-thirds vote of the Council Faculty present, or voting by proxy, at a meeting for which there is a quorum.

2.3. *Final Approval.* Amendments to these Bylaws are subject to approval by the Faculty Executive Committee Faculty President, although editorial amendments do not require explicit approval and may go into effect immediately.

2.3.1. *Submission.* The Council Chair shall submit the amended Bylaws to the Faculty President and

the Faculty Executive Committee within one week of the Council Faculty vote, and indicate whether the changes were editorial or substantive.

2.3.2. *Tacit Approval.* The Faculty President or the Faculty Executive Committee shall have 30 days to raise any objections to the proposed amendments; a lack of response by the end of this period shall constitute tacit approval.