

**Eastern Illinois University Honors Council  
By-Laws**

The Honors Council was established in 1982.

**I. The Structure of the Committee**

**A. Committee members**

1. The committee consists of eight faculty members, two department Chairs, the faculty instructor of HON 1191, two staff members, and two University Honors students. Two faculty members of each academic college constitute the faculty representatives. The department chairs will be from two different colleges, at least one of who must be from the College of Sciences or the College of Arts and Humanities. Staff positions may be filled by directors, associate directors, or assistant directors from the Academic Affairs and Student Affairs Divisions. The students chosen will be from two different colleges.
2. The Dean of the Honors College and the Director of Honors Student Affairs are *ex officio*, not-voting members.

**B. Officers**

1. At the first meeting of the Council in the fall, at which new members take their seats, a Chair will be chosen from among those members in the second or third years of their terms or who have served a previous term.
2. The Chair works with the Dean to schedule meetings and compose the agenda for each. The Chair presides over all meetings of the Council.

**C. Recording Secretary**

The office of the Honors College supplies a student intern to provide clerical support for the Council and to records all meeting minutes.

**D. Quorum**

A quorum will consist of one more than half of the voting members.

**II. Nomination of Committee Members**

**A. Eligibility**

1. Faculty: All tenured and tenure-track members with experience in Honors education are eligible for nomination with the following exceptions:
  - Persons scheduled to be absent from the campus for the following academic year.
  - Members of the committee whose terms have at least one year to run.
  - The Dean of the Honors College.
2. Chairs: Chairpersons from all departments offering University Honors courses in the Colleges of Arts and Humanities and Sciences are eligible for appointment.
3. Staff: Senior staff (Directors, Associate Directors, and Assistant Directors) from the Divisions of Academic Affairs and Student Affairs are eligible for nomination.
4. Students: University Honors students in good standing from any academic college who have completed two semesters at Eastern are eligible.

**B. Term limits**

1. Faculty representatives may serve no more than two consecutive full terms on the Council. Those serving a partial term may be appointed for two terms following the partial term.

2. Chairs and Staff representatives may serve consecutive terms as long as they hold the positions they had upon nomination.
3. Student members will serve a one-year term, but may be reappointed.

**C. Nominations**

1. Faculty: The Dean of the Honors College will solicit nominations, including self-nominations, of faculty from Deans, Chairs, and Honors Faculty. In addition, a call for nominations will be posted in the University Newsletter each spring semester.
2. Chairs: The Dean of the Honors College will solicit nominations from the Deans of the Colleges of Arts and Humanities and Sciences.
3. Staff: The Dean of the Honors College will solicit nominations from the Vice Presidents of Academic and Student Affairs.
4. Students: The Dean of the Honors College will select student members.

**D. Approval of nominations**

Each fall semester, after consultation with the Provost, the Dean of the Honors College will present the slate of nominees to the Council of Academic Affairs for their review.

**E. Mid-Term Replacements of members**

If a member must resign before completing his or her term, the Dean of the Honors College will follow the procedures outlined in sections II.C and II.D above.

**III. Duties of the Council**

**A. Curriculum**

The Council may act on or suggest proposals with regard to:

1. Policies and procedures governing curricula for all honors programs.
2. Addition of new honors courses.
3. Modification or deletion of honors courses.
4. Addition of new honors programs.
5. Modification or deletion of honors programs.
6. Recommendations from the Council on Academic Affairs or Council on Teacher Education concerning academic policies or general education.

**B. Scholarship Candidate Evaluation**

The Council (with the exception of student members) shall, in cooperation with the staff of the Honors College, read and evaluate all scholarship applications. The Council shall also conduct interviews with Presidential Scholar candidates.

**C. Advising the Dean**

The Council may serve as an advisory committee to the Dean of the Honors College on any matters of concern to College faculty and students.

**D. Attendance at Honors College events**

Members of the Council are encouraged, but not required, to attend Honors College events as their schedules allow.

#### **IV. Procedures of the Committee**

##### **A. Proposals**

Written proposals may be received by the Council from any academic college. HON course proposals will be submitted by the Dean of the Honors College.

1. College proposals: All proposals coming from academic colleges must be first approved by the appropriate college curriculum committee. Course proposals shall be submitted to the Dean of the Honors College, who will forward them to the Council in the order they are received.
2. Other proposals: HON courses shall be developed in consultation with the Dean of the Honors College and the Honors Council, prior to submission to the Council for formal approval.

##### **B. Agenda**

1. Proposals shall be added to the agenda for consideration in the order in which they are received by the Council Chair or the Dean of the Honors College, or his/her designees.
2. If, in the opinion of the Council, a proposal directly affects a department or college not previously consulted, the Council Chair may request a joint meeting of representatives of the curriculum committees involved.
3. Whenever possible, proposals will be discussed at the first Honors Council meeting following the submission of the proposal and will be distributed in advance of the meeting.
  - a. A motion to approve any proposal will be entertained by the Chair, and, if seconded, the Council will discuss and vote on the proposal at the same meeting at which the motion was made, unless the Council Chair deems that the proposal needs further discussion or revision.
  - b. If a Council member must miss a meeting, he or she may submit a vote to the Chair via e-mail. The vote will count unless such revisions have been made during the meeting to change the substance of the proposal originally distributed.
  - c. After approval, a proposal shall be sent immediately to the next appropriate level.
  - d. If a proposal is defeated or sent back to a college for substantial revision, the Council will provide comments to explain its decision and guide the revision process.
4. Non-curricular proposals deemed by the Chair to be non-controversial may be taken up in an electronic vote. Any member of the Council may ask that the item be taken up as a regular agenda item.
5. Roberts Rules of order shall be the guide for questions of procedures during Committee meetings.

##### **C. Approval**

A proposal is deemed approved when the number of "yes" votes is a majority of all voting members present or a simple majority of the Council for electronic votes.

##### **D. Executive Action**

The Dean may recommend to the Council the approval of minor changes in courses and programs. Such changes shall be reported in the minutes as approved by executive action. However, the Council may set aside the approval of any item and process it as an agenda item.

**E. Minutes**

Minutes of meetings of the Council will be distributed to all members within 2 weeks of the meeting and minute of all meetings dealing with curricular issues shall also be forwarded to the Council on Academic Affairs.

**F. Faculty Meetings**

The Council may call meetings of honors faculty. The Council Chair and the Dean shall work together in planning these faculty meetings.

**G. By-Laws**

## 1. Review

The Honors Council shall review these bylaws on an annual basis.

## 2. Changes

a. Changes in these bylaws, which do not alter the intent of the bylaws shall be handled in accordance with the Council Procedures, specifically sections IV.A.2 and B.1-B.5. When such changes are proposed, a copy of the proposal will be distributed to all Council members.

b. Changes described in IV.G.1.a must be approved by a two-thirds majority of the votes cast by voting members of the Honors Council.

## 3. Distribution

The Honors College is responsible for maintaining a current copy of the bylaws on the Honors College website.

Approved by the Honors Council: 11 September 2008

Revised by the Honors Council: 10 September 2009

Revised by the Honors Council: 1 October 2010.