

Bylaws of the Honors College at Winthrop University
(adopted by the Winthrop University Faculty Conference, 08-22-2025)

Article I
NAME

The name of this organization shall be the Honors Assembly of the Honors College at Winthrop University, hereafter referred to as "Honors Assembly".

Article II

RESPONSIBILITIES OF THE HONORS ASSEMBLY

Section 1. The Honors Assembly shall be responsible for: (1) its own organization and procedure as provided in these bylaws; (2) the academic programs, policies, and regulations of the Honors College within limitations prescribed by the Faculty Conference of Winthrop University; (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University or by the appropriate administrative officers of Winthrop University (The President, Provost and Vice President for Academic Affairs, and Dean of the Honors College).

Section 2. Standing or select committees may be created and instructed as necessary by the Dean or the Honors Assembly, either of whom may periodically review the committees' decisions. Each standing or select committee created, unless otherwise provided, shall elect its own chair and secretary and shall meet at the call of the chair or one-third of its members. All committee meetings, except those designated by the Honors Assembly as closed, shall be open to all members of the Honors Assembly unless the committee specifically votes to meet in executive session. From time to time the Honors Assembly, in consultation with the Student Government Association, shall determine rules concerning student representation on committees of the Honors Assembly.

Section 3. The Honors Assembly shall be the principal legislative body of the Honors College. The minutes of its meetings shall be filed with the Secretary of the Faculty Conference and its actions may be reviewed by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in accordance with the Bylaws of the Faculty Conference of Winthrop University.

Article III

MEMBERSHIP OF THE HONORS ASSEMBLY

Membership in the Honors Assembly is extended to the following members of Faculty Conference: (1) those currently teaching a course under the Administrative purview of the Honors College; (2) those who have taught under the Administrative purview of the Honors College within the previous three academic years; (3) those directing an honors thesis for a student enrolled in HONR449H or HONR451H; (4) those who have directed an honors thesis that was completed and accepted by the Honors College Dean within the previous three years; and (5) those members of the Honors College Advisory Committee. If the eligibility of a person for membership is questioned, the Honors Assembly shall be the judge of the qualifications of that person for membership in the Honors Assembly.

Persons in the Winthrop community who contribute to the mission of Honors College may be appointed by the Dean of the Honors College to Associate Membership in the Honors Assembly. Associate Members may participate fully in deliberations but may not vote. Attendance by Associate Members does not affect quorum determinations.

Article IV OFFICERS OF THE HONORS ASSEMBLY

Section 1. The presiding officer of the Honors Assembly shall be titled Chair of the Honors Assembly. The Chair shall be a tenured or tenure-track member of the Honors Assembly. Neither the Dean of the Honors College nor any Associate or Assistant Dean of the Honors College shall be eligible to chair the Honors Assembly.

Section 2. The Chair shall be elected for a one-year term corresponding to the academic year plus the following summer.

Section 3. The Dean of the Honors College or the Dean's designee shall designate another faculty member to preside when the elected Chair is absent.

Section 4. The Secretary of the Honors Assembly shall be appointed by the Chair of the Honors Assembly.

Section 5. The Parliamentarian of the Honors Assembly shall be appointed by the Chair of the Honors Assembly.

Article V MEETINGS OF THE HONORS ASSEMBLY

Section 1. The Honors Assembly shall prescribe for itself a suitable schedule of regular meetings. The Honors Assembly may delegate to the Chair the responsibility for this scheduling.

Section 2. At least one meeting of the Honors Assembly shall be held each year. Special meetings may be called by the Chair of the Honors Assembly, by the Dean of the Honors College, or by ten percent of the members of the Honors Assembly.

Section 3. The agenda of each scheduled meeting shall be prepared by the Office of the Dean in consultation with the Chair of the Honors Assembly. Agendas of special meetings shall be prepared by the official or group of faculty calling for the meeting.

Section 4. For purposes of transacting business, 35% of the eligible membership of the Honors Assembly shall constitute a quorum. At the beginning of each meeting, the chair shall determine if a quorum is present. If a quorum is not present, the Honors Assembly shall be able to conduct business if 75% of the members in attendance vote that business should be conducted.

Section 5. Nothing in these bylaws shall be construed as denying the Dean, any Associate or Assistant Dean, or any Administrative Officer the right to place items on the agenda of any scheduled meeting, to present reports to the faculty at any scheduled meeting or special meeting called by the Dean, or to be recognized on the same basis as any member of the Honors Assembly to discuss and act on matters brought before the Assembly at any scheduled or special meeting.

Section 6. Curriculum actions or other items requiring a vote from the Assembly may be conducted through an electronic voting forum. This action may be taken only with the approval of the chair of the Honors Assembly and chair of the Curriculum Committee.

Section 7. Guidelines for Electronic Voting

An item may be placed on the electronic forum for a vote after it has received approval from the necessary parties. An email notification will be sent to all Honors Assembly members with a link to the online forum and summary of information regarding the item requiring a vote.

1. Voting members will have seven days to review the curriculum item and supporting documentation.
2. During the seven-day period, any Honors Assembly member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the proposed item.
3. After seven days, the Honors Assembly Chair will open a motion to approve. At this time, members may vote freely and publicly on the item.
4. Electronic voting options are yes/no/abstention. Members will have three days to vote on the motion.
5. The Honors Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion.

Article VI COMMITTEES OF THE HONORS ASSEMBLY

Section 1. All committees of the Honors Assembly will adopt staggered two-year terms. To achieve this staggering, current members may serve two-year or three-year terms. Once a regular rotation of staggered two-year terms has been established, then the transitional language in the sentence immediately preceding will cease to be operative; along with this sentence, it will be removed from the Bylaws.

Section 2. Curriculum Committee

The Curriculum Committee of the Honors College shall be responsible to the Honors Assembly for appropriate reports and recommendations concerning academic programs’ policies, regulations, and instruction and curricula within the Honors College.

The Curriculum Committee of the Honors College shall consist of a maximum of five members of the Honors Assembly, elected for two-year terms by the full Honors Assembly, and one student member, appointed by the Dean of the Honors College. No more than one member of any single academic department may serve as a voting member on the Curriculum Committee in any given year. If a member ceases to serve, a successor shall be elected for the unexpired term only. The Dean of the Honors College may appoint up to three additional members, from among members of the Faculty Conference, when circumstances warrant. The Curriculum Committee shall elect its own chair from among its faculty members. The Dean of the Honors College or a designated representative shall sit as a nonvoting member.

The Curriculum Committee shall create such sub-committees as it deems appropriate.

The Curriculum Committee shall serve as a petitions committee to consider requests from students for exceptions to academic regulations and program requirements of the Honors College and its components.

Section 3. Admissions Committee

The Admissions Committee of the Honors College shall be responsible to the Honors Assembly for appropriate reports and recommendations concerning Honors College recruitment and admission of prospective students.

The Admissions Committee of the Honors College shall consist of representatives that are members of the Honors Assembly: one representative from each degree granting College, and one member elected at-large by the Honors Assembly. Committee members shall serve for two-year terms.

Section 4. Leadership Minor Committee

The Leadership Minor Committee of the Honors College shall be responsible to the Honors Assembly for appropriate reports and recommendations concerning the Leadership minor.

The Leadership Minor Committee of the Honors College shall consist of all members of the Honors Assembly that have taught, in the last three academic years, any course that contributes to the Leadership minor. Persons in the Winthrop community who contribute to Leadership Minor may be appointed by the Dean of the Honors College to Associate Membership in the Leadership Minor Committee. Associate Members may participate fully in deliberations but may not vote. Committee members shall serve for two-year terms.

Article VII PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Honors Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all faculty members of the Honors Assembly.

Article VIII AMENDMENTS

These bylaws can be amended at any regular meeting of the Honors by a two-thirds vote of the members voting, provided that the proposed amendment has been placed on the agenda by a vote of the Honors Assembly at the previous meeting. Such an amendment shall become effective upon ratification by the Faculty Conference of Winthrop University. Any amendments to Article V (Honors College Administration) shall only become effective upon the approval of the Dean of Honors College, the Provost and Vice President for Academic, and the President.

Article IX RATIFICATION

Section 1. These bylaws shall be operative beginning July 1, 2025 provided that they are first ratified by the Faculty Conference of Winthrop University.

Section 2. All programs, policies, and regulations previously operative in the area of responsibility of these bylaws shall be valid and operative until changed.