

**Florida Gulf Coast University
Honors College Executive Board
Bylaws**

Purpose:

The Honors Executive Board (HEB) advises and assists the Dean in all aspects of the management and continuing development of the Honors College at Florida Gulf Coast University, including but not limited to the areas of admissions, curriculum, and student development. The HEB facilitates communication among faculty members, staff, administration, and the community to achieve the mission of the Honors College.

Board Responsibilities:

The HEB:

1. Provides leadership within the College.
2. Participates in shared governance and accountability. Makes decisions on items related to Honors such as internal admissions, contracts, curriculum, theses, end-of-year awards, and academic policies.
3. Meets every other week and as necessary during the academic year.
4. Conducts a bi-annual review of the bylaws.

Membership:

1. Voting members of the HEB will be comprised of at least one faculty member from each College or Unit, four Honors student members, each representing one of the four elements of Honors, the Senior Director of Experiential Learning & Career Development, a representative from the Office of Scholarly Innovation and Student Research, a representative from Exploratory Advising, and Honors College leadership with the exception of the Dean of the Honors College.
2. The Honors College Dean is a nonvoting ex officio member.
3. The HEB's membership should be representative of the make-up of the university.

Nomination Process:

1. Nominations can be put forth by any active member of the HEB.
2. The HEB approves or denies a nomination by a two-thirds majority.

Member Responsibilities:

1. Attend all meetings. Regular failure of attendance will be reflected in the Dean's end of year letter to each member outlining their service as part of the annual report. Members who feel that they cannot effectively carry out their membership responsibilities should resign in writing to the Chair of the HEB and the Honors College Dean
2. Ensure open lines of communication between the students, Programs, Schools, and Colleges that they represent and the Honors College.
3. Serve as primary point-persons for the Honors Dean when referring students to faculty looking for research, service, leadership, opportunities, etc.
4. Represent Honors at events that require significant participation from Honors leadership.
5. Serve as Honors representatives on committees and subcommittees, both internal and external, which require Honors representation.
6. Appointed to lead initiatives within Honors that require specialized expertise not otherwise available in Honors leadership.

Term Limits:

1. All HEB faculty members serve renewable, three-year terms, beginning at the first fall meeting of the year they are appointed. Voting to renew membership will occur during the first April meeting of the member's final year of their term.
2. Should an HEB member resign, the HEB Chair will contact this past member's College and request a replacement. Should an HEB member go on an extended leave prior to the end of their appointed term, they are responsible for putting forth a viable interim replacement to be voted on by the HEB members. The interim appointment may serve as a permanent replacement, should the original member not return, beginning the following fall if they so choose and if the HEB approves. If the interim wishes not to continue, they should work with the previous appointment to find a suitable 3-year replacement subject to the approval of the HEB.

CHAIR OF HEB AND TERM OF SERVICE**Election of Chair:**

1. Elections are completed during the first April HEB meeting. The term of the office shall be for one academic year, beginning with the first meeting of the new academic year.
2. The HEB Chair nominee must come from the voting members within the Honors Executive Board that have served at least one full term on the HEB. If no HEB member which has served at least one full term is willing to be HEB Chair, then HEB members without one full term can serve as Chair if they are elected with a two thirds (2/3) majority vote.
3. Individuals may self-nominate and HEB members may nominate more than one person.
4. Each HEB member may vote for one of the nominees. The vote will take place as an online poll, if multiple nominees are put forth, and will be administered by the Honors College office staff.
6. In the case of a tie, the nonvoting ex officio members of the HEB will vote to break the tie.

Chair Responsibilities:

1. Guarantee an open line of communication between faculty and the Honors College.
2. Work with the Honors Dean to establish agendas for all HEB meetings, as well as the faculty reception(s).
3. Run all meetings with the HEB and the Honors Faculty Reception.
4. Invite, along with the Dean, members of upper administration to HEB meetings, as appropriate.
5. Attend other Honors College events/duties as needed by the Dean.

Meetings:

1. Biweekly meetings are held through the academic year, unless there is no agenda. Special meetings may be called by the HEB Chair or the Honors College Dean
2. Agendas and other items are posted on CANVAS within 48 hours of a scheduled meeting. A revised agenda with new items may be voted on replacing the previously posted agenda.
3. Should an emergency situation (which requires an HEB action) arise during a summer semester, HEB leadership may call for a meeting. In the event of such a meeting, a quorum would be required for any voting item. Voting may be done via email through CANVAS if needed for nine-month faculty.