Bylaws of the Humanities Council of Appalachian State University

April 15, 2019

Article I. Name.
The name of this body shall be the Humanities Council.

Article II. Purpose.
The Humanities Council promotes the values of interdisciplinary learning and the liberal arts for the students, faculty, the campus, and the community. The council supports and inspires humanities-based scholarship and programming at Appalachian State University, emphasizing the relationship between the humanities and other fields of inquiry. We bring together scholars from different areas of expertise for lectures, symposia, collaborative research projects, and other activities.

Article III. Members.
Section 1. Maximum membership. The maximum membership of the Humanities Council shall be 14. Members shall consist of the Coordinator from a humanities program or department, an Associate Dean from the College of Arts and Sciences, an interdisciplinary group of faculty, most of whom represent humanities programs and departments, and when deemed necessary by the Coordinator, other members of the campus community who bring important expertise to the Council.

Section 2. Membership appointment. New members of the Council will be nominated by current members or the current Coordinator, with an aim to maintain the interdisciplinary nature of the Council membership. Members should have an active research and/or teaching program that draws on humanities methods, disciplines, and/or scholarship. Members shall serve for an initial three-year term with a possibility of renewal for three additional years at the discretion of the Coordinator. After serving six consecutive years on the Council, members are ineligible to serve for one year, after which they can be reappointed at the discretion of the Coordinator.

Article IV. Appointment and Duties of the Coordinator.
The Coordinator is appointed by the Dean and Associate Deans of the College of Arts and Sciences for an initial three-year term, after which she or he may be reappointed for another three-year term at the discretion of the Dean and Associate Deans of the College of Arts and Sciences. The Dean and Associate Deans of the College of Arts and Sciences may seek input from the current Council membership in the selection process.
Duties of the Coordinator of the Humanities Council include but are not limited to the following: (1) invite members to the Council, based on recommendations from the current membership; (2) write the job description, conduct interviews for, and hire a graduate assistant; (3) supervise the Council’s graduate assistant; (4) call and facilitate regular (typically monthly) meetings of the Council and additional meetings of the Council as needed; (5) construct and post agendas for Council meetings; (6) make available minutes of previous meetings to Council members; (7) assign membership on Council subcommittees; (8) charge subcommittees with tasks as needed; (9) identify and apply for external funding as needed to further the Council’s mission; (10) oversee the organization of the annual symposium and enlist support of Council members as needed; (11) communicate with and make arrangements for external speakers; (12) maintain Council website; (13) advertise Council events; (14) oversee the organization of annual presentations of faculty research and enlist support of Council members as needed; (15) attend meetings of the University Research Council as needed to represent the Humanities; (16) oversee the organization of annual large faculty reading groups and enlist support of Council members as needed; (17) organize other events to further the Council’s mission and enlist the support of Council members as needed; (18) organize fall reception and enlist the support of Council members as needed; (19) report to a Dean of College of Arts and Sciences; (20) meet and communicate with other individuals and groups as needed to further the Council’s mission.

Article V. Meetings.

Section 1. Meetings. The Humanities Council will typically meet monthly during the academic year. Special meetings will be called as deemed necessary by the Coordinator. If, due to unforeseen circumstances, the Coordinator is unable to chair an announced meeting, she or he may (1) ask another Council member to chair the meeting in her or his stead or (2) reschedule the meeting. An agenda and minutes from the previous meeting will be distributed to Council members prior to the next meeting.

Section 2. Voting. Quorum shall consist of 8 Council members. Voting members of the Council are the Coordinator and all other members with the exception of an Associate Dean of the College of Arts and Sciences, who shall serve as an Ex-Officio non-voting member of the Council.

Article VI. Standing Committees.

Standing committees will be formed as needed by the Coordinator with the approval of the Council.

Article VII. Amendments to Bylaws.

Proposed changes to these bylaws will proceed according to the most recent edition of Robert’s Rules of Order and shall require written notice at least one week in advance of the next meeting. Approval of changes to these bylaws shall require a 2/3 majority of the Council.