

**NATIONAL COLLEGIATE HONORS COUNCIL  
CONSTITUTION, BYLAWS, AND STANDING ORDERS**  
(Standing Orders Updated through August 31, 2010)

**THE CONSTITUTION OF  
THE NATIONAL COLLEGIATE HONORS COUNCIL**  
(adopted December 10, 2008)

**ARTICLE ONE. NAME**

This organization shall be known as the National Collegiate Honors Council. The name of the organization may be abbreviated as NCHC.

**ARTICLE TWO. OBJECTIVE**

The objective of NCHC is the promotion and advancement of honors education, honors programs, and honors colleges in institutions of higher learning.

**ARTICLE THREE. MEMBERSHIP AND DUES**

**Section 1. Types of Membership.** The types of membership in NCHC are:

A. Institutional membership, open to institutions of higher learning as well as to other private and public organizations supportive of honors education. In the instance of an institution with physically separate campus locations, each campus location shall pay institutional member dues if it has its own budgetary responsibility, curricular authority, or admits students to the honors program or honors college on its campus. Each institutional member shall designate a representative who may cast the vote of the institutional member.

B. Individual membership:

1. Professional membership, open to college and university faculty members, administrators, and professional staff and to others engaged in professions related to education.
2. Student membership, open to college and university honors students.
3. Affiliate membership, open to professional educators retired from their educational positions and to former honors students no longer affiliated with a college or university honors program or honors college.
4. Honorary membership, conferred upon any person in recognition of distinguished service to honors education by the NCHC membership convened at the annual business meeting upon recommendation of the Board of Directors.

C. Complimentary membership, open to representatives or members of organizations compatible with NCHC. Complimentary memberships may be conferred only by the Board of Directors on an annual basis and are non-voting memberships (as opposed to honorary memberships that include the right to vote).

D. Sustaining Institutional Membership, Sustaining Professional Membership, Sustaining Affiliate Membership, Lifetime Professional Membership.

**Section 2. Dues.** Dues shall be set by the procedure established in the Bylaws. Dues shall not be required of honorary members or complimentary members.

## **ARTICLE FOUR. GOVERNANCE**

**Section 1. General Principles.** NCHC is committed to participatory democratic governance; transparent operations; adequate checks and balances; appropriate delegation of authority under its Constitution, Bylaws, and Standing Orders; and reliance on its committees for much of its work. No National Officer, member of the Board of Directors, Committee Chair or Co-chair, or employee of NCHC may assume his or her office or position without first having agreed in writing to NCHC's Conflict of Interest Policy statement.

**Section 2. Contracts.** NCHC shall not enter into any contract that involves more than Ten Thousand Dollars (\$10,000.00) in actual or potential expenditures without first having the contract reviewed by an attorney, selected by the Executive Committee, whose responsibility it is to protect NCHC's interests as an organization.

**Section 3. General Authority.** The general governing authority of NCHC is vested in the voting membership as defined in Article III of the Constitution when convened in the annual business meeting and on matters referred to the voting membership by mail ballot according to the Constitution and Bylaws.

**Section 4. Board of Directors.** The Board of Directors is composed of the National Officers of NCHC, twelve institutional member representatives or professional members elected at large, and six student members elected at large. The Board of Directors has the authority to govern NCHC between annual business meetings of NCHC on all matters as provided in the Constitution and Bylaws. A majority of the elected members of the Board of Directors may submit a matter to a vote of the membership in a manner consistent with the Constitution and Bylaws

**Section 5. Executive Committee.** The Executive Committee shall consist of the National Officers as defined in the Constitution and may act for the Board of Directors between its meetings on essential business on which a decision cannot reasonably be postponed until the next meeting of the Board of Directors. In all other instances, the Executive Committee shall make recommendations to the Board of Directors for its consideration. The Secretary shall communicate actions taken and recommendations made by the Executive Committee to the Board of Directors within one week following the action or recommendation.

**Section 6. Quorum.** A quorum shall consist of (a) thirty institutional member representatives or individual members convened in the annual business meeting, (b) one hundred institutional member representatives or individual members on any matter submitted to the membership by mail ballot, (c) a majority of the elected members of the Board of Directors at its meetings, or (d) a majority of the Executive Committee at its meetings.

**Section 7. Alternative Means for Considering Matters and Voting by Board of Directors.** Between its scheduled meetings, the Board of Directors may consider matters by appropriate methods as provided by the Board in the Standing Orders.

**Section 8. Voting, Resolution of Tie Votes, and Announcement of Results**

**A. Voting.** Each institutional representative and individual member, including affiliate and honorary members, shall be entitled to vote at the annual business meeting and on any matter referred to the membership by mail ballot pursuant to the Constitution and Bylaws. Complimentary members shall not be entitled to vote.

**B. Tie votes.** In the case of tie votes for Officers or for At-Large Members of the Board of Directors, the current President and Secretary shall determine an impartial manner, such as the flip of a coin, to determine the outcome of an election.

**C. Announcement of Results.** Within 15 days after the results of the ballots are certified, the Secretary shall communicate to the voting membership the results of elections including the total number of ballots cast, the number of votes received by each candidate, the number of positive and negative votes cast for each proposed amendment to the Constitution or Bylaws, and the detailed results of votes cast on any other matter referred to the membership by mail ballot.

**Section 9. Qualifications for Officers and Board of Directors**

A. All candidates for positions as Officers or Professional At-Large Members of the Board of Directors must at the time ballots are distributed be institutional member representatives, professional members of NCHC, or affiliate members of NCHC and must continue to be members of NCHC during their terms of office. Student At-Large members of the Board of Directors must at the time of assumption of office be student members of NCHC and must continue to be members of NCHC during their terms of office.

B. Officers who have completed their terms of office may not be elected immediately thereafter to the same office or as an At-Large Member of the Board of Directors, with the exception of the Secretary and the Treasurer who may be re-elected to their respective offices for a second term in succession. An At-Large Member of the Board of Directors who has completed a full term may not succeed himself or herself as an At-Large Member of the Board of Directors.

**Section 10. Terms of Office and Duties of Officers**

**A. President (One-Year Term).** The President-Elect becomes President at the conclusion of the annual business meeting at which the term of the outgoing President ends or on the event of the death, permanent incapacity, or resignation of the President. He or she serves as President until the conclusion of the next annual business meeting. The duties of the President are to:

Serve as national spokesperson for NCHC,

Preside at the annual business meeting and at NCHC events,

Preside at meetings of the Board of Directors and of the Executive Committee,

Make a report on the business of NCHC annually and at other times requested by the Board of Directors,

Appoint ad hoc committees as necessary to the business of NCHC on matters not in the jurisdiction of standing committees,

Serve as a member of the Executive Committee, and

Perform other duties as provided in the Bylaws or as assigned by the Board of Directors consistent with the Constitution and Bylaws.

**B. Immediate Past President (One-Year Term).** The President becomes Immediate Past President at the conclusion of the annual business meeting at which his or her term as President ends. He or she serves as Immediate Past President until the conclusion of the next annual business meeting. The duties of the Immediate Past President are to:

Chair the Nominating Committee,

Solicit volunteers to serve on NCHC committees and transmit this information to the President-Elect,

Serve as a member of the Executive Committee, and

Perform other duties as provided in the Bylaws or as assigned by the Board of Directors consistent with the Constitution and Bylaws.

**C. President-Elect (One-Year Term).** The Vice President becomes President-Elect at the conclusion of the annual business meeting at which the term of the outgoing President-Elect ends or on the event of the death, permanent incapacity, or resignation of the President-Elect. He or she serves as President-Elect until the conclusion of the next annual business meeting. The duties of the President-Elect are to:

Chair the annual conference for the year following his or her assuming the office of President-Elect,

Perform the duties of the President in his or her absence,

Appoint chairs and members of NCHC standing committees to terms that begin when he or she assumes the office of President,

Serve as a member of the Executive Committee, and

Perform other duties as provided in the Bylaws or as assigned by the Board of Directors consistent with the Constitution and Bylaws.

**D. Vice President (One-Year Term).** The Vice President is elected by the membership. His or her term begins when the election results are certified by the Secretary or, in the case of an uncontested election, immediately upon the close of nominations at the annual meeting of NCHC. He or she serves as Vice President until the conclusion of the annual business

meeting following the annual business meeting at which he or she was nominated. The duties of the Vice President are to:

Chair the planning committee for the national conference that will be held the second year following his or her election as Vice President,

Serve as a member of the Executive Committee, and

Perform other duties as provided in the Bylaws or as assigned by the Board of Directors consistent with the Constitution and Bylaws.

**E. Secretary (Three-Year Term).** The Secretary is elected by the membership, and his or her term begins when the election results are certified by the outgoing Secretary. He or she serves as Secretary for a term of three years that ends when he or she certifies the election of his or her successor.

The duties of the Secretary are to:

Serve as secretary for and take the minutes of the annual business meeting, meetings of the Board of Directors, and meetings of the Executive Committee,

Report actions taken by the Board of Directors to the membership,

Report actions taken and recommendations of the Executive Committee to the Board of Directors,

Serve as a member of the Executive Committee, and

Perform other duties as provided in the Bylaws or as assigned by the Board of Directors consistent with the Constitution and Bylaws.

**F. Treasurer (Three-Year Term).** The Treasurer is elected by the membership, and his or her term begins when the election results are certified by the Secretary or, in the case of an uncontested election, immediately upon the close of nominations at the annual business meeting. He or she serves as Treasurer for a term of three years that ends when the election of his or her successor is certified by the Secretary. The duties of the Treasurer are to:

Supervise the collection of all fees and dues owing to NCHC,

Supervise NCHC funds and their deposit in a manner consistent with the Constitution, Bylaws, and Standing Orders of NCHC,

Make an annual report to NCHC and submit annually, or at any time requested by the Board of Directors, a complete and verified statement of the financial condition of NCHC,

Serve as a member of the Executive Committee, and

Perform other duties as provided in the Bylaws or as assigned by the Board of Directors consistent with the Constitution and Bylaws.

**G. Interim Succession.** In the case of death, incapacity, or resignation of the Vice President, Secretary, or Treasurer, the Board of Directors will determine the interim succession to these offices.

**H. Transition.** The terms of National Officers elected under the previous Constitution and Bylaws of NCHC shall continue under the provisions of this Constitution. (Section 10-H shall be deleted from the Constitution automatically when it becomes obsolete.)

## **Section 11. Terms of Office of At-Large Members of the Board of Directors**

**A. At-Large Professional Members (Three-Year Terms).** Four At-Large Professional Members of the Board of Directors shall be elected each year. The three-year term of an At-Large Professional Member or At-Large Institutional Member Representative on the Board of Directors shall begin upon certification of his or her election by the Secretary or, in the case of an uncontested election, immediately upon the close of nominations at the annual business meeting of NCHC, and shall end at the certification of the election of his or her successor.

**B. At-Large Student Members (One- or Two-Year Terms).** Four At-Large Student members of the Board of Directors shall serve terms of two years each and Two At-Large Student members of the Board of Directors shall serve terms of one year each, with four members retiring each year. (At the time of their nomination, student candidates shall indicate whether they are seeking a one-year or two-year term.) Terms of At-Large Student Members on the Board of Directors shall begin upon certification of his or her election by the Secretary or, in the case of an uncontested election, immediately upon the close of nominations at the annual business meeting, and shall end at the certification of the election of his or her successor.

**C. Vacancies.** In the event of death, incapacity, resignation, or abandonment of office by an At-Large Member of the Board of Directors, the unelected candidate who received the highest number of votes in the most recent election for the Board of Directors and who is willing to serve shall be appointed by the President to fill the unexpired term. If no such candidate is willing to serve, the Board of Directors shall appoint a member to fill the unexpired term.

**D. Transition.** The terms of At-Large Members of the Board of Directors elected under the previous Constitution and Bylaws of NCHC shall continue under the provisions of this Constitution. (Section 11-D shall be deleted from the Constitution automatically when it becomes obsolete.)

## **ARTICLE FIVE. NATIONAL CONFERENCE AND ANNUAL BUSINESS MEETING**

**Section 1. Time and Place.** An annual national conference and an annual business meeting shall be scheduled at a time and place determined by the Board of Directors.

**Section 2. Annual Business Meeting Agenda.** The agenda of the annual business meeting shall be prepared by the Board of Directors and distributed to the membership at least thirty (30) days before the meeting. When necessary, the agenda may be amended at the annual business meeting.

**Section 3. Motions.** Motions proposed by members for consideration at the annual business meeting must be consistent with the Constitution and Bylaws to be in order. Motions to determine or alter the time and place of the annual business meeting or of the

National Conference, or that would conflict with contractual obligations of NCHC, shall not be in order, but a motion to give advice to the Board of Directors on the time and place of the annual business meeting or of the National Conference shall be in order.

**Section 4. Proxy Voting Prohibited.** Proxy voting is not permitted at the annual business meeting.

## **ARTICLE SIX. PUBLICATION**

A current copy of the Constitution, Bylaws, and Standing Orders of NCHC along with an Index to their contents shall be posted on the NCHC web page or otherwise made available to the membership.

## **ARTICLE SEVEN. AMENDMENTS TO THE CONSTITUTION**

**Section 1. Restriction on Amendments.** No proposed amendment to this Constitution shall be in order if it is contrary to federal or state law governing NCHC or if it conflicts with contractual obligations of NCHC.

**Section 2. Proposal of Amendments.** Amendments to the Constitution may be proposed by a majority of the Board of Directors or by the representatives of fifty (50) institutional members. Proposed amendments submitted by representatives of institutional members shall be transmitted in writing to the Secretary at least 90 days before the next annual business meeting.

**Section 3. Transmittal to the Membership.** The Secretary shall transmit proposed amendments to the Constitution to the membership by mail, electronic communication, or prominent inclusion in any official NCHC publication mailed to the membership at least sixty (60) days before the annual business meeting.

**Section 4. Agenda at Annual Business Meeting.** Proposed amendments to the Constitution shall be placed on the agenda of the annual business meeting for discussion.

**Section 5. Ratification.** The Secretary shall submit proposed amendments to the Constitution to the membership by mail ballot immediately following the national conference. A two-thirds majority of valid ballots received shall be required for ratification of an amendment. Ratified amendments shall take effect immediately upon certification of the election results by the Secretary.

**THE BYLAWS OF THE NATIONAL COLLEGIATE HONORS COUNCIL**  
(adopted December 10, 2008)

**ARTICLE ONE. DUES, FEES, AND RIGHT TO VOTE**

**Section 1. Annual Dues.** Dues shall be established by a vote of the membership on recommendation of the Board of Directors. Dues shall not be required of honorary or complimentary members. Until changed by the membership, the due structure established for 2008 shall remain in effect. The categories of dues-paying membership shall be:

- (a) Institutional Member,
- (b) Professional Member affiliated with an Institutional Member,
- (c) Professional Member not affiliated with an Institutional Member,
- (d) Student Member,
- (e) Affiliate Member, and
- (f) Sustaining Institutional Member, Sustaining Professional Member, Sustaining Affiliate Member, Lifetime Professional Member.

Annual dues for Sustaining Members shall be twice the dues established for their respective membership categories (a, b, c, and e, above). One-time dues for Lifetime Professional Members shall be ten (10) times the dues for the respective professional membership categories (b and c, above).

**Section 2. National Conference Registration Fee.** The Board of Directors determines the registration fee for the National Conference. Any number of administrators, faculty, professional staff, and students affiliated with an Institutional Member may attend the National Conference at the member rate. The National Conference registration fee differential between members and non-members is established by the Board of Directors in an amount of at least fifty percent (50%) of the National Conference registration fee for institutional members.

**Section 3. Right to Vote.** Institutional, professional, student, and affiliate members whose dues are paid for the current calendar year as well as honorary members may vote in NCHC elections, at the annual business meeting, and on matters referred to the membership by the Board of Directors. Complimentary members are not entitled to vote. Proxy voting is prohibited in the annual business meeting.

**ARTICLE TWO. FISCAL YEAR**

The fiscal year of NCHC shall be concurrent with the calendar year.

**ARTICLE THREE. BOARD OF DIRECTORS.**

**Section 1. Authority and Responsibilities.** The Board of Directors shall:

- A. Govern NCHC between annual business meetings on all matters that are not made the responsibility of the National Officers, or of the chief administrator appointed by the

Board of Directors, by the provisions of the Constitution, Bylaws, or Standing Orders of NCHC.

- B. Serve as the strategic planning body for NCHC,
- C. Review and approve the annual NCHC budget and any changes to the budget that in the aggregate total more than One Thousand Dollars (\$1,000.00),
- D. Establish the schedule of regular meetings of the Board of Directors at least twice each year including a meeting at the National Conference (with timely notice for meetings other than the meeting at the National Conference),
- E. Create and charge standing committees as appropriate for the business of NCHC and abolish standing committees it determines no longer to be necessary,
- F. Establish the time, place, and agenda for the annual business meeting,
- G. Determine the time, place, and registration fee for the National Conference and consult with the President-Elect on the arrangements for the conference,
- H. At its discretion, determine the appropriate title for and recruit and select a chief administrator as an at-will employee of NCHC,
- I. Establish and at any time modify the responsibilities and criteria for evaluation of the performance of the chief administrator by Standing Order,
- J. Delegate such authority as is necessary and appropriate to allow the chief administrator to perform his or her responsibilities, and
- K. Adopt Standing Orders consistent with the Constitution and Bylaws as necessary and appropriate.

**Section 2.** Actions taken by the Board of Directors shall be by majority vote to approve a motion made and seconded by members of the Board of Directors. No portion of any committee report or other recommendation shall be considered adopted as policy by the Board of Directors without a specific motion having been approved to adopt that portion of the committee report or recommendation.

**Section 3.** Actions taken by the Board of Directors shall be reported to the membership by the Secretary within 30 days.

#### **ARTICLE FOUR. RULES OF PROCEDURE AND STANDING ORDERS**

**Section 1. Rules of Procedure.** The current edition of *Robert's Rules of Order* shall govern on all matters not covered by the Constitution and Bylaws of NCHC.

**Section 2. Standing Orders.** The Board of Directors may establish Standing Orders for NCHC that are consistent with the Constitution and Bylaws. Standing Orders shall remain in effect until repealed or amended by the Board of Directors.

**Section 3. Parliamentarian.** The President shall appoint a member of NCHC who is not an Officer or an At-Large Member of the Board of Directors to serve as Parliamentarian for the annual business meeting and for each meeting of the Board of Directors. In the absence of a Parliamentarian, the President shall designate a member of the Board of Directors as Parliamentarian pro tem.

#### **ARTICLE FIVE. SECRETARY**

The Secretary shall distribute draft minutes of the annual business meeting and meetings of the Board of Directors, including a list of actions taken, to the Board of Directors for approval within 30 days of the conclusion of the meeting. The Secretary shall report to the membership the results of matters submitted to the voting membership by mail ballot within 15 days after the results of the ballots are certified.

#### **ARTICLE SIX. TREASURER**

The Treasurer shall assure that clear financial statements of NCHC are provided to the Finance Committee for its review and approval each month and to the Board of Directors for its review and approval quarterly.

#### **ARTICLE SEVEN. ANNUAL BUSINESS MEETING**

Motions and resolutions that are consistent with the Constitution and Bylaws may be made by any member from the floor at the annual business meeting.

#### **ARTICLE EIGHT. NOMINATIONS**

**Section 1. Nominating Committee.** A Nominating Committee consisting of five members of the Board of Directors shall be appointed by the President.

**Section 2. Reporting of List of Candidates.** At least 60 days before the annual business meeting, the Nominating Committee shall report a list of candidates to the Board of Directors which shall consider and adopt the report, subject to amendment, and expeditiously report the list of candidates to the membership along with a brief description of the qualifications provided by each of the candidates.

**Section 3. Nominations from the Floor.** Additional nominations from the floor of the annual business meeting shall be in order if each candidate so nominated provides a statement of qualifications to the Secretary before the adjournment of the annual business meeting. In the case of candidates for At-Large Student Members of the Board of Directors, the candidate must at the same time provide written assurance of support for travel to Board meetings during his or her term of office if elected. Qualifications statements of candidates nominated from the floor may be modified if the modifications are received at the National Headquarters Office by the date announced at the annual business meeting.

## **ARTICLE NINE. NATIONAL HEADQUARTERS OFFICE AND CHIEF ADMINISTRATOR**

**Section 1. National Headquarters Office.** The location of the National Headquarters Office of NCHC shall be designated by the Board of Directors.

**Section 2. Chief Administrator.** The Board of Directors may employ a chief administrator as an at-will employee of NCHC to perform duties specified in the Bylaws, Constitution, and Standing Orders. The Executive Committee shall evaluate the performance of the chief administrator at least annually according to performance criteria in the Standing Orders.

**Section 3. Registered Agent.** The chief administrator shall be the Registered Agent of NCHC at the address of the National Headquarters Office of NCHC for the purpose of carrying his or her NCHC responsibilities. At any time NCHC is without a chief administrator, the Executive Committee shall designate the Registered Agent.

**Section 4. Bonding.** All employees of NCHC shall be bonded to the extent required by the Standing Orders of NCHC.

## **ARTICLE TEN. INSURANCE AND INDEMNIFICATION**

NCHC shall indemnify each National Officer, At-Large Member of the Board of Directors, employee, or agent of NCHC when allowable by the laws of the appropriate jurisdiction for expenses reasonably incurred in connection with any action, suit, or proceeding completed, pending, or threatened in which such person may be involved by reason of his or her position with NCHC by the purchase of insurance, provided that such persons shall be permitted to elect in writing not to be included in such insurance protection. Such indemnification shall be made only in accordance with the laws of the appropriate jurisdictions and shall be subject to conditions prescribed therein.

## **ARTICLE ELEVEN. AMENDMENTS TO THE BYLAWS**

**Section 1. Restriction on Amendments.** No proposed amendment to these Bylaws shall be in order if it conflicts with the Constitution of NCHC, is contrary to federal or state law governing NCHC, or conflicts with contractual obligations of NCHC.

**Section 2. Proposal of Amendments.** Amendments to the Bylaws may be proposed by a majority of the elected Board of Directors or by the representatives of fifty (50) institutional members. Proposed amendments submitted by representatives of institutional members shall be transmitted in writing to the Secretary at least ninety (90 days) before the next annual business meeting.

**Section 3. Transmittal to the Membership.** The Secretary shall transmit proposed amendments to the Bylaws to the membership at least sixty (60) days before the next annual business meeting by mail, electronic communication, or prominent inclusion in any official NCHC publication mailed to the membership.

**Section 4. Agenda at Annual Business Meeting.** Proposed amendments to the Bylaws shall be placed on the agenda of the annual business meeting for discussion.

**Section 5. Voting and Ratification.** The Secretary shall submit proposed amendments to the Bylaws to the membership by mail ballot immediately following the national conference. A majority of valid ballots received shall be required for ratification of an amendment. Ratified amendments shall take effect immediately upon certification of the election results by the Secretary.

## **STANDING ORDERS OF THE NATIONAL COLLEGIATE HONORS COUNCIL**

APPROVED BY THE BOARD OF DIRECTORS OF NCHC AT ITS MEETINGS AND BY  
ELECTRONIC VOTING BETWEEN MEETINGS,

FALL 1987, DALLAS, TX;  
FALL 1989, NEW ORLEANS, LA;  
SPRING 1990, LISLE, IL;  
SPRING 1991, PARK CITY, UT;  
FALL 1993, ST. LOUIS, MO;  
FALL 1994, SAN ANTONIO, TX;  
FALL 1996, SAN FRANCISCO, CA;  
SPRING 1997, LAS CRUCES, NM;  
FALL 1997, ATLANTA, GA;  
SPRING 1998, SAN PEDRO, CA;  
FALL 1998, CHICAGO, IL;  
SPRING 1999, STILLWATER, OK;  
FALL 1999, ORLANDO, FL;  
SPRING 2000, SAN DIEGO, CA;  
FALL 2000, WASHINGTON, D.C.;  
SPRING 2001, SAVANNAH, GA;  
SPRING 2002, SANTA FE, NM;  
SPRING 2003, JACKSON, MS;  
FALL 2003, CHICAGO, IL;  
SPRING 2004, AMES, IA;  
FALL 2004, NEW ORLEANS, LA;  
SPRING 2005, LINCOLN, NE;  
FALL 2005, ST. LOUIS, MO;  
WINTER 2006, TAMPA, FL;  
SPRING 2006, LINCOLN, NE;  
FALL 2006, VIA E-MAIL;  
FALL 2006, PHILADELPHIA, PA;  
WINTER 2007, DALLAS, TX;  
SPRING 2007, LINCOLN, NE;  
FALL 2007, DENVER, CO;  
WINTER 2008, WASHINGTON, DC;  
WINTER 2009, KANSAS CITY, MO;  
SPRING/SUMMER 2009, LINCOLN, NE;  
FALL 2009, WASHINGTON, DC;  
WINTER 2010, LINCOLN, NE.

### **PREAMBLE**

All Standing Orders shall remain in effect until and unless rescinded by simple majority of the Board of Directors. {February 1989}

The Constitution and Bylaws Committee shall annually review actions of the Board of Directors to extract policy statements and guidelines of more than temporary significance. Such statements shall be presented to the Board of Directors for possible inclusion among the Standing Orders of NCHC.

## I. STANDING COMMITTEES

A. Duration: Any committee designated a “standing committee” by the Board of Directors shall remain in existence unless abolished by the Board of Directors. The failure of any standing committee to deliver a written report at four consecutive meetings of the Board of Directors shall constitute prima facie grounds for the abolition of that committee by the Board of Directors. A list of all committees, with members and charges, shall be published annually and distributed to the membership. {April 1990; October 1996; December 2005}

B. Charges: Charges to standing committees shall be formulated or amended by the Board of Directors. {June 1999, December 2005}

C: Appointments:

1. The solicitation and nomination of chairs and members for the NCHC standing committees shall be conducted by the Immediate Past-President. Recommendations for prospective Chairs and members shall be made available by the Immediate Past-President to the President-Elect no later than the June 15 preceding the annual meeting at which the appointments will take effect. {March 1994; June 1999; November 2003}

2. The President-Elect shall consult with the leadership of standing committees in determining who will be appointed to serve as standing committee chairs during his/her tenure as President. {June 1999}

3. The President-Elect shall notify the persons he/she intends to appoint as Chairs or members of standing committees no later than the August 15 preceding the annual meeting at which the appointments will take effect. {March 1994; June 1999; November 2003}

4. The terms of Chairs and of newly appointed members of standing committees shall take effect with the succession of the new President to that office at the annual meeting. {June 1999}

5. Committee chairs are appointed by, and serve during the tenure as President of, the incoming President. {April 1990; June 1999}

D. Membership:

1. The President-Elect will appoint persons to each committee such that the total number of persons on each committee serves the charge of that committee best and, further, will make appointments resulting in roughly equal numbers of persons serving one, two, and three year terms except for the Nominating Committee. Student members of standing committees shall serve terms of one year each, with the possibility of reappointment. {April 1990; June 1999}

2. Members of NCHC committees shall be either members of NCHC in good standing or from institutions holding current membership in NCHC. No member of NCHC may serve on more than two standing committees other than those on which they serve *ex officio*. Exceptions to either of these restrictions requires specific approval by the Board of Directors. Members of the NCHC committees may belong to Special Interest Sections in addition to any committee membership. {February 1989; June 2001; November 2003; June 2004; December 2005; February, 2007}

3. Upon the recommendation of the chair of any standing committee, the President may remove a member of that committee after that member has failed to attend two consecutive committee meetings without notice to the chair. The President shall replace the removed member for the remainder of the removed member's term. {July 2000}

4. The following shall define those persons holding *ex officio* memberships on standing committees. Unless otherwise noted, *ex officio* members are voting members of these committees. {July 1999, October 1999}

a. Conference Planning Committee: All members of the Executive Committee and a member of the Finance Committee. {January 2010}

b. External Relations Committee: President {May 2003}

c. Finance Committee: Treasurer (non-voting), chair of the Investment Committee (non-voting) {November 2003}

d. Investment Committee: President, President-Elect, Vice President, and Immediate Past President as non-voting members and the Treasurer, Chair of Finance Committee and at least one other member of the Finance Committee as voting members. In addition, the president may appoint at least one certified financial planner who is willing to serve, but is not a member of NCHC, to the Investment Committee. {March 2009, February 2010}

e. Publications Board: Editor(s) of *Journal of the National Collegiate Honors Council*, *Honors in Practice*, and the Monograph Series. {March 2009}

f. Student Concerns Committee: All student members of the Board of Directors. {December 2005}

5. The Immediate Past President shall serve as advisor to the Student Concerns Committee. {June 2002}

E. At least every two years the Executive Committee shall review the charges of standing committees and, following solicitation of comments from the chairs or co-chairs of those committees, make recommendations to the Board of Directors concerning changes in standing committee structure or to the charges of standing committees that would be beneficial to the operations of NCHC. {February 2010}

## **II. AD HOC COMMITTEES**

A. The Conference Planning Committee and the Nominating Committee shall be annually-reconstituted Ad Hoc Committees. {October 1999}

## **III. SPECIAL INTEREST SECTIONS**

A. The Board of Directors may establish Special Interest Sections. Groups of individuals with common interests may petition the Board of Directors for the establishment of a Special

Interest Section. Special Interest Sections remain in existence unless abolished by the Board of Directors. {June 2004; December 2005}

B. Charges: The Board of Directors may formulate or amend charges to Special Interest Sections. Special Interest Sections may develop additional agenda items for their meetings. {June 2004; December 2005}

C. Appointments

1. The President will appoint an initial convener of each Special Interest Section. Thereafter, Special Interest Sections may select a chair and develop additional agenda items for their meetings.

2. Any interested NCHC member in good standing may join a Special Interest Section.

3. Membership in a Special Interest Section is not considered in the restriction that members may not serve on more than two committees.

Special Interest Sections may request funds for projects. Such requests shall be forwarded to the Finance Committee. The Finance Committee shall make a recommendation regarding such requests to the Board of Directors. The Board of Directors shall determine the level of funding of the request. {December 2005}

D. Special Interest Sections may request time and space for meetings at the NCHC annual conference.

E. Chairs of the Special Interests Sections will receive all mailings and notices sent by the national office to committee chairs.

F. Except as stated above, Special Interest Sections will be treated as NCHC committees.

#### **IV. FINANCE**

A. Finance Committee:

1. The role of the Finance Committee shall be to:

a. make financial recommendations to the Board of Directors

b. advise the Executive Director

c. serve as a watchdog and oversight committee for NCHC finances

d. write checks that neither the Treasurer nor the Central Office ought to be writing in cases of potential conflict of interest

e. meet before the annual conference in order to determine the financial health of the organization and make recommendations about proposed committee expenditures

- f. encourage prudent financial management in NCHC and caution about impending financial crises—organizationally and within conference expenditures
  - g. develop a form, within Board of Directors procedures, that has the Finance Committee for any proposed expenditures over \$1,000. (The Finance Committee must sign off on any such proposal, judging its financial feasibility only. Generally speaking, a proposal for expenditure of money goes to the Board, the Board refers it to the Finance Committee, the Finance Committee judges its financial feasibility, and the Board then makes the final decision of approval or denial.)
  - h. make, through the auspices of the Executive Director, regular and comprehensible financial reports to the membership. This will be done (presumably) through the medium of the National Honors Report. {November 2007}
2. A meeting of the Finance Committee shall be scheduled at least three weeks prior to the annual business meeting of the NCHC. All budget requests shall be submitted in writing to the Committee at least three weeks prior to the Committee's meeting. The Finance Committee shall consider budget requests, recommend a budget, and forward it to the Treasurer in a timely fashion after the Finance Committee's fall meeting. The Treasurer shall distribute the recommended budget to the Board of Directors at least two weeks prior to the annual business meeting. {June 2005; December 2005; February 2007}
  3. The Finance Committee shall receive a comprehensive year-end report for the previous calendar year by the end of the first quarter of the current year. The Finance Committee shall review the report, request corrections if necessary, and shall forward the approved report to the Treasurer for distribution to the Board of Directors. The Finance Committee expects an audit at least every five years, whenever the executive director changes, whenever the national office location changes, or when sooner directed by the Board of Directors. {June 2005; December 2005; February 2007}
  4. The chair(s) of the Finance Committee shall be consulted by the Executive Director on matters having financial implications of more than \$1,000.00 for NCHC. {May 2003; December 2005; February 2007}
  5. The Executive Director shall distribute monthly and quarterly financial statements to all members of the Finance Committee for review and quarterly financial statements to the Board of Directors for approval. When committee expenditures or revenue occurs, copies of the project reports shall be distributed to the chairs of the affected committees and to the Finance Committee. {June 2005; October 2005; December 2005; February 2007}
  6. The chair(s) of the Finance Committee shall handle reimbursements for matters involving the Executive Director or the Treasurer. {November 2007}
  7. The chair(s) of the Finance Committee shall receive bank statements regularly on all NCHC accounts. {November 2007}

B. Annual National Conference:

1. The Conference Planning Committee shall develop a conference budget that is balanced {June 1999; June 2001; June 2002; December 2005; February 2007}

2. NCHC shall permit up to \$6,000 to be charged to the account of a specific annual conference to help defray costs of the conference chair or his/her home institution. The conference chair shall submit any such request for reimbursement, with appropriate supporting documents, to the Executive Director. {October 1997; June 2005; February 2007}

3. At least three weeks prior to the spring Board of Directors meeting following the annual conference, the President shall report in writing to the Board of Directors on the following matters: (1) a detailed accounting of conference income and expenditures, (2) results of evaluations of the annual conference, and (3) a detailed accounting of the allocation of complimentary hotel rooms and other perquisites from the conference hotel. {June 1999; December 2005}

4. A \$50 audio-visual equipment fee shall be charged for each accepted proposal requesting such equipment, and a pre- or post-conference workshop for a fee may be arranged by the conference planning committee. {November 2009}

C. Reserve Fund:

1. The NCHC Reserve Fund, Conference Fund, Semesters account, plus cash balances shall be at least equal to 100% of the NCHC annual budget {October 1994; October 1996; June 2004; June 2005; February 2007}

2. Spendable income from the Portz Fund shall be used for "creative and imaginative projects," as stipulated in the Portz bequest, with preference given to projects for the benefit of students. {June, 1999; February 2007}

D. Endowment Fund:

1. The NCHC Endowment Fund shall maintain a balance of at least one million dollars (\$1,000,000) before any interest may be distributed to further the mission of NCHC. Interest shall be dispensed at the discretion of the Board of Directors. Any interest not dispensed shall be returned to the corpus. {July 2000; June 2001; December 2005; February 2007}

2. At least twenty-five per cent (25%) of any annual operating surplus shall be deposited in the Endowment Fund. {February 2007}

E. NCHC's dues payment calendar shall correspond to NCHC's fiscal year. {May 2003}

F. NCHC's dues structure shall be reviewed in odd-numbered years by the Finance Committee. {November 2009}

G. NCHC publications used in NCHC fee-based Institutes and other programs, and included in the registration fee, shall be budgeted at NCHC's cost of goods sold for that publication. {November 2009}

H. NCHC shall collect a Fifty Dollar (\$50.00) non-refundable fee for all NCHC Institutes. {August 2010}

I. The Board of Directors shall develop a process by which it considers the purpose of the position for which an external contractor will be reviewed, then reviews the performance of the current external contractor (if any), and finally develops a process by which proposals may be requested. {November 2009}

## **V. MEMBERSHIP**

A. All former Presidents, upon retirement from active professional life, shall be considered for Honorary Life Membership.

B. Upon the recommendation of the President and approval of the Board of Directors, complimentary memberships may be made available on a one-year basis to representatives of organizations with which NCHC may cooperate in a mutually beneficial manner. Complimentary memberships may be renewed in the same manner, but they shall not be renewed automatically. {October 2000; December 2005}

## **VI. NOMINATING**

A. Student candidates for election to the Board of Directors shall demonstrate financial support for attendance at two meetings annually (for the length of their terms). {June 1999; December 2005}

## **VII. ELECTIONS**

A. Ballots for all NCHC elections, proposed amendments to the Constitution, and proposed amendments to the Bylaws shall be counted by the Certified Public Accountant retained to review NCHC's accounts. Certified results shall be reported to the President and to the Secretary. If electronic voting is used, it shall be via a password-protected secure web site approved by the Board of Directors and reported by the Executive Director to the President and to the Secretary. {June 1999, May 2003, August 2010}

B. Retention of Old Ballots for a Challenge Period: In case a challenge was received by the Secretary within thirty (30) days of the announcement of the voting results, the President will cause a certified recount to take place, the results of which shall be reported by the Certified Public Accountant to the Board of Directors within fourteen (14) days. If electronic voting is used, the President will cause a recount to take place and report the results to the Board of Directors within fourteen (14) days. If no challenge is received within thirty (30) days of the announcement of the voting results, the Secretary is authorized to direct the Certified Public Accountant to destroy the ballots of that election or, if electronic voting was used, to direct the Executive Director to destroy the records of the electronic voting. {June 1999, May 2003; December 2005, August 2010}

## **VIII. PUBLICATIONS BOARD**

A. The Publications Board shall review the qualifications of candidates for editor of the *Journal of the National Collegiate Honors Council* and *Honors in Practice* and make recommendations to the Board of Directors. {December 2005}

B. Two-year-old or older NCHC publications already available in electronic format, and those that are out of print, shall also be made available through the University of Nebraska Lincoln at no charge to NCHC. {February 2010}

C. New institutional members of NCHC shall receive complimentary back copies of handbooks and all publications plus one subscription to HIP and JNCHC. New professional and affiliate members shall receive complimentary copies of publications (monographs, JNCHC, and HIP) that are issued in the current year. New student members shall receive a complimentary copy of the HIP publication for the current year. {August 2010}

## **IX. PUBLICATIONS EDITORS**

To assist communications to NCHC members, the editors of the *Journal of the National Collegiate Honors Council* and *Honors in Practice* will be invited to participate in all Board of Directors meetings. The editors will receive all mailings sent to Board of Directors members. {April 1991; December 2005; June 2007}

## **X. TREASURER**

A. Archive Depository: University of Nebraska, Lincoln, is approved as the archival depository for NCHC. {June 2007}

B. The Treasurer will establish budget categories for separate units, including *The National Honors Report*, the *Journal of the National Collegiate Honors Council*, Semesters, and Conferences. External units (e. g., above) will provide a budget and a financial accounting to the Treasurer for approval by the Board of Directors upon the recommendation of the Finance Committee. {December 2005}

C. The Treasurer may invest NCHC funds, consistent with Board-approved investment policy, with the approval of the Executive Committee. {February 1982; December 2005; March 2009}

D. Operating cash accounts shall be placed in FDIC insured accounts in tiered fashion for short, medium, or long-term needs. {February 2010}

## **XI. ANNUAL NATIONAL CONFERENCE**

A. The conference planning committee shall develop a conference budget that is balanced. {February 2007}

B. The National Office of NCHC shall be responsible for the preparation of hard copy, printing, and mailing of the national conference program booklet. {October 2000}

C. The National Office of NCHC shall be responsible for all aspects of conference registration and shall generate all necessary data related to conference registration. {October 2000; June 2005}

D. Bids for conference management services shall be reviewed by the Executive Committee, which may then make a recommendation to the Board of Directors for its consideration. The Board of Directors shall make the final determination as to which bids to accept. {October 2000; December 2005}

E. The Board of Directors must discuss and approve the deadline date at which late fees set in. The Board of Directors shall review its membership's needs and set that date at a time which is consistent with prevailing fiscal practices affecting members who wish to attend. This process includes consultation with outside contracted vendor(s), but must reflect the membership's interests in the actual deliberations prior to the making of a deadline decision. {October 2000; December 2005}

F. Honorary Lifetime Members of NCHC receive free registration at the NCHC conference and also receive all institutional member mailings. {November 2002}

G. All retired affiliate members may attend the NCHC conference at the guest registration rate. {November 2002}

H. Beginning with the 2011 NCHC conference, the member registration fee shall be Three-Hundred-Seventy-Five Dollars (\$375.00). {August 2010}

## **XII. VOTING**

Between scheduled meetings the Board of Directors may discuss business issues and vote electronically so that the business of NCHC can be conducted in a timely manner. Up to three motions may be voted upon simultaneously on the Board discussion forum. {June 2004; June 2005; December 2005; March 2009; February 2010}

In 2010 and 2011 the Board will conduct its business electronically in lieu of a formal summer Board meeting. {February 2100; August 2011}

## **XIII. NCHC RECOMMENDED SITE VISITORS**

A. The NCHC Headquarters Office shall maintain and make available to members a list of NCHC Recommended Site Visitors.

B. The Assessment and Evaluation Committee shall consider applications for the list during its meeting at the NCHC Conference. To be considered, an applicant shall:

1. be a current institutional representative or individual professional member of NCHC
2. have been an NCHC member for 5 years. {November 2006}
3. have attended three out of the last five NCHC conferences (that may include the conference at which his or her application is considered); {March 2009}
4. have completed an NCHC Institute for site visitor training; and

5. have submitted an application form, abbreviated curriculum vitae (limited to Honors and assessment/evaluation activities), the names and addresses of three relevant professional references (at least two of which shall be from institutions other than his or her own home institution; one of whom preferably will be a current recommended site visitor), and a one-page statement of his or her views on the role of a Site Visitor. {November 2006}

C. The Assessment and Evaluation Committee shall submit the names of persons recommended as new Site Visitors to the Board of Directors, which shall have the authority to direct the addition of names to the Site Visitors list. {December 2005}

D. NCHC Recommended Site Visitors shall, by January 31 of each year, report to the NCHC Headquarters Office by updating the required forms for the web page (and other NCHC materials) and including the institution(s) for which they have conducted site visits in the previous calendar year and shall designate for listing on the web page (and other NCHC materials) up to five most recent site visits (with the years of those visits). The listing shall also include: @ Information on additional site visits available upon request from this Site Visitor. {November 2006}

E. To remain on the list, a Site Visitor must:

1. be a current institutional representative or individual professional member of NCHC;
2. have attended three of the last five NCHC conferences (on a rolling basis);
3. update the required forms for the web page annually by January 31; and
4. have conducted at least one site visit or have attended an NCHC Institute for site visitor training in the preceding six years.

F. Neither the chair (or co-chair) of the Assessment and Evaluation Committee, nor any officer or employee of NCHC, shall recommend specific Site Visitors but shall instead refer those asking for such information to the list of recommended Site Visitors. Two exceptions to this policy shall be permitted when:

1. the chair (or co-chair) of the Assessment and Evaluation Committee, or an officer or employee of NCHC, has been selected as a Site Visitor and is asked to suggest names for additional members of the site visit team; or
2. recommendations are made according to policies approved by the Executive Committee in consultation with the Assessment and Evaluation Committee. {June 2005}

#### **XIV. EXECUTIVE DIRECTOR**

A. Responsibilities of the Executive Director include:

\* Recommending strategies to the Board to fulfill the goals of the organization, particularly in the areas of programming, communications, assessment, financial management, and other questions;

- \* Managing headquarters and staff including hiring, training, supervising, and evaluating employees to insure the accomplishment of organizational goals;
- \* Managing the membership database, including billing and collecting membership fees and providing information to current and prospective members;
- \* Maintaining the records and archives of NCHC, including the records of the Board and other entities of NCHC;
- \* Manage and carry out day-to-day activities in support of programs and initiatives;
- \* Managing and implementing the Board-approved budget and overseeing the fiduciary obligations of NCHC;
- \* Supervising accounts for NCHC monies;
- \* Fostering and coordinating communication among the membership through appropriate media, including electronic and print media;
- \* Facilitating the printing and dissemination of NCHC publications and other materials;
- \* Assisting with the annual conference;
- \* Maintaining liaisons with other higher-education organizations and relevant agencies;
- \* Seeking external funds, and promoting other activities that fund NCHC projects and initiatives to accomplish NCHC's goals.

B. Qualifications for the Executive Director shall include:

- \* Required: experience with organizational leadership and management, strong writing and oral communication skills, evidence of managerial experience and skills, strong skills in fiscal management and development, experience with marketing and public relations, earned bachelor's degree.
- \* Desirable: association executive certification; experience with professional associations; background in higher education, preferably in an honors environment; earned advanced degree.

C. The annual performance evaluation of the Executive Director shall be completed each October and be the responsibility of the Executive Committee using the following procedure:

1. Executive Director provides to the members of the Executive Committee a written self-assessment of his or her performance for the period under review in terms of the responsibilities of the position established by the Board of Directors in the Standing Orders of the National Collegiate Honors Council and the performance criteria included below. The Executive Director's self-assessment is submitted at least 30 days before the date by which the performance review is to be completed. A copy of the relevant Standing Orders will be attached to this form.

2. President convenes the Executive Committee in person or by conference call to discuss the Executive Director's self-assessment and formulate a preliminary performance appraisal.
3. Executive Committee's preliminary performance appraisal is provided to the Executive Director by the President.
4. Executive Director may respond to the preliminary performance appraisal in writing or by a conference call with the Executive Committee.
5. Executive Committee finalizes the performance review document.
6. President transmits the performance review document to the Executive Director. {February 2007; June 2009}

#### **XV. RESOLUTION ON THE NATIONAL COLLEGIATE HONORS COUNCIL'S HEIR**

In conformity with the legal requirement to designate an heir should the National Collegiate Honors Council cease to function as a corporation as specified in its Articles of Incorporation, it is hereby resolved by the Executive Committee [now the Board of Directors] of the National Collegiate Honors Council that its heir in every legal sense of that word be those non-profit institutional members of the organization who are in good standing one year prior to the lawfully recognized demise of the National Collegiate Honors Council. In the context of this resolution good standing means the institutional members' dues have been paid for that year. The heirs are to share equally in the estate of the National Collegiate Honors Council at its demise after all outstanding financial obligations of the National Collegiate Honors Council shall have been met. Under no circumstances shall the heirs be liable for any debts or other obligations which the National Collegiate Honors Council may have incurred during its existence. (February 12, 1986)

#### **XVI. PARTNERSHIPS AND SPONSORSHIPS**

A. Partnerships. The National Collegiate Honors Council (NCHC) defines a Partnership as a limited or long-term organizational relationship that serves mutual academic or business interests for members of both partnering organizations. NCHC seeks to enter into partnerships with organizations sharing a compatible vision of excellence in higher education. Partnerships with NCHC may include reciprocal participation in annual organization conferences; joint forums and professional meetings on topics of mutual interest, opportunities for publication in partners' professional journals; involvement in activities of both organizations for students, faculty, and staff; study and travel opportunities for students, faculty and professional members of the partnering organizations or other opportunities of mutual benefit to both organizations. NCHC will enter into partnerships with the intent to sustain and develop working relationships with partnering organizations over many years to come. {November, 2007}

B. Sponsorships. The National Collegiate Honors Council (NCHC) defines a Sponsorship as a limited term financial contribution or contribution of gifts in kind that support the educational programming of NCHC. The NCHC may make sponsorship available to organizations that share in the vision of excellence in higher education supported by NCHC. Sponsors may, for example make a donation to support a specific event at the national conference, support an NCHC project, or provide student scholarships to enable participation in an NCHC project in

exchange for promotional opportunity for the sponsoring group. Depending on the contribution, sponsors may be entitled to staff tables at the annual NCHC conference, may be acknowledged in the annual program booklet and have signage at the conference, may gain access to the conference members and/or reach members through a mailing. {November, 2007}

## **XVII. BASIC CHARACTERISTICS OF FULLY DEVELOPED HONORS PROGRAMS AND HONORS COLLEGES**

### **BASIC CHARACTERISTICS OF A FULLY DEVELOPED HONORS PROGRAM**

**(Approved by the NCHC Executive Committee on March 4, 1994;  
amended by the NCHC Board of Directors on November 23, 2007;  
further amended by the NCHC Board of Directors on February 19, 2010)**

Although no single or definitive honors program model can or should be superimposed on all types of institutions, the National Collegiate Honors Council has identified a number of best practices that are common to successful and fully developed honors programs.

1. The honors program offers carefully designed educational experiences that meet the needs and abilities of the undergraduate students it serves. A clearly articulated set of admission criteria (e.g., GPA, SAT score, a written essay, satisfactory progress, etc.) identifies the targeted student population served by the honors program. The program clearly specifies the requirements needed for retention and satisfactory completion.
2. The program has a clear mandate from the institution's administration in the form of a mission statement or charter document that includes the objectives and responsibilities of honors and defines the place of honors in the administrative and academic structure of the institution. The statement ensures the permanence and stability of honors by guaranteeing that adequate infrastructure resources, including an appropriate budget as well as appropriate faculty, staff, and administrative support when necessary, are allocated to honors so that the program avoids dependence on the good will and energy of particular faculty members or administrators for survival. In other words, the program is fully institutionalized (like comparable units on campus) so that it can build a lasting tradition of excellence.
3. The honors director reports to the chief academic officer of the institution.
4. The honors curriculum, established in harmony with the mission statement, meets the needs of the students in the program and features special courses, seminars, colloquia, experiential-learning opportunities, undergraduate research opportunities, or other independent-study options.
5. The program requirements constitute a substantial portion of the participants' undergraduate work, typically 20% to 25% of the total course work and certainly no less than 15%.
6. The curriculum of the program is designed so that honors requirements can, when appropriate, also satisfy general education requirements, major or disciplinary requirements, and pre-professional or professional training requirements.
7. The program provides a locus of visible and highly reputed standards and models of excellence for students and faculty across the campus.

8. The criteria for selection of honors faculty include exceptional teaching skills, the ability to provide intellectual leadership and mentoring for able students, and support for the mission of honors education.

9. The program is located in suitable, preferably prominent, quarters on campus that provide both access for the students and a focal point for honors activity. Those accommodations include space for honors administrative, faculty, and support staff functions as appropriate. They may include space for an honors lounge, library, reading rooms, and computer facilities. If the honors program has a significant residential component, the honors housing and residential life functions are designed to meet the academic and social needs of honors students.

10. The program has a standing committee or council of faculty members that works with the director or other administrative officer and is involved in honors curriculum, governance, policy, development, and evaluation deliberations. The composition of that group represents the colleges and/or departments served by the program and also elicits support for the program from across the campus.

11. Honors students are assured a voice in the governance and direction of the honors program. This can be achieved through a student committee that conducts its business with as much autonomy as possible but works in collaboration with the administration and faculty to maintain excellence in the program. Honors students are included in governance, serving on the advisory/policy committee as well as constituting the group that governs the student association.

12. Honors students receive honors-related academic advising from qualified faculty and/or staff.

13. The program serves as a laboratory within which faculty feel welcome to experiment with new subjects, approaches, and pedagogies. When proven successful, such efforts in curriculum and pedagogical development can serve as prototypes for initiatives that can become institutionalized across the campus.

14. The program engages in continuous assessment and evaluation and is open to the need for change in order to maintain its distinctive position of offering exceptional and enhanced educational opportunities to honors students.

15. The program emphasizes active learning and participatory education by offering opportunities for students to participate in regional and national conferences, Honors Semesters, international programs, community service, internships, undergraduate research, and other types of experiential education.

16. When appropriate, two-year and four-year programs have articulation agreements by which honors graduates from two-year programs who meet previously agreed-upon requirements are accepted into four-year honors programs.

17. The program provides priority enrollment for active honors students in recognition of scheduling difficulties caused by the need to satisfy both honors and major program(s) requirements. {March, 2004; November, 2007; February, 2010}

**BASIC CHARACTERISTICS OF A FULLY DEVELOPED HONORS COLLEGE**  
**(Approved by the NCHC Executive Committee on June 25, 2005, and amended by the**  
**NCHC Board of Directors on February 19, 2010)**

The National Collegiate Honors Council has identified these best practices that are common to successful and fully developed honors colleges.

1. An honors college incorporates the relevant characteristics of a fully developed honors program.
2. The honors college exists as an equal collegiate unit within a multi-collegiate university structure.
3. The head of the honors college is a dean reporting directly to the chief academic officer of the institution and serving as a full member of the Council of Deans if one exists. The dean has a full-time, 12-month appointment.
4. The operational and staff budgets of honors colleges provide resources at least comparable to those of other collegiate units of equivalent size.
5. The honors college exercises increased coordination and control of departmental honors where the college has emerged out of a decentralized system.
6. The honors college exercises considerable control over honors recruitment and admissions, including the appropriate size of the incoming class. Admission to the honors college may be by separate application.
7. The honors college exercises considerable control over its policies, curriculum, and selection of faculty.
8. The curriculum of the honors college offers significant course opportunities across all four years of study.
9. The curriculum of the honors college constitutes at least 20% of a student's degree program. The honors college requires an honors thesis or honors capstone project.
10. Where the home university has a significant residential component, the honors college offers substantial honors residential opportunities.
11. The distinction achieved by the completion of the honors college requirements is publically announced and recorded, and methods may include announcement at commencement ceremonies, notations on the diploma and/or the student's final transcript, or other similar actions.
12. Like other colleges within the university, the honors college may be involved in alumni affairs and development and may have an external advisory board. {June, 2005; February, 2010}

**XVIII. FELLOWS OF THE NATIONAL COLLEGIATE HONORS COUNCIL**

A. NCHC shall designate from among its members Fellows of the National Collegiate Honors Council who shall be recognized by induction at the National Conference by a suitable certificate, plaque, or medallion and by a recognizable name tag at conferences thereafter.

The list of NCHC Fellows shall be published in the NCHC Handbook, on the NCHC web page, and in the printed program of the National Conference.

B. In years following the installation of the initial class of Fellows in 2010, the Awards and Grants Committee shall recommend up to a combined total of ten (10) Fellows to the Board of Directors in two categories: (1) members currently active in honors education at their respective institutions and (2) living members no longer actively engaged in honors education.

In addition, and not subject to the annual limit of ten, the committee may recommend posthumous recognition on a Founders' Honor Roll.

C. Nominations for Fellows shall be submitted by January 31, and the Awards and Grants Committee shall make its recommendations in time for consideration at the spring/summer meeting of the Board of Directors.

D. Among the factors to be considered by the committee shall be:

- \* NCHC, regional, and/or state honors organization leadership
- \* scholarly activities relating to honors education
- \* NCHC, regional, and/or state honors special events, institutes, etc.
- \* recognition for outstanding honors teaching on the home campus
- \* assistance provided to other honors programs/colleges (site visits, consulting, etc.)
- \* content of the nomination letter
- \* demonstrated record of sustained commitment to honors education {March 2009}

E. Procedure

1. The National Office shall post a call for nominations on the NCHC web page by January 1 each year that includes the criteria in Standing Order XVIII-D and indicates a deadline of January 31 for electronic submission of nominations by NCHC members.

2. Any current NCHC member may submit a name or names for consideration by electronically providing the name and institution (or former institution) of the nominee along with a one-page nomination statement.

3. Candidates for NCHC Fellows must be nominated during the January nomination period by three (3) current NCHC professional members, student members, or institutional member representatives, only one of whom may be from the same institution as the candidate. The National Office shall notify that individual of his or her nomination in early February.

4. If the nominee wishes to be considered by the Awards and Grants Committee, he or she shall submit electronically by March 1 information pertaining to each of the criteria contained in Standing Order XVIII-D along with an abbreviated curriculum vitae (limited to honors experience).

5. The National Office shall electronically distribute all of the completed nominee materials and the member nomination statements for those nominees who have submitted complete materials to the members of the Awards and Grants Committee by March 15.

6. Each member of the committee shall transmit to the chair or co-chairs the names of the nominee(s) for whom he or she wishes to endorse as a Fellow of the National Collegiate Honors Council by April 1, and a majority of the votes received shall be required before the committee may recommend a name to the Board of Directors. If a member of the committee is nominated, he or she may not vote on his or her own nomination but may vote on the other nominees. (For the first class of fellows, each committee member may vote for up to a total of forty nominees; thereafter, each committee member may vote for up to the total number of Fellows to be selected that year.)

7. If necessary, the committee chair or co-chairs may arrange for a conference call for committee discussion of one or more of the nominees.

8. The chair or co-chairs of the committee shall submit the list of recommended Fellows to the President and Executive Director by April 15 for inclusion of the agenda of the Board of Directors at its next meeting. {February 2009, June 2009, August 2010}

#### **XIX. ORIENTATION FOR NEW MEMBERS OF THE BOARD OF DIRECTORS**

Mentoring of new members of the Board of Directors shall include the following:

A. Within thirty days after the announcement of the election results by the Secretary, the President shall designate an experienced member of the Board to serve as a mentor to each newly elected member.

B. At the first meeting of the Board following the election, the President shall arrange for an orientation session for new members. {June 2009}