

BY-LAWS OF THE THOMAS HUNTER HONORS PROGRAM

19 November 2025

Historical Preamble

The Thomas Hunter Honors Program (HEGIS Code 4999) was created in 1964 as an interdisciplinary honors program that had no faculty lines, but staffed its course offerings with tenured faculty from the departments. From its inception it has reported to the Provost. Since its reconfiguration under Provost Jerome Schnewind in 1976, it has been governed by a Chair (a Co-chair was added later), and the Council on Honors, all of whom are full-time faculty from various departments in the College.

ARTICLE I – ORGANIZATION

The Thomas Hunter Honors Program (hereafter “the Program” or “THHP”) is an interdisciplinary honors program that reports to the Provost and is typically governed by a 12- to 16-member Council on Honors (hereafter COH). The Program has two officers, a Chair and a Deputy Chair, elected from among the COH members, as described below. An Advisors Committee, consisting of the Chair, Deputy Chair, and three COH members appointed as Academic Advisors, consults about executive matters and program activities between COH meetings.

A. VOTING MEMBERSHIP

For educational policy and routine business, voting members of the Council on Honors shall be: all members of the COH.

Alternates. There shall be no alternate members of the COH.

B. OFFICERS - The officers of the Program shall be:

1. A Chair, who shall chair COH meetings; appoint members of Program committees; represent the Program on College committees; prepare annual reports and budget requests; coordinate Self-Studies; recruit instructors and develop new Program colloquia; work with the Coordinator on scheduling, invitations, and interviews; and serve as one of the Program Advisors.
2. A Deputy Chair, who shall assist the Chair in performing all the above Program responsibilities, serve as one of the Program Advisors, and automatically replace the Chair in case of short-term absences of not more than one semester.

For elections of Chair and Deputy Chair, see Article IV below. For information concerning vacancy or removal of officers, see Article IV. E. below.

C. COUNCIL ON HONORS (COH)

1. Membership.

The COH shall consist of not less than twelve (12) nor more than sixteen (16) members including the Chair and Deputy Chair.

2. Selection.

COH Members must have taught successfully for the Program, be full-time Hunter faculty, be willing to serve, and will ideally represent a department not already represented on the COH; they must also be elected by a majority of COH members, subject to approval by the Provost.

3. Responsibilities.

Attend COH meetings, serve on Program committees, participate in curriculum review and in interviews and selection of new THHP students, and serve as mentors on honors projects on occasion for students in the Program.

4. Program Coordinator.

The Program Coordinator is a HEO position. The Program Coordinator shall manage student invitations, interviews, and intake, maintain the database of information about present and past students, and manage the certification process and graduation audit process. The Coordinator shall also perform duties performed by Senior Administrative Assistants in academic departments: taking notes of Council meetings, preparing and distributing the announcements and record of minutes of Program meetings, and recording votes of secret ballots. Also assists students with administrative challenges related to registration and financial aid.

D. COLLEGE GOVERNANCE REPRESENTATIVES

1. The THHP does not have faculty lines. However, COH members may be elected by their home departments to serve on the Senate and on the School / Divisional Curriculum Committees. With the Chair's approval, such COH members may represent the THHP in these other forums. The Chair is an ex-officio member of the college Senate.
2. THHP students may participate on School/Divisional Curriculum Committees as defined in Article VIII of the Charter

ARTICLE II - MEETINGS OF THE COUNCIL ON HONORS

A. CALLING COUNCIL MEETINGS

1. There shall be at least one Council meeting per semester.
2. Additional meetings may be called at the discretion of the Chair. In addition, the Chair must call a meeting of the Council within ten working days at the request of fifty percent of the voting members of the Council.

3. Written and/or e-mailed notice of Council meetings shall be sent to all voting members of the Council no less than five working days in advance of the meeting date. An agenda of the meeting shall accompany such notification.

B. ATTENDANCE AT COUNCIL MEETINGS

1. Meetings shall be open only to Voting Members of the Council and the Program Coordinator. The Chair may choose to open some or all of a meeting to others as appropriate, subject to consent of a majority of the Voting Members of the Program.
2. Under extenuating circumstances, attendance at Council meetings may occur virtually.

C. RULES OF ORDER FOR COUNCIL MEETINGS

1. A quorum for Council meetings shall consist of a simple majority of the Voting Members of the Council.
2. The Chair shall preside at all meetings of the Council. In the absence of the Chair, the Deputy Chair shall preside. In the absence of both the Chair and the Deputy Chair, an Advisor shall preside.
3. The Chair may appoint a parliamentarian from among the voting members of the COH for such meetings.

ARTICLE III: COMMITTEES

A. ADVISORS COMMITTEE

1. Membership.

The Chair, Deputy Chair, and the additional three members of the COH who are serving each semester as Academic Advisors, having volunteered and been selected by the Chair.

2. Responsibilities of Advisors.

Advisors will each be tasked with one of the following core functions of the Program: 1. Solicit and manage course proposals; 2. Maintain and update the THHP website and other key program communications; 3. Supervise administration of Student Development Funds; 4. Supervise administration of academic awards. 5. Coordinate programs and presentations for THHP and the larger Hunter community. Additionally, advisors interview and help select new students for the Program, perform required intake interviews with students selected, meet with THHP students as required prior to registration each semester and provide student advisement through weekly scheduled office hours. Advisors also assess transcripts in preparation for THHP certification.

3. Meetings.

The Advisors Committee shall meet at least once each semester. The Advisors Committee also informally advises the Chair on executive actions required or contemplated as requested by the Chair and when COH meetings are not scheduled.

B. PROGRAM POLICY COMMITTEE

1. Membership.

Three undergraduate THHP students elected by the students, at least one (1) of whom shall have 90 credits or more and at least one (1) of whom shall have fewer than 90 credits. If the students fail to elect members, THHP student members may be chosen by the Chair.

Three faculty members of the committee shall include the Chair or Deputy Chair, one of the Advisors who is not Chair or Deputy Chair, and a COH member who is neither an officer nor an Advisor.

2. Responsibilities.

The Policy committee shall initiate, review and make recommendations with respect to changes in Program policy and review the adequacy of Program governance, initiating proposals for amendments in these by-laws as required. It shall also (i) appraise the Program requirements and curriculum offered, (ii) review and propose recommended changes to curricular requirements, and (iii) recommend policy regarding the conduct of the Program's advisement of its students. The Policy Committee shall also be responsible for the supervision of all Program student elections and shall publish election procedures. The Committee shall also monitor the changing nature of interdisciplinary studies, assist in self-studies, and help plan external reviews.

3. Meetings.

The Policy Committee shall meet at least once per semester.

C. CURRICULUM COMMITTEE

The COH shall serve as the Program's Curriculum Committee, reviewing proposed course offerings and ultimately approving every colloquium offered.

D. COMMITTEE ON EVALUATION OF TEACHING

In addition to the provisions of the Hunter College *Charter* (See esp. XI: 3), the following rules shall apply:

1. Membership.

Membership shall consist of two students elected by the THHP students from their ranks. If the students fail to elect members, undergraduate majors may be chosen by the Chair. One member of the COH and an alternate shall be appointed by the Chair as faculty members of the committee.

2. Responsibilities.

The committee shall provide for distribution of the College's evaluation materials and, if desired, prepare a Program questionnaire consonant with the Senate Committee on the Evaluation of Teaching guidelines. It shall also report the results of such evaluations to the COH.

3. Meetings.

The Committee shall meet at least once each semester.

E. OPTIONAL PROGRAM COMMITTEES

The Program may establish such additional committees – either standing or ad-hoc – as it deems necessary, including Committees on recruitment of new instructors, outcomes assessment, and public engagement. The Chair shall have the authority to appoint the members of these committees.

F. RULES OF ORDER FOR PROGRAM COMMITTEES

Unless otherwise specified at the time the committee is created, a majority of the entire committee shall constitute a quorum. The act of the majority of committee members present at a meeting at which a quorum is present shall constitute the act of the committee. The term of membership shall be one year.

ARTICLE IV –ELECTIONS OF OFFICERS

Since the Program does not have a Personnel and Budget Committee, the following rules shall apply to elections of the Chair and Deputy Chair.

A. Electorate

Those eligible to vote shall be all members of the Council on Honors.

B. Eligibility

COH members who have served on the COH for not less than three (3) years are eligible to serve as Chair or Deputy Chair.

C. Terms of Office

The Chair shall serve for a three-year term. The Deputy Chair shall serve for a one-year term.

D. Voting Procedures

A list of eligible COH members shall be circulated to the COH not less than one month prior to the last COH meeting of the academic year. The election shall take place at the last meeting of the academic year. A candidate for Chair or Deputy Chair shall be elected by a simple majority of the total number of members of the Council on Honors. COH members may attend virtually, but must participate in the discussion at the meeting in order to cast a vote. Secret ballot is required. Those attending a COH meeting virtually will cast their votes by sending an electronic message to the Program Coordinator. The elected candidate will be announced by the outgoing Chair, subject to the approval of the Provost. If a candidate for Chair has not been elected after three (3) ballots, the election shall be adjourned until a subsequent COH meeting, either one specially called or the regular first Fall meeting.

E. Vacancy or Removal of Officers

In the event that the Chair is on leave or otherwise unable to serve for any portion of the three-year term for a period of a semester or longer, the Deputy Chair automatically becomes Acting Chair until the Chair returns. If the Chair is not returning to serve in the next academic year, an election shall be held at the May COH meeting to elect a new Chair for a three-year term.

An elected Chair or Deputy Chair may be removed by a vote of two-thirds (2/3) of the total number of members of the COH.

F. Oversight of Elections

Elections shall be overseen by the Advisors Committee and Program Coordinator.

ARTICLE V – AMENDMENTS AND RELATION TO GOVERNING DOCUMENTS

- A. All proposed amendments to these By-laws shall be submitted in written form and distributed to all voting members of the Council at least five working days in advance of the COH meeting at which the proposal is to be considered.
- B. An amendment to the By-laws shall become effective when it has been approved by a majority of the voting members of the COH.