

# DH@MSU Bylaws

## 1. Function & Objectives

DH@MSU is both a research center and an academic program. It is based in the College of Arts and Letters but works across the colleges and units of the university. DH@MSU brings together the many people, programs, centers, labs, and other units working on digital humanities related projects and curricula.

## 2. Membership & Participation

The membership of DH@MSU is composed of Core Faculty, Affiliated Faculty, and Student Members.

### 2.1. Core Faculty

- 2.1.1. The Core Faculty shall consist of faculty, academic specialists, librarians, and staff who have a significant Digital Humanities component to their work at MSU. Members automatically join Core Faculty based on their job appointment or can join by application.
- 2.1.2. Applications for Core Faculty status shall be reviewed and approved by the Advisory Committee.
- 2.1.3. A Core Faculty member may step down from the Core Faculty by request from the faculty member or by determination of the Director in consultation with the Advisory Committee.
- 2.1.4. Rights and Duties of the Core Faculty
  - 2.1.4.1. Core Faculty members support the activities of DH@MSU and assist in developing and implementing its programs and projects.
  - 2.1.4.2. Core Faculty members with instructional roles in the university are eligible to teach core courses in the DH@MSU curriculum.
  - 2.1.4.3. Core Faculty members are expected to serve regularly on committees and to participate in the business and activities of DH@MSU.
  - 2.1.4.4. Each Core Faculty member shall have a vote in the matters of the governance and administration of DH@MSU.

### 2.2. Affiliated Faculty

- 2.2.1. The Affiliated Faculty shall consist of all faculty, academic specialists, librarians, and staff who have a professional interest in the objectives of DH@MSU, but who either do not qualify under 2.1.1 above or do not choose to have Core Faculty status.

- 2.2.2. Applications for Affiliated Faculty status shall be reviewed and approved by the Advisory Committee.
- 2.2.3. An Affiliated Faculty member may step down from the Affiliated Faculty or may move into Core Faculty by request from the faculty member or by determination of the Director in consultation with the Advisory Committee.
- 2.2.4. Rights and Duties of the Affiliated Faculty
  - 2.2.4.1. Affiliated Faculty members support the activities of DH@MSU and assist in developing and implementing its programs and projects.
  - 2.2.4.2. Affiliated Faculty members may serve on non-elected committees that support the work of DH@MSU.
  - 2.2.4.3. Affiliated Faculty members may attend all DH@MSU membership meetings and participate in consultation and discussion of the governance and administration of DH@MSU, but do not have a vote.

### 2.3. Student Members

- 2.3.1. The student membership shall consist of any student at MSU who is enrolled in any undergraduate minor or graduate certificate administered by DH@MSU.
- 2.3.2. Student members shall be eligible to serve on standing and ad hoc committees.
- 2.3.3. Student members may attend all DH@MSU membership meetings and participate fully in consultation and discussion but have no voting rights on DH@MSU governance and administrative issues, except as elected Student Representatives to committees (see 2.3.4).
- 2.3.4. Student Representatives
  - 2.3.4.1. One undergraduate and one graduate student may be selected from among the DH@MSU Student Members to serve on each DH@MSU standing committee (see 3.4). Student Representatives have full voting rights in those committees.
  - 2.3.4.2. Student Representatives are selected for a one-year term.

## 3. Organization and Governance

### 3.1. Structure

DH@MSU is organized through the following officers and bodies: a Director, Assistant and/or Associate Director(s), an Advisory Committee, a Curriculum Committee, and a Research Council. The DH@MSU team shall be defined as all faculty and staff with a full or partial appointment in the unit.

### 3.2. The Director

#### 3.2.1. Purpose

The Director shall be the administrative head of DH@MSU.

### 3.2.2. Qualifications and Reporting

The Director shall be Core Faculty in DH@MSU (or qualified to be Core Faculty) and a member of the College of Arts & Letters. The Director shall report to the Dean of the College of Arts & Letters.

### 3.2.3. Responsibilities

The Director shall:

- 3.2.3.1. Provide administrative support to the program.
- 3.2.3.2. Organize and oversee DH@MSU functions under the advice of the Advisory Committee and other standing and ad-hoc committees.
- 3.2.3.3. Lead long-range planning for DH@MSU to achieve instructional, research, and service goals.
- 3.2.3.4. Organize regular meetings of the full membership, at least once per year. (See 3.6.)

### 3.2.4. Review

The Director shall be subject to regular review at intervals not to exceed five years. The Dean of the College of Arts and Letters, in consultation with the Advisory Committee, shall establish a committee and procedures for the review. The review committee shall include members of the DH@MSU Advisory Committee and the Core Faculty.

### 3.2.5. Selection

The Dean of the College of Arts and Letters shall appoint the Director in consultation with the Advisory Committee.

## 3.3. Assistant and/or Associate Director(s)

### 3.3.1. Selection

Assistant and/or Associate Director(s) may be appointed by the Director from among the Core Faculty in consultation with the Advisory Committee.

### 3.3.2. Duties

The Assistant/Associate Director(s) shall serve *ex officio* on DH@MSU committees. The other responsibilities and duties of the Assistant/Associate Director(s) shall be determined by agreement between the Director and each Assistant/Associate Director.

## 3.4. Committees

The following committees help the Director and Associate/Assistant Director(s) lead DH@MSU. No Core Faculty member shall normally serve on more than one (1) committees at a time. Exceptions may be granted by the Director.

### 3.4.1. Advisory Committee

The DH@MSU Advisory Committee shall advise the Director and Assistant/Associate Director(s) on all matters of DH@MSU policy, program, and personnel.

#### 3.4.1.1. Composition

The voting members of the DH@MSU Advisory Committee shall consist of six (6) Core Faculty members and may include one graduate and one undergraduate Student Representative (see 2.3.4.1). The Director serves *ex-officio* as Chairperson and the Associate/Assistant Director(s) serve *ex-officio* on the committee but do not vote except in the event of a tie. The six Core Faculty members shall represent DH@MSU as broadly as possible.

#### 3.4.1.2. Election & Terms

- 3.4.1.2.1. Core Faculty members are eligible to serve on the Advisory Committee.
- 3.4.1.2.2. Members of the Advisory Committee shall be (self-)nominated and elected by the Core Faculty.
- 3.4.1.2.3. Members of the Advisory Committee shall be elected for a two year term and are eligible to serve consecutively for a maximum of two terms.
- 3.4.1.2.4. Student Representatives shall serve terms as described in section 2.3.4.

#### 3.4.1.3. Responsibilities

- 3.4.1.3.1. The Advisory Committee shall meet as necessary, but not less than once per semester.
- 3.4.1.3.2. The Advisory Committee shall make recommendations concerning general program-related issues and questions, including but not limited to budget, faculty, committees and projects.
- 3.4.1.3.3. Notes of the Advisory Committee meetings shall be archived and made available.
- 3.4.1.3.4. The Director shall have the power to ask elected members who do not attend meetings to resign.

### 3.4.2. Curriculum Committee

The Curriculum Committee shall advise the Director and Associate / Assistant Directors on matters affecting the undergraduate minor and graduate certificate programs housed in DH@MSU.

#### 3.4.2.1. Composition

The voting members of the Curriculum Committee shall consist of five (5) Core Faculty members and may include one graduate and one undergraduate Student Representative (see 2.3.4.1). Either the Director or an Associate/Assistant Director shall serve *ex-officio* as Chairperson but does not vote except in the event of a tie.

### 3.4.2.2. Election & Terms

- 3.4.2.2.1. Core Faculty members are eligible to serve on the Curriculum Committee.
- 3.4.2.2.2. Members of the Curriculum Committee shall be (self-)nominated and elected by the Core Faculty.
- 3.4.2.2.3. Members of the Curriculum Committee shall be elected for a two year term and are eligible to serve consecutively for a maximum of two terms.
- 3.4.2.2.4. Student Representatives will be elected and serve terms as described in section 2.3.4.

### 3.4.2.3. Responsibilities

- 3.4.2.3.1. The Curriculum Committee shall meet as necessary, but not less than once per semester.
- 3.4.2.3.2. The Curriculum Committee shall make recommendations concerning curriculum development, course scheduling, and general course parameters.
- 3.4.2.3.3. The Curriculum Committee shall review applications for and select awardees for scholarships offered by the program.
- 3.4.2.3.4. The Curriculum Committee shall review and approve the portfolios of all graduate certificate candidates.

### 3.4.3. Engagement & Outreach Committee

The Engagement & Outreach Committee shall support the DH@MSU team in promoting DH work at MSU and shall support DH@MSU's events and outreach activities.

#### 3.4.3.1. Composition

The Engagement & Outreach Committee shall be composed of members of the DH@MSU community in any capacity. Participation is open to all MSU students, faculty, and staff regardless of formal affiliation with DH@MSU. Undergraduate and graduate student participation is welcome. The size of the committee can adjust annually based on interest from the community. The DH@MSU team member leading Engagement and Outreach efforts will serve *ex-officio* as Chairperson on the committee.

#### 3.4.3.2. Responsibilities

The Engagement & Outreach Committee shall meet as necessary, but not less than once per semester.

### 3.4.4. Research Council

The Research Council shall support the DH@MSU team in maintaining an overview of DH research at MSU and share knowledge of DH research and development on campus.

#### 3.4.4.1. Composition

The Research Council shall be composed of members of the DH@MSU community who are engaged in significant DH research activities, such as a large

grant project or representing a DH research center or lab. Participation is voluntary and units and projects are encouraged to send a representative to each Council meeting. The size of the committee can adjust annually based on interest from the community. The DH@MSU team member leading Research efforts will serve *ex-officio* as Chairperson on the council.

#### 3.4.4.2. Responsibilities

The Research Council shall meet once per semester.

#### 3.4.5. Ad Hoc Committees

When the need arises, the Advisory Committee and/or the Director shall create and appoint ad hoc committees. The formation of ad hoc committees will be kept to a minimum; wherever possible, issues shall be referred to committees established by these bylaws.

### 3.5. Faculty Meetings.

- 3.5.1. A formal meeting of the Core and Affiliated Faculty shall be held once per semester. Additional or emergency faculty meetings may be called as needed by the Director. Agendas shall be circulated one week before the date of the meeting.
- 3.5.2. The Director shall chair Faculty meetings. The agenda for the meetings will be set by the Advisory Committee.
- 3.5.3. A quorum is necessary for the conduct of official business at any meeting of the Faculty. A quorum shall be defined as fifty percent (50%) of the Core Faculty.
- 3.5.4. Notes of the Core Faculty meetings shall be archived and made available.

## 4. Bylaws

### 4.1. Initial Approval

The DH@MSU Bylaws became effective in May 2018 with approval from the Core Faculty and approval of the College of Arts and Letters College Advisory Council in October 2018.

### 4.2. Interpretation

The Director, with the Advisory Committee, will be the final authority with regard to the interpretation and implementation of these Bylaws.

### 4.3. Amendment

- 4.3.1. Amendments to these Bylaws may be proposed to the Advisory Committee by DH@MSU Core Faculty members.
- 4.3.2. Proposed amendments shall be communicated to the Core Faculty, followed by a one-week discussion period after which the Core Faculty will vote on the

proposed amendments. The review of proposed bylaws amendments and the vote for their approval may happen in person or online.

- 4.3.3. Amendments to these Bylaws shall be approved by a two-thirds majority vote of members voting, assuming a quorum of fifty percent (50%) of the Core Faculty has been met.

#### 4.4. Review of Bylaws

On behalf of the Core Faculty, the Advisory Committee will review the Bylaws at regular intervals to assure that they are in compliance with the College and University regulations as well as current departmental practice.

##### *Revision Record:*

- *April 2020: The bylaws were adjusted by a vote of the DH@MSU Core Faculty to rename the Events and Outreach Committee the Engagement and Outreach Committee.*
- *April 2023: The bylaws were changed by a vote of the DH@MSU Core Faculty to close the Research Committee.*
- *March 2025: The bylaws were streamlined and simplified, with the reduction in the size of the Advisory and Curriculum Committees and the creation of the Research Council.*