

## **H. Henry Meeter Center for Calvin Studies**

### **Bylaws**

#### **Background**

The H. Henry Meeter Center for Calvin Studies (hereinafter identified as the Meeter Center) was established by an act of the then joint Board of Trustees of Calvin College and Seminary dated May 21, 1981.

**I Purpose of the Center:** The purpose of the Meeter Center, as defined by its founding document “is to promote Reformed Christian scholarship on the life, times, and work of John Calvin and on historical Calvinism to the glory of God and the advancement of his kingdom.”

#### **II Activities of the Center:**

1. Support scholarship on Calvin and Calvinism by establishing and administering fellowships and study grants.
2. Develop and maintain a major collection of primary and secondary sources related to Calvin and Calvinism
3. Offer a regular program of presentations, lectures, conferences, and other special events to disseminate knowledge about John Calvin and Calvinism to the wider community
4. Serve as a reference source for scholars and the general public who want to know more about John Calvin and historical Calvinism
5. Provide regular paleography workshops, summer seminars, or other programs to help advance research and teaching on Calvin, Calvinism, and the Reformation

#### **III Administration: Director and Staff**

As indicated by the founding document, “The staff of the Meeter Center shall consist of a Director, a Curator, and such other personnel as may be appropriate and necessary for its effective operation. These other personnel shall be determined by the Governing Board upon recommendation of the Director.”[The funding of the Meeter Center budget including the salary and benefits of Director and staff of the Meeter Center are funded according to an agreed-upon proportionate division of funding from college and seminary. Actual distribution of salaries and benefits is managed by the College’s Human Resources department.]

A. Duties of the Director of the Center:

1. Have administrative responsibility for all aspects of the functioning of the Meeter Center and its staff [per founding document], with the advice and consent of the Board.
  2. Supervise staff of the Center.
  3. Seek to secure external funding for the Center.
  4. Serve as chief liaison between the Center and its Governing Board.
  5. Recommend to the Governing Board an annual plan for activities, an annual budget, and such other policies as may be appropriate [per founding document].
  6. Serve as budget officer for the Center and oversee the budget of all Center activities.
  7. Provide an annual report, to be submitted first to the Governing Board for review, and then to the reporting dean. The director shall submit a summary of the annual report to Faculty Senate for information.
  8. In consultation with the Board chair, prepare the agenda and necessary materials for meetings of the Governing Board. These materials are to be submitted to the secretary of the Board for distribution.
  9. Implement all policies, plans, and budgets as adopted by the Governing Board [per founding document].
  10. Facilitate and promote the use of the Meeter Center [per founding document].
  11. Personally undertake a program of study and publication consistent with the purpose of the Meeter Center [per founding document].
  12. Be present at meetings of the Governing Board and its Executive Committee except when the Director's work or appointment are being discussed [per founding document].
- B. Status of the Director of the Center

1. The director shall hold faculty status in a department of Calvin College or Calvin Theological Seminary (as identified in the search process) and shall receive a course load reduction consistent with the founding document.  
 "The Director of the Meeter Center, as a faculty member of either Calvin College or Calvin Seminary and with the mandate to pursue scholarship (cf. Meeter Center Constitution V.6), shall have the rights of the sabbatical policy of the respective faculty body. In the absence of the Director, the responsibility for the day to day management of the Meeter Center will normally be that of the Curator" (Bylaws, IX). The Director, as a member of a department of Calvin College or Calvin Seminary shall receive a course load reduction ordinarily equivalent to three courses plus (if departmental membership is lodged in the College) a summer stipend. The full-time salary of the Director shall be determined by

the faculty rank of the Director.

2. The director shall not serve as the chair of the Governing Board.
3. The director shall not serve as department chair during his or her term as director.

C. Selection of the Director of the Center

1. Search process for selection of director.
  - a. The Governing Board, in consultation with the presidents of the College and Seminary, shall appoint a committee appropriate to the mission of the Center. Normally, the Executive Committee of the Meeter Center Governing Board will serve as the search committee (N.B. the Executive committee includes two members from College academic departments, two from Seminary academic departments, and select members of the Governing Board). When the potential departmental locations of the finalists have been identified, the chairs of the relevant departments will be notified and departmental representatives included as members of the search committee for the final stage of the search process. The College Dean for Research and Scholarship (DRS) and the Vice President for Academic Administration (VPAA) of the Seminary will also be invited to join the search committee at the point of determining in which institution the Director will have her or his primary teaching responsibilities. That point will typically be reached when the field of candidates has been reduced to a short list of finalists.
  - b. In the case of appointment to a faculty position in the College, the search committee will make a recommendation to the provost who will make a recommendation to the Professional Status Committee.
  - c. In the case of appointment to the College faculty, departmental approval should be part of the recommendation to the Professional Status Committee, so that the PSC decision is final, not pending.
2. The director shall be appointed by the Governing Board of the Meeter Center in consultation with either the Faculty Status committee of the Seminary or the Professional Status Committee of the College for a *five*-year term.
3. In accordance with the founding document and the revised Bylaws (May, 2001), the Director will report to the Governing Board of the Meeter Center, whose members include the President of the College and the President of the Seminary.

D. Evaluation of the Director

1. By the beginning of the fifth year of the director's five-year term or as synchronized with the reappointment and tenure processes of the College or Seminary, the Executive Committee of the

Governing Board, in consultation with the Provost of the College, the DRS, and the VPAA of the Seminary, shall oversee an evaluation of the director's performance. The evaluation will be conducted by the chair of the Executive Committee, incorporating input from the board. The chair of the Executive Committee shall submit a recommendation regarding reappointment to the Professional Status Committee of the College and the Faculty Status Committee of the Seminary.

- E. The Curator of the Meeter Center
  - 1. The Curator shall be responsible, under the supervision of the Director, for the growth, care, and use of the collection, and such other duties as may be assigned.
  - 2. The Curator shall prepare semi-annual reports on the growth and use of the collection for presentation by the Director to the Governing Board.
- F. Other Staff, as determined and overseen by the Director

#### **IV Administration: Governing Board**

- A. Composition and Selection
  - 1. The Presidents of Calvin College and Calvin Theological Seminary shall be ex officio members of the Governing Board
  - 2. There shall be two members of the College faculty, two members of the seminary faculty, one member of the College board of trustees and one member of the seminary board of trustees, appointed by their respective bodies.
  - 3. There shall be two members at large who possess special competence in Calvin and Calvinism studies who are not in the above categories. These two members shall be appointed by the Governing Board
  - 4. There shall also be two non-academic members — one to be nominated by the Presidents and one by Hugh and Eve Meeter (as long as they are able, and thereafter by the Presidents.)
  - 5. All appointed members of the Governing Board may serve terms which vary in length, but in no case shall they serve more than eight consecutive years.
- B. Selection of Faculty Representatives
  - 1. Members of the board drawn from the College faculty will be selected by the normal Committee on Governance process for committee assignments.
  - 2. Members of the board drawn from the Seminary faculty will be selected by the VPAA.
- C. Committee service
  - 1. Membership on the Meeter Center Governing Board shall be applied to community service requirements according to governance rules.
- D. Administrative Support

1. A board secretary shall be appointed by the Governing Board for a *one*-year term. Administrative support for the governing board (e.g., a secretary for governing board meetings) can be appointed from existing staff of the Center, with any such person(s) holding an ex officio status on the governing board.
  2. No limit shall be placed on the number of consecutive terms the Board secretary may serve
  3. The board secretary shall arrange and distribute materials for meetings and submit minutes to the appropriate college entities.
- E. Terms for members of the college and seminary faculty other than the director
1. Board members typically shall serve a four-year term, with the possibility of succeeding to one second term. Terms shall be shortened as necessary to stagger the terms of the initial board.
  2. Members whose terms have expired typically shall be eligible again after a two year hiatus.
  3. Individuals will serve a full four years of time on the committee, not including sabbatical or other college-related absences. When faculty have sabbaticals that last one half year, they will be replaced for one full year, and then add one additional year of service to the committee to total four years of service. All members who are appointed by the Committee on Governance will be replaced by the Committee on Governance (generally in consultation with the center director)
- F. Frequency of board meetings
1. The director shall convene a meeting of the Board at least *once* each full semester.
  2. The chair will convene additional meetings at the request of *three* or more members of the Board. A quorum must be present at all meetings.
- G. The Chair
1. The chair of the Governing Board shall rotate between the College and the Seminary and shall be appointed by Committee on Governance (College) or the VPAA (Seminary) for a *two*-year term.
  2. The Chair *may be* reappointed by the Committee on Governance or the VPAA but may not serve for more than *two* consecutive terms.
- H. Powers of the Governing Board
1. Appoint a Director and a Curator, subject to the approval of the College board and of the Seminary board. The approval of both boards is required for the appointment [per founding document].
  2. Annually adopt a plan for the activities of the Meeter Center [per founding document].
  3. The Board shall have powers of advice and consent with regard to the operation of the Center, holding the director accountable to

the founding document and the policies of Calvin College and Calvin Theological Seminary.

4. Be responsible to give annual reports to the faculties and the boards of the College and Seminary [per founding document].
5. The Board shall offer advice to the director on questions of initiatives, policies, and procedures of the Center.
6. The Governing Board shall approve a ceiling on the dollar amount of grant awards that can be made by the Director of the Center without the consent of the Governing Board.
7. Authorize its Executive Committee to give interim approval to exceptional needs or requests that are consistent with the purposes of the Meeter Center and with the annually adopted plan and budget [per founding document].
8. The Director of the Center may seek funding from foundations and grant agencies outside Calvin College and Calvin Theological Seminary. Awarded grants, however, require approval of the Governing Board prior to the acceptance of the grant monies. The acceptance of such funding by the Governing Board carries with it the board's approval of the distribution of the funds specified within the parameters of the grant.
9. Any reallocation among the various budget lines in excess of 10 percent of the total approved budget for that year requires the approval of the Governing Board.
10. The board shall approve the next year's budget and expenditures in advance of the fiscal year.
11. The board shall receive routine financial statements at least once per full semester.
12. The President of the Governing Board (viz., chair of the Executive Committee), in consultation with the College Provost, through the reporting dean, and with the Seminary VPAA shall oversee external reviews such as reappointments of the director as well as external reviews of the center or institute.
13. The Board shall reserve to itself all powers not specifically delegated to its Executive Committee, the Director, or any other body or person [per founding document].
14. The Governing Board of the Meeter Center shall report directly to the Board of Trustees of the College and of the Seminary through the offices of their respective presidents [per founding document].

## **V Hiring Policies**

- A. All College and Seminary policies relating to hiring and reviewing of employees shall be followed.

## **VI Amendment**

- A. These bylaws may be amended by a *two-thirds* vote of the entire Governing Board. The powers of the Governing Board shall be exercised in accord with the Bylaws.
- B. Amendments approved by the Board then go for information and advice to a) the College Committee on Governance and to College Faculty Senate and b) the Seminary VPAA and Seminary Faculty. Recommendations from the College Committee on Governance, the College Faculty Senate, the Seminary VPAA, or Seminary Faculty for further changes in approved amendments will be received for consideration by the Governing Board of the Meeter Center.

*Approved by the xxxxxxxxx Institute Planning Committee:*

*Approved by the Committee on Governance: December 2009*

*Presented to Faculty Senate for information: February 2010*

*Approved by the VPAA:*

*Approved by the Seminary Faculty Status Committee:*

*Received for Information by the Board of Trustees: May 2010*