

**CONSTITUTION OF
THE PAUL B. HENRY INSTITUTE
FOR THE STUDY OF CHRISTIANITY AND POLITICS**

Preamble

In recognition of his contributions to academic and public life, Calvin College seeks to continue the work of integrating Christian faith and politics advanced by educator and public servant Paul B. Henry, after whom the Institute is named. Paul Henry's academic and political careers were characterized by a constant search for justice, providing powerful evidence that politicians can be principled and effective.

- I **Purpose of the Institute:** The purpose of the Paul B. Henry Institute for the Study of Christianity and Politics is to promote serious reflection on the interplay between Christianity and public life, with a special focus on evangelical political engagement. The Institute seeks to foster the study of Christianity and politics by providing resources for scholarship, structuring opportunities to disseminate such scholarly work in various educational contexts, seeking avenues to communicate and promote such efforts to the larger public, as well as training and motivating future scholars to engage in such study and future public servants to serve in public life. The Institute draws on various normative and empirical approaches from different disciplinary perspectives.
- II **Activities of the Institute:** The Paul B. Henry Institute sponsors activities that are tied to its purposes. These include conferences, lectures, seminars, research projects, data collection, and publications. To achieve these ends, the Institute will:
- A. hold periodic conferences that aim to explore the relationship between Christianity and politics through a variety of analytical approaches. The focus of these conferences may vary, ranging from normative Christian reflection on political life to empirical research that examines religion's role in public affairs, from examining specific public policy issues from a Christian perspective to discussing the challenges and opportunities that Christian political figures face in public life.
 - B. sponsor the Paul B. Henry Lecture featuring Christians who have served or currently are serving in public life.
 - C. offer periodic graduate and undergraduate courses and seminars on such topics as Religion and Public Life, Christianity and Politics, Religion and Politics in Comparative Perspective, normally in conjunction with the Department of Political Science.

- D. sponsor periodic guest lectures by scholars working in the field, both from Calvin College and Seminary faculty and from those outside the college.
- E. encourage and assist research efforts related to the study of Christianity and politics
- F. engage in periodic research projects that can enlist the energies of other scholars and/or undergraduate students in Calvin College.
- G. sponsor educational opportunities and provide resources to encourage undergraduates to pursue a vocation in public service.
- H. provide opportunities for undergraduate students at Calvin College to participate in, advance, and administer specific activities of The Henry Institute.
- I. issue a regular newsletter providing news related to the activities of the Institute, recent publications, forthcoming academic conferences, and sources of support available to individual scholars.
- J. establish and maintain a data archive of surveys related to religion and politics.
- K. produce scholarly work that advances the understanding of the relationship between the Christian faith/life and engagement in political thought and life.
- L. work with outside agencies, organizations, and foundations to promote endeavors consistent with the Institute's mandate.

III Administration of the Institute: Director and Staff

- A. Executive Director
 - 1. Responsibilities include:
 - a. proposing, inaugurating, and implementing programs consistent with the mission of the Institute;
 - b. overseeing the general operation of the Institute, by ensuring that the goals of The Henry Institute are achieved, that established policies are implemented, and that projects are successfully administered and completed;
 - c. operating as the chief budgetary officer for the Paul B. Henry Institute.
 - d. supervising the staff of the Institute;
 - e. seeking to secure external funding for the Institute;
 - f. serving as the chief liaison between the Institute and the Governing Board;

- g. preparing and submitting an annual report for the Governing Board to review, as well as a summary of the annual report to the Faculty Senate for information;
 - h. preparing, in consultation with the Chair of the Governing Board, the agenda and necessary material for meetings of the Governing Board and submitting such materials to the secretary of the Board for distribution;
 - i. and, normally teaching the equivalent of 9 semesters hours per academic year (or more at the discretion of the Executive Director).
2. Status
- a. The Executive Director of The Henry Institute holds the Paul B. Henry Chair in Christianity and Politics. The Director is to be a committed Christian believer whose scholarly or professional efforts have focused on the interplay between the Christian faith and political life and whose life and writings demonstrate a concern for communicating that interplay to the broader scholarly and public policy community. The Executive Director must hold faculty status within Calvin College, normally within the Department of Political Science.
 - b. The director shall not serve as the chair of the Governing Board.
 - c. The director shall normally not serve as department chair during his or her term as director.
3. Selection
- a. The provost shall appoint a search committee appropriate to the mission of The Henry Institute.
 - 1) The composition of the search committee will include at least one member of the Department of Political Science and International Relations at least one member of the Governing Board.
 - 2) Typically, the search committee will also include the Dean for Research and Scholarship.
 - b. The search committee shall, with the concurrence of the Department of Political Science and International Relations, make a recommendation to the provost;
 - c. The provost shall make a recommendation to the Professional Status Committee; the appointment of the nominee is then subject to the committee's approval.
 - d. Finally, the appointment of the Executive Director is subject to the approval of the Board of Trustees.
 - e. The Executive Director is appointed for a three-year term, with the concurrence of the Department of Political Science and International Relations, and the approval of the Professional Status Committee as well as the Board of Trustees.
 - f. The director will report to the Dean for Research and Scholarship.
4. Evaluation and Reappointment: The Executive Director is eligible for reappointment. By the beginning of the third year of the director's

three-year term, the Provost shall oversee an evaluation of the director's performance. The evaluation will be conducted by the Dean for Research and Scholarship, incorporating input from the Governing Board. The reporting dean shall submit a recommendation regarding reappointment to the Professional Status Committee.

B. Support Staff

1. Responsibilities
 - a. assisting the Executive Director in planning the activities of the Institute and implementing its programs;
 - b. managing the day-to-day operations of the Institute;
 - c. maintaining the files, records, and data archive of the Institute;
 - d. producing the Institute's newsletter;
 - e. promoting the Institute's activities on the campus of Calvin College and Seminary and locally in West Michigan; and
 - f. serving as the liaison with the Henry Archives.
2. Status
 - a. serves as the primary administrator of the Institute's program and activities and is accountable to the Executive Director.
 - b. When the staff person is a member of the Calvin College faculty, normally within the Division of the Social Sciences, the person is to teach a minimum of 12 semester hours per academic year or its equivalent.
3. Selection
 - a. The Director recommends the appointment of the staff person to the Governing Board of The Henry Institute which appoints the Program Manager.
 - b. Should the recommendation involve someone who holds faculty status within Calvin College, the appointment requires the concurrence of the department within which the proposed staff person serves.
 - c. When the staff person does not hold faculty status, the person serves at the discretion of the Director, in accordance with college rules related to staff.
4. Term: When the staff person holds faculty status, he/she is appointed by the Governing Board for a mutually agreed upon specified period of time, not to exceed three years, and is renewable upon the recommendation of the Executive Director and the concurrence of the relevant department within which the staff person is housed.

C. Associate Directors

1. Responsibilities are outlined in their position description forms.
2. Status: Associate Directors may be appointed for specific responsibilities in the Center, commensurate upon available funding, and are accountable to the Executive Director. Associate Directors may already have faculty status within Calvin College. When they do not currently hold faculty status within College, they may (or may not)

be granted faculty status commensurate upon the highest degree completed and departmental needs.

3. Selection: Associate Directors are recommended by the Executive Director of the Henry Institute to the Governing Board of the Henry Institute which appoints any such Directors. If such positions hold faculty status, the concurrence of the department within which the associate directors are to serve, as well as the approval of the Professional Status Committee and the Board of Trustees, is required.
4. Term: are appointed for a specified period of time as outlined in their position description form.

D. Research Fellows

1. Responsibilities: selected to pursue designated research projects of an individual or collaborative nature that are sponsored or supported by the Institute. Research Fellows work on research projects either commissioned by the Institute and approved by the Governing Board of the Henry Institute or individual research projects related to the mission of the Institute and approved by the Governing Board.
2. Status: may be periodically attached to the Paul B. Henry Institute as funds permit, opportunities occur, and particular research programs are initiated.
3. Selection
 - a. Henry Institute Research Fellows may be drawn from Calvin College faculty and/or from scholars outside Calvin College.
 - b. Faculty on sabbatical leaves as well as retired faculty may be considered for appointment.
 - c. The Executive Director recommends the appointment of Research Fellows to the Governing Board of the Henry Institute, which appoints such Fellows, subject, when appropriate, to the approval of the Professional Status Committee.
4. Term: are appointed normally to terms of one, two, or three years, depending upon the nature of the research project, the availability of the Fellow, and the level of funding available.

E. Student Fellows

1. Responsibilities: The Executive Director, in consultation with the Program Manager, assigns each Student Fellow specific projects in conjunction with Institute activities. A Fellow normally works about 6 hours per week on projects related to the Institute's activities. A Student Fellow may also be appointed during the summer months either to work on projects related to the Institute's activities or engage in a research project related to the Institute's mission.
2. Status
 - a. Student Fellows may be attached to The Henry Institute.
 - b. Student Fellows are Calvin College students who have attained sophomore status or higher and are selected on the basis of their

- academic abilities, their professional interests, and the Institute's needs.
- 3. Selection: Each spring, on the advice of the Executive Director, the Governing Board selects Student Fellows from those who have applied.
- 4. Term: are associated with The Henry Institute for an academic year and are eligible for reappointment.

IV Administration: Governing Board and Advisory Council

A. Governing Board

- 1. Composition: The Governing Board shall consist of the Dean for Research and Scholarship; the Executive Director of the Paul B. Henry Institute; six faculty members, three of whom are to be drawn from the Calvin College Department of Political Science, at least one additional member from other social science departments (Economics and Business; Sociology and Social Work; Psychology), and two other members drawn from the College at large; Karen Henry (ex officio). Ex officio members are non-voting members of the Governing Board.
- 2. Selection
 - a. Faculty members from the Department of Political Science shall be appointed by that department.
 - b. The other three faculty members shall be appointed by the Committee on Governance.
- 3. Committee Service: membership on the Governing Board shall be applied to community service requirements according to governance rules.
- 4. Administrative Support
 - a. A Recording Secretary shall be appointed by the Governing Board for a one-year term.
 - b. The Administrative Assistant of the Henry Institute can be appointed to serve as the Recording Secretary for the Governing Board, holding ex officio status on the board.
 - c. No limit shall be placed on the number of consecutive terms the Recording Secretary can serve.
 - d. The secretary shall arrange and distribute material for meeting and submit minutes to the appropriate college entities.
- 5. Term
 - a. Board members not serving in an ex officio capacity shall serve staggered, four-year, terms.
 - b. Members whose terms have expired shall be eligible again to serve, typically after a two-year hiatus
- 6. Meetings
 - a. The Executive Director shall convene a meeting of the Governing Board at least once each full semester.
 - b. The Chair will convene additional meetings at the request of three or more members of the Board.

- c. A quorum must be present at all meetings.
- 7. The Chair
 - a. The Chair of the Governing Board shall be appointed by the Governance Committee for a two-year term.
 - b. The Chair may be reappointed by the Governance Committee, but may not serve for more than two consecutive terms.
- 8. Powers
 - a. The Governing Board shall have powers of oversight with regard to the operation of the Paul B. Henry Institute, holding the Director accountable to the founding document(s) and the policies of Calvin College.
 - b. The Governing Board shall offer advice to the Executive Director on questions of initiatives, policies, and procedures of the Institute.
 - c. The Governing Board shall approve the proposed budget and expenditures in advance of the fiscal year.
 - d. The Governing Board shall approve a ceiling on the dollar amount of grant awards that can be made by the Director of the Center/Institute without the consent of the Governing Board.
 - e. The Director of the Center/Institute may seek funding from foundations and grant agencies outside Calvin College. 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.
 - f. 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.
 - g. The Board shall receive routine financial statements at least once per full semester.
 - h. The Governing Board approves the appointment of any Associate Directors, Research Fellows, Affiliated Faculty, or Student Fellows that may be attached to the Institute.
 - i. The Provost, through the reporting Dean, shall oversee external reviews, such as reappointments of the Director and external reviews of the Institute.
 - j. These powers shall be exercised in accord with the Constitution and Bylaws.

B. Advisory Council(s)

- 1. Status
 - a. An Advisory Council (or Councils) may be formed to aid the Executive Director.
 - b. The size and nature of the membership of such Council(s) are established by the Executive Director in accordance with the particular needs to be addressed or advice sought.
 - c. The Executive Director serves as the Chair of any such Council(s).

2. Selection
 - a. Members of the Advisory Council(s) are selected by the Executive Director.
 - b. The Executive Director may solicit recommendations from the Governing Board for membership on such Council(s).
3. Term: Members of the Advisory Council(s) serve terms of two years and are eligible for reappointment.
4. Meetings of the Advisory Council(s) shall be convened periodically at the discretion of the Executive Director.
5. Powers
 - a. Members of any such Council(s) have advisory powers only.
 - b. Members of the Council may be called upon for advice with regard to the efforts of The Henry Institute (e.g., scholarly projects, research grant opportunities, potential research fellows, media strategies for promoting the Institute, potential funding sources and funding strategies), and any other matters that may be requested by the Executive Director.

V **Hiring Policies**

- A. If the staff person does not hold faculty status, then college policies related to hiring and review of employees are to be followed.
- B. Employee position descriptions must be approved by the college's Job Evaluation Committee.
- C. Job titles and wages are to be consistent with the policies of the Office of Human Resources.

VI **Amendment**

- A. Proposed changes to this Constitution may be made by a two-thirds vote of the Governing Board.
- B. Board approved changes are then to be sent to the Committee on Governance for their approval, and if such changes are substantial, the Committee on Governance may recommend such proposed changes be sent to the Faculty Senate for their approval.

Fall, 2007:
 February 6, 2008:
 April 7, 2008:

Approved by Paul B. Henry Institute Governing Board
 Approved by the Committee on Governance
 Approved by Faculty Senate

_____ : Received for information by the Board of Trustees
April 2, 2009: Corrected
October 9, 2009 Revised by COG