

# BYLAWS

## Article I: Executive Officers Duties:

### Senate President shall:

1. Appoint the members of all committees and chairpersons of Ad Hoc committees.
2. Prepare an agenda for each Executive Board and Senate meeting.
3. Coordinate meeting times, places, and notification for the Senate and Executive Board meetings.
4. Present the recommendations of the Senate to the Administration.
5. Perform duties and functions called upon by the Senate.

### President-Elect (Vice President) shall:

1. Assume the duties of President-Elect immediately after the election and serve until August 31<sup>st</sup>. During the period from September 1<sup>st</sup> until after the election, the office of President-Elect will not exist and will remain vacant.
2. Assume the duties of the Senate President on September 1<sup>st</sup>, or when the office of Senate President becomes vacant, or in the absences of the Senate President.
3. Perform duties and functions as assigned by the Senate President.

### Senate Parliamentarian (President Emeritus) shall:

1. Assume duties after having been the Senate President the previous year.
2. Be responsible for seeing that Senate and Executive Board meetings are conducted following correct rules of order and procedures.
3. Fulfill the duties of the President-Elect if the office of President-Elect is vacant or in the absence of the President-Elect.
4. Perform duties and functions as assigned by the Senate President.

### Senate Secretary shall:

1. Be responsible for maintaining an accurate record of all Senate and Executive Board meetings.
2. Be responsible for correspondence for the Senate and Executive Board.
3. Perform duties and functions as assigned by the Senate President.

### Senate Treasurer shall:

1. Be responsible for collecting and accounting for all funds entrusted to the Senate.
2. Preside as chairman of the Budget Committee.
3. Serve in all of the capacities of the Secretary in the Secretary's absence.
4. Perform duties and functions as assigned by the Senate President.

## Article II: Meetings

### Section 1:

The Senate shall meet at least once a month throughout the year.

All senate members may voice their opinions or introduce issues to the Senate if done so by following Robert's Rules of Order and are not in conflict with the Faculty Senate's Constitution and By-Laws.

The President and/or the Senate by majority vote are authorized to invite guests to speak or to testify about matters that the Senate is considering.

Each Senate meeting is to hear a report by each committee, along with recommendations.

### Section 2:

The Executive Board Meetings shall meet at least once a month throughout the year. These meetings shall be open to any member of the Senate.

### Section 3:

The Standing and Ad Hoc Committees shall meet as often as deemed necessary to accomplish their assignment. These meetings shall be open to any member of the Senate or any faculty member who is eligible to serve as a faculty senate representative.

### Section 4:

Special meetings of the Faculty Senate and Executive Board may be called at any time by the President or may be called by a petition of 25 percent of the membership of the Faculty Senate.

### Section 5:

Resolutions announced on the Agenda or introduced during an Executive board meeting shall normally be voted on at the next Senate meeting. However, by a two-thirds vote of the full membership of the Faculty Senate, the Senate may elect to vote on a resolution during the meeting at which it was introduced. The term "full membership of the Faculty Senate" in this document is based on the total number of members on the official Senate roster including Senators, Officers and Standing Committee Chairs.

### Section 6:

The President-Elect, Parliamentarian, and Secretary will arrange the meeting schedule and location of the regular scheduled meetings. Notice of the scheduled regular meetings will be sent to all members of the Senate.

### Section 7:

The agenda of meetings of the Senate shall include notice of the time and place of the meeting and shall be published with summaries of business to be acted upon. The Executive Board shall establish the priority of topics on the agenda. By a majority vote the Senate can change the order of the agenda.

## Section 8:

Officers may be removed from office for cause by a three quarters vote of the full membership of the Faculty Senate. A vote may only be taken 30 or more days after a majority vote of the full Faculty Senate recommends the removal of an officer.

## Section 9:

In order for the Faculty Senate to hold an official business meeting, there must be a quorum of Senators, Officers, and Standing Committee Chairs (these individuals represent the full Faculty Senate membership). A quorum is whichever is less: at least 50% of the Faculty Senate or 15 Faculty Senate members.

## Article III: Election of Executive Board Officers

### Section 1: Nominations - Spring Semester

The Senate President shall appoint an Ad Hoc Election Committee consisting of no fewer than three individual members. The committee shall solicit nominations by ballot for the offices of President-Elect, Secretary and Treasurer from the eligible full-time faculty membership at large by March 15.

The Committee will certify the accuracy of the qualifications and eligibility of the nominees. A nominee must be a qualified voter to be a candidate.

The Committee shall then prepare and distribute a slate of candidates, along with a summary of pertinent biographical data to all faculty members who are eligible to serve on the faculty senate representative by March 22.

### Section 2: Election Procedure

The Election Committee shall distribute to the eligible membership a ballot with instructions containing the candidate names by the second Monday in April but not before April 1.

Officers will be elected from the membership at large through secret ballot.

All official ballots shall be returned and dated no later than the third Monday in April and will be counted by the current senate officers. The faculty has until the third Monday in April to return their ballot.

Election to office will be by plurality vote. In case of no plurality, a run-off election will be held between the two candidates with the most votes.

The newly elected officers will be announced during the next Senate meeting immediately after the election. The term of office will begin September 1<sup>st</sup> and continue for one year. The newly elected President-Elect will begin their term of office immediately after the announcement and serve as President-Elect until August 31<sup>st</sup> and then assume the office of President of the Faculty Senate on September 1<sup>st</sup> and continue for one year.

### Section 3: Voters

Qualified voters in any election shall be full-time faculty who have faculty ranking from any instructional department that teaches matriculated students.

#### Section 4:

Vacancies in the Executive Board positions are to be filled under the provision of the Faculty Senate Constitution and its By-Laws.

The President of the Senate will appoint members of the Senate to temporarily fill vacant officer and Standing Committee Chair positions until the vacancies are filled by a special election of the Senate.

Vacancies for offices of Treasurer, Secretary, Parliamentarian, and Standing Committee Chairs shall all be filled by special elections by a majority vote of the Senate. The time frame for the election shall be no later than 45 days after the vacancy becomes official.

A vacancy for the office of President-Elect shall be filled by a special election by the full-time faculty who have faculty ranking from any instructional department that teaches matriculated students. An Ad Hoc Election Committee will be appointed using method as during normal elections and function in the same manner. The time frame for the election shall be no later than 60 days after the vacancy becomes official.

In the interim period, the Parliamentarian shall temporarily fulfill all the duties of the President-Elect.

#### Article IV: Senate Committees

##### Section 1: Committees in General:

###### A. Standing Committees:

The Faculty Senate shall nominate and elect by majority vote Standing Committee Chairs. The election of Standing Chairs shall take place at the last regular meeting of the Faculty Senate during the summer semester. The Standing Chairs will serve from September 1<sup>st</sup> to August 31<sup>st</sup>. Standing Committee Chairs may be removed by a two-third vote of the full membership of the Faculty Senate. A vote may only be taken 30 or more days after a majority vote of the full Faculty Senate recommends the removal of a Standing Committee Chair.

The Standing Committees responsibilities shall be:

###### Personnel

1. Salary and benefits
2. Faculty contracts
3. Faculty evaluation procedures
4. Professional growth
5. Others as assigned by the Senate President.

###### Academic

1. Recommendations relative to Curriculum and Academic Master Plan.
2. All subjects that affect quality of Instruction.
3. Recommendations concerning the interrelationship of the student and the academic environment.
4. Others as assigned by the Senate President.

Senate Ombudsman shall:

1. Serve as counsel for faculty grievances.
2. Investigate faculty grievance.

B. Ad Hoc Committees:

Representatives to serve on Ad Hoc Committees will be selected by the Senate President and serve at the discretion of the Senate President.

Section 2:

Senate issues brought before the Senate or referred to by the Senate will be assigned to the appropriate committee by the Senate President for review and study.

Section 3:

Each committee will study issues and report its recommendations and status at each Faculty Senate meeting and/or at the discretion of the Executive Board at any special meetings.

Article IV: Election of Faculty Senate Representatives

Section 1: Election

One faculty senate member shall be elected from each instructional department that teaches matriculated students. The elected faculty member must be a full time instructor. The method by which the faculty senate member is elected by each instructional department is left to the discretion of each instructional department.

Section 2: Voters

Qualified voters in any departmental election shall be full-time instructional faculty who have faculty ranking from within any instructional department that teaches matriculated students. The voter may only vote for departmental Senators within the department the faculty member is assigned to by the Instructional Administrative office.

Section 3: Term

The newly elected Senators will be announced during the next Senate meeting immediately after the election.

(last amended 12/13/2004)