

## Faculty Assembly Constitution

### ARTICLE I: NAME AND PURPOSE

**NAME.** This organization shall be known as the Faculty Assembly of the Alpine campus of Sul Ross State University, hereinafter referred to as the Faculty Assembly or the Faculty.

**PURPOSE.** The purpose of the Faculty Assembly shall be to enhance communication within the University community, strengthen the Faculty's commitment to the academic mission of the University, provide a forum for the discussion of University policy and to promote the faculty's role in shared governance of the University.

### ARTICLE II: MEMBERSHIP AND MEETINGS

**MEMBERSHIP.** The membership of the Faculty Assembly shall include all Professors, Associate Professors, Assistant Professors, Instructor, Lecturers, and Adjuncts who teach at least six semester credit hours during the semester. In addition, Librarians, the Director of the Library, the Director of the Academic Center for Excellence, the Director of the Center for Big Bend Studies, the Director of the Borderlands Research Institute, and the Director of the Museum of the Big Bend are included. Excluded in membership are University Administrators and University Administrators who hold academic rank, except for Department Chairs. University Administrators, as defined by the AAUP's *1966 Statement*, include the University President, the President's Executive Officers and Advisors, the Provost, and Deans. Non-members may not attend the Faculty Assembly meetings nor participate in the deliberations. Non-members may be invited to provide reports and participate in discussion as a guest of the Faculty Assembly. Guests will only be allowed to attend during the beginning portion of the meeting after the call to order and before the minutes are approved.

**Faculty Membership List.** The Secretary of the Faculty Assembly shall maintain the official Faculty Membership List. This List shall be submitted to the Faculty for approval at the first Faculty Assembly Meeting of each semester.

**Changing Faculty Membership Requirements.** The Faculty may change the membership requirements by a two-thirds (2/3) majority vote at a regular Faculty Assembly Meeting.

**MEETINGS.** The Faculty shall meet monthly during the fall and spring terms. The Executive Council of the Faculty Assembly may cancel a monthly meeting if there is insufficient business.

**Special Meetings.** Special Meetings may be called by the President, the Vice President for Academic Affairs, and the Faculty Assembly Executive Council, or by petition signed by twenty percent (20%) of the Faculty and presented to the Secretary of the Faculty Assembly.



Quorum. Forty percent (40%) of the membership shall constitute a quorum at all Faculty Assembly meetings.

Agenda. The Faculty Assembly Executive Council shall set the agenda for all Faculty Assembly meetings. Faculty members may place business on the agenda by contacting any member of the Faculty Assembly Executive Council. The agenda must be distributed to the Faculty at least two working days before all Faculty Assembly meetings.

Voting. Votes in the Faculty Assembly shall be secret ballot, by show of hands, or by voice. Absentee votes must be filed with the Secretary before the meeting. Proxy votes shall not be permitted. All ballots must be saved until after the next regular meeting.

Parliamentary Procedure. All meetings of this organization shall follow parliamentary procedure in the current edition of Roberts Rules of Order, Newly Revised, unless specified otherwise in this Constitution and Bylaws.

### **ARTICLE III: OFFICERS**

OFFICERS. The elected officers of the Faculty Assembly shall be the President, Vice President, and the Secretary-Treasurer. The President shall appoint the Parliamentarian.

Elections and Terms of Office. The Faculty shall elect the President, Vice- President, and a Secretary-Treasurer at the April Faculty Assembly meeting. The President-elect shall appoint the Parliamentarian immediately after the election. All new officers shall take office on May 1 following the election. All elected and appointed officers of the Faculty Assembly shall serve two year terms. The officers of the Faculty Assembly shall serve no more than two consecutive terms in the same office.

Qualifications for Office. All faculty members who have been with the University for at least one academic year prior to the date of the election are eligible to hold office.

Method of Election. The Executive Council shall present a slate of nominees to the Faculty at least five working days before the April election meeting. This slate shall include a nominee for each elected office. Nominations may be made from the floor at the election meeting. A majority of votes is required for election to office. In elections when a single nominee does not have a majority after the first ballot, run-off elections shall be held between the nominees with the highest total of votes until a nominee has a majority.

Vacancies. Vacancies in elected offices shall be filled by election at the Faculty Assembly meeting immediately following the occurrence of the vacancy. The method of election shall be the same as used for regular election of Faculty Assembly Officers.



**OFFICERS' DUTIES.** The officers of the Faculty Assembly shall perform the duties prescribed in this Constitution as well as the other duties usually associated with each office.

**President.** The President shall:

Preside at meetings of the Faculty Assembly.

Serve as chair of the Faculty Assembly Executive Council.

Represent the Faculty before various constituencies and at appropriate meetings. Appoint the Parliamentarian of the Faculty Assembly.

Transmit Faculty recommendations to the appropriate officers of the university administration.

Appoint special committees.

**Vice President.** The Vice President shall:

Perform the duties of the President when the President is absent.

Maintain the membership list of Faculty Assembly Councils, University Committees, and special committees.

**Secretary-Treasurer.** The Secretary-Treasurer shall:

Take and distribute the Minutes of all Faculty Assembly meetings.

Keep the records of the Faculty Assembly online and deposit them in the University Archives.

Make Faculty Assembly records available to Faculty members. Maintain the Faculty Assembly's membership list.

Provide the agenda and timely notice for meetings.

Conduct general correspondence for the Faculty Assembly.

Keep the financial records for the Faculty Assembly.

Make regular financial reports to the Faculty Assembly.

**Parliamentarian.** The Parliamentarian shall:

Advise the Faculty Assembly on matters of parliamentary procedure. Count and save the ballots at Faculty Assembly elections.

Record amendments and other changes to this Constitution and Bylaws.

## **ARTICLE IV: PERMANENT COUNCILS AND SPECIAL COMMITTEES**

**PERMANENT COUNCILS.** The Faculty Assembly shall establish and maintain any permanent councils necessary to advise the University administration on matters relating to the academic mission of the University. The responsibilities of these Councils are included in the Bylaws of the Faculty Assembly.

**SPECIAL COUNCILS.** The President of the Faculty Assembly shall appoint special councils to carry out specified tasks when necessary.

**UNIVERSITY COMMITTEES.** Faculty members shall serve on selected University Committees, hereinafter referred to as Committees. Nominees shall be selected according to the process below and their names forwarded to the President. Faculty representatives on University Committees shall report to the Faculty Assembly at regular meetings.

#### **COUNCIL STRUCTURES AND PROCEDURES.**

**Membership.** The Faculty Assembly shall determine and elect the faculty members to each Council unless a Council's membership is prescribed in this Constitution or by the University administration. The term of service on all Councils is three years and shall be staggered to ensure that approximately one-third (1/3) of the membership rotates off a Council each year. Membership on Councils commences October 1 and ends September 30. The membership on all Faculty Assembly Councils should represent a cross-section of the academic disciplines within the University.

**Elections.** The Council elections shall be held at the initial Faculty Assembly meeting in the Fall according to the following election process.

The Faculty Assembly Executive Council shall initiate the election process by assessing the Council membership to determine which Councils will have vacant positions.

The Faculty Assembly Executive Council shall then survey the Faculty to see which Faculty members have a preference for serving on a certain Council.

The Faculty Assembly Executive Council shall use this information to prepare a slate of nominees, which shall be distributed to the Faculty five working days before the election meeting.

The method of election shall be the same used for the election of the Faculty Assembly Officers.

The Faculty Assembly Executive Council shall compile an updated list of the new Faculty Assembly Councils and distribute it to the Faculty within one week of the Council elections.

**Vacancies.** If a Council member is unable to participate or fails to participate consistently without good cause, the chairperson may request a replacement from the Faculty Assembly Executive Council. That place on the Council shall be considered vacant. Council vacancies shall be filled by the above process at the first regular meeting after a vacancy occurs.

**Council Officers.** Each Council shall elect a Chairperson and a Secretary at the first meeting following the Faculty Assembly's fall elections unless specified otherwise. Officers shall serve one

year terms which begin at the close of the meeting in which they were elected. Council officers shall serve no more than two consecutive terms in the same office. Councils shall fill any vacancy in office by election at the Council's first meeting after the vacancy occurred.

**Student Representation on Councils.** The Faculty Assembly shall determine which Councils should have student representation and then inform the Student Senate. The Student Senate will designate the student representatives to be appointed to the appropriate Councils.

**Council Meetings and Rules.** The Faculty Assembly Councils shall meet as often as necessary to conduct business. A majority of a Council's membership shall form a quorum. Councils may adopt their own rules and procedures for the conduct of business provided they conform with the guidelines in the University's Administrative Policy Manual.

**Reports and Recommendations.** Each Council and faculty representative on University Committees shall report directly to the Faculty Assembly at the regular meetings unless specified otherwise in the Constitution or Bylaws. A complete written report of the Council's or Committee's activities shall be given to the Secretary of the Faculty Assembly and a summary of those activities reported to the Faculty. Specific recommendations shall be clearly stated in the report and any recommendations requiring Faculty action must be distributed to the Faculty in written form. The Faculty may approve, amend, reject, or refer back to the Council or Committee of origin any recommendations brought before it.

The President of the Faculty Assembly shall transmit all recommendations to the appropriate administrative officers of the University for action. The administrative officers shall provide written notice to the Faculty of changes made in any recommendations.

## **ARTICLE V: POWERS, LIMITS, AND AMENDMENTS**

### **POWERS AND LIMITS**

**Role and Powers.** The role and powers of the Faculty Assembly are subject to the authority of the Board of Regents of the Texas State University System.

**Vote.** A two-thirds (2/3) majority of the Faculty casting ballots is necessary to pass a proposed amendment to this Constitution. A change in the Bylaws requires a majority of the Faculty casting ballots.