

# CONSTITUTION OF THE FACULTY SENATE SUL ROSS STATE UNIVERSITY-RIO GRANDE COLLEGE DEL RIO \* EAGLE PASS \* UVALDE

## PREAMBLE

*We, the faculty of Sul Ross State University-Rio Grande College acting with the consent of the President of the University and upon authority of the Board of Regents, adopt the following Constitution to authorize an organization and procedures that will enable us to more effectively define, develop, and realize our professional goals and those of the University.*

## ARTICLE I: NAME, PURPOSE, AND VOTING RIGHTS

**Section 1.** This organization shall be known as the Faculty Senate of Sul Ross State University-Rio Grande College with campuses located in Del Rio, Eagle Pass, and Uvalde, Texas. Hereinafter, referred to as the Faculty Senate.

**Section 2.** The purpose of the Faculty Senate shall be to enhance communications within the university community, strengthen the faculty's commitment to the academic mission of the university, to provide a forum for the discussion of university policy and to promote the faculty's role in shared governance of the university.

**Section 3.** The Voting Faculty shall be full-time tenured or tenure-track employees of the university who hold the academic rank of Professor, Associate Professor, Assistant Professor; or full-time instructors, who teach six credit hours or more each semester. All administrators, except department chairpersons, are excluded regardless of academic rank and teaching load.

## ARTICLE II: THE FACULTY SENATE

**Section 1.** The membership of the Faculty Senate shall be composed of the entire voting faculty.

**Section 2.** The faculty Senate shall elect its own President, Vice-President, and Secretary-Treasurer and adopt rules for procedures not specified in this constitution.

**Section 3.** The Secretary of the Faculty Senate shall maintain the official faculty senate membership list. This list shall be submitted to the faculty senate for approval at the first faculty senate meeting each semester, and thereafter, posted on the faculty senate webpage.

**Section 4.** The Faculty Senate may change the membership requirements by a two-thirds (2/3) vote of the full faculty senate upon seven days notice in advance of a Faculty Senate meeting.

### **ARTICLE III: FUNCTIONS OF THE FACULTY SENATE**

**Section 1.** The faculty Senate shall serve as a consultant and advisory group to the university President through appropriate academic channels.

**Section 2.** The Faculty Senate shall present faculty recommendations to the university President through appropriate academic channels.

**Section 3.** The Faculty Senate shall establish procedures for hearing individual faculty members or groups.

**Section 4.** The Faculty Senate shall represent the faculty in appropriate matters of interest to them.

**Section 5.** The roles, functions and powers of the Faculty Senate are subject to the authority of the Board of Regents of the Texas State University System.

### **ARTICLE IV: MEMBERSHIP ELIGIBILITY**

**Section 1.** Each member of the Faculty Senate shall be a voting member as defined in Article I, Section 3.

**Section 2.** Any member of the faculty may decline to serve on the Faculty Senate. The Secretary-Treasurer will document the names of faculty members who decline to serve on the Faculty Senate. Faculty members who decline to serve on the Faculty Senate are prohibited from membership for the entire academic year or the remainder of that year.

### **ARTICLE V: MEETINGS AND PROCEDURES OF THE FACULTY SENATE**

**Section 1.** A Faculty Senate Meeting shall be held in each fall and spring semester.

**Section 2.** Special Meetings may be called by the President, the Vice-President or upon petition signed by one-third of the voting faculty and presented to the Secretary of the Faculty Senate with at least forty-eight hours notice of the scheduled meeting.

**Section 3.** All meetings shall be open to voting members of the Faculty Senate. All others are prohibited from attendance during the course of business meetings.

**Section 4.** Official notice of the agenda for a meeting shall be made at least 48 hours in advance of that meeting. The officers of the Faculty Senate shall set the agenda for the meetings. Faculty members may place business on the agenda by contacting any officer of the Faculty Senate two days (24 hours) in advance of the meeting.

**Section 5.** Following each meeting a summary (record of the minutes) of the events of the meeting shall be posted on the faculty senate webpage by the Secretary-treasurer for dissemination to faculty and administration.

**Section 6.** Fifty-one percent (51%) of the Faculty Senate membership shall constitute a quorum at all faculty senate meetings. If a quorum is not present, no action may be taken by the Faculty Senate and the meeting shall be immediately dismissed.

**Section 7.** A simple majority (of the quorum) will be sufficient to pass resolutions of the Faculty Senate.

**Section 8.** On resolutions, other than elections of officers, there shall be no secret ballot. Absentee votes must be filed with the Secretary-treasurer of the faculty Senate prior to the meeting.

**Section 9.** Minutes of all Faculty Senate Meetings shall be recorded in a permanent record. Faculty senate minutes shall be posted on the Faculty Senate web-page.

**Section 10.** The Faculty Senate is obligated to consider any written recommendation submitted to it by a voting member of the Faculty Senate.

**Section 11.** Budgetary expenditures must be approved by all executive officers of the Faculty Senate (President, Vice-President, and Secretary-Treasurer) and a report of all expenditures shall be made by the Secretary-Treasurer to the faculty senate at each fall and spring meeting.

**Section 12.** All meetings of this organization shall follow parliamentary procedures in the current edition of Robert's Rules of Order Newly Revised, unless otherwise specified in this Constitution. The agenda for Faculty Senate meetings shall conform to the following order:

1. Call to order
2. Approval of Minutes from the previous meeting
3. Election of New Officers (Fall Semester)
4. Officer, Council and Committee Reports
5. Old Business
6. New Business
7. Other Reports
8. Announcements
9. Adjournment

## **ARTICLE VI: ADOPTION AND AMENDMENTS**

**Section 1.** This constitution is considered adopted upon approval of two-thirds of the voting faculty.

**Section 2.** Amendments to the Constitution may be proposed by the Faculty Senate.

**Section 3.** A two-thirds (2/3) majority of the Faculty Senate is necessary to pass a proposed amendment to this Constitution.

**Section 4.** Copies of a proposed amendment must be distributed to voting faculty senate members at least seven days in advance of its consideration.

## **ARTICLE VII: OFFICERS**

**Section 1.** Executive officers of the Faculty Senate shall be the President, Vice-president and the Secretary-Treasurer. The President shall appoint a Parliamentarian.

**Section 2.** The Faculty Senate shall elect the President, Vice-president and Secretary-Treasurer at the first fall meeting. The President-elect shall appoint the Parliamentarian immediately after the election. All new officers shall take office immediately following the election.

**Section 3.** All elected and appointed officers of the Faculty Senate shall serve a one year term. Executive officers may be re-elected upon nomination and majority vote.

**Section 4.** All faculty members eligible for membership in accordance with Article I, Section 3 and who have been employed by the university for at least one academic year prior to the date of election are eligible to hold office.

**Section 5.** The names of nominees for office may be submitted to the Secretary of the Faculty Senate prior to the day of election or may be submitted in nomination of a candidate at the faculty senate meeting on the day of the election. A majority vote is required for election to office.

**Section 6.** Vacancies in elected offices shall be filled by election at the Faculty Senate (special) meeting immediately following the occurrence of the vacancy. The method of election shall be the same as used for regular election for Faculty Senate Officers.

**Section 7.** The officers of the Faculty Senate shall perform the duties as prescribed in this Constitution as well as other duties usually associated with the office.

**President.** The President shall

1. Preside at meetings of the faculty Senate.
2. Represent the Faculty before various constituencies and at appropriate meetings.
3. Appoint the Parliamentarian.
4. Transmit faculty recommendations to the appropriate officers of the University administration.
5. Appoint special committees and recommend university committee members.
6. Serve as a member of the Commencement Committee
7. Serve as Commencement Marshal and mace bearer for the university.

Vice-President. The Vice-President shall:

1. Perform the duties of the President when the President is absent.
2. Maintain the membership lists for all University Committees
3. Report new faculty committee assignments to OIT for webpage updates.
4. Maintain the Faculty Senate webpage, with assistance of OIT.

Secretary-Treasurer. The Secretary-Treasurer shall:

1. Take and distribute the Minutes of all Faculty Senate meetings.
2. Keep the records of the Faculty Senate and archive the records.
3. Make Faculty Senate records available to Faculty members.
4. Maintain the Faculty Senate's membership list.
5. Provide the agenda and timely notice for meetings.
6. Conduct general correspondence for the Faculty Senate.
7. Keep the financial records for the Faculty Senate
8. Make regular financial reports to the Faculty Senate
9. Disburse funds as approved by the Faculty Senate

Parliamentarian. The Parliamentarian shall:

1. Advise the Faculty Senate on matters of parliamentary procedure.
2. Count and serve the ballots at Faculty Senate elections.
3. Count and record votes on Faculty Senate resolutions.
4. Record amendments and other changes to this Constitution.

## **ARTICLE VIII. SPECIAL COMMITTEES AND UNIVERSITY COMMITTEES**

**Section 1.** The President of the Faculty Senate shall appoint special committees to carry out specified tasks when necessary.

**Section 2.** Standing committees are appointed by the University President. The faculty senate shall submit nominations for standing, or ad hoc, committees of the university to the President. The Chair of each University Committee, or his/her designee, shall report to the Faculty Senate at the regular fall and spring meeting.

**Section 3.** Rio Grande College University Committees and Councils are as follows:

1. Access and Equity Committee (FH: 1.07, Sec. B)
2. Convocation Committee (APM: 1.07, Sec. D)
3. Financial Assistance Appeals Committee (APM: 1.07, Sec. G)
4. Graduate Council (APM: 1.08, Sec. E)
5. Registration Committee (APM: 1.07, Sec. K)
6. Research and Faculty Development Council (APM: 1.08, Sec. H)
7. Student Service Fee Advisory Committee (APM: 1.07, Sec. O)
8. University Scholarship Committee (APM; 1.07, Sec. R)
9. Undergraduate Admissions and Retention Council (FH: 1.07, Sec. O)