

CONSTITUTION OF THE FACULTY ORGANIZATION
ANGELO STATE UNIVERSITY
(Revised, Spring 2012)

PREAMBLE

In recognition of the responsibility of the Angelo State University Organization, we, the faculty of the University in order to promote the general welfare of the University, do enact this Constitution.

ARTICLE I. FACULTY ORGANIZATION

Section 1. Purposes.

The purposes of the Faculty Organization shall be to

- a. provide a forum in which academic University problems can be discussed and solutions proposed;
- b. encourage the growth of professional competence; defend and promote tenure and academic freedom;
- c. promote a high level of commitment to the University and to the citizens of Texas;
- d. assist the Board of Regents and the President of the University by
 1. accepting and executing those responsibilities which reasonably and properly belong to the faculty, and
 2. providing recommendations to administrative officials concerning those matters which fall within the interest of the faculty;
- e. make recommendations regarding welfare, grievance review, and professional ethics in regard to the faculty;
- f. promote higher standards of individual academic achievement, and scholastic and personal integrity among students of the University.

Section 2. Members.

- a. The Faculty Organization shall include all Angelo State University personnel with academic rank engaged in teaching, research, or administration.
- b. Persons defined in Section 2a automatically become members of the Faculty Organization unless they decline membership in writing to the Faculty Senate defined in Article II.

c. Upon official retirement from the University, as recognized by the Board of Regents, a member may be granted emeritus status.

Section 3. Functions

The Faculty Organization shall

- a. provide communication among faculty, students and administration regarding academic and faculty affairs;
- b. provide a mechanism whereby the faculty can participate in the formulation of University policy and regulations;
- c. make studies of specific academic conditions at this University;
- d. recommend academic policies and curricula to insure continual improvement of the University;
- e. provide a means for any Faculty Organization member to make recommendations or comments concerning any policy, situation, activity, action or lack thereof which, in the opinion of the member, is or should be of concern to the faculty, or to any portion of that body, or to the administration;
- f. request information from the Faculty Senate or the appropriate administrative official;
- g. provide advice to the administration concerning matters which are the responsibility of, or are in the interest of, the faculty.

Section 4. Prerequisite.

In accomplishing its purpose and functions, the Faculty Organization may seek information from students, faculty, or administrative personnel.

ARTICLE II. FACULTY SENATE

The name of the representative body of the Faculty Organization shall be the Faculty Senate of Angelo State University.

FACULTY SENATE BYLAWS

Section 1. Officers and Representatives.

The officers and representatives of the Faculty Organization consisting of at least one representative from each academic department (See Article IV Section 3) and four officers, shall be referred to as the Faculty Senate.

a. Officers.

The officers of the Faculty Senate shall be a President, a Vice-President, a Secretary, and a Parliamentarian.

1. Eligibility. Only Faculty Organization members who do not have administrative duties as prescribed in the Article IV Section 1 shall be eligible to hold Faculty Senate offices. The Faculty Senate President must hold tenure as prescribed in Article V Section 1.

2. Term of Office. Officers shall serve for one year with the exception of the Vice-President who shall become the President following their term as Vice-President. The duly elected officers shall assume office at the beginning of the Senate year (July 1 through June 30).

3. Duties.

(a) The Senate President shall preside at regular Faculty Organization and Faculty Senate meetings.

(b) The Vice-President shall preside at regular Faculty Organization and Faculty Senate meetings in the absence of the President. The Vice-President shall also preside at all special meetings of the Faculty Organization and Faculty Senate when those meetings are not called by the President.

(c) The Secretary shall be responsible for keeping the minutes of the Faculty Organization and Faculty Senate meetings and provide all faculty members with a copy of the minutes from such meetings. The Secretary shall keep records of all fiscal matters of the Faculty Senate.

(d) The Parliamentarian shall be responsible for enforcing parliamentary procedure (See Article V Section 3 d).

4. Elections. Election of officers shall be held prior to the end of spring semester of each academic year as prescribed in Article V Section 1. The procedure for nominating and electing officers shall be prescribed in Article V Section 1c.

5. Removal from Office. Any officer may be removed from office for just cause by a two-thirds vote of the members of the Faculty Organization provided no such vote shall be taken until allegations, complaints, and defense have been fully investigated by an impartial committee appointed by the Faculty Senate.

6. Vacancies. Officer vacancies shall be filled as prescribed in Article V Section 5. The election shall be called within a month of the date of the vacancy, and it shall be conducted in a manner consistent with the election provisions of the Constitution and the Bylaws.

b. Representatives.

1. Eligibility. The eligibility requirement for officers shall also apply to senators. See Article IV, Section 1.

2. Term of Office. Senators shall serve three year terms and are eligible for re-election at the end of their terms. At least one-third of the Senate shall be elected each year.

3. Duties. Each senator shall represent their department as defined in Article IV Section 3b.

4. Elections. The nomination and election of senators shall be conducted as prescribed in Article IV Section 3d.

5. Removal from Office. Senators shall be removed as prescribed in Article II Section 1a 5.

6. Vacancies. Vacancies which may occur during a term of office shall be filled as prescribed in Article IV Section 4c.

Section 2. Meetings of the Faculty Organization

a. Meetings of the Faculty Organization may be called by the President. The Vice-President will call a meeting of the Faculty Organization upon the written petition of at least one-third of the members of the Faculty Organization or at least two-thirds of the members of the Faculty Senate.

b. Other than elections, official action of the Faculty Organization shall require the balloting of at least fifty percent of its members.

ARTICLE III: OBJECTIVE

Section 1. The Faculty Senate shall represent the Faculty Organization in all matters of general faculty interest, shall be empowered to act for and on behalf of the Faculty Organization, and participate in the governance of the University.

Section 2. The Faculty Senate is advisory to the President of the University and, as such, provides for representative participation of the faculty as interested partners in decision making and the effective management of the vital affairs affecting campus issues.

Section 3. The Faculty Senate cooperates with the Student Senate in promoting conditions for effective learning and fair treatment of the students; actions of the Student Senate may be reviewed by the Faculty Senate at the request of the President of the University or any member of the Faculty Senate.

Section 4. The Faculty Senate cooperates with the Alumni Association, the Staff Senate and other campus and community organizations to promote the collective interests of ASU.

ARTICLE IV. REPRESENTATION

Section 1. For the purpose of determining representation on the Faculty Senate, teaching faculty shall be defined as follows:

Those who are members of the faculty on full-time appointment, excluding those in administrative positions who teach one-half time or less, shall constitute teaching faculty. Department chairs/heads shall not be considered as teaching faculty since tenure and promotion decisions are part of their responsibility.

Section 2. All members of the teaching faculty and those part-time persons whose appointment is solely a teaching position shall have the right to vote for representatives of the Faculty Senate.

Section 3. Representation shall consist of:

- a. Departmental representatives known as “Senator”.
- b. At least one (1) Senator from each department who is qualified as teaching faculty.
 1. Large departments with cohorts of distinctly different disciplines or programs may petition the Senate for (an) additional Senator(s) to represent such cohorts.
 2. The Faculty Senate may amend the representation of a department if changes in a department’s size or in a college’s structure significantly alter the needs of those constituencies.
 3. Changes in the number of Senate seats require a 2/3 majority vote by the Senate.
- c. It is recommended that these Senators shall have at least the rank of instructor and shall have served at least three full years on the faculty of the University.
- d. Method of elections:
 1. Senators from each department shall be elected in a meeting at which there shall be nominations from the floor and written or electronic ballots which are counted at the meeting.

2. Senators shall be elected no later than the third school week in April for the term of office to begin and end with the Senate year (July 1 through June 30).

3. Faculty members not attached to a department and those holding joint appointments may choose the department in which they wish to vote, provided that no faculty member may vote in more than one department.

Section 4. Terms of Senators

a. Except as modified in this subsection and subsection d below, the terms of senators shall be three years. There shall be no limits placed on the number of terms an individual may be elected to the Faculty Senate.

b. The terms of senators shall begin and end with the Senate year.

c. Filling a vacancy:

1. In the event a vacancy occurs before the completion of a term, a successor shall be elected by the respective department for the unexpired portion of the term.

2. In the event a senator goes on leave of absence or is gone for the summer, that member's place shall be filled temporarily by an alternate selected by the respective department. The Senator shall resume his/her place in the Senate upon return to the University.

3. A department may provide an official alternate either by authorizing a department chair to appoint an alternate or by electing an alternate. The duly-elected or appointed alternate shall have voting privileges and represent their department on the Senate during the absence of the Senator.

d. If a person is serving as Vice President of the Faculty Senate in the third year of a term in the Senate, such a person, if not re-elected, shall be granted a one-year extension as senator-at-large in order to fulfill the duties of the President of the Senate.

Section 5. Any Senator may place an item on the agenda of the Senate or may present a proposal for referral to a committee.

ARTICLE V: OFFICERS

Section 1. Election and Tenure of Officers

a. Officers of the Faculty Senate shall be a President, a Vice President, a Secretary, and a Parliamentarian. A Vice President and Secretary shall be elected by the Senate as a whole at the April meeting, and will succeed to their respective offices at the beginning of the next Senate year following their election.

b. In the absence of the President, the Vice President shall preside.

- c. The method of election shall be by nomination from the floor and written ballots to be counted at the meeting.
- d. The term of office for the President, Secretary, and Parliamentarian shall be one year.
 - e. The Vice President shall be the President-elect and will succeed to the presidency at the beginning of the next Senate year.
- f. The President must be a tenured member of the ASU faculty.

Section 2. Certification of Officers: Elected officers shall certify their willingness to perform their duties.

Section 3. Duties of Officers

- a. The President of the Faculty Senate shall:
 - 1. Preside over all meetings.
 - 2. Circulate the agenda for each regular meeting to the faculty no later than one week prior to the meeting.
 - 3. Prepare an annual report which shall be conveyed to the faculty prior to or at the final spring semester general faculty meeting.
 - 4. Create any administrative arrangements and agencies necessary to conduct Senate business and activities (e.g., select ad hoc committees, liaisons, special appointments, etc.)
 - 5. Be a standing member of the Administrative Council.
 - 6. Be a standing member of the Dean's Council.
 - 7. Meet regularly with the University President and VPAA/Provost.
- b. The Vice President of the Faculty Senate shall:
 - 1. Perform the functions of the President in the event the president is unable to do so.
 - 2. Serve as the chair of the Committee on Committees.
- c. The Secretary of the Faculty Senate shall:
 - 1. Maintain, keep and distribute the minutes of all meetings.

2. Distribute minutes to the Faculty Senate no later than one week prior to the next regularly scheduled Senate meeting and ensuring that the minutes are posted on the Faculty Senate website.

3. Engage in correspondence.

4. Perform the functions of the President in the event the Vice President is unable to do so.

d. The Parliamentarian of the Faculty Senate shall:

1. Maintain effective meeting management by maintaining order through the enforcement of Robert's Rules of Order that ensures equality for all members.

2. Review the agenda before the meeting to ensure pending motions are in order with the bylaws.

3. Advise the President during the meeting as needed.

4. Ensure the organization's bylaws and rules are followed.

Section 4. Senate Committee Appointments: Before the end of the Senate year, the officers, meeting as a committee, shall appoint the members of the standing committees, except the Executive Committee (as Defined in Article VII Section 2. a., for the following year.

Section 5. Filling a Vacancy: Vacancies in the office of Vice President, Secretary, and Parliamentarian shall be filled by election using the same procedures as specified in Section 1-c of this article.

Section 6. Administrative Support: The University administration shall provide one-quarter reassigned time for the Faculty Senate President. In addition, the University Administration shall provide an office, appropriately equipped and staffed.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings.

a. Regular meetings of the Faculty Senate shall be held monthly from September through May.

b. Monthly meeting times shall be determined by the Faculty Senate Executive Committee.

c. Meetings during the summer shall be at the discretion of the President in accordance with Article II, Section 2a.

d. The Faculty Senate President shall invite the President of the University, the Provost, the Staff Senate President, and the Student Senate President to each regular meeting. The President, Provost, Staff Senate President, and Student President will make appropriate announcements and answer questions from Senators.

Section 2. Special Meetings

a. Special meetings shall be called by the President upon the written request of twenty percent (20%) of the senators or ten percent (10%) of the faculty, or upon the request of the Executive Committee or President of the University.

b. Special meetings shall consider only the issue for which they are called.

Section 3. Quorum and Majority

a. A quorum for the conduct of business shall be a majority of the members.

b. Decisions in all matters shall be by majority of those voting unless otherwise noted within the Bylaws.

Section 4. Order of Business

a. Agenda.

1. University President announcements and questions
2. Provost announcements and questions
3. Staff Senate President announcements and questions
4. Student Senate President announcements and questions
5. Minutes of previous meeting
6. Reports of standing committees
7. Unfinished business
8. New business
9. Adjournment

b. Any Senator may place an item on the agenda of the Senate or may present a proposal or referral to a committee. It is the Senator's responsibility to communicate with his or

her departmental/department members regarding items on the agenda or potential agenda items.

c. Any member of the Faculty Organization may, via contact with his or her duly elected representative or in direct contact with the Executive Committee, request an item be placed before the Senate.

Section 5. Open Meetings

a. Meetings of the Faculty Senate will be open in accordance with statutes of the State of Texas.

b. Non-members will be seated in a separate section and may address the Senate upon recognition by the president.

c. Upon request, the President of the University shall be recognized by the President of the Faculty Senate.

d. The presiding officer may cause anyone who disrupts the proceedings to be ejected.

Section 6. General Faculty Meeting: The President of the University shall call a general meeting of all the faculty before the end of the spring semester for the purpose of reviewing the annual report of the President of the Faculty Senate.

Section 7. Parliamentary Procedure

a. Robert's Rules of Order, newly revised, shall govern the meetings of the Faculty Senate in all cases to which they are applicable and in which they are consistent with these bylaws.

b. A parliamentary consultant shall be elected by the Faculty Senate and shall be the Parliamentarian.

ARTICLE VII: COMMITTEES

Section 1. Powers and Functions of Committees

a. Standing committees shall be responsible for recommending policies and actions on items referred to them and for formulating recommendations in the area of their responsibilities for the consideration of the Faculty Senate.

b. Standing committees of the Faculty Senate may establish subcommittees as needed: subcommittees may consult with other members of the faculty, members of the administration, or students.

c. Each standing committee, special committee, and subcommittee shall elect its own chair.

d. Each committee shall submit written reports of its recommendations to the Executive Committee which shall put them on the agenda.

e. A majority of committee members shall constitute a quorum for meetings.

Section 2. Standing Committees

a. The Executive Committee

1. The Executive Committee shall consist of the President, Vice President, immediate past President, Secretary and Parliamentarian of the Faculty Senate and the chairs of the other standing committees.

2. The Executive Committee shall:

(a) receive proposals;

(b) provide for negotiation with the President of the University in the event a Senate recommendation is disapproved.

(c) provide liaison between the Senate and other components of the University.

(d) meet as necessary with the President and Vice Presidents.

b. The Academic Affairs Committee

1. The Academic Affairs Committee shall consist of at least seven (7) members.

2. It shall be concerned with curriculum, educational improvement, general education, instructional technology, research, and other matters regarding the academic program of the University.

c. The Bylaws Committee

1. The Bylaws Committee shall consist of at least three (3) members.

2. It shall prepare and propose amendments to the bylaws.

d. The University Affairs Committee

1. The University Affairs Committee shall consist of at least five (5) members.

2. It shall be concerned with policies regarding appointments, promotions, tenure, buildings, budgets, professional ethics, planning, and the goals of the institution.

e. The Student Affairs Committee

1. The Student Affairs Committee shall consist of at least three (3) members.

2. It shall concern itself with relations between the faculty and the student government, and policies regarding student aid and student rights, after due consultation with administrative staff concerned with student affairs.

3. The Student Affairs Committee shall lay before the Faculty Senate any proposal that the Student Senate wishes the Faculty Senate to consider.

f. The External Affairs Committee

1. The External Affairs Committee shall consist of a least three (3) members.

2. It shall be concerned with public policies and initiatives that promote the welfare of the faculty and the University.

3. The External Affairs Committee shall lay before the Faculty Senate any proposed communication effort external to the University (e.g. the Texas Legislature, Health Care, local government, federal government).

4. The Faculty Senate recognizes the sensitive nature of external communication. Therefore, the External Affairs Committee shall communicate and coordinate its proposed external communication with the administration of the University.

g. The University Committee on Committees

1. The University Committee on Committees shall consist of all members of the Faculty Senate.

2. It shall coordinate faculty appointments to campus wide committees.

3. It shall be chaired by the Vice President of the Faculty Senate.

Section 3. Appointment Power of the President of the University: Nothing in these bylaws shall be taken to limit the power of the President of the University to appoint committees to assist him/her in any matter.

Section 4. Committee Appointment Procedure

- a. After the spring election of new senators for the following year, the President shall request of the newly-elected members and all continuing senators that they submit, to the president, their requests for appointments to committees for the following Senate year.
- b. Each senator, except the officers, shall serve on at least one Senate standing committee and may serve as a representative of the Senate on no more than one campus committee.
- c. The President of the Senate shall announce the committee assignments at the last senate meeting of the Senate year and shall at the same time designate a temporary chair of each committee.
- d. The President, at the first senate meeting of the Senate year, will introduce the new senators and the chair of each senate committee, who in turn will introduce his/her committee members.

ARTICLE VIII: INITIATIVE, REFERENDUM, AND RECALL

Section 1. Initiative

- a. Any petition signed by eight (8) members of the faculty shall be sufficient to lay a proposal before the Faculty Senate.
- b. The President of the University shall also have the power to lay a proposal before the Senate.

Section 2. Referendum: Any petition signed by twenty-five percent (25%) of the faculty shall be sufficient to cause the president of the Faculty Senate to conduct a referendum on any action of the Senate as specified by the petition.

Section 3. Recall: Any petition signed by one-third of the members of any department shall be sufficient to cause a vote on recall of any of its representatives and the election of a replacement, such vote and election to be held by a method in conformity with ArticleIV of these bylaws.

ARTICLE IX: RATIFICATION AND AMENDMENT

Section 1. Ratification: These bylaws shall be ratified at the moment of their approval by a majority of the faculty by written and/or electronic ballot within one week after a general faculty meeting called to discuss the bylaws and by the President of the University.

Section 2. Amendment

- a. An amendment to these bylaws may be proposed by a majority vote of the entire Senate membership.

b. A proposed amendment shall be ratified by a majority vote of the faculty members voting, provided that the amendment has been circulated to the faculty at least one week prior to a vote.