

Appendix A

CONSTITUTION OF THE FACULTY ASSOCIATION OF ARKANSAS STATE UNIVERSITY

This constitution of the Faculty Association of Arkansas State University is adopted in order to promote the effectiveness of the University in the discharge of its responsibilities, to effect closer coordination among the various colleges and departments of the University, and to provide a means by which the special competencies of the members of the faculty may be utilized more fully in the formulation and execution of the academic programs of the University.

Article I

THE FACULTY ASSOCIATION

Section I: Membership

All members of the instructional staff with the rank of instructor or above (and professional librarians) are members of the Faculty Association.

Section II: Bylaws

The Faculty Association shall adopt such bylaws as it considers necessary to perform its functions.

Section III: Meetings

The Faculty Association shall hold at least one general meeting each semester of the regular school year and at any other time(s) deemed necessary by the Chancellor, the president of the Association, or by petition of 20 percent (20%) of the members of the Faculty Association. A majority of the membership shall constitute a quorum.

Section IV: Officers

The officers of the Faculty Association shall consist of a president; a president-elect, who shall preside in the absence of the elected president and who shall be elected by the Faculty Association; and a secretary-treasurer, who shall be elected by the Faculty Association, and who shall keep the records of the faculty proceedings, be responsible for the secretarial work related to the business of the Faculty Association, receive all monies paid to the Association, and maintain a record of all receipts and disbursements. The president shall serve for a term of two years. The president-elect shall be elected every other year and shall serve for one year, whereupon he/she will succeed the president in office. Upon completion of his/her term, the retiring president will serve for one year in the executive committee. The president and

president-elect shall not be from the same college. The secretary-treasurer shall be elected for a term of two years. Any faculty member eligible for service in the Faculty Senate shall be eligible to hold any elective office of the Faculty Association (See Article II, Section IX).

Section V: Functions and Responsibilities

The Faculty Association shall function as the parent organization of the Faculty Senate. It may, upon petition of 20 percent (20%) of its members, direct the Senate to defer action on any matter until a full meeting of the Faculty Association. With a dissenting majority vote the Association may delay any action of the Senate for three full semesters. Normally it will hear only the decisions of the Senate and review the policy and method of implementation of such policy as may be formulated by the Senate. The Faculty Association may direct the Senate to consider any problem by a petition of 10 percent (10%) of its members.

The president and/or president-elect of the Faculty Association or a member of the faculty so designated by the president of the Faculty Association shall attend meetings of the Board of Trustees, the Academic Deans Council, and other meetings as appropriate, and shall submit periodic reports to the Faculty Senate about the discussions of these bodies.

Article II

THE FACULTY SENATE

Section I: Composition

- The legislative body of the faculty shall be a Faculty Senate.
- The officers of the Faculty Association shall reapportion seats on the Faculty Senate among the colleges and the independent departments on the basis of the number of faculty members within those units. Such apportionment shall be done annually, preceding the Senate election. The annual reapportionment of the Faculty Senate must be approved by a simple majority of the Senate.
- The professional library staff shall be given representation as a departmental unit.
- Apportionment of the faculty senators is based upon the total number of full-time faculty plus the number of temporary faculty who receive a contract, as listed by the official fall roster of the Executive Vice Chancellor and Provost. Excluded from this tally are: full-time faculty on leave who have been replaced by faculty receiving a temporary contract, part-time faculty, and temporary faculty receiving letters of appointment.

The officers of the Association may revise the number of faculty per allotted senator to maintain the size of the Faculty Senate within proper proportions.

- Each year, members of the faculty in a college shall have the right to apportion their seats among the various departments constituting the college or to elect at-large representatives. The procedures for choosing senators within each college shall be determined (and may be revised as necessary) by a majority vote of the faculty of that college.
- The procedures adopted shall be reported to the Faculty Senate within one month of adoption or modification.
- The term of each senator is fixed at two years. A senator may be elected for an unlimited number of consecutive terms.
- The officers of the Faculty Association shall be members of the Faculty Senate with all rights and privileges of such membership.

Section II: Eligibility

Eligibility for service in the Senate will be restricted to faculty members holding academic rank (and professional librarians) who have a minimum of three years of service at Arkansas State University.

Section III: Officers

The Senate will elect its own vice-chair and secretary no later than the first meeting of the fall semester. In the event of a vacancy, the Senate will elect a replacement at its next meeting. The president of the Faculty Association will serve as Chair of the Senate. No officer may serve more than two full consecutive years in the same office. The Executive Committee of the Faculty Senate shall be composed of the president, president-elect, immediate past president, and secretary-treasurer of the Faculty Association, along with the vice-chair and secretary of the Faculty Senate. The Executive Committee shall plan for meetings of the Faculty Senate and conduct the business of the Senate and the Faculty Association between meetings.

Section IV: Meetings

The Faculty Senate shall meet at least once each month during the academic year. All meetings of the Senate shall be open to the public. Any member of the faculty who is not a member of the Senate may participate in the discussions but may not vote.

Section V: Duties

The Senate has authority to look into any subject affecting the well-being of the University, the faculty, or the student body. It must look into any question referred to it by the Faculty Association, the administration, or by petition of 10 percent (10%) of the faculty. It may receive individual requests but may decide on the validity of action.

The Senate will hear the reports of all standing committees. It may approve or reverse the action of any committee. The Senate alone will make recommendations from faculty committees to the administration.

The Senate has the power to appoint any number of special committees. These will be chaired by a member of the Senate, but may be staffed by non-senate faculty and administrative personnel. The committees will report to the Senate. Further action will be at the discretion of the Senate.

The secretary of the Senate will issue monthly reports to the faculty on the topics under consideration and the action of the Senate.

Section VI: Relationship of Faculty Association to the Senate

Upon petition of 20 percent (20%) of the faculty, the Senate must defer action on any matter until a full meeting of the Faculty Association. With a dissenting majority vote the Association may delay any action of the Senate for three full semesters. If the Senate approves an action in four consecutive semesters, it may so recommend to the administration.

Article III

AMENDMENTS

Amendments to this constitution may be proposed by a two-thirds vote of the Faculty Senate or by a majority vote of the Faculty Association in a general meeting. The text of a proposed amendment shall be distributed to each member of the general faculty not less than thirty days before it shall be considered. An amendment must be approved by a majority vote of the Faculty Association in a general meeting. It shall then be submitted, through the Chancellor, to the Board of Trustees of Arkansas State University and become effective upon their approval.

Article IV

RATIFICATION

Before the constitution shall become effective, it must be approved by a majority of the members of the faculty of the University, in attendance at a general faculty

meeting called for that purpose. It shall then be submitted, through the Chancellor, to the Board of Trustees of Arkansas State University and become effective upon their approval. Following approval of the Board, the president of the Faculty Association shall immediately take steps to call such elections as will be necessary to put it into operation.

BYLAWS OF THE FACULTY ASSOCIATION

- I. In accordance with the Constitution, Article I, Section II, complete current records of membership, indicating voting rights in the Faculty Association, shall be kept by the secretary-treasurer of the Faculty Association.
- II. An annual stipend is to be provided by Arkansas State University to finance the activities of the Faculty Association. No monies shall be disbursed by the secretary-treasurer without authorization by the Executive Committee (elected officers) of the Faculty Association for either the Association or the Faculty Senate; and all monies above the sum of \$200.00 remaining in the treasury at the end of each academic year shall be turned over to the Chancellor for inclusion in the General Scholarship Fund of the University for the purpose of encouraging undergraduate students through scholarship grants. Further financing for the activities of the Faculty Association shall be provided by dues assessed annually to the members of the Faculty Association. The amount of annual dues shall be determined by the membership of the association. Regulations for disbursement of money collected through dues shall be the same as listed above except that excess monies need not be turned over to the scholarship fund but may be carried over from one year to the next.
- III. The president shall call the meetings specified in the Constitution, Article 1, Section III, notice being given to members of the Faculty Association. The president shall schedule regular meetings as deemed best suited to the University program.
- IV. Nomination and Election Procedures

A. Nomination of Officers

1. In accordance with the Constitution, every second year or as necessitated by vacancy in office, the president of the Faculty Association shall appoint a committee to present nominations for the office of president-elect at a meeting of the Association called during spring of each year. The Association members shall be notified of the nominees at least two weeks before the election date. Additional nominations may be made by a petition, signed by twenty (20) members of the Association, and filed with the president at least one week before the election date. The position of secretary-treasurer will also be included every second year, or as necessitated by vacancy in office, in presenting nominations.

2. Secret ballots must be used for the election, with the names of all certified candidates appearing on the ballot.
3. A majority of the members voting shall be necessary to elect an officer of the Association. In the event that no candidate for a particular office receives a majority of the votes cast, a run-off election shall be held during the Association meeting. If a quorum is not present, the run-off shall be held by ballot in two weeks.
4. Newly elected officers of the Association shall assume their duties at the first meeting of the Faculty Senate or the Faculty Association following their election.

B. Election of the Members of the Faculty Senate

1. Members of the Faculty Senate shall be elected by members of the faculty in their respective groups (colleges, departments within a college if the faculty of the college so decides, independent departments, or professional librarians) during the spring of each year to fill vacancies caused by the expiration of the term of a senator, or by any other reason as defined below.
2. New senators shall assume their duties in the first meeting of the faculty Senate following their election.

C. Filling Vacancies

Officer and Senate vacancies shall be filled as they occur.

1. Officer Vacancies

Definition of vacancy. Office of president, president-elect, or secretary-treasurer shall be adjudged vacant when the incumbent (1) dies, (2) retires, (3) resigns from his/her office or from the university, or (4) goes on leave for a semester or more.

Procedures for filling vacancies:

President.

If the office of president becomes vacant while no president-elect is in office, the Senate, at the next Senate meeting following the vacancy, shall select an interim president to serve until the meeting of the Association called during the spring of each year. At this meeting, the Association, notwithstanding other provisions of these bylaws, will elect a president to serve a two-year term. At the next meeting of the

Association called during the spring of each year, the Association, notwithstanding other provisions of these bylaws, will elect a president-elect to serve a one-year term.

If the office of president becomes vacant while a president-elect is in office, the president-elect will become interim president until such time as he or she would have become president had no vacancy occurred, at which time he or she will assume the office of president. At the Association meeting called during the spring of the year following this assumption of the office as president, the Faculty Association shall elect a president-elect to a one-year term.

Procedures for filling vacancies:

Secretary-Treasurer.

If the office of secretary-treasurer becomes vacant, the Senate, at the next Senate meeting following the vacancy, shall elect an interim secretary-treasurer who shall serve until the next meeting of the Association during the Spring of each year. At this meeting, the Association shall elect a new secretary-treasurer who will then serve a two-year term.

Procedures for filling vacancies:

Immediate Past President.

If the office of immediate past president becomes vacant, the Senate, at the next Senate meeting, may, if it wishes, select a person to serve on the Executive Committee until such time as the office is filled under the provisions of these bylaws.

If any vacancy occurs such that there is insufficient time to solicit nominations for the office prior to the spring meeting of the Association, the Senate, at the next Senate meeting, shall appoint a special nomination committee to solicit nominations for the office and report to the Senate at the following Senate meeting. Upon approval of the report of the committee, the Senate shall set a date for a special election. At least two weeks prior to the election, the Senate shall inform the Association membership by e-mail of the date, time, and place of the special election; the officer to be elected; and the nominees for the office. Additional nominations may be made by a petition signed by twenty (20) members of the Association, and filed with the president at least one week prior to the election. Upon completion of the special election, any persons elected will take office

and serve as if they had been elected at the previous spring meeting of the Association.

For purposes of other provisions of the Constitution and Bylaws, the offices of interim president and interim secretary-treasurer shall be considered offices different than those of president and secretary-treasurer respectively.

2. Senate Vacancies

a. Definition of vacancy. A Senate vacancy shall be adjudged to exist when a Senator (1) dies, (2) retires, (3) resigns from the Senate or from the University, (4) goes on leave for a semester or more, or (5) is elected to serve as president-elect or secretary-treasurer of the Faculty Association.

b. Procedure for filling vacancies. The president of the Faculty Association, in consultation with the members of the affected group and with the approval of the Faculty Senate, shall make interim appointments effective until the next annual election. At the next annual election a senator or senators shall be elected to complete any unexpired term of the affected membership or memberships.

D. Special Elections

Special elections shall be conducted when more than four vacancies exist in the membership of the Senate, or when following a challenge in which a prior election has been voided by the Senate. Special elections shall follow, as far as possible, the same procedure used for the annual elections.

V. Amendment of Bylaws

These bylaws may be amended at any regular or called meeting of the Faculty Association by a majority vote of those present, provided the proposed change shall have been submitted to each member of the Faculty Association at least 72 hours before the meeting.

STANDING COMMITTEES OF THE FACULTY SENATE

During the spring semester, the Senate Committee on Committees circulates to each member of the Faculty Association a list of Senate standing committees and of those University committees to which the Senate has the privilege of appointing some of the members. A brief statement as to the role of the committee and the number of vacancies is included. The faculty are requested to return such a list, marking their preferences as to committee(s) on which they would like to serve.

Upon return of such expressions of preferences by the faculty the Senate Committee on Committees prepares a roster of committees and of faculty members willing to serve on them. The roster is used to select and name faculty for committee service.

Faculty named to serve on the University committees are elected by the membership of the Faculty Senate during, normally, its first meeting in April. (The nominees upon which the Senate votes are faculty who express preference to the Committee on Committees [see above] to serve on the various university committees.)

Faculty named to serve on the Senate standing committees are appointed, prior to commencement of the Fall semester, by the newly elected president of the Faculty Association (and Chair of the Faculty Senate). Appointments are made with preference given to faculty volunteering their services to the Committee on Committees (see above). The chairs of Senate standing committees are, normally, senators. Some preference is given also to reappointment of several previous members of a given committee so as to ensure continuity.

Committee on Committees

The role of the Faculty Senate Committee on Committees is to: (1) solicit the faculty to develop a pool for prospective Faculty Senate committee appointments and Faculty Senate appointments to University committees each spring; (2) aid the incoming chair of the Faculty Senate in selecting committee members for the coming year's Faculty Senate committee appointments, and (3) monitor equitable faculty member appointments to Faculty Senate and University committees.

Finance Committee

The role of the Faculty Senate Finance Committee is to monitor faculty financial status both within the university and relative to other universities in the state, region and nation.

Fringe Benefits Committee

The purpose of the Faculty Senate Fringe Benefits Committee is to: (1) serve as liaison between the Faculty Senate and the Vice Chancellor for Finance and Administration on fringe benefit matters, (2) monitor the progress of the fringe benefits program, and (3) upon instructions from the Faculty Senate, convey recommendations to the administration.

Handbook Committee

The purpose of the Faculty Senate Handbook Committee is to: (1) review the Faculty Handbook (including the Faculty Association Constitution and Bylaws) and make recommendations to the Faculty Senate for change; (2) upon instructions from the Faculty Senate, submit the proposed change to the Executive Vice Chancellor and

Provost for review pursuant to the AGOC or IGOC process, and (3) initiate and monitor the spring senator reapportioning process.

Status of the Profession Committee

The role of the Faculty Senate Status of the Profession Committee is to: (1) annually survey the faculty; (2) analyze annual and longitudinal results; (3) summarize at least three major findings from survey results, and (4) prepare a report of the results for distribution to the faculty and the public.