

BY-LAWS OF THE FACULTY SENATE

ARTICLE I: GOVERNANCE AND PROCEDURES

SECTION 1: PROCEDURES

The rules contained in the current edition of *Robert's Rules of Order* shall govern in all cases to which they are applicable and in which they are not inconsistent with the Faculty Senate Constitution, Faculty Senate Bylaws, or any special rules of order the Faculty Senate may adopt.

SECTION 2: PRINCIPLES

- A. The Faculty Senate serves and advocates for the faculty of Angelo State University. Their actions in carrying out their duties as described herein should be in the best interest of the faculty.
- B. All committees formed by the Faculty Senate serve the Faculty Senate and by extension, the faculty of Angelo State University. Their actions in carrying out their duties as described herein should be in the best interest of the faculty.

ARTICLE II: OFFICERS

SECTION 1: OFFICERS

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

SECTION 2: ELECTION OF OFFICERS

A. NOMINATIONS

Elections for officers shall take place in April of each year. The outgoing Secretary will call for and collect nominations solely from the current membership of the Faculty Senate, allowing at least one week to collect nominations. After all nominations have been collected, the outgoing Secretary will select a day on which to open the election and disseminate ballots to the Senators. Officers must be elected before the end of April.

B. VOTING

The officers of the Faculty Senate are elected solely by the Senators. The election can be held by any means (electronic or written) as long as the election is open for a reasonable amount of time and is anonymous.

C. TIE VOTES

Tie votes shall be resolved by the Faculty Senate by any method agreed upon by a majority of the Senate membership.

D. INABILITY OF THE SECRETARY TO COMPLETE THE VOTING PROCESS

If the outgoing Secretary cannot complete any portion of this process, then the Faculty Senate President will appoint a Senator to complete any unfulfilled portion of the process.

SECTION 3: DUTIES OF THE OFFICERS OF THE FACULTY SENATE

A. PRESIDENT

1. preside at all meetings of the Faculty Senate,
2. chair the Executive Committee,
3. announce the meetings dates and times for the year before the first meeting of the Senate year,
4. arrange meeting places for all meeting,
5. give timely notice of called meetings,
6. represent the interest of the faculty to the administration of the University,
7. assign and announce the membership of all committees to the Faculty Senate,
8. prepare the agenda for Senate meetings in conjunction with the executive Committee,
9. circulate the agenda for any meeting to the Senators at least 3 working days prior to the meeting,
10. provide liaison between the Senate and other components of the University,
11. meet regularly with the University President and VPAA/Provost,
12. attend the meetings of any administrative and academic councils,
13. perform other duties as directed by the Faculty Senate by a majority vote of its membership.

B. VICE-PRESIDENT

1. execute the duties of the President when the President is absent or incapacitated,
2. execute the duties of the President when directed by the President,
3. chair the Committee on Committees,
4. perform such other duties as directed by the President,
5. serve on the Executive Committee.

C. PARLIAMENTARIAN

1. The Parliamentarian shall be responsible for enforcing compliance with the Constitution of the Faculty Senate, the Bylaws of the Faculty Senate, parliamentary procedure, and
2. serve on the Executive Committee.

D. SECRETARY

1. keep and maintain the record of attendance for all official meetings,
2. keep and maintain the minutes at all meetings,
3. distribute to the Senate members a written copy of the minutes of each meeting in a timely manner,
4. prepare and maintain the official membership list of the Senate
5. perform such other duties as directed by the President.
6. maintain the archives of the Senate which shall include all attendance records, all meeting minutes, any other records as directed by the President or by majority vote of the Faculty Senate,
7. shall keep records of all fiscal matters of the Faculty Senate,
8. serve on the Executive Committee.

E. IMMEDIATE PAST PRESIDENT OF THE FACULTY SENATE

1. The immediate past President of the Faculty Senate shall serve a one-year term as a Faculty Senator at large for the year immediately following their term as President. If they are unable to serve, then that post remains vacant for that senate year.
2. Serve on the Executive Committee.

SECTION 4: VACANCIES

Officer vacancies shall be filled as prescribed in Article II Section 2 of the By-laws of the Faculty Senate. 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.

SECTION 5: REMOVAL FROM OFFICE

A Senator may be removed from office or expelled from the Faculty Senate for just cause by a two-thirds vote of the members of the Faculty Senate 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. This committee shall be comprised of the tenured faculty from Angelo State University (ASU). The Senator under investigation may recommend to the Faculty Senate tenured ASU faculty to serve on this committee. The time duration of a removal from office or expulsion from the senate shall be set by A two-thirds vote of the Faculty Senate membership.

SECTION 6: PRIVILEGES

- A. The President of the Faculty Senate shall receive a three semester-hour course load reduction for both the Fall and Spring semesters of service.
- B. The University Administration shall provide President of the Faculty Senate with an office, appropriately equipped, and staffed.

ARTICLE III: COMMITTEES

SECTION 1: STANDING COMMITTEES

The following committees shall comprise the standing committees of the Faculty Senate:

- A. Executive Committee
- B. Academic Affairs Committee
- C. University Affairs Committee
- D. Bylaws Committee
- E. University Committee on Committees

Except for the Executive Committee, the size of standing committees shall be determined by the President of the Faculty Senate.

SECTION 2: POWERS AND FUNCTION 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. Each committee shall submit written reports of its recommendations to the Executive Committee which shall put them on the agenda.

SECTION 3: DUTIES OF THE STANDING COMMITTEES

A. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of all officers of the Faculty Senate, the immediate past President of the Faculty Senate, and the chairs of the other standing committees.
2. To consider and to act on urgent matters of immediate general interest to the faculty or university which cannot wait for action by the Senate in regular session. Such actions of the Executive Committee shall be reported to the Senate at the next meeting and shall be subject to ratification by a majority vote of the Senate.
3. To receive and consider proposals.

4. To gather information request by or pertinent to the Faculty Senate and which lies within the purview of the Faculty Senate.
5. To meet at least five (5) workdays in advance of regular Senate meeting in order to prepare an agenda and make assignments to those who are to report to the Senate at the next meeting. A copy of the agenda will be sent to each member of the Senate at least three (3) workdays before the Senate convenes.
6. To provide for negotiation with the President and Provost of the university in the event a Senate recommendation is disapproved.
7. Meet as necessary with the President and Provost of the university.
8. To provide liaison between the Senate and other components of the university.

B. ACADEMIC AFFAIRS COMMITTEE

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

C. UNIVERSITY AFFAIRS COMMITTEE

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

D. BYLAWS COMMITTEE

1. It shall prepare and propose amendments to the bylaws and the constitution.
2. It shall interpret the bylaws and constitution as specified in the constitution.

E. UNIVERSITY COMMITTEE ON COMMITTEES

1. It shall coordinate faculty appointments to campus-wide committees based on faculty surveys.
2. It shall be chaired by the Vice President of the Faculty Senate.

ARTICLE IV: MEETINGS

- A. The Faculty Senate shall hold at least one regularly scheduled meeting each full month during the fall and spring semesters.
- B. Meetings may be by any means as long as real-time communication happens. In addition, secret ballot voting requests must be honored.
- C. A majority of the elected membership of the Faculty Senate shall constitute a quorum for the transaction of all business of the Senate
- D. The rules contained in the current edition of *Robert's Rules of Order* shall govern in all cases to which they are applicable and in which they are not inconsistent

with the Faculty Senate Constitution, Faculty Senate Bylaws, or any special rules of order the Faculty Senate may adopt.

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

ARTICLE V: RATIFICATION AND AMENDMENT

SECTION 1: AMENDMENTS TO THE BYLAWS

A change to the Bylaws of the Faculty Senate may only be proposed by a standing committee or by a written petition of at least twenty-five percent of the Senate membership. The proposed change(s) shall be submitted to the Executive Committee in written form for inclusion on the next meeting's agenda for debate only. At the close of debate on the proposed change(s), the proposal shall be referred to the Bylaws Committee. At the next regularly scheduled Senate meeting, the Bylaws committee shall report on the effects of the proposed change(s) and present any proposed amendments to the proposed change(s). Amendments to the proposed change(s) shall be passed by a majority vote of the Senate. At the next regular meeting of the Faculty Senate, the proposed change(s) shall be voted upon without debate. The proposed change(s) shall be passed by a two-thirds vote of the Faculty Senate membership. If the change(s) pass, they become immediately effective.

SECTION 2: RATIFICATION

These bylaws shall be ratified at the moment of their approval by at least a two-thirds vote of the Faculty Senate membership by written and/or electronic ballot within one week after presented by the Bylaws Committee for ratification.