

APPENDIX I-F

FACULTY COUNCIL CONSTITUTION AND BY-LAWS Approved by the President of the University May 23, 2002 Updated July 2021

CONSTITUTION

ARTICLE I NAME

This organization shall be known as the Faculty Council of Stevenson University (hereinafter referred to as the Council).

ARTICLE II PURPOSES

Acting as the faculty advocate, the Faculty Council seeks to:

1. Further the mission, vision, values and diversity of the university;
2. Assess the needs, practices, and policies of the university's community;
3. Govern university curriculum; and,
4. Propose policy for executive determination.

ARTICLE III MEMBERSHIP

Voting membership in the Council shall be restricted to full-time and adjunct faculty (hereinafter referred to as General Faculty). General Faculty includes librarians with faculty status but does not include deans, department chairs, program directors, program coordinators, or university administrators (as defined in the policy manual). All duly appointed vice presidents, senior staff, and student delegates of the university shall be ex officio non-voting members of the Council and shall report to the Council upon request. By a vote of its members, or at the discretion of the chair, the Council may choose to go into a "closed session," which shall be closed to all but members of the General Faculty, or into an "executive session," which is closed to all but voting members of the Council. Should a member of the Council disagree with the decision of the chair to go into closed/executive session, Robert's Rules allows for any voting member to make a motion to appeal the decision of the chair, at the time the decision is made.

ARTICLE IV OFFICERS

All officers of the Council shall be elected members of the Council. Officers who shall be elected by members of the Council are chair, vice-chair and recording chair.

ARTICLE V EXECUTIVE COMMITTEE

The officers of the Council shall function as the Executive Committee. Duties of the Executive Committee are stipulated in the By-Laws. The Executive Committee shall include: chair, vice-chair and recording chair.

ARTICLE VI PARLIAMENTARIAN

The chair shall appoint a Parliamentarian. Duties of the Parliamentarian are stipulated in the By-Laws.

ARTICLE VII
WEB DEVELOPER

The chair shall appoint a web developer. Duties of the web developer are stipulated in the By-Laws.

ARTICLE VIII
ELECTIONS

Section 1. Members of the Council

Members of the Council represent all faculty (hereinafter referred to as All Faculty) which includes General Faculty, as well as department chairs, program directors, program coordinators, and associate deans, but does not include deans or university administrators. Members of the Council shall be elected sometime during the second half of March and the first half of April of each academic year. On even years, All Faculty of each School within the University will elect one representative from its General faculty to represent that School's faculty on the Council. On odd years, All full-time Faculty of the university will elect at-large representatives from all of the full-time General Faculty in the university to represent the interests of all full-time faculty. The number of at-large representatives will equal the number of School representatives. Each year, adjunct faculty will elect two additional at-large representatives to represent the interests of all adjunct faculty. Newly elected Faculty Council members will be seated at the end of the last meeting of the academic year.

Section 2. Officers of the Council

Officers of the Council shall be elected at the last regular Council meeting of each academic year, usually held in May. Each elective officer shall be elected by a majority vote. The Council shall have the option of using an open or secret ballot in the election of officers.

ARTICLE IX
COMMITTEES

Section 1. Standing Committees

The Standing Committees of the Council are Academic Affairs, Faculty Welfare, Fiscal Affairs, University Advancement, and Student Services. Functions of these committees are stipulated in the By-Laws. (These committees should be considered in light of Board of Trustee committees.) Each standing committee shall be staffed by an administrative officer of the university appointed by the president of the university. The assigned administrative officers will provide support and information to the committees. By a majority vote of the members of a standing committee, the committee may elect to meet in closed session without the administrative officers.

Section 2. Ad Hoc Committees

Ad Hoc Committees may be appointed as needed by the chair of Faculty Council and with the majority approval of the Council.

ARTICLE X
MEETINGS

Section 1. Regular Meetings

The Faculty Council shall meet once a month, September through May. The Faculty Council chair may opt not to meet in either December or January.

Section 2. Special Meetings

Special meetings of the Council may be called as defined in the By-Laws. Rules governing the conduct of business for both regular and special meetings are stipulated in the By-Laws.

ARTICLE XI
AMENDMENTS

Section 1. Vote on Amendments

The Constitution of the Council shall be amended only at a regular meeting by a two-thirds vote of All Faculty present and approval by the President.

Section 2. Written Notice of Amendments

No proposal to amend shall be acted upon unless written notice has been given to the Executive Committee at least 25 days prior to the meeting. A copy of the proposal shall be sent to each member of All Faculty and posted on the Faculty Council website at least 10 days before the date of the next regular meeting at which the vote on the amendment is taken. A copy of such a proposal shall be included in the call for the next regular meeting.

ARTICLE XII
EFFECTIVE DATE OF CONSTITUTION AND BY-LAWS

The provisions of the Stevenson University Faculty Council Constitution and By-Laws and all amendments thereto shall become effective on the date they are approved by the president of the university.

BY-LAWS

ARTICLE I MEMBERSHIP

Section 1. Eligibility

Members of the Council shall be elected as defined in the Constitution.

Section 2. Proportionate Representation

All Faculty of each school will elect one General Faculty member as its School Representative. All full-time Faculty will elect At-Large members from the full-time General Faculty of the university to represent the full-time Faculty. The number of At-Large representatives will equal the number of School Representatives. Adjunct faculty will elect two additional At-Large members to represent all adjunct faculty.

Section 3. Terms of Office

All representatives shall be elected during the spring semester and the term of office shall begin with the last meeting of the academic year, usually held in May. School Representatives shall be elected in even years, and At-Large representatives shall be elected in odd years. Both shall serve for a two-year term of office. At-Large adjunct faculty members will be elected each year, and will serve a one-year term.

Section 4. Replacement

In case of death, resignation, incapacity, change of status, or irregular attendance of any Council member, the chair, with the consent of a majority of the Council, shall fill such vacancy for the unexpired term. Irregular attendance shall be defined as absence without proper excuse from two or more regular meetings in any one semester.

ARTICLE II OFFICERS

Section 1. The Executive Committee Duties

The Executive Committee organizes, distributes and conducts the agenda for each meeting with the advice and consent of the Council prior to the date of the meeting, acts as a liaison between General Faculty and administration, and implements the resolutions of the Council.

- A. The Chair: The chair's duties shall be to preside at the meetings of the Council and to serve as official spokesperson for the Council.
- B. The Vice-Chair: The vice-chair's duties shall be to act in the place of the chair of the Council when the chair is unable to carry out any of the functions of the office of the chair. The vice-chair shall succeed the chair.
- C. The Recording Chair: The recording chair's duties shall be to record the minutes of the meetings and distribute summaries of these proceedings to members of the university community, and to carry on the necessary correspondence for the Council.

Section 2. Terms of Elected Officers

- The chair shall serve one year
- The vice-chair shall be elected in the first year of a two-year Council term and serve as chair the second year
- The recording chair shall serve one year.

Section 3. Replacement

In case of death, resignation, change of status, or incapacity of any officer, the Council shall fill such vacancy for the unexpired term.

ARTICLE III EXECUTIVE COMMITTEE

The Executive Committee shall consist of the chair, vice-chair, and recording chair. This group may act in accordance with the Constitution and By-Laws on emergency matters that arise between meetings of the Council. If the next regular meeting is not imminent, the Executive Committee should then call an emergency meeting, as described in Article VIII, section 2, as soon as is practicable under the circumstances to review and discuss the action taken.

ARTICLE IV PARLIAMENTARIAN

The duty of the parliamentarian shall be to advise the chair by ruling on the validity of the conduct of business at meeting. A Council member serving as parliamentarian retains all Council debate and voting privileges.

ARTICLE V WEB DEVELOPER

The duty of the web developer shall be to establish and maintain a Faculty Council website that is linked to the university website. The web developer shall work with and under the supervision of the Executive Committee.

ARTICLE VI ELECTIONS

Section 1. Nominations for Council Members

A candidate for the Council must submit, or have submitted, to the chair or a delegate of the chair, a nomination petition, which shall include a declaration of willingness to serve. All nominations must be received at least two weeks prior to the election date.

Section 2. Voting for Council Members

- A. All Faculty, as defined in the Constitution, are legal voters and may vote for their respective candidates. In cases where faculty members have no direct affiliation with an academic unit, they shall only participate in the election of at-large members.
- B. Voting faculty shall cast no more than one vote for a candidate. Candidates will be ranked according to the number of votes received and those elected will be determined by descending order of votes received. Where one candidate is to be elected, the candidate must receive more votes than any other candidate in that unit. In case of ties, runoffs will be conducted and the above decision rule will be employed.
- C. The chair or a delegate of the chair shall supervise elections and shall certify the election of each Council member. Voting shall take place via secret ballot.

ARTICLE VII
COMMITTEES

Section 1. Formation

- A. The Faculty Council shall elect the chairs of all standing and existing ad hoc committees after a new Council is seated at the last regular Council meeting of each academic year, usually held in May. Chairs of new ad hoc committees created during the Council's term shall be elected by the Council immediately following the creation of the new ad hoc committee. Committee chairs should be members of the Council. On occasion, the Council chair may make an exception by appointing as chair of a standing committee a non-Council member of the General Faculty with the approval of a majority of the Council.

- B. Any member of the General Faculty may serve on a committee. A Council member shall not also be a member of more than two standing committees. Only General Faculty members may vote on standing and ad hoc committees, unless otherwise specified by the by-laws of that committee. The Faculty Council representative for each school will be responsible for soliciting volunteers for school representatives for open positions on committees, and will be responsible for conducting elections should the number of volunteers exceed the number of open positions. Voting shall take place via secret ballot.

Section 2. Standing Committees

- A. Academic Affairs: The purpose of this committee shall be to research, report on, and recommend actions relevant to the academic standards of the university. All recommendations made by the committee shall be reported to the Council; however, because the AAC often has business that is time-sensitive and needs to go directly to the President and because the AAC can decide academic matters independently, the following recommendations do not need a vote by the full Council for ratification:
 - 1. New Course Proposals;
 - 2. Changes to existing Program Descriptions, Outcomes, and Levels;
 - 3. Changes to existing Track Objectives and Levels.

- B. Faculty Welfare: The purpose of this committee shall be to research, report on, and recommend to the Council actions relevant to issues concerning the welfare of All Faculty. All recommendations by the committee to the Council shall be in writing.

- C. Student Services: The purpose of this committee is to research, report on, and recommend to the Council actions relevant to matters pertaining to students, including student recruitment and support services and activities, scholarships and financial aid, student health and safety, student conduct and disciplinary standards, residential life, student organizations and activities, including intercollegiate athletics and university honor societies and university awards, and the general quality of student life. All recommendations by the committee to the Council shall be in writing. The Student Government Association will choose three representatives to sit on this committee.

- D. Fiscal Affairs: The purpose of this committee shall be to receive the university budget each year as well as periodic reports from the administration's facilities department, to study the budget, and to make the budget and information concerning the budget and facilities available to the university community. The committee may research, report on, and recommend to the Council actions relevant to the fiscal affairs and facilities of the university, which are referred to the committee by the Council or the chair. All recommendations by the committee to the Council shall be in writing.

- E. University Advancement: The purpose of this committee is to research, report on, and recommend to the Council actions relevant to university development, including fund raising, alumni relations, public relations and publications, grants, contracts, the conferring of meritorious awards and honorary degrees and the naming of programs and/or facilities in memoriam. All recommendations by the committee to the Council shall be in writing.

Section 3. Ad Hoc Committees

Ad Hoc Committees shall research and recommend action on specific matters assigned to them by the chair and the Council.

Section 4. Faculty Council Representatives to University-Wide Committees

- A. These representatives shall either be members of the Faculty Council, or members of the General Faculty who will regularly attend Faculty Council meetings, so as to effectively serve as a liaison between the Council and these committees.
- B. The Executive Committee will be responsible for recruiting and proposing candidates for these positions. The representatives will then be elected by the Council at the earliest opportunity.
- C. If the current Faculty Representatives are willing to serve for another year on the committees, and continue to have the support of the Executive Committee, the Faculty Council shall vote to confirm the Council's support of these representatives after a new Council is seated at the last regular Council meeting of each academic year. Should the Council not confirm its support of one of these representatives, or the Executive Committee formally withdraws its support, then a new candidate must be proposed by the Executive Committee and voted upon by the Council.

ARTICLE VIII MEETINGS

Section I. Regular Meetings

Regular meetings of the Council shall be held monthly during the academic year from September through May. Written notice, including the agenda, of all regular meetings shall be sent to the members at least one week prior to each meeting.

Section 2. Special Meetings

Special meetings of the Council may be called by the Executive Committee at the request of the chair or on written request of 25 percent of the Faculty Council members.

Section 3. Quorum

A majority of the Council's membership shall constitute a quorum for the transaction of business at regular and special meetings.

Section 4. Minutes

A complete and permanent set of the minutes of each meeting shall be kept electronically on the Faculty Council website. The recording chair shall send to All Faculty a summary report of the business transacted.

Section 5. Guests

- A. Meetings of the Council are regularly open to attendance by all members of the university community.
- B. Excepting the President of the university, a person not a member of the Council may speak only at the discretion of the Council chair. Requests from non-members to make formal presentations to the Council or otherwise appear on a meeting agenda shall be addressed in advance to the Chair.

- C. By a vote of its members, or at the discretion of the chair, the Council may choose to go into a “closed session,” which shall be closed to all but members of the General Faculty, or into an “executive session,” which is closed to all but voting members of the Council. Should a member of the Council disagree with the decision of the chair to go into closed/executive session, Robert’s Rules allows for any voting member to make a motion to appeal the decision of the chair, at the time the decision is made.

Section 6. Conduct of Meetings

The conduct of the Council business shall be according to procedures outlined by Robert's Rules of Order (Revised) except in those situations, as Roberts Rules states, where those procedures conflict with the By-laws or Constitution.

Section 7. Order of Business

The customary order of business to be followed at the meetings of the Council shall be as follows:

- A. Call to Order
- B. Address by the President or the President's designated representative
- C. Address by the Provost or the Provost’s designated representative
- D. Approval of Minutes
- E. Reports of Committees
- F. Unfinished Business
- G. New Business
- H. Adjournment

However, a member of Council may move to change the order of business at the discretion of the chair.

Section 8. Voting Procedure

Voting shall be by voice or by show of hands and a majority will carry. A roll call shall be required when requested by at least three members. A secret ballot requires a majority vote of the Council. The presiding Chair shall have a vote only in case of a tie.

Section 9. Electronic Voting

Electronic voting is only permitted outside of a regular or special meeting if, during a regular or special meeting, a majority of the members present agree to hold a vote via electronic voting outside of the meeting. The presiding Chair shall have a vote in this decision only in case of a tie. For electronic voting, the issue will carry only if a majority of Faculty Council members vote in the affirmative. The presiding Chair shall have a vote only in case of a tie. The motion, and the vote count, will be reported at the next regular or special meeting and will be reported in the minutes of that meeting.

ARTICLE IX AMENDMENTS

Section 1. Vote on Amendments

Amendments to the By-Laws of the Council shall be made only at a regular meeting, by a majority vote of the Faculty Council members present and by approval of the President.

Section 2. Written Notice of Amendments

No proposal to amend shall be acted upon unless written notice has been given to the Executive Committee at least 25 days prior to the meeting. A copy of the proposal shall be sent to All Faculty and posted on the Faculty Council website at least 10 days before the date of the next regular meeting at which the vote on the amendment is taken. A copy of such a proposal shall be included in the call for the next regular meeting.

APPENDIX - Approved Faculty Resolutions with amendments to the Faculty Council Constitution and By-Laws

Date Faculty Resolution Signed	Subject
5/5/2004	Amendment to the By-Laws: Article I Section 2 & 3; Article II Section 1 & 2; Article IV; Article V Section 2A; Article VI Section 1, 2B, 2C, 2D, 2E; Article VII Section 1,3,6,7; Article VIII Section 2
4/18/2005	Amendment to the By-Laws: Article I Section 2 & 3; Article II Section 1 & 1C; Article VII Section 2, Add new Article After Article IV and adjust subsequent #'s as needed
4/18/2005	Amendment to the Constitution: Article III; Article IV; Article V; Article VII Section 1 & 2; Article VIII Section 2; Art IX Section 1, Article X Section 2; Add new Article After Article IV and adjust subsequent #'s as needed
2/9/2006	Amendments to the Faculty Council Constitution: Article III; Article VIII Section 1; Article XI Section 2
2/9/2006	Amendments to the Faculty Council By-Laws: Article I Section 2; Article VI Section 2; Article IX Section 2
1/12/2009	Adoption of the entire amended Faculty Council By-Laws
1/12/2009	Adoption of the entire amended Faculty Council Constitution
1/12/2009	Amendment to the Constitution: Article 2
11/20/2009	Amendment to the Constitution and Bylaws: Constitution - Article IX Section 1; By-Laws – Article VII Section 2
12/17/2009	Amendment to the Constitution and Bylaws: Constitution - Article VIII Section 1; By-Laws - Article I Section 1 & 2
12/6/2010	Amendment to By-Laws Change: Article 7.2 A
5/16/2016	Amendment to the Constitution: Article VIII Section 1
12/19/2016	Amendment to the By-Laws: Article I Section 2
4/3/2019	Amendment to the By-Laws: Article VII Section 1
4/29/2019	Amendment to the By-Laws: Article XI Section 2
4/29/2019	Amendment to the Constitution: Article XI Section 2

10/28/2019	Amendment to the Constitution: Article III
10/28/2019	Amendment to the By-Laws: Article VIII Section 5
1/19/2021	Amendment to the By-Laws: Article I Section 2 & 3; Article VI Section 2A; Article VII Section 1B & 2B; Article VIII Section 4; Article IX Section 2
1/19/2021	Amendment to the Constitution: Article III; Article VIII Section 1; Article XI Section 1 & 2
7/29/2021	Amendment to the By-laws: Article VI Section 2C; Article VII Section 1B; Article VII Section 4; Article VIII Section 9