

**CONSTITUTION AND BYLAWS
OF
THE FACULTY SENATE
OF
ALABAMA A&M UNIVERSITY**

**ARTICLE I
NAME**

The name of this organization is Alabama A&M University Faculty Senate, hereinafter referred to as the Faculty Senate.

**ARTICLE II
PURPOSE**

The purposes of the Faculty Senate of Alabama A&M University shall be to:

1. Serve as the primary vehicle for faculty participation in the development of shared vision and governance of the University;
2. Serve as the forum for the determination and the expression of the official opinion of the University faculty;
3. Serve as the means for reciprocal communication between the faculty and all segments of the University—administration, faculty, staff, and students about University issues, goals, objectives, programs, policies, and procedures;
4. Serve as the setting for the initiation, formulation, discussion, and implementation of academic and related policies of concern to more than one school, department, or other academic unit;
5. Make formal and specific recommendations to the Faculty Senate President and through him/her to the University Board of Trustee, on all matters of University policy in which the faculty claims reasonable concern. These matters include the following:
 - a) taking initiatives in: curricula development; academic policies; degree programs; faculty appointments, dismissals, retentions, promotions, and tenures; and academic freedoms and responsibilities.

- b) taking initiatives in policies regarding the use of the University facilities, allocation of financial resources, research administration, student life, and selection of all University academic and administrative officers.
 - c) receiving prompt notices of impending actions or decisions of the President, or of other administrative officers, that could result in changes in the University policy about which the faculty could be expected to have reasonable concern. The Faculty Senate will discuss such actions or decisions and make recommendations thereon before these are put into effect. Similarly, the Faculty Senate will expect to receive prompt notice of actions taken by the President to implement the Faculty Senate's recommendations, and explanation by him/her of any such recommendations not so implemented.
6. Facilitate and encourage meaningful input on matters of general faculty concern.
 7. Provide a readily accessible channel of communication through which continuous dialogue and exchange of information, ideas, and concerns may be carried on between the Faculty and University Officials.

ARTICLE III **RESPONSIBILITIES AND FUNCTIONS**

The academic and professional responsibilities of the Faculty Senate rest with the faculty as a whole, but faculty opinion will be articulated through the Faculty Senate as herein constituted.

The Faculty Senate has the responsibility and authority to deliberate issues of general faculty concern and to communicate the results of these deliberations and its recommendations to appropriate University Officials.

The Faculty Senate receives information from the administrative officers of the University regarding pending policy decisions or determines through independent study that certain policy decisions appear to be appropriate. In either instance, its function is to aid in the formulation or re-formulation of University policy.

The function may be served in some instances by discussion in which the Faculty Senate members contribute their advice for consideration by those who are responsible for formulation and implementation of policy regarding the matter in question. In particular instances, the Senate may choose to make formal statements by majority vote.

The Faculty Senate is entitled to be advised of the disposition of any recommendations it makes. An unsatisfactory response or no response to the Faculty Senate recommendation from University Officials within a reasonable period of time constitutes grounds for referral to the Board of Trustees. Some general matters appropriate for faculty deliberation include:

- 1. General policies for admission of students to the University and the establishment of academic standards and requirements for graduation.**
- 2. Establishment of the terms and conditions of faculty service and well-being such as policies, processes, and practices on matters affecting the welfare of the faculty.**
- 3. Selection of a University President and Vice Presidents. The views of the Faculty Senate should be solicited and considered before an appointment is made.**
- 4. Budgetary Matters: Reviewing past and current allocations, the Faculty Senate will designate two or more of its members to be available to the president to serve on all groups which make budgetary decisions on a campus-wide basis. Such groups include those concerned with establishing need, establishing priorities for allocations, and deciding allocations.**
- 5. Establishment of the University Calendar.**
- 6. Major changes in academic or research programs within one division which affect other divisions of the University.**
- 7. Making recommendations concerning policies, procedures, and practices affecting the welfare of the student body.**

A specific action of the Faculty Senate can be repudiated by a petition signed by 2/3 of the University's Faculty.

ARTICLE IV
PROFESSIONALISM AND DECORUM

SECTION 1. PROFESSIONALISM

Each Faculty Senator and each Alternate Faculty Senator is expected to exhibit a high degree of professionalism in the performance of their duties and responsibilities while participating in all aspects of the Faculty Senate proceedings. All Faculty Senators and their Alternates are hereby charged with the responsibility for conducting themselves according to the provisions of this Constitution and Bylaws and the parliamentary authority adopted by the Faculty Senate. Repeated violations of the aforementioned, documented by the Faculty Senate may constitute grounds for disciplinary action. Any member of the Faculty Senate is subject to being disciplined as prescribed in the parliamentary authority adopted by the Faculty Senate and/or as outlined henceforth in this Constitution and Bylaws.

SECTION 2. DECORUM

All Faculty Senate members and Alternate Senators are expected to equip themselves with basic parliamentary knowledge so as to participate more effectively in the meetings they attend and to expedite the business of the Senate.

ARTICLE V
ORGANIZATION, MEETINGS, PROCEDURES, AND QUORUM

SECTION 1. ORGANIZATION

A duly elected Faculty Senate will meet following the Fall Semester Faculty Conference to organize itself. The President elect of the Faculty Senate should convene an organizational meeting on the 4th Thursday of August, if possible, and appoint standing committees as specified in this Constitution and Bylaws.

SECTION 2. MEETINGS

Regular Faculty Senate Meetings

The Faculty Senate will meet regularly on the fourth Thursday of each month from August through May according to a published schedule unless circumstances dictate otherwise.

Special Faculty Senate Meetings

Special meetings of the Faculty Senate may be called by:

- **a majority vote of the membership of the Executive Committee**
- **written notice of one-fourth ($\frac{1}{4}$) of the Faculty Senate**
- **the Faculty Senate President in case of urgent business or an emergency**
- **a petition signed by at least one-fifth of the entire Alabama A&M University Faculty**
- **or any higher authority (such as Federal, State, and Local laws, written rules adopted by the Faculty Senate and official University policies and procedures)**

Such special meetings shall be called only during the time the University is in session during the regular academic year or summer term and shall be noticed in writing or electronic means to each member at least two (2) days prior to convening the meeting. Only those matters of business specified in the call of the special meeting shall be addressed.

Executive Sessions of the Faculty Senate

The Faculty Senate may go into Executive Session according to the procedures established by the parliamentary authority adopted by the Faculty Senate.

SECTION 3. PROCEDURES

The Executive Committee shall develop the Order of Business or Agenda for each regular meeting of the Faculty Senate using the Order of Business guide outlined in Article VII of this Constitution and Bylaws.

The Faculty Senate meetings are open to non members who may observe but may not address the assembly unless approved by the Faculty Senate

President, or, a motion approved by a majority vote of the members present.

All Faculty Senate members eligible to vote during a Faculty Senate meeting should sit together in a special section in order to facilitate the transaction of business.

SECTION 4. QUORUM

The Quorum required to legally conduct business during a regular or special meeting of the Faculty Senate, the Executive Committee, Standing Committees, Ad Hoc, or Special Committees, shall be a majority of its members.

ARTICLE VI SENATORS

ELIGIBILITY, ELECTIONS, TERMS, VACANCIES, ATTENDANCE AND DISCIPLINARY PROCEDURES

SECTION 1. ELIGIBILITY

All departmental faculty including full time, non-administrative teaching and/or research employees, librarians or military science employees--with the exception of Alabama A&M University administrators (including deans, associate deans, department chairs, and program directors and/or coordinators)--shall be eligible for election to the Faculty Senate as long as they meet and uphold all the requirements and responsibilities contained in this Constitution and Bylaws.

SECTION 2. ELECTIONS-TERMS

Each department or area of the University with faculty members is considered an electoral unit eligible to elect Faculty Senators and Alternates. Departmental chairs or Area leaders should solicit nominations from within the department or area and shall hold these elections by secret ballot during the first two weeks in February unless unusual circumstances exist. The term of office of those elected shall commence the last week in the following August for two years or until their successors are elected or appointed and take office. In order to be

certified to participate fully in the Faculty Senate, the departmental chair or area leader, or their designee, shall notify the faculty Senate Secretary in writing regarding the names of those elected.

SECTION 3. VACANCIES

The Secretary of the Faculty Senate shall notify each departmental chairperson or area leader before February 1st of each year, of any known vacancies that may occur in the office of Senator or Alternate Senator prior to the Fall Faculty Conference. Any vacancy that has occurred within a department due to death, resignation, incapacity, absences, or any other circumstance(s) specified in this Constitution and Bylaws shall be filled. Vacancies occurring in the office of Senator shall be filled by the Alternate Senator and a special election shall be held to fill the Alternate Senator seat as soon as practicable within the affected department or area and the successor(s) shall serve out the term of the Senator or Alternate Senator being replaced. The names of each Senator and Alternate Senator seats replaced will be reported by the appropriate department head, or his/her designee, to the Secretary of the Faculty Senate and duly noted in the proceedings of the Faculty Senate.

SECTION 4. ATTENDANCE

Any Faculty Senator who has absences from four meetings (i.e. regularly scheduled, special called and Faculty Senate Committee meetings), without being represented by his or her Alternate Senator, will be subject to being removed from membership in the Faculty Senate. After verification of the four absences without representation by the Secretary of the Faculty Senate, the offender shall be notified in writing that loss of membership is under consideration and given an opportunity to respond with his/her defense in writing to the Executive Committee. A majority vote of the Executive Committee shall decide removal or retention of the Senator. If removed, the Secretary of the Faculty Senate shall notify the department of the vacancy so the procedures established herein shall be instituted to fill the vacancy. A member so removed can appeal to the Faculty Senate. A majority vote by the Senate could override the Executive Committee.

A department may wish to recall its representative in the Faculty Senate if it feels that it is not properly served by the Faculty Senator. A recall shall be initiated by a petition from the department, signed by a majority of the faculty in the department followed by a majority vote in a secret ballot. Once the recall process is complete, and the Faculty Senator recalled, the Secretary of the Faculty Senate shall be notified that the department has a vacancy to be filled by a process of election and will furnish the name of the replacement as soon as possible.

SECTION 5. DISCIPLINE PROCEDURES

Members of the Faculty Senate may be called to order by the President or any member of the Senate by saying “I call the member to order” as explained on page 626 in the parliamentary authority adopted by the Faculty Senate. Additional discipline procedures may be carried out as further explained in the adopted parliamentary authority or as specified in this document. Vacancies occurring due to such actions shall be filled according to the procedures established in this Constitution and Bylaws.

ARTICLE VII OFFICERS

ELIGIBILITY, TERMS, DUTIES AND ELECTIONS

SECTION 1. OFFICERS

The Faculty Senate shall elect from its membership each April a President, Vice President, Secretary, Assistant Secretary, and any other officer so designated by this Constitution and Bylaws or any higher authority.

SECTION 2. ELIGIBILITY

All officers must have served for at least one year as a member of the Faculty Senate.

SECTION 3. TERMS

The term of office of those elected officers shall commence the last week in the following August for one year or until their successors are elected or appointed and take office. Any officer may be eligible for re-election but not for more than four consecutive terms in the same office.

SECTION 4. DUTIES

The duties of each officer shall be those specified in the parliamentary authority adopted by the Faculty Senate in all cases to which they apply and are not inconsistent with the duties specified in this Constitution and Bylaws. If any officer is deemed grossly negligent in carrying out his/her duties, he/she may be removed from office by 2/3 vote of the Faculty Senate. A Faculty Senator may give notice at a regular meeting that he/she will introduce a motion at the next regular meeting to remove _____ from office.

PRESIDENT

The President presides at the meetings of the Senate, serves as the official spokesperson for the Faculty Senate to the University, sits on the Board of Trustees, serves as budget manager, appoints a parliamentarian, and performs such other duties as the Faculty Senate and/or this Constitution and Bylaws may direct, which includes, but is not limited to the appointment of standing and ad hoc or special committees, and appointment of a Sergeant at Arms for any meeting if deemed necessary.

VICE PRESIDENT

The Vice-President performs the duties of the President when the latter is absent or unable to serve and performs such other duties as the President and or the Faculty Senate may direct.

SECRETARY

The Secretary supervises compilation and archiving of records of the Faculty Senate and ensures notification of members of meetings, pending business, and other matters. In addition, the Secretary's duties include the following:

- A. keeping the Senate's official membership roll, calling the roll when required, and maintaining a record of attendance of each Senator**

- and Alternate Senator in regular, special called, and Faculty Senate Committee meetings;
- B. keeping a current mailing list of Faculty employed by the University;**
 - C. taking and filing the minutes of each meeting and records of the Faculty Senate and making the same available to members;**
 - D. notifying officers and committee members of their election or appointment, furnishing committees with whatever documents are required for the performance of their duties, and having on hand at each meeting a list of all committees and their members; and**
 - E. conducting general correspondence which is not a function of other officers or committees.**

ASSISTANT SECRETARY

The Assistant Secretary serves as web site coordinator, prepares materials to be preserved in the archives of the Learning Resource Center, performs the duties of the Secretary when the latter is absent, and other duties as the President, Secretary, and or the Faculty Senate may direct.

SECTION 5. ELECTIONS

Faculty Senate Officers shall be elected at the regularly scheduled April meeting unless an emergency situation dictates otherwise, in which case the Executive Committee shall reschedule the election.

The officers shall be elected by secret ballot for all offices where more than one member has been nominated. A voice vote or acclamation is allowed for the election of officers who are unopposed. Candidates for Senate Office are encouraged to state their motivation and suitability for serving in a specific office at the March meeting.

A Nominating Committee of 3 members shall be appointed by the President of the Faculty Senate at the February meeting from among nominations submitted by the members of the Faculty Senate. This committee is to nominate and receive nominations by one meeting prior to the meeting at which the election will take place. This committee will report to the Faculty Senate at the appropriate time of the election at the

regularly scheduled meeting in April. It is the responsibility of this committee to verify the eligibility of each candidate nominated along with the acceptance of nomination by each candidate.

A Tellers' Committee of 4 members shall be appointed by the President prior to the April meeting to prepare a ballot that reflects the nominations made and/or received during the February meeting and ending at the end of the March meeting. In addition, this committee will distribute the ballots, collect them, and be responsible for counting the votes and submitting a verbal Tellers' report to the presiding officer according to the parliamentary authority adopted by the Faculty Senate. Refer to Robert's Rules of Order Newly Revised for a sample Tellers' Report.

The President of the Faculty Senate, if not a candidate for any office, may conduct the election of all officers. If the President is a candidate for any office, the next highest ranking officer not running for an office shall preside over the elections. The elections shall begin with the report of the Nominating Committee and proceed to the election of the President of the Faculty Senate, followed by the Vice President, the Secretary, Assistant Secretary and any other officer so designated by this Constitution and Bylaws.

The procedures for the election by ballot of Faculty Senate Officers where more than one member has been nominated shall be as follows:

OFFICE of PRESIDENT:

1. The Chair shall announce the name(s) of those member(s) who have been nominated by the Nominating Committee for the office of President.
2. The Chair shall immediately proceed to ask for nominations from the floor.
3. The Chair shall close nominations by General Consent when no further nominations are offered.
4. The Chair shall give each nominee an opportunity to speak on his/her own behalf not to exceed two minutes.
5. The Chair shall direct the Tellers' Committee as follows:
 - A. Distribute the ballots to eligible members
 - B. Instruct members to add the names of members nominated from the floor

- C. Instruct the committee to collect and count the ballots**
- 6. Ask if all members who wish to vote have voted**
 - 7. Close the polls by General Consent for that office**
 - 8. After the ballots are counted, ask for the Tellers' Report**
 - 9. The Chair shall announce the result of the votes for President.**
 - 10. The Chair shall proceed to the ballot election of the remaining opposed officers by following the steps listed above.**

The election of Officers where only one member has been nominated shall be as follows:

The Chair will say:

“Only one member has been nominated for the office of _____ . If there are no nominations from the floor, Senator _____ is elected to the office of _____.”

“Are there any nominations from the floor? There being none, Senator _____ is elected to the office of _____.”

If a nomination is offered, proceed with steps 1-10 outlined above.

General Rules

- A. The President and Parliamentarian (if the Parliamentarian is a member of the Faculty Senate) may vote by ballot at the same time as the membership.**
- B. When two (2) candidates receive the same number of votes, the balloting must be repeated until a majority of the votes cast is achieved by one of the candidates.**
- C. When more than two (2) candidates are up for election to an office, and no candidate receives a majority of the votes cast, a runoff election will be held between the two candidates receiving the most votes cast.**
- D. A legal election of officers will have been completed if all procedures specified in this article are carried out. If sufficient irregularities exist (those that create a “continuing breach” as defined in the adopted parliamentary authority) to declare an election “null and void”, the Executive Committee of the Faculty Senate shall adopt a motion authorizing a new election with the understanding that certain procedures specified (those dealing with**

the months that certain actions take place and any others) may have to be altered or omitted to accommodate the new election.

ARTICLE VIII **ORDER OF BUSINESS**

The following special order of business shall be used as a guide by the President and the Executive Committee in developing the Order of Business or Agenda for each regularly scheduled Faculty Senate meeting. Regular scheduled meetings shall address only those items appropriate for that meeting. Special called meetings shall address only those issues stated in the call of the meeting.

PRELUDE

*A MAXIMUM WAIT OF 15 MINUTES PAST THE ESTABLISHED OR
APPOINTED TIME FOR CONVENING THE MEETING*

CALL TO ORDER

OPENING CEREMONIES

INVOCATION/MEDITATION

INTRODUCTIONS

ANNOUNCEMENTS

OTHER

MINUTES

REPORTS OF OFFICERS

REPORTS OF COMMITTEES

EXECUTIVE

STANDING

AD HOC

SPECIAL ORDERS

ELECTIONS

OTHER

UNFINISHED BUSINESS and GENERAL ORDERS

NEW BUSINESS

SUBMISSION OF BUSINESS BY MEMBERS

OTHER BUSINESS

GOOD AND WELFARE OF THE ORDER

DISCUSSIONS

**ANNOUNCEMENTS
ADJOURN**

**ARTICLE IX
COMMITTEES**

SECTION 1. EXECUTIVE COMMITTEE:

The Executive Committee of the Faculty Senate shall be composed of the most immediate past president available to serve as an ex-officio member without voting privileges, the elected officers, and the chairpersons of standing committees. All members of this committee shall serve for one year or until their successors are appointed or elected and take office as specified in this Constitution and Bylaws.

The Executive Committee will meet with the Faculty Senate President within seven (7) days of any regular scheduled monthly meeting for the purpose of developing the Order of Business/Agenda for the upcoming meeting and any other matters of business within its authority.

The Executive Committee is authorized to make representation in its own name regarding any matter within the scope of the Faculty Senate's responsibility and function, when in the judgment of the Committee, circumstances require action before it is possible to convene a meeting of the Faculty Senate.

SECTION 2. STANDNG COMMITTEES

The standing committees of the Faculty Senate shall be as follows: Academic Affairs, Faculty Affairs, Student Affairs, Research and External Affairs, Business and Finance, Legislative Affairs, and Special Affairs. Additions or deletions to standing committees may be determined by the President of the Faculty Senate.

Committee Assignments

Subject to reasonable exceptions to accommodate the needs of the Faculty Senate and the interests of Faculty Senators, each Senator shall have at

least one standing committee assignment. Active participation is mandatory.

Committee Function

Each standing committee must comply with the role, function, scope, and method of operation as expressly written by the committee or otherwise dictated and approved by the Faculty Senate.

Committee Organization

The Faculty Senate President will appoint a chairperson and/or a vice-chairperson (to act in place of the absent chairperson) for each standing committee. Standing committees may establish subcommittees if necessary.

Special or Ad Hoc Committees

Special or Ad Hoc committees may be created by the Faculty Senate or appointed by the Faculty Senate President as needed. They shall serve until the purpose for which they were created has been served.

ARTICLE X

SUBMISSION OF FACULTY SENATE BUSINESS

SECTION 1. SUBMISSION

Faculty Senators and Senate Committee Chairpersons or Committee designees may submit business for consideration at Faculty Senate meetings. Such submissions shall be submitted in writing in the form of resolutions or formal letters, which state the action(s) desired and the agencies intended to take these action(s). Improperly submitted business shall be returned to the originator.

SECTION 2. REPORTING

Faculty Senate Committees having recommendations to offer or reports of action(s) taken, may report at Faculty Senate meetings during the call

for Committee reports in the Order of Business established in the Constitution and Bylaws. Committees having such reports shall report in the order listed in the Constitution and Bylaws.

SECTION 3. RECORDING

A copy of all resolutions complying with the requirements stated above and presented in a Faculty Senate meeting, shall be submitted to the Secretary immediately after presentation to the Faculty Senate.

SECTION 4. APPROVAL

Any resolution, committee report, or a matter of business requiring approval of the Faculty Senate or any other body, may be referred to the appropriate body or placed on a calendar (in the order received) maintained by the Secretary, and considered by the Executive Committee for inclusion on the next meeting's agenda. If any such business is declared an "emergency" by a majority vote of the Senate, the business introduced may be addressed in the current meeting and acted upon by the Faculty Senate.

ARTICLE XI **PARLIAMENTARY AUTHORITY**

The most recent edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Faculty Senate in all cases to which it applies and is not inconsistent with this Constitution and Bylaws or any higher authority, such as Federal, State, and Local laws, written rules adopted by the Faculty Senate, and or official University policies and procedures.

ARTICLE XII
AMENDMENTS

This Constitution and Bylaws may be amended by a two-thirds vote of those present and voting, at any regularly scheduled Faculty Senate meeting or any special meeting called for this purpose, provided a copy of the proposed amendment(s) have been furnished to each member prior to consideration and that the Executive Committee has received a copy of such amendment)(s) and approved the same as an agenda item(s).

ADOPTION PROCEDURES

The adoption of this “Constitution and Bylaws” shall make “null and void” any other Constitution and Bylaws or Constitution or Bylaws heretofore adopted by the Faculty Senate.