

# **Constitution and Bylaws**

College of Liberal Arts and Human Sciences Faculty Association

Virginia Polytechnic Institute and State University

Proposed by Transitional College Faculty Committee as of April 15, 2004

Approved as of [May 15, 2004]

## **Article I. Name, Purpose, and Membership**

Section 1.1. The name of this organization shall be the College of Liberal Arts and Human Sciences Faculty Association (hereafter referred to as the Faculty Association) of Virginia Polytechnic Institute and State University.

Section 1.2. The purpose of this organization shall be to provide an effective means for collective participation by the faculty of the College of Liberal Arts and Human Sciences (hereafter referred to as the College) in the consideration, formulation, and implementation of recommendations and decisions relating to the academic, administrative, and student-life policies of the College and of the University. To achieve this purpose the Faculty Association provides: a forum for discussion of relevant issues; a channel for communication among members of the faculty, between the faculty and the administration, and between the faculty and students; and a mechanism for selection of faculty representatives to University committees, commissions, and governance bodies that require representation from the College.

Section 1.3. Members of the College of Liberal Arts and Human Sciences with voting rights shall include all professors, associate professors, assistant professors, and full-time instructors holding appointments in each departmental unit of the College.

## **Article II. College Faculty Governance Structure**

Section 2.1. The College Faculty Council shall be the primary governance body for the Faculty Association.

Section 2.2. The College Faculty Council shall, in cooperation with the Dean, coordinate faculty activities; determine the time, place, and agenda of regular and special faculty meetings; act on behalf of the faculty between meetings; serve as liaison with the College and University administration; report to the Faculty Association on its actions; and perform all other functions assigned by the Faculty Association or necessary to discharge its leadership responsibilities.

Section 2.3. The College Faculty Council membership shall be made up of elected representatives, with one representative from each departmental unit in the College. Council members shall serve three-year staggered, non-consecutive terms.

Section 2.4. The College Faculty Council members shall annually elect a Chair, a Vice-Chair, and a Secretary. The usual order of succession shall be that the Vice-Chair becomes Chair and a new Vice-Chair shall be elected from the Council membership. A new Secretary shall be elected annually, but may hold consecutive terms of office.

Section 2.5. The Chair shall preside at meetings of the College Faculty Council and at meetings of the Faculty Association, and perform other duties appropriate to the office.

Section 2.6. The Vice-Chair shall act in the place of the Chair during the Chair's absence and shall perform other duties appropriate to the office.

Section 2.7. The Secretary shall give notice of all meetings of the College Faculty Council and general meetings of the Faculty Association, publish a meeting agenda, record and publish minutes of the meetings, conduct correspondence, and perform other duties appropriate to the office.

Section 2.8. Each departmental unit representative on the College Faculty Council shall have one vote.

Section 2.9. A quorum for the conduct of business by the College Faculty Council shall be at least sixty percent of its members.

### Article III. Elections

Section 3.1. Each departmental unit shall be responsible for choosing its representative to the College Faculty Council at least three weeks before the last day of classes of any spring semester in which it is necessary to fill a position becoming vacant in August of that year, except that each departmental unit shall be responsible for choosing its initial representative to the College Faculty Council by September 14, 2004.

Section 3.2. Terms of office shall ordinarily expire and begin on August 15, except that initial terms on the College Faculty Council shall begin on September 15, 2004.

Section 3.3. Vacancies occurring during an academic year may be filled by whatever means the departmental unit chooses.

Section 3.4. The College Faculty Council shall be responsible for choosing or designating procedures for the selection of persons to fill governance positions at the University level.

#### Article IV. Committees

Section 4.1. The standing committees of the College shall report to the College Faculty Council, the Faculty Association, and the Dean. The standing committees of the College shall include Promotion and Tenure, Undergraduate Curriculum, Graduate Curriculum, and Awards committees.

Section 4.2. The Promotion and Tenure Committee shall include one tenured faculty member chosen from each departmental unit. These faculty members shall serve two-year staggered terms and shall elect one of their members as chair to coordinate discussion, oversee the writing of letters, and handle other details. The Dean shall convene the committee. The Dean may appoint one to three additional voting members to give balance and ensure that there are an odd number of voting members. The Dean and/or the Committee may also appoint non-voting observers.

Section 4.3. The Undergraduate Curriculum Committee shall include one faculty member from each departmental unit. These faculty members shall serve three-year staggered terms and shall elect one of the members as chair. Other members of the Committee, none of whom shall have voting rights, shall include the Dean or

the Dean's designated representative, a staff secretary chosen by the Dean for an indefinite term, and a representative of the undergraduate student body. The Undergraduate Curriculum Committee shall be concerned with curriculum development such as approval of courses; degree requirements; academic standards; undergraduate academic counseling; and other matters appropriate to the improvement of the College's undergraduate curriculum.

Section 4.4. The Graduate Curriculum Committee shall include one faculty member from each departmental unit. These faculty members shall serve three-year staggered terms and shall elect one of the members as chair. Other members of the Committee, none of whom shall have voting rights, shall include the Dean or the Dean's designated representative, a staff secretary chosen by the Dean for an indefinite term, and a representative of the graduate student body. The Graduate Curriculum Committee shall be concerned with curriculum development such as approval of courses; degree requirements; academic standards; graduate academic counseling; and other matters appropriate to the improvement of the College's graduate curriculum.

Section 4.5. The Awards Committee shall consist of one member from each departmental unit. These faculty members shall serve three-year staggered terms and shall elect one of the members as chair. Other members of the Committee, none of whom shall have voting rights, shall include the Dean or the Dean's designated representative, and a staff secretary chosen by the Dean for an indefinite term. The Committee shall be responsible for all awards in the College.

Section 4.6. The College Faculty Council, the Faculty Association, or the Dean may appoint other committees, either standing or *ad hoc*, as deemed necessary. The method of selection and the function of the committee shall be determined by the body appointing the committee.

#### Article V. Meetings of the Faculty Association

Section 5.1. Regular meetings of the Faculty Association shall be held at least once each academic year. The Dean of the College and the College Faculty Council each

shall have power to call meetings of the Faculty Association whenever deemed necessary.

Section 5.2. Upon written petition of at least ten percent of the voting faculty of the Faculty Association from at least three departmental units, the College Faculty Council shall convene a special meeting of the Faculty Association. Specially called meetings of the Faculty Association must take place within three weeks of receipt of the petition.

Section 5.3. At least two weeks prior to each meeting, the Secretary shall notify all members of the Faculty Association of the meeting and furnish an agenda for the meeting. A shorter notification period may be used in case of emergency, as determined by the College Faculty Council.

Section 5.4. A quorum for matters requiring a vote of the Faculty Association shall consist of not fewer than fifty members.

Section 5.5. Voting shall be by show of hands unless faculty members present at the meeting request an alternate method of voting. The right to vote shall be limited to members present except when a majority present and voting shall call for a vote of the entire Faculty Association and specify the means for such a vote.

Section 5.6. The procedure of business at meetings shall be in accordance with the provisions of the Constitution and Bylaws. On matters not covered in the Constitution and Bylaws, procedure shall be governed in accordance with the most current edition of *Robert's Rules of Order*.

Section 5.7. The Chair of the College Faculty Council shall appoint a Parliamentarian as needed.

#### Article VI. Ratification, Amendments, and Revisions

Section 6.1 This Constitution and Bylaws shall take effect as of May 15, 2004, provided it shall have been approved via electronic ballot before then by an affirmative two-thirds vote of no fewer than fifty voting Faculty Association members.

Section 6.2. Amendments to or revisions of this Constitution and Bylaws may be made via electronic ballot by an affirmative two-thirds vote of no fewer than fifty voting Faculty Association members. Notice and text of proposed changes shall

have been sent to all members of the Faculty Association at least two weeks prior to the beginning of the electronic vote on the proposed changes.

Section 6.3. Amendments to or revisions of this Constitution and Bylaws shall become effective as soon as adopted.

Section 6.4. The College Faculty Council shall initiate a review of this Constitution and Bylaws no later than May 15, 2007.