

# HARRIS-STOWE STATE UNIVERSITY

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## **FACULTY SENATE BYLAWS FOR HARRIS-STOWE STATE UNIVERSITY**

**PREAMBLE:** The purpose of the Harris-Stowe State University Faculty Senate is to strengthen the faculty component of the university governance, to share concerns, information, and governance procedures, to provide leadership training for elected individuals involved in faculty governance, and to work with the administration and Board of Regents for the best interests of Harris-Stowe State University and the College community. The Bylaws can serve as an embodiment of both the Constitution and Bylaws.

### **SECTION I**

#### **A. MEMBERSHIP**

Schools and Colleges will determine the qualification for election. Three representatives will be elected from each academic school/college.

### **SECTION II**

#### **A. MEETINGS**

The Faculty Senate shall meet at least four times each semester during the academic year. Special meetings of the Faculty Senate may be called:

- i. At the request of the President of the Senate or by the Vice-President in his/her absence from the university campus.
- ii. At the petition of a majority of the membership of Faculty Senate.
- iii. The President of the Senate may call a meeting of the whole faculty. All meetings are open meetings.
- iv. A quorum will be required for the transaction of business,
- v. For purposes of interpreting Henry Robert's Rules of Order, a "member" in the Senate is a voting representative duly elected by the school or college that he/she is representing.

- vi. Minutes of all meetings called by the faculty Senate shall be emailed and distributed by the Senate Secretary to all Senate members.

## **SECTION III**

### **A. COMMITTEES**

- i. Faculty Senate shall have four operational committees: namely, budget or finance committee, personnel policies committee, executive committee, and technology committee. Other ad hoc committees may be formed if needed. The charge of each committee shall be approved by a simple majority of the voting membership of faculty Senate.
- ii. Each operating committee shall report elections and/or membership changes to the Faculty Senate along with a proposed calendar for committee meetings for each semester.
- iii. Minutes and meeting calendar for operational committees shall be available on the Faculty Senate website.
- iv. Executive committee: the executive committee shall consist of the President, Vice-President, Secretary and Chairs of operational committees.

### **B. SENATE CHARGES:**

- i. Establish a regular working relationship with Administration, Faculty Senate, faculty and the Board of Regents.
- ii. Draft bylaws and amend as needed in accordance with accepted bylaws procedures as provided herein.
- iii. Call, create agenda for, and conduct regular and special meetings for the Senate.
- iv. Establish and prescribe the functions of operational committees, appointing members and designating chairs to serve one year. The chairs may be reappointed or reelected for subsequent terms.
- v. President, or his/her designee, shall attend meetings of the Board of Regents and, if directed by the Senate, shall communicate faculty concerns to the Board of Regents through channels approved by the board.
- vi. The President shall be available for consultation with faculty and shall communicate same to faculty as to how and when consultations may take place.

- vii. The academic workload of the President may be adjusted by the Vice-President of Academic Affairs commensurate with demands and responsibilities of the office.
- viii. The Vice-President of the Faculty Senate shall assume the chair in the absence of the President. He/she may represent faculty and the university activities.
- ix. If the President steps down from the chair to address the Senate on the merits of a motion, the Vice-President shall preside.
- x. If the office of the President or Vice-President should become vacant, the Senate, at its next meeting, shall elect a replacement to complete the unexpired term.
- xi. Secretarial support for the Faculty Senate shall be provided by the Vice-President of Academic Affairs or his/her designee.
- xii. The secretary shall prepare reports at the discretion of the President and transcribe such minutes of each regular or special meeting.

## **SECTION IV**

### **A. ELECTION / QUALIFICATION**

- i. Elections shall be held in April each year. Elected representatives shall take office in May in preparation for the academic year and faculty institutes in the fall semester.
- ii. Special election: if the representative is unavailable, the college/school shall appoint a temporary representative for no more than 30 days.
- iii. The term of office for each representative shall be three years, with staggered terms, so that approximately one-third of the body stands for election each year. Terms for each senator shall be determined by the number of votes received during senate elections, as recorded by each college/school.
- iv. The President shall be elected for a two-year term. The Vice-President and Secretary shall serve one-year terms whose positions will be open to the Senate-elect for elections during the April elections, subject to the conditions stated in paragraph IV, A, iii.
- v. Qualification of Faculty Senate members shall be largely determined by the college/school. During time of service, representatives should have at least an average of one-third teaching assignment to be calculated by the college/school.
- vi. Faculty Senate members may be recalled by a two-thirds majority vote of the school/college that elected that member.

- vii. The President may appoint a Parliamentarian who is a member of the Senate. Rules of Order shall follow "Henry Robert's Rules of Order" procedures.

## **SECTION V**

### **A. VOTING**

- i. A permanent voting record shall be maintained by the Secretary. With the exception of consent items and unanimous votes, all votes shall be recorded individually.
- ii. The following votes are required:
  - a) to present an amendment to the bylaws to the electorate -- a two-thirds vote of the Senate's voting membership.
  - b) to approve any other Senate action -- a simple majority of votes cast with the number of votes in the affirmative at least equal to a majority of a quorum; absenteeism does not count as vote cast.
- iii. A quorum exists when there are representatives present who can cast a majority of all votes possible.
- iv. Proposals may be submitted to the Executive Committee by any Senate member prior to the meeting of Faculty Senate to be placed on the agenda for that meeting.
- v. A proposal may be assigned to a committee for review before Senate action. If an assigned bill fails to receive the approval of the committee, it will not normally come back to the Senate. The Senate may, however, override the decision of the committee and consider the bill directly.
- vi. Proposals passed by the Senate require final approval by the President of the University. A decision not to approve the proposal shall be communicated to the Senate within 30 days of the Senate approval.

## **SECTION VI**

### **A. CUSTOMS AND DECORUM**

All elected members that form the Faculty Senate shall be addressed as Senators while the President shall be addressed as "Mr. President" or "Madam President" during debates, meetings and deliberations of bills. Decorum also applies to "Madam Vice-President".

## **SECTION VII**

### **A. AMENDMENTS TO THE BYLAWS**

- i. Proposed amendments may be submitted in writing by any Senator representing his/her school/college.
- ii. A two-thirds vote of the Senate membership or a petition of a quarter of electorate is required for presentation of an amendment to the electorate.
- iii. Amendment shall be distributed in written form to all eligible voters at least two weeks or ten (10) calendar days before the election.
- iv. The President of the Senate shall certify the election results and the text of any amendment. Certification shall be forwarded to the office of the University President for consideration and action of the Board of Regents. If the Board of Regents approves the amendments, the office of the President of the University shall distribute the amended bylaws to each academic unit and all administrative offices within ten (10) calendar days of the Board of Regents' action.
- v. The structure of faculty governance shall be reviewed at least every two years by the Faculty Senate and appropriate amendment to the bylaws recommended.
- vi. If any section of the bylaws is determined not to be in compliance with Missouri Statutes, the Missouri Constitution or policies of the Board of Regents, the remaining sections shall remain in full force and effect.

Approved by the HSSU Senators on November 9, 2012