

**APPENDIX I**

**Constitution and Bylaws of the Faculty Senate**

### **Faculty Senate**

The purpose of the Faculty Senate shall be as follows: (1) to serve as an advisory body to the university President, Vice Presidents, and other administrators; (2) to act as a liaison between the faculty and the administration; (3) to develop and foster a close cooperative relationship among the faculty, students, and administrators; and (4) to conduct studies and offer recommendations and advisory opinions to the University President, Vice Presidents, and other administrators on all matters of general University concern.

## **Constitution of the Faculty Senate**

*Amended: January 8, 2019*

### **Article I**

#### **Name**

The name of the body constituted in this document shall be the Grambling State University Faculty Senate.

### **Article II**

#### **Purpose and Responsibilities**

##### **Section 1: Purpose**

The purpose of the Grambling State University Faculty Senate shall be to serve as an advisory body to the administration; to act as a liaison between the faculty and administration; to develop and foster a close cooperative relationship among the faculty, students, and administration; and to make recommendations on all matters of general University concern.

##### **Section 2: Responsibilities**

The Faculty Senate shall serve as a body to make studies and offer recommendations and advisory opinions on all problems and matters, which shall include, but not be limited to, the following:

- A. Minimum standards for admission, selection, retention, and graduation of students.
- B. Curricular requirements and general policies concerning academic curricula.
- C. Standards in regard to faculty appointments, promotions, dismissals, tenure, leaves of absence, and the assurance of academic freedom and freedom of expression.
- D. Faculty benefits, including salaries, insurance, retirement, and leaves.
- E. Standards in regard to administrative staff appointments, promotions and dismissals, and the creation or abolition of such positions or offices.
- F. The planning and utilization of the University budget.
- G. Review of new academic policies or changes in current academic policies of general University concern.
- H. Student morale, conduct and discipline.
- I. Campus development and physical facilities.
- J. The planning of and adherence to the University calendar.

- K. Any additional matters of general concern to the University as a whole, or to any of its segments, such as amusements, convocations, research, and lectures. In the proper performance of this advisory function, it is necessary that the Faculty Senate be apprised in advance of significant prospective actions by the administration and the State Board of Supervisors, that the Faculty Senate be actively involved by the administration, staff, and student body in all major decisions that affect the whole University or any segment thereof, and that the Faculty Senate President or the designee be invited on all major and important committees of the University for deliberation, including, but not restricted to, the Interdepartmental Council, University Budget Committee, and other policy-making bodies or committees.

### **Section 3: Acceptance and Non-Acceptance of Senate Recommendations**

- A. If any recommendations of the Faculty Senate are acceptable to the administration, the Senate shall be notified in writing within three weeks (following the submission of the recommendations) of the acceptance of the plans for implementation of the recommendations.
- B. If any recommendation of the Faculty Senate is not acceptable to the administration, the Senate shall be notified in writing within three weeks (following submission of the recommendation) of the reason for nonacceptance.

## **Article III**

### **Membership**

#### **Section 1: Members**

The Faculty Senate shall consist of the elected faculty senators, who shall have the right to vote, and the non-voting ex-officio senators.

#### **Section 2: Elected Faculty Senators**

- A. Eligibility. Any full-time faculty member of a department which has been in effect less than two semesters shall be eligible for election as a faculty senator, without reference to his/her rank, title, post, or number of semesters at the University.
- B. Procedures for Election. Each instructional department of the University shall elect one senator for each twelve faculty members in the department or a fractional part thereof, provided, however, that no department shall have more than three elected senators; the University library and ROTC (military departments) shall be, in this document, instructional departments. Faculty in each department shall elect, by majority vote, its senator(s) during the month of March. The department chairperson (or head of the academic unit) shall submit the name(s) to the Senate within the month of March.
- C. Term of Office. The term of office for each senator shall be two years. However, senators may serve for as many 2-year terms [to which]...they are elected.

- D. Disqualification. Any elected senator who is absent for two consecutive meetings of the Faculty Senate and not represented by proxy, and offering no reasonable excuse to the satisfaction of the Senate, shall be disqualified by the Senate; the Secretary will notify the department [or academic unit] concerned to elect a new senator to fill the vacancy.

### **Section 3: Non-Voting Ex-Officio Senators**

- A. Administrative Personnel. The following administrative personnel by virtue of their offices shall be the non-voting ex-officio senators: The President of the University, the Vice Presidents of the University, the Deans of the University, and the Department Heads of the University.
- B. The Student Body Representatives. Five students selected or elected by the Student Government Association (SGA) in the beginning of the academic year shall represent the student body as non-voting ex-officio members of the Senate for that year.

### **Section 4: Vacancies**

- A. Elections. Any unexpired term of a faculty member or student senator shall be filled by elections as presented in sections 2 and 3 of Article III, as the case may be.
- B. Timeliness for Elections. Any vacancy of whatever nature in the membership shall, if possible, be filled prior to the next meeting of the Senate following the date of vacancy or as soon as possible.
- C. Re-election. Faculty senators filling an unexpired term shall be eligible for reelection.

### **Section 5: Proxy**

Any senator who is unable to attend a meeting of the Senate may appoint a proxy to attend that meeting by notifying the Secretary of the fact before the beginning of that meeting.

## **Article IV**

### **Officers**

#### **Section 1: Officers**

The officers of the Senate shall be a President, a Vice-President, a Secretary, an Assistant Secretary, and a Parliamentarian.

#### **Section 2: Term of Office, Powers, and Duties**

- A. President. The President of the Senate shall preside over all sessions of the Senate and the executive committee. He/she shall serve as ex-officio member on all occasions where representation is required. He/she shall be responsible for submitting (before the end of April) the budget and administering the budget for the Senate. He/she shall make an annual

- report in writing to the Senate before the academic year ends. The annual report shall include but not be limited to the following: (1) Overview of activities and accomplishments; (2) Incomplete business and the completion of recommendations; (3) Recommendations for future activities; (4) Recommendations to the administration; (5) Budget report; and (6) Inventory of supplies. He/she shall be elected for a term of one year.
- B. Vice-President. The Vice-President of the Senate shall assume the office of President when the President is absent. He/she shall serve as ex-officio member of all committees and shall coordinate the activities of all committees of the Senate. He/she shall be elected for a term of one year.
- C. Secretary. The Secretary of the Senate shall assume the office of Vice-President when the Vice-President is absent. He/she shall serve as the official recorder for all sessions of the Senate. He/she shall keep proper records in order and shall make available to any faculty member copies of the proceedings of the Senate. He/she shall distribute copies of the minutes of the Senate meetings. He/she shall be elected for a term of one year. He/she shall make an annual report in writing to the Senate before the academic year ends. The Secretary shall assist the President in preparing the budget to be approved by the Faculty Senate for submission to the appropriate administrative official. The Secretary shall request that all files in the possession of outgoing officers be submitted to incoming officers no later than two weeks after election of new officers.
- D. Assistant Secretary. The Assistant Secretary of the Senate shall assume the office of the Secretary when the Secretary is absent. He/she shall serve as the roll clerk and shall keep an accurate record of attendance. He/she shall notify the department when its Senator is absent. He/she shall be at all times available to the Secretary for assistance in carrying out the duties of the Secretary. He/she shall be elected for a term of one year.
- E. Parliamentarian. The Parliamentarian shall have the power and the duty to interpret the constitution and bylaws of the Faculty Senate, and he/she shall see that the Senate meetings are carried on in an orderly manner and in keeping with proper parliamentary procedures. He/she shall be the election officer to conduct the election in the Senate meeting, including selection of the officers of the Senate. He/she shall be elected for a term of one year.
- F. Re-election of Officers. Each officer may be re-elected for one year if his/her term as a senator has not expired, except as provided for the President and Secretary in Article III, Section 2-C.

### **Section 3: Disqualification and Removal from Office**

- A. Removal of Officers. Any officer of the Senate may be disqualified and removed from office for failure to carry out his/her duties as described in Article IV, Section 2.
- B. Calling for Cause. The Senate, by a majority vote, may call any officer(s), in a regularly convened meeting, to show cause why said officer(s) should not be disqualified and removed from office. The said officer shall then show cause at the next regularly convened meeting at which two-thirds of the voting senators are present. The Senate, if not satisfied,

may disqualify and remove the officer from office by a two-thirds majority vote. The Senate shall then elect a new officer in his/her place, from the voting senators present at that meeting, by a majority vote.

## **Article V**

### **Meetings**

#### **Section 1: Regular Meetings**

The Faculty Senate shall meet on the first Tuesday of each calendar month, September through May, at a regularly scheduled place and time. The Faculty Senate may meet also during the months of June and July, if necessary, with the highest ranking new officer presiding.

#### **Section 2: Special Meetings**

Special meetings of the Faculty Senate may be called (1) at the direction of the President [of the Senate], (2) at the direction of the Senate, (3) at the direction of the Judicial Affairs Committee for reporting its decision, or (4) on written requisition made to the President [of the Senate] by at least ten senators to call a special Senate meeting for the purpose specifically mentioned in their requisition.

#### **Section 3: Notice**

- A. Regular Senate Meetings. The Secretary shall send a written notice of the regular Senate meeting to each senator one week in advance of the date of such regular meetings, but delay or absence of such notice shall not invalidate any action of the Senate taken at the regular scheduled meeting.
- B. Special Senate Meetings. The Secretary shall send a written notice of a special Senate meeting to each senator at least forty-eight (48) hours before the day of such special meeting, stating therein the day, place, and time of such special meeting.
- C. Agendas. All notices shall accompany or contain an agenda of the meeting for which the notices are given.

## **Article VI**

### **Senate Committees**

The Senate shall have three kinds of committees: Executive, Standing, and Special.

#### **Section 1: Executive Committee**

- A. Members. The Executive Committee shall consist of the six officers of the Senate, namely the President, the Vice-President, the Secretary, the Assistant Secretary, the Parliamentarian and the immediate Past-President, the latter of whose term shall be one year. (Amended

- B. Duties. It shall be the duty and responsibility of the Executive Committee to carry on, and have general supervision of, the affairs and/or business of the Senate between its regular meetings and to deal with the business of the Senate in general, including preparation of an agenda for every meeting of the Senate.
- C. Authority. The Executive Committee shall have power to deal with matters which are of general concern, make recommendations, and give advisory opinions to the Senate on all problems and matters of general University concern which do not fall under the jurisdiction of any standing or special committee. The Executive Committee shall serve as a committee on committees and shall have power to consult and to require the cooperation and coordination of any other committee(s) of the Senate.
- D. Meetings. The Executive Committee shall meet at least once every month before the Senate holds its regular meetings.

## **Section 2: Standing Committees**

The following shall be the standing committees of the Senate:

- A. Faculty Appointment, Promotion, and Tenure Committee. This committee shall have the power and duty to make studies concerning the appointment, promotion, and/or tenure of faculty members and to make recommendations and give advisory opinions in that connection to the Senate.
- B. Administration Affairs Committee. This committee shall have the power and the duty to apprise the Faculty Senate of administrative policies and actions that affect the entire University in general and the student and faculty bodies in particular and to make recommendations and give advisory opinions in that connection to the Senate.
- C. Curriculum and Academic Affairs Committee. This committee shall have the power and the duty to make studies of the curriculum and academic affairs, including, but not restricted to, the requirements for graduation, curricula and other programs of study, courses of instruction, workshops, work-study programs, other matters closely related to academic affairs and ceremonies, and to make recommendations and give advisory opinions in those regards to the Senate.
- D. Student Affairs Committee. This committee shall have the power and the duty to make studies on student affairs, including, but not restricted to, student complaints, admission, discipline, advisement, financial aid, housing and food services, health and welfare, organizations, publications, scholarships, honors and awards, and to make recommendations and give opinions in those regards to the Senate.
- E. Faculty Affairs Committee. This committee shall have the power and the duty to deal with matters of general concern to the faculty member, including, but not restricted to, facilitation of teaching and research, teaching load, leaves of absence, freedom of expression and academic freedom, faculty conduct and discipline, professional ethics, professional growth, salary, health and insurance, and retirement and to make recommendations and give opinions to the Faculty Senate in those regards.



- F. Judicial Affairs Committee. This committee shall have the power and the duty to meet only when called upon by the Senate President, the Senate Executive Committee, or the Senate body, to conduct an inquiry into a faculty member's grievances and/or dismissal and to report its decision and/or recommendations to the Senate.

### **Section 3: Special Committees**

Special committees may be appointed by the Faculty Senate from time to time in order to deal with any matter not falling within the jurisdiction of any of the standing committees. Committees shall have the power and the duty to make studies and to investigate the matter assigned to them by the Senate, and to make recommendations and give opinions to the Senate in that regard.

### **Section 4: Powers and Authority**

All Senate committees shall have the power and authority to make inquiries and investigations concerning any matters within their respective jurisdictions and, for that purpose, to approach or call any member or members of the administration, faculty, staff, and/or student body for any record, data, information, suggestion, or any other item the committee deems fit and proper.

### **Section 5: Appointment**

All committees of the Senate, except the Judicial Affairs Committee, which shall consist of at least five voting senators, shall consist of no less than three voting senators. The President [of the Senate] shall appoint an SGA representative to each standing or special committee. Each voting senator shall serve on at least two committees. No SGA representatives shall be appointed to the Judicial Affairs Committee.

### **Section 6: Reports**

[Reporting by standing committees and special committees shall be as follows:]

- A. Interim Reports of Standing Committees. Standing committees shall present interim reports if requested by the Senate and may also present such reports at their own instance.
- B. Written Reports of the Standing Committees. Each standing committee chairperson shall submit a written report in the April meeting.
- C. Special Committee Written Reports. A special committee shall make a written report to the Senate upon the completion of its assignment.

## **Article VII**

### **Amendment of the Constitution**

The constitution may be amended by the following procedure:

- A. Initial Presentation of Proposed Amendment. Any faculty member or ex-officio senator shall present the proposed amendment in writing to the senator from his/her department and/or to the President of the Senate, who shall forward the same to the Secretary. The voting senator may present a proposed amendment in writing to the Senate at a regularly convened meeting before the agenda for that meeting is adopted.
- B. Consideration of Proposed Amendment by the Senate. The proposed amendment shall be read to the Senate in its regular meeting for its consideration and adoption. The amendment must be passed by at least a two-thirds majority vote and thereafter circulated to each member of the faculty.
- C. Approval of Proposed Amendment. The proposed amendment must then be passed by a majority vote of the entire faculty on campus.

## **Article VIII**

### **Effective Date**

The earlier Constitution of the Faculty Senate shall cease to operate as soon as the votes are verified by the Senate and shall be repealed by this document. The provisions of this document shall be come effective as of the Spring 2001.

## **Bylaws of the Faculty Senate**

### **Article I**

#### **Meetings**

##### **Section 1: Hour and Place**

The meeting of the Faculty Senate shall be held at the hour and place designated by the President of the Senate.

##### **Section 2: Change of Date**

The President of the Senate shall have the power and authority to change the regular meeting date, as provided by the Constitution, when such meeting date falls on a holiday, or during a vacation period, or when a meeting involving the entire faculty is called by the administration.

##### **Section 3: Quorum**

Fifty percent of the voting members of the Senate shall constitute a quorum.

##### **Section 4: Regular Meetings**

The regular meetings of the Faculty Senate shall be open to all faculty members.

### **Article II**

#### **Rules of Order**

The latest edition of Robert's *Rules of Order* shall be the official reference for all matters pertaining to procedure, and the same shall prevail in the conduct of meetings and the business of the Senate except as otherwise provided by the Constitution or by these bylaws.

### **Article III**

#### **Order of Business**

The order of business to be followed at the meetings of the Faculty Senate shall be as follows:

1. Roll Call
2. Reading and Adoption of Agenda
3. Reading and Adoption of Minutes
4. FAC Report
5. Unfinished Business
6. Reports of Committees
7. New Business
8. Announcements
9. Adjournments

## **Article IV**

### **Voting**

[Voting shall be in accordance with the latest edition of]...*Robert's Rules of Order*.

## **Article V**

### **Election of the Officers**

#### **Section 1: Time of Election**

The officers of the Senate shall be elected in a regular meeting of the Senate held in the month of May and shall assume office immediately.

#### **Section 2: Re-election**

All of the officers are eligible for re-election for any post, provided, however, that the President and the Secretary shall not be eligible for re-election if they have failed to present their respective annual reports in writing to the Senate, as required under the Constitution.

#### **Section 3: Nominees**

The Executive Committee shall select five senators for the post of officers and recommend their names, as candidates for the respective officers, to the Senate at its regularly convened meeting in the month of May. Any voting senator also may present himself/herself or any other senator present in said meeting, from the floor, as a candidate for any of the five posts. The Parliamentarian shall then conduct an election of all of the nominees for all five posts, by secret ballot, and declare the results.

## **Article VI**

### **Amendment of Bylaws**

These bylaws, or any one of them, may be altered, amended, or repealed in the following manner:

- A. Presentation of Proposed Amendments to Senate. The proposal to alter, amend, or repeal the bylaws must be made in writing at the regular meeting of the Senate for its consideration and adoption.
- B. Approval of Proposed Amendments by Senate. A two-thirds majority vote of the senators present and voting in the regular meeting in which the proposal for amendment is made shall be necessary to alter, amend, or repeal these bylaws or any one.

## Article VII

### **Faculty Advisory Council**

The Faculty Senate shall select, before the first of all meetings of the Faculty Advisory Council, a representative and an alternate to attend Faculty Advisory Council meetings. The Faculty Advisory Council representatives may or may not be members of the Faculty Senate. The Faculty Advisory Council representative and/or alternate shall attend the regularly scheduled Faculty Advisory Council meetings and present a verbal or written report of the proceedings at the next Faculty Senate meeting.