

**CONSTITUTION OF THE FACULTY SENATE
OF ARKANSAS STATE UNIVERSITY- MOUNTAIN HOME**

ARTICLE 1- NAME AND PURPOSE

Section 1. Name

The name of the organization shall be the Faculty Senate of Arkansas State University-Mountain Home (hereinafter referred to as the *Senate*).

Section 2. Purpose

The purpose of the Faculty Senate of Arkansas State University-Mountain Home (ASUMH) is to serve as the official voice of the faculty in all academic and institutional issues. In order to fulfill this purpose, the Senate shall address and advise on all matters related to ASUMH faculty interests including but not limited to the following activities:

- A. Foster a community of mutual respect and cooperation within the university.
- B. Facilitate effective faculty participation in shared governance of the university
 - i. Provide at-large members to committees per shared governance document.
 - ii. Create proposals to submit to appropriate committees addressing faculty concerns
 - iii. Provide the Vice-president or equivalent officer to chair Curriculum committee per shared governance document.
 - iv. Submit reviewed proposals in accordance with the current shared governance document
- C. Broaden communication in matters of concern to the university.
 - i. Disseminate all committee proposals to faculty for review through the
 - ii. Disseminate Chancellor's actions taken on proposals to the Faculty
- D. Engage the faculty's skills in the guidance of the university's programs.
 - i. Suggest amendments to proposals based on faculty input
- E. Consider and make recommendations in the creation and implementation of System policy and campus operating procedures.
 - i. Hold a full faculty vote on actions that amend the Faculty Handbook and the Faculty Senate Constitution.

ARTICLE II- MEMBERSHIP

Section 1. Qualifications and Selection of Senators

- All full-time faculty as defined by the ASUMH Human Resources Department have voting rights in the selection of Senators.
- All full-time faculty teaching a minimum of 12 hours shall be eligible to hold the office of Senator.
- No member of the Academic Cabinet is eligible to serve as a member of the Faculty Senate.

Section 2. Officers

The Senate officers shall be: a President, a Vice President/Parliamentarian, and a Secretary/Treasurer. The immediate Past President shall serve one additional year either to fill the term as a seated senator or as exofficio.

Section 3. Organization of the Senate

To ensure that Senator selection is equally distributed across the disciplines, two full-time faculty members shall be elected to the Senate from each academic school.

ARTICLE III- ELECTION PROCEDURES, TERM LIMITS, AND MEETINGS

Section 1. Senator Elections

- Members of the Senate shall be elected by members of the faculty in their respective units (as defined in Article II, Section 3) during April of each year to fill vacancies caused by the expiration of the term of a Senator, or by any other reason as defined in Article VI, Section 1. Senators shall take office at a meeting called by the immediate past president on or before the day of May commencement.
- Seated Senators shall organize elections from among all eligible full-time faculty in respective units, and Senators shall be elected by a simple majority of votes.
- In the event of a tie vote, the Senator shall be elected by drawing lots.

Section 2. Executive Officer Elections

- Executive Officers are elected from the sitting Senators, with only sitting Senators voting.
- The President and Vice President cannot be elected from the same unit.
- Elections of Officers will take place at the May meeting.

Section 3. Terms of Office

- Senators serve three year terms.
- Senators are elected in April.
- Senators serve no more than two consecutive terms.
- Executive Officers will serve two-year terms in their elected office; no Officer may serve more than two terms consecutively in the same office.

Section 4. Meetings

- The Faculty Senate shall hold regular meetings at least once during the months of September, October, November, February, March, and April. The day and time of regular meetings will be established at the first called meeting of the Senate in the academic year. The President must notify the Senate of a change in meeting date and time at least twenty-four hours in advance of the regularly scheduled meeting.
- Special meetings can be called as needed by the President.
- No business of the Faculty Senate shall be conducted unless there exists a sufficient quorum of a simple majority of members present, and except in open meetings to be held at a place and time previously announced, providing reasonable access for any faculty member who wishes to attend.
- Business shall be conducted according to the rules promulgated in the latest edition of *Robert's Rules of Order, Newly Revised*, unless superseded by any provision of this constitution (including amendments) or any bylaw(s) adopted pursuant to it.

ARTICLE IV- DUTIES OF OFFICERS AND MEMBERS OF THE SENATE

Section 1. The duties of the President shall be:

- To call and preside over all meetings of the Senate and the Senate Executive Committee.
- To prepare the agenda for those meetings.
- To serve as the Senate's liaison to the Chancellor of the University or his or her designee.
- To serve on the Shared Governance Oversight Council per SGOC for two years in the capacity of President.

Section 2. The duties of the Vice-President shall be:

- To assume the duties of the President in his or her absence and to assist the President as he or she may request in the fulfillment of the duties of the President.
- To serve as parliamentarian for the Senate.
- To serve on Shared Governance Oversight Council per shared governance document.
- To serve as Curriculum Committee Chair per shared governance document.

Section 3. The duties of the Secretary/Treasurer shall be:

- To keep and disseminate accurate minutes of all Senate meetings.
- To receive and record any monies donated or granted to the Senate, maintain accounts, and disburse funds appropriated by the Senate for designated purposes.

Section 4. The duties of individual members of the Senate shall be:

- To attend all Senate meetings.
- To represent the interests of their unit area and to seek the advice of their colleagues in order to vote consistently with those interests.
- To be an advocate for the general interests of ASUMH, its faculty, and its students.
- To serve on Shared Governance Committees.
- To attend all assigned committee or workgroup meetings.

ARTICLE V – SENATE FINANCE

Section 1. Budget

- Allocations are to be provided by ASUMH through the office of the Chancellor to finance the professional activities of the Senate including, but not being limited to, professional development for Senators, travel expenses of the President or their designee to System meetings, or events related to ASUMH.

Section 2. Record Keeping

- The Secretary/Treasurer shall keep records of all amounts disbursed and insure that such expenditures comply with all Arkansas laws and regulations. All financial records of the Senate shall be open to inspection by the appropriate member of the administration to ensure compliance. Any amounts not expended by the Senate by May 1st of each year shall be returned to the office of the Chancellor.

ARTICLE VI- VACANCIES

Section 1. Declaring a Seat Vacant

The President of the Senate shall declare a Senate seat vacant if and when:

- A duly-elected Senator shall be absent without permission or proper excuse (as determined by the President) for more than three meetings during the academic year, or more than two meetings consecutively.
- A sitting Senator shall be deemed unqualified for any reason adjudged by the Senate to hold the seat, including but not limited to having been recalled by the Senator's pertinent unit faculty based on petition (3/4 of the relevant faculty required for such recall to be considered by the Senate), or by impeachment by the Senate on grounds of unprofessional conduct in violation of the Faculty Handbook.
- A sitting Senator shall notify the Senate by letter of his or her intention to resign stating the effective date of the resignation.
- A sitting senator is no longer a full time faculty member as defined by the Human Resources Department, or no longer in their respective unit.

Section 2. Impeachment

The Senate may impeach and remove a sitting Senator with a 2/3 vote of the Senate. The impeachment shall be binding only for the current Senate term and shall not without further process disqualify him or her from voting in Senate elections or seeking election subsequently to the Senate or any of its offices.

Section 3. Assignment of Vacant Seats

- Upon a seat being declared vacant, the President of the Senate shall assign a Senator from the relevant unit after consultation with faculty members from that unit.
- The Senator selected in this manner shall not be disqualified from seeking the office in the succeeding term provided that he or she shall not have served as Senator immediately prior to the Senator vacating the seat. If the newly chosen Senator shall serve less than half of the term of the Senator vacating, he or she shall not be prohibited from seeking election to two succeeding terms.
- Executive Officer vacancies will be filled by special election of the sitting Senators.

ARTICLE VII-GENERAL POWERS

Section 1. Authority

- The Senate shall have advisory and consultative power in conjunction with administrative and staff components of the University in all matters concerning the faculty. It may exercise such powers by adopting resolutions.
- The Faculty Senate operates as an entity in the Shared Governance structure and shall submit all proposals to the administration through that process.

Section 2. Faculty Representation

- While recognizing the authority and power of the Chancellor, the Provost, and Vice Chancellors of ASUMH to create and administer operating procedures for the University, the Senate shall be considered the official representative faculty voice in the Shared Governance structure of ASUMH.
- All polls or referendums submitted to the faculty shall be verified through the Senate.

ARTICLE VIII- SENATE COMMITTEES

Section 1. The Establishment of Senate Ad-hoc Committees

- The Senate shall establish ad-hoc committees as needed.
- Each committee shall have a Chair.

Section 2. Ad-hoc Committee Actions

- Ad-hoc committee actions are advisory. Each committee shall submit a written report of its recommendations to the full Senate for review and adoption, modification, or rejection
- Timelines for committee charges shall be established by the Executive Officers.

ARTICLE IX- BYLAWS, AMENDMENTS, AND RATIFICATION

Section 1. Establishing Bylaws

- The Senate may, by three-fifths majority, establish bylaws of a permanent nature to clarify existing provisions of this constitution. Any proposed bylaw shall be publicly announced to the faculty in the minutes of the Senate meeting during which it was proposed.

- Any objection must be received in writing and addressed to the Secretary/Treasurer, who then will report it to the Executive Committee. The Executive Committee will present the objection at the next meeting for debate. Following discussion and debate, the Senate will vote on the bylaw.

Section 2. Amendments

This constitution and its bylaws may be amended in one of two ways:

- The Senate may by two-thirds majority refer a constitutional amendment or bylaw change to the faculty at large, with a requirement of a three-fifths majority to ratify;
- The Senate may receive a faculty petition, which if signed by three-fourths of faculty represented, will be deemed to have been approved by the faculty and will be ratified automatically by the Senate upon confirmation of all signatures, to be carried out by the Executive Committee or its designees.

Section 3. Ratification

Before this constitution shall become effective, it must be approved by a majority of the members of the faculty casting ballots.