

# CONSTITUTION OF THE FACULTY ASSEMBLY OF THE HOWARD COLLEGE OF ARTS & SCIENCES

## Article I.     *Name*

The name of this organization shall be the Faculty Assembly of the Howard College of Arts & Sciences of Samford University.

## Article II.     *Object*

The object of the Faculty Assembly shall be to serve as the representative body of faculty of the Howard College of Arts & Sciences in the governance of the college and of the university in the following areas: to provide a means of participation by the faculty in the decision-making process affecting academic matters; to provide a forum for the expression of concerns regarding faculty welfare; to elect members to the University Faculty Senate; and to assume other functions not inconsistent with the aforementioned.

The Preamble of the Bylaws of the Faculty of Samford University recognizes the role of the Faculty in faculty governance, the ultimate authority of the Board of Trustees and the operational responsibilities of the President. All operations of this Faculty Assembly shall conform to the principles, spirit, and objectives expressed in that Preamble.

## Article III.    *Membership*

Section 1.     Membership and voting rights in the Faculty Assembly shall include those whose primary appointment to the Howard College of Arts & Sciences is in a full-time teaching and/or research capacity.

Section 2.     Those whose appointment to Howard College is in a part-time teaching and/or research capacity may participate in meetings of the Faculty Assembly without voting privileges and shall not be considered members of the Faculty Assembly.

Section 3:     The Dean of the College of Arts & Sciences, the Provost, and the President of the University may participate in deliberations of the Faculty Assembly but are not considered voting members. All other administrative staff and students may participate, only by invitation.

## Article IV.    *Officers*

Section 1. The officers of the Faculty Assembly shall be a Speaker, a vice-Speaker, a secretary, the representatives of Howard College to the University Faculty Senate, and such other officers as the Faculty Assembly shall find necessary and proper. These officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by the Faculty Assembly.

Section 2. **At the second regular meeting held during the spring semester, a Nominating Committee of three members shall be elected by the Faculty Assembly. The members of the Nominating Committee be elected for three-year terms, staggered. The A&S nominating committee shall prepare a slate of nominees to fill expiring positions from A&S to the Faculty Senate and the University Committees for the next academic year and present that slate at the second fall semester meeting for a vote at that time. Nominations may also be made from the floor. The committee shall present its nominations for college committees at the first meeting of the spring, with elections to take place at the second meeting. Nominations may also be made from the floor.**

Section 3. The officers shall be elected by secret ballot to serve for one year or until their successors are elected, and their term of office shall begin on the first day of the fall semester. Representatives to the University Faculty Senate shall take office at the time specified by the rules of that body.

Article V. ***Duties of Officers***

Section 1. Among the duties of the Speaker shall be:

- a. To call regular or special meetings of the Faculty Assembly;
- b. To propose the agenda for the meetings;
- c. To include in the agenda any items requested by a member for inclusion;
- d. To serve as chairperson of the Executive Committee (see below, VII.1);
- e. To meet at least twice per semester with the dean of the college to propose and/or review concerns of the faculty.

Section 2. Among the duties of the vice-Speaker shall be:

- a. To assume the duties of the Speaker when the Speaker is unable to perform his/her duties.

Section 3. Among the duties of the secretary shall be:

- a. To circulate the agenda for the meetings and to record and circulate the minutes of such meetings;
- b. To conduct ratification of amendments to the Constitution voted on by mail

Article VI. ***Meetings***

- Section 1. The Faculty Assembly shall have four regular meetings a year—two during the fall semester and two during the spring semester, the date, time, and place to be specified by the Executive Committee.
- Section 2. Special meetings can be called by the Speaker and shall be called upon written request by a 10% of the membership.
- Section 3. Notice of any meeting together with the agenda shall be delivered to each member at least one week in advance of each meeting.
- Section 4. A quorum for any meeting shall be 30% of the membership.

Article VII. ***Committees***

Section 1. Executive Committee

The elected officers of the Faculty Assembly shall constitute an Executive Committee. Duties of the Executive Committee shall include:

- a. To determine the date, time and place of the Faculty Assembly meetings;
- b. To assist the Speaker of the Faculty Assembly in the preparation of the agenda;
- c. To represent the Faculty Assembly during academic recesses and its decisions shall be subject to approval at the next regular Faculty Assembly meeting.
- d. To serve as a policy committee of the Assembly for the purpose of reviewing and/or proposing policies of the college and making recommendations concerning policy to the Assembly for Assembly action.
- e. To meet with and forward to the dean of the college at such meetings the recommendations of the Assembly along with the rationale for such recommendations.

Section 2. Other committees shall be appointed by the Speaker as the Faculty Assembly or the Speaker shall from time to time deem necessary to carry on the work of the Assembly.

Section 3. The Speaker of the Faculty Assembly shall be ex officio member of all committees

except the Nominating Committee (See IV.2, above).

**Article VIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with this constitution and with any special rules of order the Assembly may accept.

**Article IX. Amendment of the Constitution**

~~This Constitution may be amended by a majority of the membership at a meeting of~~  
The Constitution may be amended by a majority of the membership at a meeting of a majority vote at any Faculty Assembly meeting. All amendments shall be subject to review and approval by the Board of Trustees.

**Article X. Ratification**

~~This Constitution shall be ratified by a majority of the full-time teaching faculty of Howard College, the ratification to be conducted by the full-time teaching faculty of Howard College and the Board of Trustees.~~  
This Constitution shall be ratified by a majority of the full-time teaching faculty of Howard College and the Board of Trustees. Upon ratification and approval by the Board of Trustees (see Article XI), this Constitution shall take effect immediately subject to the following limitations, any other Article of this Constitution notwithstanding:

- a. The first Faculty Assembly meeting shall occur as soon as possible after ratification and approval by the Board of Trustees. The purpose of this meeting shall be to elect Faculty Assembly officers and to conduct other necessary and proper business.
- b. For the first Faculty Assembly meeting the dean of Howard College shall serve as Speaker *pro tem* until regular officers are elected. At this meeting nominations for officers shall be taken from the floor, and an election shall be held as soon as a vote to cease nominations is approved.
- c. The term of the officers elected by secret ballot at this meeting shall begin immediately upon election and shall continue until their successors are chosen under the terms of Article IV, above.
- d. The new Executive Committee shall begin articulation of guidelines to rationalize and implement faculty governance, especially in matters pertaining to the structure of the College and its committees, general guidelines for recruitment, promotion, and tenure, and other pertinent matters. These guidelines will then be presented to the Faculty Assembly for discussion and approval.

**Article XI. Approval by the Board of Trustees of Samford University**

This Constitution of the Faculty Assembly of the Howard College of Arts and Sciences of Samford University must be approved by the Board of Trustees. In approving this Constitution, it

is understood that nothing written or implied in this Constitution shall compromise, restrict or otherwise diminish the ultimate authority of the Board of Trustees which holds the President of the University and his administration responsible for implementation of this constitution and the harmonious operation of the University.