

**THE CONSTITUTION OF THE FACULTY SENATE  
OF ARKANSAS TECH UNIVERSITY**

**ARTICLE I: NAME AND PURPOSE**

**Section 1: Name** - The name of this organization shall be the Faculty Senate of Arkansas Tech University.

**Section 2: \*Purpose** - The Faculty Senate shall act for the faculty in all curricular matters other than those involving changes in general academic policies and for the faculty or the administration on matters referred to it for action; it shall serve as an advisory body to the faculty on matters involving academic policies; it shall serve as an advisory body to the faculty and administration on proposed changes to the *Faculty Handbook*, and to the administration or the faculty, as appropriate, on any other matters of general concern to the University.

**ARTICLE II: MEMBERSHIP AND TERMS OF OFFICE**

**Section 1: Elective Membership** - One Senator shall be elected by each of the Colleges of the University upon obtaining a minimum of fifteen full-time faculty members. A College shall be eligible for one additional Senator for each twenty full-time faculty members or additional portion thereof. A College entitled to multiple Senators may elect no more than two from any one department. Any College or independent Academic Unit that has less than fifteen full-time faculty members will be combined into a Supernumerary voting block operating under the above delineated rules.

**Section 2: \*\*Restrictions upon Membership**

Paragraph A: All faculty with the rank of Assistant Professor or above are eligible for elective membership in the Senate.

Paragraph B: No administrative officers above the position of Department Head shall be eligible for membership in the Senate.

**Section 3: \*\*Terms of Office**

Paragraph A: All elective members of the Senate, except those initial members who draw one- and two-year terms, shall serve for three years. No senator may serve more than two consecutive three-year terms.

Paragraph B: The terms of membership of all initial elective and appointive members of the Senate shall be considered as having begun on July 1, 1953.

\*Approved by Board of Trustees 12/19/13  
\*\*Revised Board of Trustees 5/19/16

#### **Section 4: \*Vacancies in the Senate**

Any elective membership in the Senate shall be considered vacant when its incumbent ceases to be eligible for membership according to Article II, Section 4, of this Constitution or when its incumbent is granted a leave of absence from the University. Such vacancies shall be filled temporarily for the period of the leave of absence by College election within thirty days from the time of the beginning of their existence.

### **ARTICLE III: OFFICERS -- THEIR DUTIES AND MANNER OF ELECTION**

#### **Section 1: \*Officers of the Faculty Senate**

Paragraph A: The Senate shall have a chairperson. The powers of the chairperson include:

1. Presiding at Senate meetings;
2. Voting upon motions under consideration by the Senate;
3. Contacting and sharing information with the Faculty Senate members and/or the entire University faculty as and when deemed necessary.

Paragraph B: The Senate shall have a vice chairperson. The vice chairperson is the president elect of the Faculty Senate. The powers of the vice chairperson include:

1. Presiding at any meeting of the Senate which the chairperson is unable to attend;
2. Voting upon motions under consideration by the Senate;
3. Contacting and sharing information with the Faculty Senate members and/or the entire University faculty as and when deemed necessary if the chairperson is unable to do so.

Paragraph C: The Senate shall elect one of its members as secretary except that no member, having so served for a year, shall be eligible again during the same term of office.

#### **Section 2: Manner of Election of Officers**

At the first fall meeting in 1991, the chairperson, chairperson elect, and secretary will be elected. At the first fall meeting in subsequent years only a chairperson elect and a secretary will be elected, the chairperson position being automatically filled by the chairperson elect. The chairperson elect will additionally serve as vice chairperson.

\*Revised Board of Trustees 5/19/16

## **ARTICLE IV: MEETINGS**

**Section 1: Called Meetings** - The Vice President for Academic Affairs of the University shall call a meeting of the Senate within three weeks after the beginning of each fall semester to chair the election of officers and to establish a time for the Senate's regular meetings during the academic year. A called meeting of the Senate may be convened at any other time at the request of the chairperson of the Senate or of at least three other Senators.

**Section 2: Regular Meetings** - The Faculty Senate shall meet in regular session each month of the academic year at the time and place designated by the Senate in its first called meeting of each fall semester, except such times as the regularly established meeting date may coincide with a school holiday or with a vacation period.

## **ARTICLE V: RATIFICATION AND AMENDMENT OF THE CONSTITUTION**

**Section 1: \*Ratification** - This Constitution and attached By-Laws shall be considered as ratified and in force upon their being approved by two-thirds of the elective members of the Senate, by a majority of those voting in a regular convened meeting of the faculty of the University, and by the Board of Trustees.

**Section 2: \*Amendment** - The Constitution or the By-Laws of the Senate may be amended in the following manner:

- a. The proposed amendment shall be drafted and presented in duplicated form to each member of the Senate at least ten days before the meeting in which it is to be considered.
- b. The proposed amendment shall be approved by two-thirds of the Senate in a regular meeting of the Senate.
- c. The proposed amendment shall be approved by a majority of those voting in the next regular or special election of the faculty of the University.
- d. The proposed amendment shall be approved by the Board of Trustees of the University.

## **ARTICLE VI: AMENDMENTS TO CONSTITUTION OF THE FACULTY SENATE**

### **Section 1: Committee Voting Procedures**

- A. Proxy voting is not allowed for the Faculty Senate or other faculty committees.

**BY-LAWS OF THE FACULTY SENATE OF  
ARKANSAS TECH UNIVERSITY**

**\*ARTICLE I: ELECTION OF MEMBERS**

**Section 1: \*Time of Elections and Appointments**

During the spring term of each year elections shall be held to fill the vacancies on the Faculty Senate which shall come into existence on the following July 1.

**Section 2: Conduct of Elections**

In the election of Senators from the different Colleges, each faculty member, regardless of rank, shall be entitled to vote for the Senator or Senators of his/her own College. A majority of the votes of the faculty of each College shall be necessary for election. All elections of Senators shall be by secret ballot.

**ARTICLE II: AGENDA**

The chairperson of the Senate shall cause to be duplicated and distributed among the members of the Senate, at least ten days before each regular meeting, an agenda for the consideration of the Senate in that meeting. Absence from this agenda of any matter of concern to the Senate, however, shall not preclude the Senate's consideration of or action upon that matter in the meeting.

**ARTICLE III: CONDUCT OF MEETINGS**

**Section 1: Parliamentary Procedure**

All meetings of the Faculty Senate shall be conducted according to standard parliamentary procedure.

**Section 2: Quorum**

Two-thirds of the Senators shall constitute a quorum and shall have the power to transact business as the Faculty Senate at any regular or called meeting.

**Section 3: \*Method of Voting**

In presenting a motion before the Senate, any member may stipulate that the motion be voted upon by secret ballot. Otherwise, voting in the Faculty Senate shall be conducted in whatever parliamentary manner may be called for by the acting chairperson. Each elective member present shall have one vote. Any motion shall be considered as having been passed by the Senate only if it shall have received the votes of a majority of the voting members present.

\*Revised Board of Trustees 5/19/16

#### **Section 4: Attendance at Meetings**

Official meetings called by the Faculty Senate chairperson are open to the general university faculty and invited guests.

#### **ARTICLE IV: MINUTES OF MEETINGS**

The Secretary of the Senate shall keep accurate minutes of each meeting and cause them to be duplicated and distributed among the members of the Senate for approval, after which the approved minutes shall be distributed among the entire faculty.