

GOODWIN COLLEGE FACULTY SENATE BY-LAWS

Adopted November 7, 2013

Amended September 20, 2018

Article I. Name

The name of this organization shall be the Goodwin College Faculty Senate.

Article II. Mission

The faculty will participate in the governance of the college by formulating and advocating the faculty perspectives to support academic initiatives of the college. The Faculty Senate will contribute to these initiatives as a valued partner in the fulfillment of the College's mission.

Article III. Membership

The Faculty Senate shall consist of:

1. Full-Time Faculty

Full time faculty consists of faculty members whose primary function is teaching in the college. All full-time faculty, as defined here-in, are voting members of the Faculty Senate.

2. Part-Time Faculty

Part-time faculty consists of faculty members who are considered permanent part-time *salaried* by the College. All part-time faculty defined here-in are voting members of the Faculty Senate.

3. Adjunct Faculty

All adjunct faculty members are invited to open session meetings. They do not have voting privileges.

Article IV. Officers and Duties of Executive Committee

The Officers of the Faculty Senate shall consist of a President, Vice President, and Secretary

1. President

Duties of the President are as follows:

- a. Presides at meetings of the Faculty Senate
- b. Sets times and location of Faculty Senate meetings
- c. Opens meetings of the Faculty Senate at the time for which they are called
- d. Recognizes members entitled to have the floor
- e. States and puts to a vote all questions regularly moved and announces the result of the vote; or, if a motion is out of order, rules it out of order.
- f. Reports on approved motions to the college community and Board of Trustees as needed.
- g. Sits on the Board of Trustees as a voting member as the representative of the faculty.
- h. Accepts responsibility for communicating to, and acting as the representative of the faculty, to any necessary college officials about the concerns of the Senate.
- i. Enforces good decorum
- j. Has the authority to set time limits on reports and debates. Any Senate member can, however, motion for more time with the approval of the voting membership present.
- k. Shall be an ex-officio member of all Faculty Senate committees, except as otherwise noted in Article VI of these bylaws.
- l. May allow non-members to address the Faculty Senate in open session only.
- m. *Serves as chair* of the Executive Committee.
- n. Will appoint, with the Senate's approval, a Secretary pro-tempore when the Secretary is unable to attend a regular or special meeting of the Faculty Senate.
- o. Attends all Executive faculty meetings with the Dean of Faculty

2. Vice President

Duties of the Vice President are as follows:

- a. Assists the President with all duties concerning the Faculty Senate
- b. Presides at meetings in the absence of the President and holds President's authority and responsibilities in his or her absence.
- c. Accompanies President, at his or her request, when reporting concerns to necessary administrators and departments.
- d. May substitute for the President, in his or her absence, at the Board of Trustees meeting to represent faculty and share faculty news.
- e. In the event of the President's separation, will become President, with all the authority, rights and responsibilities thereof for the remainder of the President's term. No person, however, may hold the Office of President for more than five consecutive years.
- f. Will act as Faculty Senate Treasurer until the Faculty Senate creates such office.

- g. In the event of the separation of the Vice President, the President will call a special election as soon as possible to fill the vacancy for the remainder of said term.
- h. Will act as Secretary of the Executive Committee in the event of the Secretary's absence.
- i. Attends all executive committee meetings with the Dean of Faculty.
- j. Is Chair of the Promotional Committee

Secretary

Duties of the Secretary are as follows:

- a. Takes minutes and attendance at Faculty Senate meetings, publishes the open session minutes, and maintains a permanent record of the open and closed session minutes and attendance for each Faculty Senate meeting.
- b. Keeps and files copies of Senate committee meetings, which are provided by the committee chairs.
- c. Compiles, types, and posts an agenda to all Faculty Senate members, in accordance with the President, at least one week prior to the next Faculty Senate meeting
- d. Will act as custodian of closed session minutes after approval by the Executive Committee.
- e. In the event of the separation of the Secretary, the President will call a special election as soon as possible to fill the vacancy for the remainder of said term.
- f. Will act as Secretary of the Executive Committee
- g. Will obtain a list of all full and part time faculty from appropriate college official, each semester.
- h. Attends all executive meetings with the Dean of Faculty.

Article V. Elections

1. Terms and Qualifications

- a. The President, and two Faculty-at-Large members will be elected for a two-year term in odd years. The Vice-President and Secretary will be elected for a two-year term in even years. Officer terms will begin on September 1st end on August 31st two years following. The President may serve two consecutive two-year terms. Once his or her term(s) are completed, he or she must then not serve as a Faculty Senate Officer for at least two years before becoming eligible to serve again in an Officer position. Faculty Senate Officers must be full-time faculty members as defined in Article III. The present Faculty Senate Vice President and Secretary at the time of the 2018 amendment of these bylaws will serve as Vice-President, and Secretary of the Faculty Senate with a term expiring on August 31, 2020. The current Faculty Senate President and Faculty-at-Large Member, at the 2018 amendment of these bylaws will serve as President and Faculty-at-Large Member of the Faculty Senate respectively with terms expiring on August 31, 2019. Faculty Nominating Chair will remain on the Executive Committee until August 31, 2019.

2. Election Process

- a. Election ballots will be made available to all Faculty Senate members as defined in Article III of these bylaws. All ballots will be submitted to the Faculty Senate Nominating Committee Chair by August 15th, or the nearest weekday, should it fall on a Saturday or Sunday.

3. Removal of Officers

- a. The Senate reserves the right to remove any Officer or other member of the Executive Committee for neglect of duty, or any conduct that is not in accordance with the mission of the Senate. The removal of an Officer, however, may only take place with a two-thirds majority of the membership present.
- b. Prior to removal of an Officer (or other member of the Executive Committee), the Senate must vote to consider removal at least 30 days prior to voting for removal. The Officer in question will have such time to convince the Senate why he or she should remain in office. During said time, the Officer will retain all of his or her authority, rights, duties, and responsibilities that are assigned to his or her Office. The Officer in question may not be present at the vote for removal. If the President is considered for removal, the Vice President will preside over the vote. For other Officers, the President will preside.

Article VI. Executive Committee

The Executive Committee will consist of the President, Vice President, Secretary, and two Faculty-at-Large members (each from a different discipline). Terms on the Executive Committee will coincide with the terms of Faculty Senate Officers *as* noted in Article V. The President of the Faculty Senate will serve as Chair of the Executive Committee. The Executive Committee shall exercise all duties expressed in these bylaws as well as those conferred upon it by the Faculty Senate. The Executive Committee will meet with the Dean of Faculty at the request of the Senate President or the College President and/or Dean of Faculty.

Faculty at Large Members will:

- a. Attend all Executive Committee meetings, meetings with the Dean of Faculty and Faculty Senate meetings.
- b. Serve as liaisons between the membership and the Executive Committee
- c. May sit on certain committees assigned by the Senate President to ensure the Executive Committee's directives and goals.
- d. The Officers reserve the right to remove any Faculty-at-Large member from the Executive Committee for neglect of duty, or any conduct that is not in accordance with the mission of the Senate.

Article VII Committees

The Faculty Senate may establish committees as it deems appropriate. The Executive Committee will select the chair and members of these committees from the Faculty Senate membership as defined in Article III. The Executive Committee shall prescribe the function and duration of such committees. Each of these committees are subunits of the Senate and may only take such action as the Executive Committee or the Faculty Senate deem advisable. The Executive Committee shall review committee needs and membership at the beginning of each academic year or when it deems necessary. The Faculty Senate will appoint faculty representatives to Tier I committees as the College requests. Only these Senate appointed faculty members will be recognized as official faculty representatives to these committees. These representatives will assume the responsibility to faithfully represent the Faculty Senate and act as a liaison between the Tier I committees and the Faculty Senate.

1. Promotions Committee

The Promotions Committee will function as a permanent committee of the Faculty Senate in conjunction with the Dean of Faculty and the Director of Human Resources. The Faculty Senate retains no authority to dissolve this committee or make any changes to this committee without the consent of the Dean of Faculty and the Director of Human Resources. The Vice President of the Faculty Senate will serve as chair of the Promotions Committee. The Executive Committee of the Faculty Senate will appoint four additional full time faculty members. Each appointed faculty member must be from a different discipline. The Vice President of the Faculty Senate, as Chair, will represent his or her discipline. No member of the committee can represent the same academic discipline as the Chair. The Promotions Committee will operate under its own Rules of Procedure and will determine, apart from the Chair, the terms of committee members.

A. Faculty Senate Nominating Committee

The Nominating Committee shall be a permanent subcommittee of the Faculty Senate with five or seven members. This committee will act as the sole arbiter of Senate Officer Elections and will be the custodian of all ballots. The chair of the Nominating Committee will be the recipient of all election ballots. The Nominating Committee will certify and count the ballots and submit the results to the Faculty Senate in a timely fashion. Nominations for Senate Officers must be submitted to the Nominating Committee by August 1 or the nearest weekday, should it fall on a Saturday or Sunday. The Officers of the Senate will appoint the Chair of the Nominating Committee for a two-year term beginning in odd numbered years. Members of the Nominating Committee may not nominate Officers for elections as long as they serve on said committee.

B. Faculty Recognition Committee

The Faculty Recognition Committee shall be a permanent subcommittee of the Faculty Senate. The committee will work to recognize and raise awareness of full and part-time faculty endeavors that advance the college's mission and purposes.

C. Adjunct Faculty Committee

The Adjunct Faculty Committee shall be a permanent subcommittee of the Faculty Senate. The committee will work to advance efforts to integrate adjunct faculty into the college community.

D. Sabbatical Leave Committee

The Sabbatical Leave Committee shall be a permanent subcommittee of the Faculty Senate. The committee will review faculty applications for sabbatical leave. The Committee, with the Dean of Faculty, shall then make recommendations, in accordance with Goodwin College policy.

Article VIII. Meetings

1. Regular Meetings

Times and dates of Faculty Senate meetings will be set by the President. The Senate will conduct regular meetings approximately every other month alternating meeting days each time. Attendance will be taken at all regularly scheduled meetings.

2. Special Meetings

The President may call special meetings. A one week notice to the Senate membership is required. Time and date of special meetings will be determined by the President. Attendance will be taken at all special meetings.

Article IX. Procedures

1. Agenda

Executive Committee shall develop an agenda for upcoming meetings. The Secretary shall provide the membership with the agenda at least one week prior to a regular meeting and one day prior to a special meeting. Any member may petition the Officers to include an item on the agenda.

2. Rules of Procedure

The Rules of Procedure, as defined in Appendix A, will be followed at all meetings.

3. Resolutions and Amendments

a. Resolutions

For a resolution to carry, a majority of the membership present is required. Members must be present at Faculty Senate meetings to vote. Voting for a resolution will be noted in the Faculty Senate agenda, which will be distributed one week prior to the meeting.

b. Amendments

The Senate may consider amendments to these bylaws at any regular meeting. Voting on amendments requires a quorum to pass. Members may vote electronically as defined by Rules of Procedure.

4. Quorum

All resolutions and amendments require a quorum to be considered. A quorum will be defined as twenty percent of the present membership required for acceptance.

5. Voting

Voting for resolutions and amendments may be conducted by electronic voting. The procedure for voting for election of Officers and other Executive Committee members will be determined by the Nominating Committee and all ballots will be sent to the chair of the Nominating Committee. Once voting deadline is closed, all members of the Nominating Committee will meet to count the ballots. Results will be disclosed at the next Faculty Senate meeting.

6. Minutes

The Secretary shall distribute open session meeting minutes to members no later than two weeks after a regular meeting has approved them and one week after a special meeting has approved them. Minutes from closed meetings will be taken by the Secretary and kept by the Secretary in a secure location. Any full or part time faculty member may request to see closed minutes in the presence of the Secretary. The faculty member may not remove closed minutes from the designated place, nor make copies of any closed minutes.

7. By Laws Review

An ad hoc committee will review these By-Laws every two years.

Appendix A

Faculty Senate Rules of Procedures

The following rules of procedures will be followed at all Faculty Senate meetings. These rules will guide the focus, pace and group dynamics of each meeting.

1. The President of the Faculty Senate recognizes one speaker at a time.
2. The agenda for each meeting will dictate the dialogue for each meeting.
3. All meetings will start on time at the designated location as noted in the agenda.
4. Items for the agenda must relate to Faculty Senate and be approved by the Executive Committee.
5. When a speaker has the floor there will be no side conversations or interrupting the person who has the floor. Speakers may yield their time on the floor should another faculty member wish to speak on the same subject matter.
6. Any issue not on the agenda will be parked for further discussion at a future Faculty Senate meeting.
7. The secretary will give a brief summary of the issues discussed prior to the close of the meeting.
8. To maintain the integrity of the Senate, confidentiality of all information discussed at closed meetings needs to be maintained. No discussion, however insignificant they may seem, should be shared with those who are not members of the Faculty Senate.
9. The President of the Faculty Senate has the authority to ask for dismissal of any member who violates the Rules of Procedures. If member refuses to leave the President has the authority to end the meeting.