Faculty Senate Constitution

Article I – Name

The name of the organization will be the Faculty Senate of Howard College.

Article II – Purpose and Jurisdiction

Section 1.

The purpose of the Faculty Senate will be to facilitate the participation of faculty members in identifying, defining, and achieving the purposes of the Howard County Junior College District. The Faculty Senate will be the official voice of the faculty and as such will make recommendations on academic and professional matters related to the best interests of the college district.

Section 2.

The jurisdiction of the Faculty Senate will be to review and to recommend to the administration in all areas involved with academic and professional policy, including but not limited to:

Curriculum
Instruction
Student Evaluation
Communication
Professional Faculty Matters.

Article III – Electorate

Section 1.

The electorate of this organization will be persons with full-time faculty contracts with the Howard County Junior College District.

Section 2.

Each instructional division of the district institutions will be considered a voting constituency, and each of the constituencies will be represented by one member.
Article IV – Membership

Section 1.

The Faculty Senate will be composed of the following senators:

A. One Senator from each instructional division at Howard College – Big Spring.

B. One Senator from each instructional division at Howard College – San Angelo.

C. One Senator from each instructional division at the SouthWest Collegiate Institute for the Deaf (SWICD).

D. One Senator from the Federal Correctional Institution campuses.

E. One part-time Senator from the Lamesa Campus until such time that a full-time faculty member is employed.

Section 2.

The election of each Senator will require a simple majority vote by members of each division. The election will be conducted by a secret ballot that lists all members who are interested in representing that division. The division will also elect an alternate Senator.

Section 3.

All Senators will be elected for three-year terms. No Senator may be elected for more than two consecutive terms. Faculty Senate membership will be considered the Senator's committee assignment unless the administration deems it necessary for the Senator to serve on more than one committee.

Section 4.

If a vacancy occurs in the Senate, the affected division will elect an eligible replacement for the expired term. Such election will be conducted within ten (10) class days following the vacancy.

Article V – Officers

Section 1.

The officers of this organization will be the Chair, the Vice Chair, and the Secretary.
Section 2.

The Faculty Senate will elect the officers by majority vote at the September meeting. The officers will serve one-year terms with a three-year maximum term limit.

Section 3.

The Senators will assume duties at the conclusion of the September meeting.

Section 4.

Vacancies in offices will be filled in the following manner:

In case of the continued disability, resignation, or removal of the Chair, the Vice Chair will become Chair for the unexpired term. In case of the continued disability, resignation, or removal of the Vice Chair or the Secretary, the Senate will elect from its membership a new Vice Chair or Secretary for the respective unexpired term.

Section 5.

A Senate representative may be removed from office but not from his Senate seat by a two-thirds majority vote of the entire Senate. A secret ballot on removal will occur fifteen (15) class days after the Senate's receipt of written charges of the officer's failure to perform his duties.

The written charges must be accompanied by the signatures of at least one-third of the entire number of Senators. The Senate officer will be given ten (10) class days to respond in writing. The response will be distributed to all of the Senators before voting on removal occurs.

Section 6.

The duties of the Chair will be:

A. To call Senate meetings.

B. To prepare and distribute an agenda for each meeting.

C. To preside at the Senate meetings.

D. To meet with the Howard County Junior College District president following a Faculty Senate meeting and to present in writing matters for discussion.
E. To appoint a Senate representative to attend each Board of Trustees meeting and to notify the Howard County Junior College District president prior to the meeting who the representative will be.

Section 7.

The duty of the Vice Chair will be to preside in the absence of the Chair.

Section 8.

The duties of the Secretary will be:

A. To keep accurate, permanent records of the proceedings and findings of the Faculty Senate.

B. To publish and distribute to the electorate copies of the minutes of all Faculty Senate meetings.

C. To process all routine correspondence and matters of business pertaining to the Senate.

Article VI – Duties of Senators

The duty of each Senator will be:

A. To attend a minimum of three Senate meetings during each fall and spring semester (six meetings per year).

B. To communicate with his constituency on a regular basis.

C. To participate in the decision-making process by voting on all motions considered by the Senate.

Article VII – Quorum

Two-thirds of the Senate will constitute a quorum.

Article VIII – Meetings

Section 1.

Four meetings per semester will be authorized on the decision of the Chair with one each in the months of August, September, October, November, February, March, April, and May. The meetings will be conducted electronically.
Section 2.

Special meetings may be called by the Chair at his discretion upon the receipt of a written request by either one-third of the Senators or ten percent of the electorate. Any action that may be taken at a special meeting of the Senate may be taken without a meeting if all of the Senators consent in writing to the action taken. Such consent shall have the same force and effect as a unanimous vote of the Senators.

Section 3.

Attendance at all Senate meetings will be open to elected members of the Senate and to the Electorate, and all members of the Electorate are invited and encouraged to attend. Members of the Administration and Student Government or students may attend upon invitation of a Faculty Senator.

Article IX – Authority in Parliamentary

This organization will be governed by the rules of parliamentary procedure as found in the latest edition of Robert's Rules of Order.

Article X – Agenda

Section 1.

The agenda for all regular and special meetings will be prepared and distributed to the members of the Senate at least ten (10) calendar days prior to the particular meeting.

Section 2.

Any member of the Electorate may present in writing to his or her Senator items for the agenda. The Senator will deliver such items to the Chair who will place them on the agenda for the next regular meeting of the Senate.

Section 3.

All agenda items, including committee deliberations and reports that are under the Unfinished Business agenda, shall be suspended during the interim between May and September.

Section 4.

Special meetings of the Senate may be called by the Chair for consideration of business during the interval between May and September.
Article XI – Voting

Section 1.

All elected Senators share an equal vote on all matters of the Faculty Senate. Duly elected Senators must be present to vote.

Section 2.

To preclude double representation, the Chair will not break a tie vote. A motion that results in a tie vote will automatically fail for lack of a simple majority.

Article XII – Committees

Section 1.

The Executive Committee will consist of the three (3) officers of the Faculty Senate.

Section 2.

The function of the Executive Committee will be to serve as the Senate's designated spokesperson to the President and/or appropriate Administrator.

Section 3.

The Chair may appoint ad hoc committees from the Senate or from the Electorate to address specific matters and to report to the Senate within the shortest possible time.

Section 4.

Chairs of the Senate committees will have authority to appoint subcommittees and to call special meetings of their committees at their discretion.

Section 5.

Each committee will maintain accurate, permanent records of its proceedings and findings. Following presentation of committee reports to the Senate, a copy of these reports will be submitted to the Secretary of the Senate.
Article XIII – Amendments

Section 1.

Amendments to the Constitution of the Faculty Senate of the Howard County Junior College District may be initiated by a majority vote of the entire number of Senators or by a petition of one-fourth of the Electorate.

Section 2.

Amendments to the Constitution become effective immediately upon ratification by a majority vote of the total Electorate. The Electorate will receive copies of the amendment at least five (5) class days prior to the voting. The vote will be taken by written ballot.