

January 25, 2011

BYLAWS

1.0 General Rules for Committees

1.1 Appointments

1.11 Members of Senate and Senate-appointed university committees shall be nominated or appointed by the Senate either by the Chair or Vice Chair at the Senate's direction or by the Elections Committee. Procedure for electing or appointing nominees for committees shall be prescribed by Elections Committee in accordance with these Bylaws. The Elections Committee shall see that committees reflect overall an unbiased, appropriate and reasonable representation of the faculty, administration, staff and students.

1.12 Members of Senate and Senate-appointed university committees shall serve three year terms. The members of the Faculty Affairs Committee, Academic Policies Committee, Constitution and Bylaws Committee shall be appointed by the Appointments and Elections Committee. The members and chair of the Integrated Curriculum Committee shall be elected and appointed as described in the Integrated Curriculum Committee Constitution (Appendix G). The chair and members of the University Resources and Planning Committee and Campus Climate Committee shall be appointed and elected as described in the Bylaws (sections 2.4 and 2.9 respectively).

1.13 Unless otherwise stipulated, in elections to Senate and Senate-appointed university committees, "faculty" or "faculty members" shall mean (assistant, associate, and full) professors, Lecturers, librarians, counselors, coaches, and student services professionals academic related, as defined in Preamble 4.32.

1.14 Each duly elected senator shall serve on a Senate or Senate-appointed university committee.

1.15 Senate and Senate-appointed university committees shall seek student and staff participation when the committees deem it desirable and as required by the Bylaws. The Associated Students shall recommend students to the Appointments and Elections Committee, and such students shall be in academic good standing. The Appointments and Elections Committee shall seek staff nominations through a general call for nominations unless otherwise specified in the description of the specific committee.

1.16 The Senate shall publish a list of committees that outlines their functions, time requirements, and desired qualifications of members. Included with the list shall be an application for a faculty member or staff member to indicate interest and relevant experience, and the Elections Committee shall refer to this form when considering nomination or appointments to committees.

1.17 The Appointments and Elections Committee shall submit to the Senate in writing the names of its nominees at least four working days before the meeting at which they are to be considered.

1.18 All committees reporting to or through the Senate shall be authorized by the Senate.

1.2 Time of nominations and appointments

1.3 Referrals

1.31 Items shall be referred to committees by the Senate Chair, by the Executive Committee, or by the Senate. An item referred to a committee by the Executive Committee shall be referred to another committee only through the Executive Committee.

1.32 Items shall be referred to existing committees whenever possible.

1.33 The Senate Chair's additional communications to committees regarding referred items shall be reported at the next Executive Committee meeting.

1.34 A committee may use subcommittees or may invite nonvoting members to participate in its work.

1.4 Records and Reports

1.41 Each committee chair shall transmit records and pertinent information to the incoming chair.

1.42 Senate and Senate-appointed committees shall submit a summary report of their activities annually by June 1st to the incoming Senate Chair.

1.5 Committee Operation

1.51 Senate rules shall apply to the operation of Senate or Senate-appointed university committees. Sturgis is used as the parliamentary authority for all meetings of Senate, Senate Committees and Senate appointed committees. Stipulations for a given committee regarding authority, tenure, duration, scope, and objectives shall be available in the Senate office.

1.52 Chair: Procedures for selection and rotation of a committee chair shall be specified by the Senate. With the exception of the chairs of the Faculty Affairs Committee, the Academic Policies Committee and the Integrated Curriculum Committee, and where no other provision is made, the chair shall be the first person appointed or elected to the committee. When the chair resigns or is

removed from the committee or fails to serve, the committee shall elect a chair pro tempore and notify the Appointments and Elections Committee.

1.53 Meetings and Quorum: Meetings shall be called by the chair, who shall preside over the meeting. Should the chair fail or decline to call meetings with sufficient frequency to accomplish committee objectives, two members may call a meeting, provided that all members including the chair are given sufficient notice. A majority of the members shall constitute a quorum of a committee.

1.54 Hearings and Deliberations: A committee should, where time permits, hear all testimony relevant to its assignment. All meetings shall be open to the university community unless called into executive session by the chair when the chair or committee determines that the presence of others might inhibit free expression or efficient proceedings. The chair's decision to call executive session shall be subject to challenge and may be overruled by a majority of the committee members present.

1.55 Record of Proceedings: The chair of the committee shall keep records of all actions of the committee or shall ensure that they be kept by a committee secretary. Persons wishing to be heard on the work of the committee should notify the chair of the committee.

1.56 Reporting: All Senate and Senate-appointed committees shall report to the Senate. Committees that do not report directly to the Senate may be invited to the Senate to discuss or clarify their activities. The type of report will depend on the status of the committee or body and the nature of its task.

Add language on resolutions and senate action in compliance with Sturgis

1.57 Dissolution: Senate standing committees shall be dissolved by amending the Constitution. Senate-approved university committees shall be dissolved by Senate action. Ad hoc or pro tempore committees shall be dissolved when they rise and report or at the end of the academic year in which they were appointed, whichever comes first.

1.58 Terms of Service on Senate and Senate-Appointed University Committees

1.581 Unless otherwise specified, committee members shall serve three-year terms. A committee member may be reappointed. During a committee's initial three years the Appointments and Elections Committee shall specify members with one, two, and three-year terms.

1.582 Removal: The Appointments and Elections Committee may recommend the removal of a committee member based on consultation with a committee chair or members. Accordingly, the committee member shall be told of the reasons for the proposed removal and shall be given at least two weeks in which to respond. If the Elections Committee then determines that removal of the member is in the best interests of the affected committee and of the Senate, it shall recommend to the Senate the name of a replacement member. Appointment of the new nominee by the Senate shall constitute removal of the previous member.

1.583 Leave: As soon as a committee member is certain of being granted a one-semester or longer leave from duties at the university, that member shall in writing so inform the chair of that committee, who in turn shall immediately inform the Secretary of the Senate and the Chair of the Appointments and Elections Committee. If the leave is longer than one semester, the Appointments and Elections Committee shall recommend to the Senate a temporary or permanent replacement selected according to normal criteria and procedures.

2.0 Committees

2.1 There shall be seven standing committees of the Senate. These shall be composed of a majority of faculty and may include administrators, students, and staff. These committees shall be (a) the Executive Committee, (b) the Academic Policy Committee, (c) the Faculty Affairs Committee, (d) University Resources and Planning Committee, (e) the Constitution and Bylaws Committee, (f) the Integrated Curriculum Committee, and (g) the Campus Climate Committee. Other committees deemed essential for university business shall be designated Senate-appointed university committees.

2.2 Executive Committee

2.21 Membership (14): The Executive Committee shall consist of 12 ex officio members and three elected members.

2.211 Ex officio: Chair of the Senate (who shall be the Chair of the Executive Committee); Senate Vice Chair (who is also chair of Faculty Affairs Committee); Secretary of the Senate (who shall be the Secretary of the Executive Committee and is also chair of Academic Policies Committee); the Chairs of the Committees on (a) University Resources and Planning, (b) Integrated Curriculum Committee, and (c) Campus Community Climate; a CSU Academic Senator chosen from and by the CSU Academic Senators; Provost; Vice Provost and Dean of Undergraduate and Graduate Studies; President of the Associated Students or designee; a staff senator chosen from and by the staff senators; and President of the university's chapter of the faculty unit's collective bargaining agent, who shall be a nonvoting member.

2.212 Elected: Two faculty senators elected from and by the elected members of the Senate, with no more than one from a college or equivalent academic unit.

2.22 Functions

2.221 The Executive Committee may consider all matters within the purview of the Senate.

2.222 The Committee may formulate recommendations and opinions on Senate matters and shall report them to the Senate or refer them to the appropriate committees.

2.223 The Committee shall be empowered to act for a committee in lieu of referral; such action shall be reported at the next regular meeting of the Senate.

2.224 The Committee shall act for the Senate on all matters that call for immediate action or attention. Such action shall require an absolute two thirds majority vote of the entire membership

of the Executive Committee and shall be reported to the Senate as a specific agenda item at its next meeting.

2.225 The Appointments and Elections Committee shall be a subcommittee of the Executive Committee.

2.23 Meetings

2.231 The Executive Committee shall meet biweekly on the weeks that the full Senate does not meet. The Committee shall meet at other times as necessary at the call of the Chair of the Senate; at the request of the President of the university or at the signed request of a majority of the Executive Committee.

2.232 The Executive Committee may meet with the President of the university, at the initiative of the Committee or the President, to consider problems or issues of the university.

2.24 Senate Agendas

2.241 At the first fall meeting of the Senate, the Executive Committee shall present issues of major interest for attention during the academic year.

2.242 The Executive Committee shall provide the Secretary with the regular agenda to be distributed to the Senate and instruct the Secretary to request the presence of such personnel as may be needed to facilitate the business of the Senate.

2.25 Challenge and Censure

2.251 A senator may offer a motion to challenge an action taken by the Executive Committee. If the motion receives a majority, then the matter shall be submitted immediately to a vote. A simple majority vote of the Senate shall uphold the action of the Executive Committee.

2.252 The Executive Committee may be censured for its actions; such action shall require a two-thirds majority vote of the Senate present and voting.

2.3 Academic Policy Committee (APC)

2.31 Membership (10)

2.311 Ex officio: The Secretary of the Senate who shall serve as committee chair, the Vice-Provost and Dean of Undergraduate and Graduate Studies, and the Registrar or designee

2.312 Appointed: two faculty senators and three faculty members at large appointed by the Appointments and Elections Committee of the Senate, and two students appointed in accordance with procedures established by the Associated Students Council.

2.32 Duties: Develops and maintains the academic policies of Humboldt State University. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), Academic Senate, APC members and other university community members; works with the ICC to prioritize items; vets changes and proposals through the ICC with recommendations forward to the Senate.

2.321 The Chair of the Academic Policy Committee shall serve on the Integrated Curriculum Committee.

2.4 University Resources and Planning Committee

2.41: The co-chairs of the University Resources and Planning Committee shall be a faculty senator, elected by the University Senate, and the Provost and Vice President of Academic Affairs. They shall be non-voting.

2.42 Membership (16): Three faculty members appointed by Senate with appointments balanced to represent the three colleges and include a lecturer; one faculty Senator elected by the Senate, one academic Dean appointed by the President, one Student Affairs representative, one Administrative Affairs representative, one University Advancement representative, two staff representatives and two students.

2.421 Advisors: The University Budget Director and a Budget Analyst from each Division shall participate in the committee as non-voting advisors.

2.43 Functions

2.431 The Committee shall make recommendations to the Senate and, within the policy guidelines established by the Senate, to appropriate administrative officers concerning the allocation of university resources;

2.432 The Committee shall act as the deliberative body of the Senate on all issues pertaining to, but not limited to, university budgets, allocation of facilities and positions, and allocation of special funds;

2.433 The Committee shall review and make recommendations concerning budget allocations, including division allocations and unallocated funds, and advise administrators on the use of those funds.

2.434 The Committee shall monitor budget throughout the year reviewing how budgeted and unbudgeted funds are spent, including review of quarterly reports relative to agreed budget categories and priorities

2.435 The Committee shall review and recommend fiscal priorities and strategies in support of the University vision and Strategic Plan and evaluate consistency of resource allocations (both budgeted and unbudgeted funds including enrollment growth funds) with that vision and plan.

2.436 The Committee shall review accountability studies and budget and expenditure outcomes and impacts; receive and review and advise on annual reports from division leaders concerning achievements relative to projected goals and objectives

2.436 The committee shall be included in discussion of how budget reductions are to be distributed (in terms of principles to be used for budget reductions as well as percentage distributions among divisions) prior to division leaders developing plans to reduce their division budgets

2.437 The committee shall review and make recommendations with regard to all division plans to reduce *services* when budget reductions are required, relative to the University Strategic plan priorities. This function shall not be construed as to in anyway imply an authority with regard to specific personnel decisions, and at all times is constrained by contractual agreements of the University.

2.438 The Committee shall serve as the consultative body on long term fiscal planning, reviewing patterns of previous expenditures and proposing changes as they may affect instructional programs, and making general policy recommendations regarding present and future resource decisions.

2.439 The Committee shall assist in the development of proposals for non-traditional funding.

2.440 The Committee shall evaluate the long term fiscal strategy of the University, including internal and external reviews, and make budgetary recommendations on planning and any other issues arising from these reviews.

2.441 The Committee shall advise the President on general budget policy.

2.5 Reports

2.51 The Co-Chairs of the Committee shall concurrently send to the Senate Chair all of its written communications sent to or received from administrative officers.

2.52 One of the Co-Chairs will regularly report to the Senate on the work of the Committee.

2.53 All recommendations made to administrative officers without prior Senate approval shall be submitted to the next meeting of the Senate following the recommendation for the consideration of the Senate. The Committee shall inform faculty and students about resource issues by providing information reports to the Senate.

2.5 Faculty Affairs Committee

2.51 Membership (8): The Committee shall consist of eight members, four faculty nominated by the Appointments and Elections Committee and appointed by the Senate for three year terms two of whom must be members of Senate, the Vice Chair of the Senate who will serve as chair of the committee, the President of the HSU chapter of the California Faculty Association, one student

appointed by the Associated Students for a term of one year, and the Associate Vice President for Faculty Affairs or designee who is a non-voting member

2.52 Functions: In conformance with the Unit 3 faculty Collective Bargaining Memorandum of Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university. Among its considerations shall be policies concerning the selection and evaluation of academic tenure, promotions, sabbaticals, academic privilege, and separation from the university. This committee parallels a like standing committee of the Academic Senate of the California State University. It considers matters being considered in the statewide Academic Senate. It shall formulate recommendations on current practice, shall propose revisions or new procedures, and shall report to the Senate.

2.6 Appointments and Elections Committee

2.61 The Appointments and Elections committee shall be a subcommittee of the Executive Committee

2.62 Membership (6): Chair of the Senate and President of the General Faculty, Provost and Vice President of Academic Affairs, two faculty members, a staff member solicited through a general call to staff and a student member recommended by Association Students. Committee members shall be affirmed by vote of the Senate. The term of office shall be for one year and begins at the last regular spring meeting of the Senate.

2.62 Functions: The Appointments and Elections Committee shall submit for confirmation by the Senate its nominees for members and chairs of Senate and Senate-appointed university committees. It shall make nominations as needed for ad hoc and pro tempore committees established by the Senate, shall fill vacancies that may occur in committees, and nominate officers of the General Faculty and other such officials as directed by the General Faculty Constitution may inquire including nominating candidates for vacancies on the University Faculty Personnel Committee in accordance with Appendix J and nominating candidates for vacancies on the Integrated Curriculum Committee in accordance with Appendix G. The Committee shall observe the following in nominating or appointing members:

2.621 Committees shall consist of at least three members.

2.622 Each elected senator shall serve on at least one standing or constitutional committee.

2.623 Administrative officers of the university may be named as members of Senate or university committees or councils.

2.624 An ex officio member shall not be named chair of any committee except the Executive Committee, unless otherwise provided.

2.625 No faculty member shall be nominated or appointed to membership on more than one Senate committee except that members of the Executive Committee may be appointed or elected to one other committee.

2.626 The entire personnel of a committee shall not be changed from one year to the next; terms shall be staggered.

2.627 The chair of a committee shall normally be chosen from the committee membership of the preceding year. Whenever possible, the chair shall be an elected senator.

2.628 The chair of a committee may request the Appointments and Elections Committee to replace a committee member for cause. The committee member shall be sent a copy of the request.

2.63 Elections

2.631 The Appointments and Elections Committee shall devise procedures for and shall supervise and administer all elections of members of the Senate.

2.632 It shall devise procedures for and shall supervise and administer all elections within the Senate, including elected officers and elected members of committees, except for the election of members of the Appointments and Elections Committee which shall be supervised by the Executive Committee of the Senate.

2.633 It shall certify vacancies in the Senate and in Senate and Senate-appointed university committees.

2.634 It shall supervise and administer the elections of Academic senators and of members to boards and selection committees, and it shall supervise and administer the elections or appointments of others to various positions as directed by the Senate or by the Executive Committee.

2.635 Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.

2.636 The Committee shall decide in cases of doubt the eligibility for election or membership in the electorate.

2.637 The Committee shall conduct all referenda to amend the Constitution.

2.7 Committee on Constitution and Bylaws

2.71 Membership (7): The Committee shall consist of the Secretary of the Senate, four faculty members and one non MPP staff member nominated by the Committee on Committee and Elections and appointed by the Senate, and one student appointed by the Associated Students.

2.72 Functions

2.721 The Committee shall review periodically the Constitution and Bylaws of the Senate and university policies, and it shall recommend to the Senate such changes as desirable. It shall report to the Senate its recommendations with respect to proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the Senate or by the Senate Executive Committee.

2.722 Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee.

2.723 Interpretations by the Committee shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by action of the Senate.

2.724 The Committee shall consider each year, as may be necessary, revision of the list of Senate and Senate-appointed university committees and of the membership and functions of each committee. It shall present its recommendations to the Senate in the first Senate meeting held after April 1.

2.8 Integrated Curriculum Committee

Appendix G of the Handbook

2.81 Membership (23):

Membership shall be as described in Appendix G, Integrated Curriculum Committee Constitution.

2.82 Functions

2.821 As stated in the Integrated Curriculum Committee Constitution (Appendix G), the ICC shall provide “careful consideration and deliberation of all academic planning and curriculum matters” and “work collaboratively and act in the best interest of the University wide community and in consideration of the HSU mission and strategic plan.” The Committee shall report to the Senate.

2.822 The work of the Integrated Curriculum Committee will be guided by the Integrated Curriculum Committee Constitution (Appendix G). This Constitution can only be amended by the action of the University Senate.

MAJOR REVISIONS STILL UNDER WAY PAST THIS POINT January 25, 2011

3.0 Elections