

*UFPC and Professional Leave Committee as committees of GF

*Language on responsibilities

CONSTITUTION OF THE GENERAL FACULTY OF HSU

DRAFT changes as of January 20, 2011

ARTICLE I. NAMES AND PURPOSE

1.0 SHARED GOVERNANCE

The faculty members of Humboldt State University affirm the principles of shared governance as set out in the Higher Education Employer-employees Relations Act (art. 1, sec. 3561b). The Constitution of the General Faculty defines membership in the General Faculty and provides a vehicle for the faculty to ensure the fulfillment of their responsibilities under the principles of shared governance.

~~Section 1. Name The name of this organization shall be the General Faculty of Humboldt State University, hereinafter referred to as the General Faculty.~~

~~Section 2. Purpose The purpose of the General Faculty organization is to provide an instrumentality to assure that the collective knowledge, experience, and judgment possessed by the members shall be as fully utilized as possible in providing students with educational opportunity, in developing university policies and procedures, and in fostering a spirit of unity and cooperation among its members.~~

ARTICLE II. 2.0 MEMBERSHIP

~~Section 1. Membership -Membership in the General Faculty shall consist of~~

- ~~(1) full-time members of the university faculty who hold academic rank of instructor or above in an instructional unit;~~
- ~~(2) full-time librarians;~~
- ~~(3) full-time coaches;~~
- ~~(4) full-time counselors;~~
- ~~(5) lecturers, librarians, coaches, and counselors, holding at least a one-year appointment with a time base averaging at least .40 of full time,~~
- ~~(6) FERP faculty; and~~
- ~~(7) professors emeriti.~~

~~Upon recommendation of the Academic University Senate and upon two-thirds approval of the voting General Faculty in residence, other individuals may be admitted into membership.~~

~~ARTICLE III.~~ 3.0 POWERS AND STRUCTURE

~~Section 1.~~ 3.1 Functions -The function of the General Faculty shall be to formulate and recommend to the University President policies for the University affecting matters of common concern to the General Faculty; ***to implement authority assigned to it by the University President; to assist in the selection of future presidents of the university and future administrators of high rank; and to act for the faculty in other matters within its jurisdiction.

~~Section 2.~~ 3.2 Representation to Other Organizations -The General Faculty shall elect those persons who represent it to appropriate governing boards, governmental bodies, or state organizations such as the CSU Academic Senate.; and the General Faculty may authorize these representatives to use such funds as are available for such purpose.

Section 3. Exercise of Powers -All powers of the General Faculty shall reside in the General Faculty except that certain functions may be exercised through an Academic the University Senate as herein provided.

~~ARTICLE IV.~~4.0 OFFICERS OF THE GENERAL FACULTY

~~Section 1~~ 4.1 Officers -The elected officers of the General Faculty shall be a the Chair of the General Faculty president, secretary, and treasurer who shall also be the Chair of the University Senate.

~~Section 1.1. Executive Board~~ The elected officers, together with the Chair of the Academic Senate, shall constitute the Executive Board of the General Faculty and shall perform its administrative functions.

~~Section 2.~~ 4.2 Members Eligible to Hold Office - Any member of the General Faculty may be President after three years of employment by the University, or may be Secretary or Treasurer after one year of employment by the University and two years service on the University Senate prior to taking office.

~~Section 3.~~ 4.3 Term of Office -The General Faculty President, Secretary, and Treasurer shall be elected by majority vote and shall hold office for a two one-year term from the 1st of June following their his or her election.

~~Section 4.~~ 4.4 President Duties -The General Faculty President shall (1) preside over all meetings of the General Faculty; (2) carry out the directions of the General Faculty; (3) represent the General Faculty at

~~formal functions of the University or appoint someone to serve in his or her stead; and (4) perform the duties customarily performed by presiding officers, including making all arrangements for meetings of the General Faculty.~~

~~Section 5. Vice President Duties -The Chair of the Academic Senate shall be Ex Officio Vice President of the General Faculty and shall exercise the powers and duties of the General Faculty President in the absence of, or at the request of, the General Faculty President.~~

~~Section 6. Secretary Duties -The Secretary of the General Faculty shall perform the usual duties of the office, including keeping the minutes of the meetings of the General Faculty. Such minutes shall be distributed to the membership of the General Faculty as soon as practicable following each meeting. The Secretary shall certify the eligibility of Academic Senate Membership, as required by Appendix F,~~

~~Section 7. Treasurer Duties -The Treasurer shall administer the funds of the General Faculty, keep current records of receipts and disbursements, and submit an annual financial report to the General Faculty. The accounts of the Treasurer shall be audited annually.~~

~~Section 8. Consecutive Terms -No elected officer or representative of the General Faculty shall be eligible to serve more than two consecutive full terms in the same position.~~

~~Section 9. Parliamentarian -A parliamentarian for the General Faculty may be appointed by the General Faculty President to serve concurrently.~~

~~Section 10. Senate Officers and Terms -From the elected representatives, the Academic Senate shall elect a chair, a vice chair, and a secretary. The terms of office shall be one year.~~

ARTICLE V.5.0 THE GENERAL FACULTY

~~Section 1.5.1 Meetings - All meetings of the General Faculty shall be open to all members.~~

~~Section 2.5.2 Regular Meetings -The General Faculty shall meet as often as necessary to transact its business.~~

~~Section 3.5.3 Policy Matters, Voting -The General Faculty shall consider such policy matters as are brought before it by the Academic University Senate. The General Faculty may, by majority vote, a quorum being present require the Academic Senate to report progress on any matter before it or to refer any such matter to the General Faculty for consideration. The final vote on any such matter referred by University~~

~~Senate assumed by the General Faculty~~ shall be taken by secret ballot with provisions for proxy voting by the General Faculty in residence.

~~Section 4.5.4 Authority/Jurisdiction~~ - The General Faculty shall have the authority to initiate, consider, and implement action related to the functions and procedures within its jurisdiction.

~~Section 5.5.5 Special Meetings~~ -The General Faculty president/*Senate Chair* shall have the power to call a meeting of the General Faculty either upon his or her own initiative, or when directed to do so by a majority vote of the ~~Academic~~ *University Senate*, or upon petition of at least 10 percent of the General Faculty—provided that each member in residence shall be notified of such special meeting together with the business to be transacted.

Section 6. Bylaws -The General Faculty shall adopt such bylaws as are necessary to carry out the provisions of this Constitution.

Section 7. Quorum -One third of the total membership of the General Faculty in residence as herein defined shall constitute a quorum.

~~ARTICLE VI. THE ACADEMIC SENATE~~

6.0 RELATIONSHIP TO THE UNIVERSITY SENATE

~~Section 1. 6.1 Functions~~ -The ~~Academic Senate~~ shall act for the General Faculty

Delegation of responsibility - *The General Faculty delegates to the University Senate the responsibility to formulate, review and to recommend academic policies to the President of the University or to other appropriate agents. The Academic Senate shall also consider and respond to policy recommendations submitted by individual members, by the General Faculty, or by the President of the University. The Academic Senate may refer the matter to an appropriate committee for study and recommendation, or it may refer it to the General Faculty. If any matter is referred from any source to the General Faculty for action and the referred matter is not acted on by the General Faculty due to lack of a quorum, then such matter will be referred to the Academic Senate for final disposition.*

~~Section 2. Composition~~ -The ~~Academic Senate~~ shall consist of representatives from each academic unit in the university, student representatives, a representative of lecturers, a counselor representative, a coach representative, a representative from the HSU Emeritus and Retired Faculty Association, a representative from Student Affairs, and ex officio members. Each academic unit (colleges and library) shall have one representative for each 25 full time equivalent (FTEF) positions or fraction thereof allocated to it.

~~There shall be three student representatives and one representative from Student Affairs, one representative of lecturers holding one year appointments with a time base averaging at least .40 of full-time, one~~

~~full time counselor representative, one full time coach representative, and one representative of the HSU Emeritus and Retired Faculty Association having full voting privileges. The immediate past Chair of the Academic Senate, the General Faculty President, the Chair of the Integrated Curriculum Committee, and the General Faculty representatives to the Academic Senate of the California State University shall be ex officio members with full voting privileges, except that no senator shall have two votes as a result of serving both as an ex officio member and as an elected member.~~

~~The President of the University, the Provost/Vice President for Academic Affairs, the Vice President for Administrative Services, the Vice President for Student Affairs, the Vice President for University Advancement, the CFA Chapter President, the President of the Associated Students of Humboldt State University, the Senate Finance Officer, and a member of the HSU Staff Council shall be ex officio members without voting privilege.~~

~~Section 3. Membership Eligibility All members of the General Faculty are eligible to hold the office of academic representative to the Academic Senate. Identification with an academic unit of the university shall be determined by the original academic appointment and retreat rights of the staff member.~~

~~Section 4. Terms of Office The terms of office of academic representatives to the Academic Senate shall be three years and shall be so staggered that approximately one third of the representatives shall be elected each year. The term of office of student representatives to the Academic Senate shall be determined by the Associated Students.~~

~~Section 5. Vacancies Any vacancy which may occur between regular elections among representatives to the Academic Senate, or among officers of the General Faculty, shall be filled by a majority vote of the membership of the Academic Senate present, provided that any person so elected shall represent the appropriate academic unit and shall serve only until the next regular election and, provided further, that any remaining portion of the term so vacated shall be filled at the next regular election.~~

~~Section 6. Quorum Two thirds of the voting membership shall constitute a quorum for the Academic Senate.~~

~~Section 7. Constitution Interpretation The interpretation of this Constitution shall rest with the Academic Senate.~~

~~Section 8. Presentation of Proposed Policy Statements Individual members of the General Faculty may propose policy statements, except that such statements shall be presented in written form, and they shall be first submitted to the Academic Senate.~~

~~ARTICLE VII. 7.0 FINANCES~~

~~Section 1. 7.1 Dues Funds~~-The General Faculty may vote to authorize the collection of funds from members which may be disbursed for social or other purposes.

~~Section 2. 7.2 Monetary Contributions~~ -The General Faculty may accept monetary contributions and disburse them for general purposes of specific projects.

~~ARTICLE VIII. COMMITTEES~~

~~Section 1. Establishment and Termination~~ -The General Faculty and the Academic Senate may establish and terminate committees to carry out their respective functions.

~~Section 2. Standing Committees~~ -The resolution establishing any standing committee shall define its function and designate the number of members, their terms, and how they shall be appointed or elected. The resolution establishing a standing committee shall become a part of the bylaws of the General Faculty or of the bylaws of the Academic Senate.

~~Section 3. Committee Operation~~ -Unless otherwise provided in the establishing resolution, each committee shall provide for its own organization, elect its own officers, and determine its own method of procedures.

~~ARTICLE IX. 8.0 ELECTIONS~~

~~Section 1. 8.1 Election Dates~~ -Elections for officers of the General Faculty *President*, University Faculty Personnel Committee, *University Curriculum Committee*, Professional Leave Committee, and other positions if desired, shall be conducted so as to be completed before teaching schedules for the fall semester are determined. ~~Elections for college Academic Senate representatives (for terms beginning the following academic year) shall be conducted by the colleges during the fall semester, before teaching schedules for the spring semester are determined. (Amended March 2006)~~ Voting shall take place during regular ~~school college~~ elections provided such ~~school college~~ elections take place at the same time as *University Senate elections* or previous to the General Faculty elections. (moved from 8.21)

~~Section 2. 8.2 Nominating and Elections Committee~~ - The *faculty members of the University Senate Elections Committee shall serve as the Elections Committee of the General Faculty* will be comprised of elected General Faculty Officers (*President, Secretary, and Treasurer*) with the addition of two members of the General Faculty appointed by the General Faculty *President, on or before the 15th of January each year.* Nominations for officers of the General Faculty, the University Faculty Personnel Committee, and other such officials as may be provided in the bylaws shall be made by the Committee in accordance with the provisions of the bylaws of this Constitution. The Committee shall conduct all elections of the

General Faculty in accordance with the provisions of the bylaws of this Constitution.

~~Section 2.1.8.21 Submission of Nominations -Each academic unit of the University shall nominate and elect college Academic Senate representatives. Lecturers holding one-year appointments with a time base averaging at least .40 of full time shall nominate and elect their Academic Senate representative. At least two nominations shall be made for each vacancy. Voting shall take place during regular school college elections provided such school college elections take place at the same time as University Senate elections or previous to the General Faculty elections. Elections of student representatives to the Academic Senate shall be the responsibility of the Associated Students.~~

~~Section 3.8.22 Election Process -The officers of the General Faculty President, members of the University Faculty Personnel Committee, members of the Professional Leave Committee, representatives to the Academic Senate, and all other representatives or officers of the General Faculty selected through an election process shall be elected by a vote of those voting consistent with the following provisions:~~

8.221 With one position to fill -All nominees shall be listed on the first ballot. Those having the highest number of votes, and whose votes, when added together, constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of votes cast. All ballots shall list nominees in alphabetical order.

8.222 With multiple positions to fill -In elections where multiple positions are to be filled, those whose votes when added together constitute 66.7% or more of the votes cast will be elected. If there are more candidates retained than required for multiple positions, a run-off election will be held of those candidates.

8.223 Unexpired terms -If unexpired terms are being filled by the election process, the candidate with the highest vote count shall select the term of office to serve, if more than one term length exists.

~~Section 4. 8.3 Special Elections -The President of the General Faculty may call special elections consistent with the provisions of Article IX, Section 3. section 9.3.~~

~~Section 5.8.4 Secret Ballot and Voting -All elections not otherwise provided for in the Constitution or Bylaws shall be conducted by secret ballot with provision for proxy voting by General Faculty in residence. The Nominating and Elections Committee shall be in charge of all arrangements.~~

9.0 AMENDMENTS

~~Section 6.9.1~~ Proposing Amendments -Amendments to this Constitution may be proposed to the General Faculty President/ ~~or the~~ Academic Senate Chair and the complete wording of the proposed amendment shall be forwarded to the Academic Senate for passage of a resolution calling for a vote of the General Faculty.

~~Section 7.9.2~~ Notification of Members -The complete wording of any proposed amendment shall be made electronically available through campus processes and three paper copies shall be placed at the Reserve Desk at the University Library. This notification shall occur at least seven days prior to the election.

~~Section 8.9.3~~ Ratification -Amendments to this Constitution shall be ratified by a majority vote of the General Faculty in residence.

~~Section 9.9.4~~ Voting -Voting on amendments shall be consistent with the provisions in ~~Article IX, Section 5~~ *section 8.4*.