

BYLAWS OF MTSU FACULTY SENATE

Ratified as amended, August 26, 2011

ARTICLE I -- DUTIES AND POWERS

Section 1. The Faculty Senate is the principal representative body of the faculty and is responsible for its own organization and procedures, policies, and regulations, as well as other matters referred to it by the President, Provost, administration, faculty or students of the University. The Faculty Senate has the responsibility to promote policies which set and maintain the efficacy of the academic programs. At the same time, the Faculty Senate advocates for the faculty and academic policies within the University Community at large. The Middle Tennessee State University Faculty Senate shall further have those duties and powers delegated to it by the faculty of the University. Such duties and powers shall at all times be consistent with the legally prescribed roles of the faculty and its relationship to the administrative staff.

Section 2. All action by the Faculty Senate shall be reported to the University faculty either orally, electronically, or in written form. Such action shall be subject to revision by the faculty-at-large through a simple majority vote. Said vote shall be managed by the Election Commission Committee as appointed in Article VI, Section 2.

ARTICLE II -- Membership

Section 1. Membership in the Faculty Senate is a privilege and responsibility to be respected by the University Community at large. Issues often arise for consideration by the Faculty Senate that must be treated with the utmost professionalism, courtesy, and collegiality; it is incumbent upon Senators to pay particular care to the demands of collegiality and to the best interests of the University as a whole and the academic processes in particular. Eligibility for membership in the Senate shall be limited to tenure-track and tenured faculty personnel who have completed five successive semesters (excluding summers) of service at Middle Tennessee State University. The term of service shall have been completed prior to eligibility for election. Faculty members who perform the majority of their work in the area of administration, including members of the Chairs Council, shall not be eligible for membership in the Senate. If the eligibility of a person for membership is questioned, the Faculty Senate shall be the judge of the qualifications of that person for membership. The Faculty Senate may delegate this responsibility to the Steering Committee through a simple majority vote.

Section 2. The Middle Tennessee State University Faculty Senate shall be composed of one faculty member from each of the academic colleges of the University, the President, the President-Elect, the Recording Secretary, the immediate Past President, and the Tennessee Board of Regents Faculty Sub-Council representative. Each academic unit shall be entitled to be represented directly by one of its faculty members.

In addition, faculty members of the Library shall be represented by one faculty member. For purposes of this document, the previously indicated departments, schools, and faculty members of the Library, shall hereafter be indicated as an academic unit. When an academic unit does not have a member who fulfills the eligibility requirements for Faculty Senate membership in Section 1 of this Article, a faculty member from that academic unit duly elected by the faculty of that academic unit shall be eligible to serve. All tenured and tenure-track faculty in each academic unit shall be eligible to vote for the representative from their academic unit.

Section 3. The faculty of the Colleges of Basic and Applied Sciences, Behavioral and Health Sciences, Business, Education, Liberal Arts, Mass Communication and University College shall also be represented by at least one at-large representative from each College. Faculty members of the Library shall be considered in the calculation of at-large seats with the College of Mass Communication. At-large representation seats shall be calculated at the rate of one Senate seat for every twenty faculty members or major fraction thereof, less the number of academic unit representatives within that College. The number of at-large representatives from each College shall be adjusted in accordance with the number of full time faculty positions during the fall semester each year. All tenured and tenure-track faculty in each College and the Library shall be eligible to vote in the at-large representative elections for their College (or the College which represents them in the case of the Library). At-large representatives shall hold at-large representative positions in the Faculty Senate for the duration of their terms, and their positions shall not be administratively converted to academic unit representatives.

Section 4. All terms of office shall be for three years with the exception of the Faculty Senate officers. No limit shall be assigned to the number of terms a member may serve; however, no member shall serve more than two consecutive terms. Each college shall elect approximately one-third of its membership each year to maintain continuity. In the event of an academic unit senator's inability to complete his/her term due to resignation, termination, leave-of-absence, or other circumstance, his/her unexpired term shall be fulfilled by a faculty member otherwise meeting eligibility requirements and chosen by the represented academic unit. In the event an at-large representative is unable to complete his/her term, the Election Committee shall organize and execute a college-wide election to fill the vacated seat in accordance with Article VI. The Senate shall have the right to create one-year or two-year terms of office only for the purpose of restoring the balance of an approximately equal number of senators elected annually from the Colleges listed in Section 2 of this Article.

Section 5. Participation in the Faculty Senate requires considerable professional judgment and responsibility as well as a dedication to the best interests of Middle Tennessee State University. Membership carries with it a direct charge to act in the best interests of the University community and to maintain open and full communication with the Faculty. When a senator is absent without evidence of just cause for three consecutive regularly scheduled Senate meetings, the Recording Secretary will inform the Faculty Senate Steering Committee of the absences. If after investigation just cause has not been provided, the Steering Committee will recommend to the Faculty Senate

that the seat be declared vacant. Such vacancies, and all other vacancies owing to death, resignation, or other causes, shall be filled for the duration of the unexpired term as expeditiously as possible, according to the provisions of these bylaws.

Section 6. Installation of new members shall occur at the May meeting of the Faculty Senate unless otherwise dictated by circumstances outlined in these bylaws.

ARTICLE III -- Meetings

Section 1. The Faculty Senate of Middle Tennessee State University shall meet in regular session on the second Monday of September, October, November, December, February, March, April, and May and at least once during the summer session. The Steering Committee may adjust the September, December, and/or May Senate meeting dates by up to fourteen days to allow for holidays and other circumstances which render rescheduling prudent.

Section 2. Matters to be considered by the Senate shall normally be routed to the Faculty Senate Steering Committee for inclusion on the agenda, which shall be communicated to the members of the Senate at least five days prior to the next scheduled meeting. New business raised during a Faculty Senate meeting may be deferred for discussion until a later meeting at the discretion of the Faculty Senate President. Exception to the President's deferral can be made by vote of $\frac{3}{4}$ of those present at the Faculty Senate meeting. Substantive changes in policy or action, such as By-Law changes, votes of confidence, and similar issues, must be placed on the agenda prior to the meeting of the Faculty Senate. The proposed action must be presented in writing in final form for distribution at the beginning of the Faculty Senate meeting in which it is scheduled to be discussed.

Section 3. Called meetings shall be held at the request of the President of the University, the President of the Faculty Senate, the Steering Committee, or petition signed by one third of the members of the Faculty Senate.

ARTICLE IV -- Officers

Section 1. The officers of the Faculty Senate must represent the interests of the Faculty Senate and the faculty at all times, and shall be elected by the membership of the Faculty Senate according to Article V below. The Faculty Senate of Middle Tennessee State University shall be presided over by a President, who shall assume the presidency on June 1 immediately after having served one year as President-Elect of the Senate and thereafter will serve a one year term.

Section 2. Assisting the President shall be a President-Elect, who shall be elected at the April meeting of the Senate and assume the duties of the office on June 1 for a term of one year. It shall be the duty of the President-Elect (1) to preside at all meetings where the President is not present, (2) to assume the Presidency when for any reason the duly elected President is unable to fulfill his/her elected term of office, and (3) to

assume the office of President at the conclusion of his/her term of office as President-Elect.

Section 3. A Recording Secretary shall be elected at the April meeting of the Senate and shall assume his or her duties June 1 for a term of one year. It shall be the duty of this officer to keep records of all Senate proceedings and make them available to each member of the University faculty. Said officer shall also be charged with recording monies/funds collected for or allocated to the Faculty Senate.

Section 4. Eligibility to run for a Faculty Senate office is limited to current members of the Senate. Members who are completing a term in the Senate, including those who are finishing two consecutive terms, are eligible to run for office for the coming year.

Section 5. Succession of Officers – The following Faculty Senate officer order of succession shall be implemented should one or more of the elected officers be unable to perform the duties of the relevant office:

- a) President: In the event the President is unable to continue the duties of the presidency, the President-Elect shall assume these responsibilities until such time as the President can reassume duties or until the end of the President's term, whichever comes first. A President-Elect who, due to the inability of the President to complete his/her term, has succeeded to the presidency shall automatically succeed to a full term as President. In the event the President shall not be able to complete his/her term of duty, the President-Elect shall assume responsibility for the position and a new President-Elect shall be elected by the Faculty Senate in accordance with these By-Laws.
- b) President- Elect: Should the President-Elect be unable to fulfill his or her elected term of office, the Nominating Committee shall prepare a slate of at least two candidates for consideration by the Senate at the next scheduled meeting. Election of the new President-Elect shall be in accordance with these By-Laws. A President-Elect elected to fill this position under these circumstances shall not succeed to the Presidency until after holding office one full year or the Presidency is vacated.
- c) In the event both the President and President-Elect are unable to assume or continue their duties of office, the Faculty Senate Steering Committee shall elect an Interim President from the membership of the Steering Committee to preside at succeeding Faculty Senate meetings and oversee the election of a new President and President-Elect from the Senate membership. Provided a quorum is present (defined in Article VII, Section 3), election of the Interim President shall be by simple majority of the Steering Committee members present. The Faculty Senate Nominating Committee shall submit at least two candidates for nomination to each position and the election shall be conducted in accordance with these By-Laws. Upon election by the Faculty Senate, the new President shall immediately assume his/her responsibilities and the Interim President shall return to his/her status as a Faculty Senate representative (if he/she was not elected as the new President or President-Elect).

- d) Recording Secretary: Should the Recording Secretary be unable to fulfill his or her elected term of office, the Faculty Senate Steering Committee shall elect an Interim Recording Secretary from the membership of the Steering Committee to serve until the full Faculty Senate membership elects a replacement. Provided a quorum is present (defined in Article VII, Section 3), election of the Interim Recording Secretary shall be by simple majority of the Steering Committee members present. The Faculty Senate shall elect a Recording Secretary to complete the unexpired term of office as soon as possible from a list of at least two candidates provided by the Faculty Senate Nominating Committee. The election shall be conducted in accordance with these By-Laws.

Section 6. The immediate Past President shall serve a term of one year as an ex officio member of the Faculty Senate. The immediate Past President shall not have the right to vote on issues brought before the Senate but will be relied upon for guidance and input into issues of importance. In accordance with Article VII, Section 3, the immediate Past President shall also serve as a member of the Faculty Senate Steering Committee.

Section 7. The President shall designate a member of the Faculty Senate to serve as Parliamentarian at his/her discretion. The Parliamentarian will be charged with ensuring that parliamentary procedure (in accordance with Robert's Rules of Order, Revised) are followed in the execution of Faculty Senate proceedings. The designated Parliamentarian shall serve a term of one year and may be replaced at any time by the Faculty Senate President for just reason (e.g. illness, resignation of elected seat).

Section 8. The President, President-Elect, and Recording Secretary shall be non-voting officers, with the exception that the President shall vote in order to break tie votes. Once members of the Faculty Senate are elected to one of these three officer positions, the positions to which they were elected to the Senate shall be declared vacant and filled in accordance with Article II, Section 4 of these By-Laws before the next scheduled meeting of the Senate.

Section 9. The President-Elect shall be eligible to succeed him/herself as provided for under Section 5 of this Article. The Recording Secretary shall be eligible to succeed him/herself as provided for under Section 5 of this Article and for as many terms as he/she is elected to the Senate by his/her constituency and to the office by the Senate.

Section 10. Election of officers shall be conducted at the April meeting of the Senate.

Section 11. Any officer of the Faculty Senate may be removed from office by vote of 2/3 of the membership of the Faculty Senate. Upon removal of an officer, a replacement will be secured in accordance with Sections 2 or 5 d. (as appropriate) of this Article.

ARTICLE V - Voting Procedures

Section 1. A simple majority of the total Senate membership shall constitute a quorum for regularly scheduled meetings and shall be authorized to conduct business in the name of the Senate. At called Senate meetings, twenty (20) senators or 40% of the total membership, whichever is the smaller number, shall constitute a quorum and shall be authorized to conduct business in the name of the Senate.

Section 2. Voting shall be by voice vote or the show of hands unless the majority of those present desire a secret ballot. All elections shall be decided through a secret ballot. A majority vote shall be as defined by Robert's Rules of Order, Revised.

Section 3. Robert's Rules of Order, Revised shall be the parliamentary authority for the Senate on all questions not covered by the By-Laws or any standing rules which the Senate may adopt.

ARTICLE VI -- Elections

Section 1. All full time faculty members, with the exception of those who perform 50% or more of their work in the area of administration, shall be eligible to vote in elections sponsored by the Faculty Senate. If the eligibility of a person to vote is questioned, the Faculty Senate shall be the judge of the qualifications of that person for voting. The Faculty Senate may delegate this responsibility to the Steering Committee through a simple majority vote.

Section 2. An Election Committee shall be appointed by the President of the Senate and shall consist of two members from each college represented on the Senate. For purposes of this committee, the Library shall be included in the College of Mass Communication. This committee shall be responsible for conducting college at-large representative elections and other faculty-wide votes.

Section 3. The Election Committee shall be responsible for recording to each academic unit the number of positions to be filled each spring. Election of members to the Senate shall take place within one month after the February meeting. Each academic unit shall elect their representative and report the member's name to the Faculty Senate office before the March meeting. College at-large representatives shall be elected by each college through secret ballot elections on the date(s) designated by the Election Committee. The Election Committee shall receive nominations for college at-large vacancies in the Senate upon petition of seven or more qualified voters within the college where the vacancy exists. Such nominations shall be received at least ten days prior to the election in which the vacancy will be filled. Newly elected members shall be installed as the first item of new business at the May Faculty Senate meeting.

Section 4. The Election Committee shall certify to the President of the Senate the winners of elections.

Section 5. For those voters who will be absent from the campus during the election period, absentee ballots shall be made available at least one week before the election. Requests for absentee ballots should be made through the chairman of the Election Committee. Faculty members will be notified of the availability of absentee ballots at the announcement of the election period.

ARTICLE VII -- Faculty Senate Steering Committee

Section 1. At its regular meeting in May after the installation of new members of the Faculty Senate, the Senate shall elect a Faculty Senate Steering Committee of which the President of the Senate shall be chair. The term of the newly elected Steering Committee shall begin June 1.

Section 2. The members of the Steering Committee shall hold office for one year and no member of the Senate shall serve as a voting member of the Steering Committee for more than two consecutive years.

Section 3. The Steering Committee shall be composed of two Senators from different academic units from each college represented on the Senate, the President, President-Elect, and Recording Secretary of the Senate. University College, consisting of only one academic unit, shall be represented by one senator. The immediate Past President and the Tennessee Board of Regents Faculty Sub-Council representative shall be non-voting members of the Steering Committee. A quorum shall consist of a simple majority of the voting members of the committee. For purposes of this committee, the Library shall be included in the College of Mass Communication.

Section 4. The duties of the Faculty Senate Steering Committee shall be: to accept and bring before the Faculty Senate all business suggested to the Senate by the administration, faculty or students of the University; to recommend possible courses of action; to appoint such committees as it deems necessary for the work of the Senate, perpetuating them so long as their existence is desired and abolishing them when their services are no longer needed; and to attend to other duties and responsibilities explicitly delegated to it by the Faculty Senate. All actions shall be approved and enacted by the Faculty Senate as a whole.

Section 5. The Faculty Senate Steering Committee shall appoint a Nominating Committee consisting of one Senator from each college to provide the Senate with at least two nominees each for the offices of President-Elect and Recording Secretary. The report of the Nominating Committee shall be presented to the Faculty Senate at its April meeting and at other times as dictated by vacated Faculty Senate officer positions. The Nominating Committee shall provide the Senate with at least two nominees for each office vacated.

Section 6. Decisions by the Steering Committee shall be made by a simple majority vote of the voting members present at a meeting at which a quorum is present. The President of the Senate shall vote on the Steering Committee only to break a tie.

Section 7. The Steering Committee shall also recommend to the President of the University and other administrative officers, names for membership on committees of the faculty and other committees as requested. A balance of representation among colleges shall be considered in making recommendations. All full-time faculty members will be considered eligible for recommendation to these positions, but preference generally will be given to full-time tenured and/or tenure-track faculty over fixed-term faculty. In instances where full-time fixed-term faculty members have special expertise, training, or skills relevant to a particular committee, the Steering Committee will evaluate the qualifications and render a recommendation.

Section 8. The minutes of all Faculty Senate Steering Committee meetings shall be reported to the Faculty Senate in written form.

Section 9 In the event a member of the Steering & Liaison Committee is unable to complete his/her term of duty, the Steering Committee shall elect a replacement as soon as possible. The election shall be conducted in accordance with these By-Laws.

ARTICLE VIII -- Faculty Senate Liaison Committee

Section 1. The members of the Faculty Senate Steering Committee shall also serve as members of the Faculty Senate Liaison Committee. Members of the Faculty Senate Liaison Committee shall hold office for one year and no member of the Senate shall serve as a member of the Liaison Committee for more than two consecutive years (except in the case of elected officers of the Faculty Senate).

Section 2. The Liaison Committee shall be composed of two Senators from different academic units from each college represented on the Senate, the President, President-Elect, Recording Secretary, and immediate Past President of the Senate as well as the Tennessee Board of Regents Faculty Sub-Council representative. For purposes of this committee, the Library shall be included in the College of Mass Communication.

Section 3. The duties of the Faculty Senate Liaison Committee shall be to accept and bring before the Administration all business suggested by the Senate membership, Steering Committee, or faculty of the University and to report the results of such consultation back to the Faculty Senate membership in the form of written or verbal comments at each regularly scheduled Faculty Senate meeting.

ARTICLE IX -- Provisions for Amending By-Laws

Section 1. The Senate shall have the authority to make, amend, and repeal the By-Laws of the Senate by a vote of two-thirds majority of those present, provided a quorum is on hand, at any regular meeting or special meeting announced to members one week in advance. Such action shall be ratified by a simple majority of the University faculty-at-large who vote.

Section 2. The Faculty Senate shall review for amendment or revision these By-Laws every three years. The Faculty Senate President shall select a review committee at the October meeting to conduct this review, ensuring that each college is represented by the membership. The review committee shall meet as needed to review the current By-Laws and provide a written report to the Faculty Senate President with their findings by the February meeting. The President-Elect shall serve as chair of the By-Laws Revision Committee; the President-Elect shall be a non-voting member unless his/her vote is needed to break a tie in the committee. The Faculty Senate President shall present the findings of the committee to the February meeting and the full senate shall, after review and appropriate debate, take appropriate action based on the recommendations of this committee.

ARTICLE X – Tennessee Board of Regents Faculty Sub-Council Representative

Section 1. The Tennessee Board of Regents Faculty Sub-Council representative will be the current or most recent Faculty Senate Past-President willing to serve. This is a three year appointment.

Section 2. The Tennessee Board of Regents Faculty Sub-Council representative shall be an ex-officio member of the Faculty Senate. The Tennessee Board of Regents Faculty Sub-Council representative will also be an ex-officio member of the Faculty Senate Steering and Liaison committees. The Tennessee Board of Regents Faculty Sub-Council representative shall not have the right to vote on issues brought before the Senate or its committees, but will be relied upon for guidance and input into issues of importance.

Section 3. Should the Tennessee Board of Regents Faculty Sub-Council representative assume a position allocated to more than 50% administrative duties during his/her time of service or is unable to complete the term of office for any reason, he/she must resign his/her position as Sub-Council representative and a new representative be appointed by the Faculty Senate Steering Committee.

Section 4. The representative will attend the Tennessee Board of Regents Faculty Sub-Council meetings and keep the Senate informed of the business occurring in the Sub-Council via a presentation to the Senate after each sub-council meeting or by other means when warranted.