



**SOUTHERN UNIVERSITY at SHREVEPORT**

**Faculty Senate Constitution & Bylaws**

Revision 2019

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## **ARTICLE I - DEFINITION**

The Southern University at Shreveport Faculty Senate is an autonomous organization which serves in an advisory capacity to the Administration. Throughout this document, the term Faculty refers to those Faculty members employed at Southern University at Shreveport, Shreveport, Louisiana who (1) teach or hold academic rank or counsel or serve as librarian and (2) do not hold deanships, assistant and/or associate deanships and (3) are not members of the Administrative Council as defined by the current SUSLA Faculty Handbook. The Faculty Senate has authority per all matters pertaining to the educational interests of the University and all educational matters that concern the Faculty and Faculty interests. In addendum and as aforementioned, the Faculty Senate functions as an advisory and consultative body to the Chancellor on all matters that may affect the attainment of the University's educational objectives and student learning outcomes.

University refers to the Southern University, Shreveport, Louisiana.

Senator refers to a Faculty Member elected as a Division representative as provided for in this Constitution.

Division refers to Faculty groups composed of those who teach, counsel, and serve as librarians.

## **ARTICLE II - NAME**

The name of this organization shall be the Faculty Senate of Southern University, Shreveport Campus, Shreveport, Louisiana

## **ARTICLE III - PURPOSE**

The purposes of this organization shall be:

1. To serve as the official voice of the Faculty in University governance;
2. To provide a framework for cooperation between Faculty, Administration and Students in order to accomplish the goals of Southern University – Shreveport Campus;
3. To afford each Faculty member an opportunity to offer suggestions concerning the development and operations of the University and the improvement of the general welfare of the Faculty;
4. To provide a means whereby the Administration can refer academic, operational, or common interest matters to a body representing the entire Faculty;

5. To provide a means whereby representatives of the Faculty can offer recommendations to the Administration pertaining to the academic and operational improvement of the University and matters concerning the improvement of the general welfare of the Faculty.

## **ARTICLE IV – POWERS OF THE FACULTY SENATE**

The Faculty Senate of Southern University Shreveport, Louisiana acts with the advice and consent of the Faculty. The Senate is thus the authorized voice of the Faculty and acts in an advisory capacity to the University structure.

## **ARTICLE V – MEMBERSHIP**

Members of the Faculty Senate shall be elected from the General Faculty, as defined in Article I.

## **ARTICLE VI – OFFICERS**

The Faculty Senate of Southern University, Shreveport shall consist of members of the Faculty elected by each Area/Division of the University and the following Officers shall be elected by the Faculty: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian. Officers shall be members of the Faculty. Duties of the Officers of the Faculty Senate are stipulated in the By-Laws.

## **ARTICLE VII - REPRESENTATION**

### ***SECTION ONE***

All Areas/Divisions shall have representatives on the Senate

### ***SECTION TWO***

Each Division or Area shall be eligible for (1) Senator for each eight members or fraction thereof

## **ARTICLE VIII – EXECUTIVE BOARD**

The Executive Board of the Faculty Senate of Southern University, Shreveport shall consist of all Officers of the Senate. It shall be the duty of the Executive Board to (1) plan all meetings, (2) communicate Senate action to all appropriate publics, and (3) to act for the Senate when the Senate is not in session. All actions taken by the Executive Board when Senate is not in session shall be subject to Senate review.

## **ARTICLE IX – COMMITTEES**

### **SECTION I:**

The Executive Board shall serve as Committee on Committees and shall have the power to appoint special committees as needed.

### **SECTION II:**

Non-Senate Faculty members are eligible to serve on any committee except the Committee of Committees.

## **ARTICLE X – AMENDMENTS**

This Constitution may be amended by observing the following procedure:

- a. Any Faculty member may present a proposal to his Area Senator or to the President of the Faculty Senate. The proposed amendment must be submitted in writing.
- b. The proposed amendment is then referred to the Executive Board which will review the proposal and present its findings to the Senate.
- c. The proposed amendment must be voted upon by the Senate within 30 days from the date of submission by the proposer.
- d. The proposed amendment, together with the findings of the Executive Board and the result of Senate action on the proposed amendment, must be circulated to each member of the Faculty within 10 days from the date of Senate action on the proposal.
- e. The proposed amendment must be voted upon by the Faculty at the next regular meeting of the Faculty following a lapse of 40 days from the time that the proposed amendment was initially submitted by the proposer. Two-thirds of the total votes cast by the Faculty shall be necessary for the adoption of the proposed amendment.

## ARTICLE XI – RECALL OF ELECTED OFFICIALS

### SECTION I: RECALL OF OFFICERS

To initiate recall procedures, a recall petition shall be signed by twenty percent (20%) of the Faculty members. Recall of an officer requires sixty percent (60%) of the Faculty members voting affirmatively for recall.

### SECTION II: RECALL OF SENATORS

To initiate recall procedures, a recall petition shall be signed by twenty percent (20%) of the Senator's Division or Area constituency. Recall of a Senator requires sixty percent (60%) of the constituency of the Senator voting affirmatively for recall.

## ARTICLE XII – EFFECTIVE DATE OF THIS CONSTITUTION

The provisions of the document were unanimously approved on

### BY-LAWS

#### ARTICLE I: MEETINGS

Section 1. The Faculty Senate of Southern University shall meet once per semester or more frequently when deemed necessary. All meetings shall be held on the Southern University, Shreveport Campus at a time and place to be designated by the current Senate.

Section 2. Any Faculty Member may attend Senate meetings as an observer, rather than as a participant. Each area shall elect a Reporter to attend all Senate meetings as an observer.

Section 3. The Faculty Senate may be inactive during the academic summer session. In this case, one-third of the Senators shall be selected at the Annual Meeting to meet and conduct business during the summer session and to report at the August meeting of the Faculty Senate.

Section 4. Special meetings shall be called by the Executive Board at such times as they are deemed advisable. The Executive Board shall convene the Senate of the Faculty upon the request of ten (10) days of the Board's receipt of a letter stating the purpose of the meeting and body to be convened. Special meetings may not supersede regular meetings; except when especially provided for and shall transact only such business as is specified in the call.

Section 5: Fifty-one percent of the membership of the Faculty Senate or for any committee shall constitute a quorum for the transaction of Senate or committee business.

Section 6: Twenty-five percent of the membership of the Faculty shall constitute a quorum for the transaction of business at meetings of the Faculty.

## ARTICLE II: OFFICERS

### SECTION 1: Duties of Officers

- A. The President of the Faculty Senate of Southern University, Shreveport, shall preside over all meetings of the Senate, the Executive Board, or the Faculty; shall be an ex-officio member of all committees, and shall represent the Senate or Faculty at all occasions where representation is requested. The President shall exhaust all means available to him, within limits of powers given to him, within limits of powers given to him by the Constitution, to obtain stated goals of interest and concern to the Faculty. At the first fall meeting of the Faculty, the President is required to present to the Faculty all major objectives of the year which he, the Executive Board, the Senate, or any Faculty member may deem important and of interest to the Faculty. The President is required to make an annual report to the Faculty at the Annual Meeting. The President, or persons he/she may choose, shall serve as the official link in communication between Administration and Faculty or Senate.
- B. The Vice President of the Senate shall assume the duties of the president when the President is absent. The Vice-President is an ex-officio member of all committees and is charged with the responsibility of coordinating committee activities.
- C. The Recording Secretary shall record all transactions at meetings of the Senate, the Executive Board, or the Faculty. The responsibility of making permanently secure such records will be that of the recording secretary in such facility as the Senate will provide. The Recording Secretary is required to make available to any Faculty member copies of the proceedings of any meeting upon request of that Faculty member.
- D. The Corresponding Secretary is responsible for all correspondence necessary to the Senate, revealing all such correspondence to the Senate, and maintaining carbon copies of correspondence from the Senate in such facility as the Senate will provide.
- E. The Treasurer shall receive all money for the Senate, giving proper receipts and keeping accurate records of the same; pay all authorized expenses of the Senate, and make monthly reports in writing of the financial status of the Senate. The Treasurer shall serve as a member of the Budget Committee.
- F. The Parliamentarian shall interpret the Constitution and By-Laws of the Faculty Senate and ensure that the meetings are carried on according to proper parliamentary procedures.

## Duties of Senators

Senators' responsibilities:

- Senators are the voice for the department in the Senate
- Senators represent their departmental colleagues
- Senators should have a regular place on the departmental meeting agenda and should engage colleagues in a discussion about the Senate agenda
- Senators should encourage their colleagues to identify new issues of importance to the Faculty

Before the Senate meeting, Senators should:

- Read the agenda materials
- Present the issues on the Senate agenda to their colleagues at their department meeting and solicit input
- Be prepared to ask questions and participate in the debate

How to get an item onto the Faculty Senate agenda:

- A Senator may submit the item to the Secretary of the Faculty/or submit an email to the faculty senate mailbox.
- Ten members of the Faculty may submit an item to the Secretary of the Faculty
- An individual may raise an issue with the University Committee

During the Senate meeting:

- All agenda items are open for discussion by any Faculty member present
- Only Senators may make motions and vote
- Any issue may be raised during the question period in the early part of the meeting
- Questions filed in writing at least three days prior to the meeting will be distributed at the door
- No action may be taken unless an item is on the formal agenda
- Robert's Rules of Order, newly revised 10th edition, govern the proceedings of the Senate; Senators will be more effective if they are familiar with those rules

## SECTION 2: Election of Officers

- A. Any Faculty member is eligible to have his name placed in nomination for an Office of the Senate, except as provided for in Article II, Section 2E. Names of nominees shall be submitted to the Elections Committee.
- B. Elections shall take place during the spring semester. Names of candidates shall be placed on a ballot and a secret vote taken. Candidates for Offices should provide the Faculty with pertinent information about themselves to enable those qualified to



vote to cast their votes more selectively. Each Faculty member is entitled to one vote for each office. It is the responsibility of the Elections' Committee to supervise the election of Officers.

- C. Officers should be declared 'elected' by the Elections' Committee upon the accumulation of a simple majority of votes cast by the Faculty. If no candidate for an Office has a simple majority, then a run-off election should be held within two weeks of the first election between the two candidates for an office with the highest number of votes.
- D. Officers elected in the spring shall take office at the beginning of the following fall semester and shall serve for two years thereafter (except for the first election, where officers shall begin their terms immediately after being declared elected by the Elections' Committee and shall then serve for the remainder of the semester, the following summer, and for the next two years that begin with the fall semester following the initial election).
- E. An Officer may not serve in the same office for more than four consecutive years (except as provided for in the first election); however, he may run for the same office after expiration of one term following his four years in that office.
- F. In case the Office of the Presidency is vacated, the Vice-President shall assume the Presidency. In case of all other vacancies, the Senate may appoint members of the Faculty for the remainder of the term.
- G. In case the services of an Officer are terminated with Southern University, Shreveport, Louisiana, or in case an Officer loses his status as a Faculty member as defined in this document, the Senate shall declare his office vacant.
- H. Voting: There are no provisions for proxy or absentee voting.

***Eligibility requirements for Faculty Senate offices are:***

1. Full-time Faculty status (See Faculty Handbook )
2. May NOT have served in the same office of the Faculty Senate for more than four (4) consecutive years (See Bylaws 1999-2000, Article II, Section 2, Letter E)

The following officers will be elected. Please refer to the Constitution for a description of each Office's duties and responsibilities.

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Parliamentarian
- Senators

Senators are elected from each Divisional unit/Area. According to the Constitution: Article VII, Section II, one (1) Senator is elected from each Divisional unit/Area for each eight (8) Faculty members or fraction thereof. The following is a list of Divisional units/Areas and the number of Senators needed:

**Division of Allied Health Sciences and Nursing – 5 Senators**

**Division of Business, Science and Technology, and Mathematics – 4 Senators**

**Division of Arts, Humanities, Social Sciences and Education – 3 Senators**

**Library – 1 Senator**

In order to become an official “Candidate”, each full-time Faculty member interested in a particular office must complete the Declaration of Candidacy form and submit it to any member of the Election Committee.

### ARTICLE III: SENATORS

#### SECTION 1: ELECTION OF SENATORS

- A. Any Faculty member of a Division is eligible to be nominated as a Senator from that Division and no other. Names of nominees should be submitted to the Elections’ Committee.
- B. Election of Senators shall take place in the spring semester. For each Division, names of Candidates shall be placed on a ballot and a secret vote taken by Faculty members of that Division. Candidates should provide the Faculty members of their respective Divisions with pertinent information about themselves to enable those qualified to vote to cast their votes more selectively. Each Faculty member is entitled to vote once for each Senatorial position in his Division. It is the responsibility of the Elections’ Committee to supervise the election of Senators. Senator for a specified Division shall be declared elected as follows:

Those Candidates for Senatorial positions for a specified Division with the highest number of votes shall be declared elected by the Elections’ Committee, provided that the totality of votes received by such candidates is a simple majority and the number of such candidates does not exceed the number of Senatorial positions allotted to that Division during the election.

Otherwise, there shall be a run-off election within two weeks of the first election among those candidates receiving the highest number of votes, the number of such candidates being the minimum number necessary to obtain a totality of votes which is a simple majority of those cast. Those candidates with the highest number of votes in the run-off election shall be declared elected by the Elections’ Committee, provided their number does not exceed the number of Senatorial positions allotted to their Division during the election.

- C. Senators elected in the Spring shall take office at the beginning of the following Fall semester, and shall serve for two consecutive years. Senators elected in the initial election will take office immediately after being declared elected by the Elections' Committee and will serve two years from the beginning of the following fall semester.
- D. No Faculty member may serve as a Senator for more than four consecutive years. A Faculty member having served four consecutive years as a Senator may, however, run again for the position of Senator in the Faculty Senate one year after his four years have expired.
- E. In case a Senator vacates his office for six months or less, the Senate may appoint a Faculty member from that Senator's Division to fill the unexpired term. If the vacancy is for more than six months, a special election within the Division is to be called by the Elections' Committee.
- F. In case a Senator's service with Southern University, Shreveport, Louisiana, are terminated, or in case a Senator loses his status as a Faculty member as defined in this document, then the Senate shall declare his office vacant.

## Electoral Protocol

Voting will take place at both the main campus and the Metro Center in the following areas:

**Main campus** – JLV Multipurpose Room (across the hall from the bookstore)

**Metro Center** – Fourth floor conference room (Suite 400)

Only Faculty from Aerospace, Allied Health, Nursing, and the Learning Resource Center can cast their ballots at the Metro Center. All other Faculty must vote at the main campus.

All full-time, part-time, and current adjunct Faculty are allowed ONE vote at your designated voting center. A current SUSLA ID or state-issued ID must be presented at the time of voting.

As a reminder, Article I of our current Constitution defines Faculty as those persons *"...employed at Southern University, Shreveport-Bossier City Campus, Shreveport, Louisiana who (1) teach or hold academic rank or counsel or serve as librarian and (2) do not hold deanships, assistant and/or associate deanships and (3) are not members of the Administrative Council..."*

- No campaign materials allowed inside the JLV Student Center or Metro Center buildings, including T-shirts, poster, etc.
- No candidate or candidate's staff members/supporters allowed to solicit votes within the buildings in which the voting booths are housed.

- No campaigning within at least 100 ft. of the polling place.

SECTION II:

- A. A Faculty member desiring to have an item placed on the agenda of any Senate or Faculty meeting should submit such an item to any Senator, in writing, at least two weeks before the meeting at which the item is to be discussed.
- B. In order to facilitate communication between Divisions and Senators, each Senator should make himself available for consultation with Area Representatives at least once per month at a specified time and place.

SECTION III:

A Faculty member cannot serve simultaneously as an Officer of the Senate and as a Senator.

ARTICLE IV- FLOOR PRIVILEGES

FOR

NON-SENATE FACULTY MEMBERS

Non-Senate Faculty members may request speaking privileges at regular Senate meetings through any senator. Such permission must be obtained prior to the meeting. The Senate has the right to limit the time for discussion on any agenda item.

ARTICLE V- PARLIAMENTARY AUTHORITY

In matters not provided for in the Constitution and By-Laws of the Faculty Senate, the Senate shall be governed by the latest revised edition of Robert's Rules of Order.

ARTICLE VI: AMENDMENTS

The By-Laws of the Faculty Senate of Southern University, Shreveport Campus, may be amended by the following procedure:

- a. Any Faculty member wishing to amend the By-Laws shall submit the proposed amendment in writing to the Faculty Senate, which in turn will forward the proposal to the Executive Board for review.

- b. The Executive Board will present its findings on the proposed amendment to the Senate. The Senate must vote on the proposed amendment within thirty days from the submission of the proposal by the proposer.
- c. The Executive Board shall circulate to the Faculty the proposed amendment, the actions of the Executive Board and the Senate on the proposal within ten days of the Senate vote on the proposed amendment.
- d. The proposed amendment must be submitted to the Faculty for voting at the next Faculty meeting following the expiration of forty days from the initial submission of the proposed amendment.
- e. A vote of a simple majority of the number of votes cast by the Faculty is necessary to pass the proposed amendment to the By-Laws.

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# CONSTITUTIONAL APPENDIX

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## Declaration of Candidacy Form Faculty Senate

I, \_\_\_\_\_, a **full-time** Faculty member of Southern University at Shreveport, hereby declare myself to be a Candidate for the Office of \_\_\_\_\_ in the Faculty Senate election being held (insert date).

*Please initial the office below in which you are seeking.*

President

Vice-President

Recording Secretary

Senator for \_\_\_\_\_ Division/Area

Corresponding Secretary

Treasurer

Parliamentarian

I, \_\_\_\_\_ have not served in the aforementioned capacity for more than four consecutive years.

An Officer may not serve in the same Office for more than four consecutive years (except as provided for in the first election); however, he may run for the same Office after an expiration of one term following his four years in that Office. [See Faculty Senate of Southern University at Shreveport Constitution and By-Laws Article II Section I E.]

SIGNATURE OF CANDIDATE		OFFICE TELEPHONE	
PRINTED NAME OF CANDIDATE		BUILDING/OFFICE/ROOM #	
FACULTY RANK			
DIVISION/DEPARTMENT			

***Human Resource signature serves as verification that the aforementioned candidate is a full time faculty member***

Human Resources Signature	
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## Candidacy Withdrawal Form Faculty Senate

I, \_\_\_\_\_, a **full-time** Faculty member of Southern University at Shreveport, hereby with myself as a candidate for the Office of \_\_\_\_\_ in the Faculty Senate election being held (insert date).

*Please initial the office below in which you are seeking.*

President

Corresponding Secretary

Vice-President

Treasurer

Recording Secretary

Parliamentarian

Senator for \_\_\_\_\_ Division/Area

SIGNATURE OF CANDIDATE		OFFICE TELEPHONE	
PRINTED NAME OF CANDIDATE		BUILDING/OFFICE/ROOM #	
FACULTY RANK			
DIVISION/DEPARTMENT			

***Human Resource signature serves as verification that the aforementioned candidate is a full time faculty member***

Human Resources Signature	
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