

SECTION 4. Amendments and By-Laws to the Faculty Association Constitution

4.1 By-law 1 (Units with Representation)

Those academic units entitled to representation on the Faculty Council are: the College of Liberal Arts, the College of Business and Technology, the College of Education, the University Libraries, the College of Science and Health Professions, the College of Optometry, the NSU Muskogee Campus, and the NSU Broken Arrow Campus. [As revised by Council, December 4, 1998; titles corrected March 2002; modified and adopted by Council, April 8, 2005]

4.2 By-law 2 (Year when Delegates Elected)

The College of Liberal Arts, the College of Education, the College of Optometry, and NSU Muskogee shall elect their Faculty Council Delegates in the Fall of the odd-numbered years. The College of Business and Technology, the University Libraries, the College of Science and Health Professions, and NSU Broken Arrow shall elect their Delegates in the Fall of the even-numbered years. [As revised by Council, December 4, 1998; titles corrected March 2002; modified and adopted by Council, April 8, 2005]

4.3 By-law 3 (Committee Appointments)

The Faculty Council President is responsible for submitting in May to the President of the University the names of Faculty Association members for appointment to the following committees: Campus Parking (1 faculty); Curriculum & Educational Policies (4 faculty); Faculty Research (2 faculty); Publications (1 faculty); Student Conduct (10 Nominations with 5 faculty selected to serve). [As revised by Council, April 2, 1999]

4.4 By-law 4 (Grievance Committee)

The University's Grievance Committee is established each year using the procedures in Section 3.7 of the Faculty Handbook. The Faculty Association President is responsible each fall semester for appointing a temporary chair from among the membership of the Grievance Committee. The names of members and officers of the Grievance Committee are to be included in the minutes of the Faculty Council. [Adopted by Council, December 4, 1998]

4.5 By-law 5 (Alternate Delegates)

If unable to attend a council meeting, a faculty council delegate may designate an alternate from the same college to serve temporarily in his or her place. The delegate must inform the Faculty Council President in writing

or by e-mail at least twenty-four hours before the meeting or the alternate will not possess voting privileges for issues before the council. If such notice is provided, the alternate will have full voting privileges for that meeting. [Adopted by Council, February 23, 2001]

4.6 By-law 6 (Faculty Advocacy)

The NSU Faculty Association, acting through its officers and Council, will advocate faculty interests in work-related matters pertaining to the role of faculty members on any campus of Northeastern State University. [Adopted by Council, April 8, 2005]

4.7 By-law 7 (Historian/Archivist)

The President shall appoint a Historian/Archivist from among the Association membership who will keep a database of records relevant to the organization. These will include: 1] a history of motions made and passed by the Council Delegates; 2] summaries of open meetings held with University Administrators with lists of questions and answers; and 3] other data as supportive of the good of the Faculty. [Adopted by Council, April 8, 2005]

4.8 By-law 8 (Delegate Apportionment)

Members of the NSU Faculty Council shall hereafter be referred to as Delegates. Each College and the Library will automatically have 2 Delegates on the Faculty Council. Therefore, each College and the Library shall select, from among its membership by simple majority vote of those full-time faculty voting, two Delegates to serve as College/Library representatives to the Faculty Council. The faculty roster base for each academic entity represented is defined as 15 faculty members. Each academic unit also will elect an additional Faculty Council Delegate for each group of 30 faculty, working exclusively in that unit, over the base of 15. Furthermore, the Muskogee and Broken Arrow campuses will each have one Delegate on the Faculty Council. Such a person must have the majority of his or her workload at the site represented and will serve regardless of his or her College or Library affiliation. These Delegates will be elected by simple majority of those full-time Faculty who have a majority of their workload either at Muskogee or Broken Arrow. The Northeastern Faculty Council shall determine in the by-laws to this Constitution those entities eligible for representation on the Council and in what years each entity shall select its Faculty Council Delegates. [Adopted by Council, April 8, 2005]

4.9 By-law 9 (Officers Term of Office)

The terms of all officers shall commence one week before the first day of classes in the fall semester following the April election in odd-numbered

years. [Adopted by Council, April 8, 2005]

4.10 By-law 10 (Delegate and Officer Vacancies)

If a Delegate vacates his or her seat, the President of the Faculty Association shall inform the Dean or Director of the academic unit, as well as the faculty members in the academic unit, of the need to fill the vacancy. Following the election of a successor, the Dean or Director and/or the remaining Delegate or Delegates shall inform the President of the Faculty Association and Council of the selection.

If there is only one candidate for any office, that person can be elected by acclamation of a Council quorum at a regular meeting. If officers are not elected in April of an odd-numbered year for any reason, there may be an election at any time to seat a new President. The sitting President may call for a vote up until the time he or she leaves office. The Acting President then may call for a vote at any time thereafter. Such a vote would be a poll of the sitting Faculty Council Delegates. In a meeting, a quorum [half of the Delegates plus one] would have to be present to take such a poll. If done by phone or email, three quarters of the sitting Delegates would have to be polled. In either a meeting or by phone/email, the majority would prevail.

If no election occurs in April and the sitting President cannot find a presidential candidate, the Council Delegate with seniority in total years of service on the Council shall be Acting President until a new President is elected. If there is no Vice President elected, the delegate with second seniority in total years shall be the Acting Vice President until one is elected, and the delegate with third seniority in total years shall be the Acting Secretary-Treasurer until one is elected. If there is a tie in seniority of service as a delegate, the person with the longest tenure at NSU shall take office. Delegates temporarily serving as officers under these terms shall retain the right to make motions and vote on motions. [Adopted by Council, April 8, 2005; modified by Council, May 6, 2005]

4.11 By-law 11 (Option for Dues Assessment)

Each two years, at the time of the election of the NSU Faculty Association [Council] officers, the Council may place on the ballot an amendment to this constitution regarding the payment of dues by Association members. [Adopted by Council, April 8, 2005]

4.12 By-law 12 (Circle of Excellence Awards)

An NSU Faculty Member may receive a Circle of Excellence award one time in his or her career. Once a Faculty Member wins an award in any category, he or she is retired from competition for a further award in any

category. [Adopted by Council, April 8, 2005]

**Constitution Revised 1994; By-laws revised and/or added at dates shown
in Section 4.**

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