

FACULTY SENATE CONSTITUTION
(Revised 2002, 2015)

ARTICLE I. NAME.

Section 1. The name of the organization is the St. Bonaventure University Faculty Senate, hereafter referred to as the Faculty Senate.

ARTICLE II. PURPOSE.

Section 1. The teaching faculty has the responsibility for the legislation of general policies on academic matters concerning the undergraduate schools, including student admission, advancement and graduation standards; university academic calendar; curricula; requirements for degrees; and the establishment, modification, or discontinuance of any school, department, curriculum or program. The Faculty Senate represents the teaching faculty in the exercise of this legislative responsibility.

Section 2. Without infringing upon the rights of the Graduate Council, the teaching faculty also has the responsibility for the legislation of general policies concerning such faculty matters as faculty organization; faculty qualification; faculty duties and promotion; and the Faculty Status and Welfare Handbook in those areas in which the Faculty Senate is legislative. The Faculty Senate represents the teaching faculty in the exercise of these legislative responsibilities except where *Faculty Status and Welfare Handbook* amendments are concerned.

Section 3. In matters in which the Faculty Senate is legislative, the Faculty Senate will take no action without first consulting administrative and Student representatives when those segments of the community are immediately concerned. Normally, such consultation shall take the form of membership on Faculty Senate committees.

Section 4. The Faculty Senate may be advisory in other

matters. ARTICLE III. DEFINITIONS.

Section 1. The Faculty of St. Bonaventure University consists of the President; the Vice President for Academic Affairs; Academic Deans; the officers of instruction with the rank of Professor, Associate Professor, Assistant Professor, and Lecturer; professional members of the Library staff; and the Research staff.

Section 2. A full-time Faculty member with the rank of Lecturer or above, who spends full time in the academic process and who teaches at least two courses

per University fiscal year, is a member of the teaching faculty. Faculty members who are on a phased retirement plan shall be considered members of the teaching faculty. Faculty members who are away from the university on temporary leave shall be considered members of the teaching faculty even if they do not fulfill the teaching requirement during the term of their leave.

Section 3. The academic process is limited to those activities under the jurisdiction of the Vice President for Academic Affairs.

Section 4. In this Constitution and the associated By-Laws, the term school (as used in phrases such as "each school") will not include the School of Graduate Studies, also known as the Graduate School.

ARTICLE IV.MEMBERSHIP.

Section 1. The number of voting members to be elected from the teaching faculty by the teaching faculty within each school or division — Arts and Sciences shall ballot separately — shall be determined in accordance with the following schedule:

- 1-9 faculty members or less: 1 senator.
- 10-19 faculty members: 2 senators.
- 20-29 faculty members: 3 senators.
- and so forth in regular progression.

During the 2015/16 academic year and every third year thereafter, the constitution committee of the Faculty Senate shall review the numerical assignment of voting memberships and shall revise it if necessary in accordance with the above schedule. This review shall be completed no later than February 1.

Section 2. The Vice President for Academic Affairs shall be a non-voting ex-officio member.

Section 3. There shall be one member elected from the Faculty by those members of the Faculty who are not members of the teaching faculty.

Section 4. There shall be one student, Faculty member, or member of the professional staff whose manner of selection and term of office, not to exceed three years, shall be determined by the Student Body or its designated representatives.

Section 5. Members of the Faculty are eligible to vote for members of the

Faculty Senate, and for matters which come up for referendum to the Faculty as a whole, beginning with the effective date of their contract.

Section 6. All Faculty who are eligible to vote may be elected to the Faculty Senate under the appropriate section of this Article. A Senator may be re-elected for an indefinite number of terms. The length of term is three years for those elected under Sections 1 and 3. Terms will expire on the date of spring commencement exercises.

Section 7. In the event that a faculty member is on leave from the University, has not resigned from the Faculty Senate, and is unable to fulfill his or her duties as a faculty senator, the person not a faculty senator, who received the highest number of votes in the last election within the same school or division as the faculty senator on leave, shall be appointed as a replacement for the duration of the leave. In cases where the original election was not contested or the second-place finisher is unable or unwilling to serve, an election shall be held to fill the position.

ARTICLE V. PRESIDENTIAL VETO.

Section 1. Legislation passed by a majority of the voting members of the Faculty Senate, upon approval of the President, becomes University policy. Unfilled seats are not counted when calculating the number of votes required for legislation to pass. Should the President decline to approve, or fail to act on the legislation, the question must be reconsidered by the Faculty Senate no later than its next regularly scheduled meeting. If, upon reconsideration, two-thirds of the Faculty Senate vote in favor of the question, the President may withdraw his or her veto, thereby approving the measure, or must refer the question to the Board of Trustees at its next scheduled meeting.

ARTICLE VI. OFFICERS.

Section 1. The officers of the Faculty Senate shall be a chair and a vice-chair.

Section 2. The chair shall preside at all meetings, regular and special, of the Faculty Senate, and shall preside at all meetings of the Executive Committee. The vice-chair shall perform the duties of the chair whenever the chair is absent.

Section 3. An organizational meeting for the coming academic year shall be held during the class-week following the election of senators. At that time, the officers of the Senate shall be elected for a term of one year by the members of the new Faculty Senate.

ARTICLE VII. MEETING OF THE FACULTY SENATE.

Section 1. The Faculty Senate may hold the following kinds of meetings:

a) – regular meetings, which shall be held at least once a month from September through May.

b) – special meetings, which may be called by the chair of the Faculty Senate, the President of the University, a quorum of the Faculty Senate, or upon petition by twenty-five percent of the Faculty.

Section 2. Regular and special meetings shall be open to members of all segments of the University community under such rules and regulations as the Faculty Senate may establish.

Section 3. The agenda for each regular meeting shall be promulgated 48 hours before the meeting.

Section 4. The meeting shall be conducted according to Roberts' Rules of Order.

Section 5. A majority of elected senators shall constitute a quorum.

ARTICLE VIII. AMENDMENTS AND REFERENDUMS.

Section 1. The Faculty Senate, since it derives its authority from the Faculty, must be responsive to referendums of the Faculty, and constitutional amendments must be approved by the Faculty.

Section 2. Ten percent of the members of the Faculty can require the Faculty Senate to put an item and/or motion on the agenda.

Section 3. A petition for a constitutional amendment must be signed by a majority of the elected members of the Faculty Senate or by twenty percent of the members of the Faculty, and shall then be presented to the chair of the Faculty Senate.

Within two weeks after receiving the petition, the chair of the Faculty Senate shall distribute a written copy of the proposed amendment to the

Faculty. Within two weeks thereafter, a meeting of the Faculty shall be held at a time set by the chair of the Faculty Senate for the purpose of voting on the proposed amendment. If not approved by a least sixty percent or rejected by at least forty percent of the Faculty, the amendment shall be submitted to the Faculty within two weeks by mail or electronic ballot. If approved by at least sixty percent of the Faculty, the amendment shall be presented by the chair of the Faculty Senate to the President of the University who shall present it to the Board of Trustees for final approval or rejection.

Section 4. A referendum of the Faculty, including a referendum to review a Faculty Senate action, may be called for by twenty percent of the members of the Faculty or by at least one-third of the voting members of the Faculty Senate. A written request for such a referendum shall be presented to the Vice President for Academic Affairs who, within two weeks thereafter, shall conduct a meeting of the Faculty for the purpose of voting on the referendum. If neither approved or rejected by a majority of the Faculty, the referendum shall be submitted to the Faculty within two weeks by mail or electronic ballot. A referendum pertaining to matters on which the Faculty Senate is legislative, when passed by the Faculty and upon approval of the President of the University, becomes policy. Should the President decline to approve, or fail to act on a legislative referendum, the question must be reconsidered by the Faculty. If the legislative referendum is then approved by at least sixty percent of the Faculty, the President must either approve the measure or refer the question to the Board of Trustees at its next scheduled meeting. A referendum pertaining to those matters on which the Faculty Senate is advisory, when passed by the Faculty, shall be submitted to the President and the Board of Trustees.

A referendum may not be amended after submission to the Academic Vice President. However, all faculty members who signed the proposed referendum may by unanimous consent withdraw the referendum prior to a balloting of the Faculty.

ARTICLE IX. COMMITTEES.

Section 1. In addition to the Executive, Constitution, Grievance, Compensation, and Finance Committees, the Faculty Senate may establish standing and ad hoc committees as needed. The current list of standing committees will be included in the By-Laws of the Senate.

Section 2. The chair of the Faculty Senate shall serve as chair of the Executive committee and shall appoint, from the membership of and with the advice and

consent of the Faculty Senate, the chairs of all other standing committees with the exception of the Constitution committee. Committee chairs and committee members shall normally be elected or approved at organizational meetings subsequent to the election of Senate officers and prior to the end of the spring semester.

Section 3. The Executive committee shall carry on the work of the Faculty Senate between meetings. It shall consist of the chair of the Faculty Senate, the vice-chair of the Faculty Senate, and the chairs of the standing committees.

Section 4. The Constitution committee is charged with the continuing study of this Constitution. In any instance where the Constitution is unclear or ambiguous, the responsibility for interpretation will fall to the Constitution committee. This committee shall consist of a Faculty Senator as chair and four other faculty members nominated and elected by the Faculty Senate.

Section 5. Committee members shall be selected according to the following procedure:

a). The head of the student government shall nominate student representatives with the advice and consent of the Faculty Senate.

b). The President of the University shall nominate administrative representatives with the advice and consent of the Faculty Senate.

c). Except for the Executive and the Constitution committees, committee chairs shall nominate faculty representatives with the advice and consent of the Faculty Senate.

Section 6. All committees shall be comprised of members of the University community in such fashion that each segment shall have appropriate representation.

ARTICLE X. ELECTION PROCEDURES.

Section 1. An election of senators specified in Sections 1 and 3 of Article IV shall be conducted during the spring semester.

Section 2. Eight class-days prior to the election of senators, the chair of the Constitution committee shall notify members of the Faculty of the date of the election and of their right to be nominated. Faculty members are deemed nominated if within six-class days they signify, by written notice to the chair of the Faculty Senate, that they intend to run for the vacancy or vacancies for which they are eligible, or if nominating petitions, signed by four Faculty members, are

submitted in their behalf and with their permission.

Section 3. A ballot and a list of those eligible for election shall be distributed to each eligible voter. The faculty shall be directed to vote for a number of candidates equal to the number of vacancies. Ballots which are not returned within six class-days or which do not include the specified number of candidates shall be declared void.

Section 4. No one shall be declared elected unless he or she is named on at least fifty percent of the ballots cast. For vacancies not so filled, run-off elections shall be held.

Section 5. In a run-off election, the number of candidates shall be reduced to twice the number of remaining vacancies, with those named on the fewest number of ballots being deleted. In the event that one or more but not all members of a tie vote would be included in the re-balloting, then all members of the tie shall be included.

Section 6. Interim vacancies shall be filled by special election within one month. The Faculty Senate shall determine when such vacancies exist.

ARTICLE XI. BY-LAWS.

Section 1. By-laws become effective by a majority vote of the Faculty Senate.

2016