

MEMO

FROM: Thad P. Lindsey  
Chairman  
Faculty Affairs Committee  
Faculty Assembly

TO: The Faculty

DATE: February 22, 1973

In the Faculty Affairs Committee's haste to submit the Revised Constitution to you for consideration, several minor errors occurred. I hope they caused you no confusion.

Article III should read:

All faculty members of Northern Kentucky State College on regular contract who notify the secretary in writing of their intention to join the organization shall be members of the Faculty Assembly.

Article IV, Letter "B" should read:

There shall be an Executive Council composed of the three Officers of the Faculty Assembly and the Chairmen of the three standing committees who shall:

(the rest under this letter remains the same)

Under Article IV, Letter "F":

use strike the letter "e".

Article V, Letter "C" should read:

All meetings shall operate under Robert's Rules of Order.

Again, should you have any questions regarding the Revised Constitution, please contact me.

Thank you.

REVISED  
CONSTITUTION  
of the  
FACULTY ASSEMBLY  
of  
NORTHERN KENTUCKY STATE COLLEGE

PREAMBLE

A faculty of an institution of higher learning is a community of scholars made up of those who teach, those who carry on certain administrative responsibilities. In a distinguished institution artificial lines are not drawn among faculty members in these areas.

With the foregoing accepted philosophy, this constitution for the Faculty Assembly of Northern Kentucky State College is designed to give to all the faculty an organized voice in the development and implementation of the academic policies of this institution.

ARTICLES

Article I. Name

The name of this organization shall be the Faculty Assembly of Northern Kentucky State College.

Article II. Purpose and Functions

- A. The purpose of the Faculty Assembly shall be to enable the faculty more effectively to discuss and to make recommendations regarding the formulation and fulfillment of academic policy for the college.
- B. The Faculty Assembly of Northern Kentucky State College shall exercise the following functions:
  - 1. It shall make recommendations regarding academic policy;
  - 2. It shall serve as an official medium of communication among this community of scholars;
  - 3. It shall have the authority to review and to make recommendations of new and old curricula and courses;
  - 4. It shall make recommendations regarding the professional, economic, and social welfare of the faculty ; and
  - 5. It shall endeavor to promote the academic, intellectual, and social welfare of the students.
- C. All recommendations shall be directed to those persons that the Faculty Assembly shall deem appropriate.

Article III. Membership

- A. All faculty members of Northern Kentucky State College on regular contract who notify the secretary in writing of their intention to join the organization, shall be members of the Faculty Assembly.

Article IV. Assembly Organization

- A. A chairman, vice-chairman, secretary-treasurer of the Faculty Assembly shall be elected by popular vote. The chairman shall call and preside over Faculty Assembly meetings.
- B. There shall be an Executive Council composed of the three officers of the Faculty Assembly and the Executive Council shall: the chairmen of the three standing committees.
  - 1. Prepare and distribute no later than three (3) days prior to the meetings an agenda for the Faculty Assembly meetings;
  - 2. Establish the calendar of regular meetings of the Faculty Assembly each year;
  - 3. Receive petitions from members of the faculty;
  - 4. Delegate to other committees of the Assembly matters for their study and recommendations;
  - 5. Supervise all elections involving faculty participation
  - 6. Discharge such other duties as may be delegated to it by the Faculty Assembly or as stated elsewhere in this constitution.

7. Bring before the Faculty Assembly any matter which is submitted to the Council by any member for presentation to the Assembly.

C. Standing Committees of the Faculty Assembly shall be:

1. Academic Affairs Committee. The Academic Affairs Committee shall be concerned with curriculum planning and structure, as well as physical needs of the academic program.
2. Faculty Affairs Committee. The Faculty Affairs Committee shall be concerned with (1) quality of instruction; (2) rank, tenure, and promotion; and (3) general faculty welfare.
3. Student Affairs Committee. The Student Affairs Committee shall be concerned with (1) extracurricular affairs and intercollegiate events; (2) academic policies and standards; and (3) guidance and counseling.

Each standing committee shall be composed of a chairman elected by the Assembly at large and a vice-chairman elected from within the standing committee. The standing committee shall be composed of one member of each department to be elected by the members of their respective departments in caucus.

No member shall serve on more than two standing committees. A majority of the committee membership shall constitute a quorum. Standing committees may appoint sub-committees if necessary. Each major committee may include a student member. The chairman of the standing committee shall represent his (her) department. Those elected must be members of the Faculty Assembly. In the event of the resignation of a chairman of a standing committee, the vice-chairman shall become chairman and fulfill the unexpired term.

The standing committees may receive requests to investigate questions and make recommendations from any source. However, any recommendations must go to the Faculty Assembly as well as the source of the original request (if that source was not the Faculty Assembly).

D. Duties of the officers of the Faculty Assembly.

1. It shall be the duty of the chairman, who shall be of the academic rank of Assistant Professor or above to:
  - a. Call and preside over regular meetings of the Assembly;
  - b. Call and preside over meetings of the Executive council;
  - c. Call special meetings of the Assembly as needed and as approved by the Executive Council.
2. It shall be the duty of the vice-chairman to perform all duties of the chairman in his absence or incapacity. The vice-chairman shall act as Parliamentarian at all Faculty Assembly meetings.
3. It shall be the duty of the secretary-treasurer to:
  - a. Keep and preserve minutes of all meetings of the Assembly and the Executive Council;
  - b. Distribute copies of the minutes to the membership;
  - c. Carry on all necessary correspondence;
  - d. Keep a record of the membership and attendance;
  - e. Receive and disburse any funds and keep an accurate record of all transactions.

- E. Nomination of Faculty Assembly chairman, vice-chairman, and secretary-treasurer and of standing committee chairmen and secretaries:
1. The Faculty Assembly shall elect a Nominating Committee of three (3) members in March of each year to prepare a slate of nominees for the Executive Council and all standing committees by the first week of April for election during the last week of April.
  2. The report of the Nominating Committee shall be distributed to the membership during the first week of April.
  3. Other nominations may be accepted from the floor on the day of election.
- F. Election of Faculty Assembly chairman, vice-chairman, and secretary-treasurer and of standing committee chairmen and secretaries:
1. Election shall be held at a special meeting during the last week of April.
  2. Election shall be by written ballot.
  3. Officers shall be elected separately in the following order:
    - a. Chairman
    - b. Vice-chairman
    - c. Secretary-treasurer
    - d. Committee chairman
    - e. Committee secretary
  4. Election shall be by a plurality of the membership.
  5. Absentee ballots shall be made available during the ten-day period immediately preceding the election.
- G. First election of officers:
1. The procedure for the election of officers for the first year shall take place immediately upon the adoption of this constitution.
  2. The Nominating Committee shall preside at the first election until all officers are elected, at which time the chairman will assume his duties.
  3. The first elected officers shall serve until the April election of 1972.
- H. In the event any officer or elected representative to a standing committee is unable to complete his term of office, a special election will be held to elect a person to complete the unexpired term.
1. The election shall be held at the next meeting following the resignation of such officer.
  2. The election shall follow the procedures set forth in this constitution.

#### Article V. Meeting Procedures

- A. A twenty-five percent attendance of the membership shall constitute a quorum.
- B. Issues will carry by a simple majority vote of those present and voting.
- C. All meetings shall operate under Roberts Rules of Order.

#### Article VI Faculty Representative to Board of Regents

- A. The faculty representative to the Board of Regents shall be nominated by the Nominating Committee in the first week of April (of the appropriate year) and elected in accordance with the procedure for electing officers to the Faculty Assembly. The term of the office shall be three years.

#### Article VII Constitutional Amendments

- A. This constitution may be amended or revised by a two-third ( $\frac{2}{3}$ ) vote of the active membership, subject to the approval of the Board of Regents of Northern Kentucky State College.

- B. The proposed amendment must be presented in written form to the Executive Council at least ten (10) school days prior to the meeting of which the amendment is to be considered.
- C. The proposed amendment must be presented in written form to the membership at least five (5) school days prior to the meeting at which the amendment is to be considered.
- D. The proposed amendment must be presented to the Board of Regents in writing at least ten (10) days prior to its scheduled meeting to be considered by the Board of Regents, unless such time limit be waived by the Board.