

**CONSTITUTION
CENTRAL TEXAS COLLEGE FACULTY ASSOCIATION
October 2007**

ARTICLE I

This organization shall be known as the Central Texas College Faculty Association.

ARTICLE II

The Central Texas College Faculty Association exists as a group for the purpose of promoting

- teaching and learning,
- communication and understanding among the Board of Trustees, College Administration, and the Faculty
- professional relations among members,
- presentation of the views and recommendations of the College Faculty to College Administration, Board-appointed councils, and/or the Board of Trustees as to policies or procedures on academic and professional matters that relate to the educational program and services provided to Central Texas College, and
- student welfare.

ARTICLE III

Membership

Faculty Association (FA)

The general membership of the Central Texas College Faculty Association includes a voting body called the Faculty Senate. Full membership is open to all faculty members under at least a 9-month contract with Central Texas College (CTC). Associate membership is extended to CTC adjunct faculty members, professional librarians, professional counselors/advisors, and administrators/faculty whose duties include teaching college credit courses at least 51% of time. Associate membership is also open to adjunct librarians, and counselors and retired faculty members. Associate members have no voting privileges (exceptions are the Library Representative and two Adjunct Representatives) and cannot be nominated to hold elected positions but are encouraged to participate in discussions and other Association activities. An individual is considered a *full* or *associate* member when he or she has paid annual dues, \$10 for full-time faculty and \$5 for associate members. Faculty Association meetings are held two times in the Fall semester and one time in the Spring semester.

Persons not eligible for membership in the Faculty Association may attend meetings by the invitation or permission of the Faculty Association President.

Faculty Senate (FS)

The Faculty Senate is the voice and decision-making body of the FA. The FS reports all actions and decisions to the FA, and surveys the FA when needed. The FS also collaborates with the Central Campus Dean and CTC Department Chairs to ensure consistency of the faculty voice.

- I. The FS is elected from the *full* members of the Faculty Association with the exception of an appointed Library representative and two appointed Adjunct Faculty representatives. The FS includes the following members
 - A. Officers
 1. consists of President, President-Elect, Immediate Past President, Secretary and Treasurer
 2. prohibits any two officers from representing the same department
 3. permits the reduction of weekly posted office hours by two in order to attend to Faculty Senate business
 - B. Full-time Faculty Departmental Representatives
 1. consist of 23* faculty members elected by members within their individual departments

2. may be a *member* of a standing committee but cannot be *chair* of a standing committee or *officer* of FS
 3. are elected annually for 1 year terms with no term limits on number of years served
*departments with 1 full-time faculty member may choose to join another department for representation
- C. Adjunct Faculty and Library Representatives
1. consist of 1 vocational adjunct, 1 academic adjunct, and 1 full-time library staff member
 2. appointed annually by FA President
- D. Standing Committee Chairs
1. consist of four chairs
 2. selected from the Standing Committees
- II. The duties and responsibilities of the Senate members include the following:
- A. attend all Faculty Senate and Faculty Association meetings
 - B. arrange for a substitute who is an Association member to attend upon member's absence
 - C. send monthly informational email(s) to all departmental members, briefly summarizing issues and discussions (especially as related to department's interests)
 - D. present issues to Faculty Senate
 - E. canvass all departmental members on issues discussed at FS meetings, as necessary, to determine department's majority position
 - F. vote for department's majority position on issues presented
 - G. collect annual FA dues within representative's department
 - H. recruit members for the Association
 - I. permits the reduction of weekly posted office hours by one in order to attend to Faculty Senate business

Replacement Clause

No member may miss any Faculty Senate meeting without ensuring a substitute for the member's attendance. Departmental, adjunct, and library representatives may select substitutes for no more than two (2) meetings per year. Exceptions to this clause may be approved by the FS President.

ARTICLE IV

Officers

Any *full* member of the Faculty Association may hold office (see Article VI, By-laws, II-Elections). Officers of the Faculty Association are assumed to be the same offices of the Faculty Senate which are President, President-Elect, Immediate Past-President, Secretary, and Treasurer. Standing Committees are identified in "Article VI, By-Laws, Section I-Committees."

All officers must maintain and update an Officer Book pertaining to their duties and responsibilities and pass the Officer Book on to the newly-elected officers after the April Faculty Association meeting and elections, but no later than the first official meeting, usually held at the August Pre-service. No officer may hold more than one office at one time.

Persons nominated for officer positions will fill out and submit no later than two (2) weeks prior to April elections a Nominee Information Sheet provided by the Elections & Awards Committee containing the following information: nominee's name, department, years at CTC, years in FS, CTC committee memberships, CTC activities, TCCTA activities, professional activities, brief statement of FA philosophy/goals (1-2 sentences). Nominee Information Sheets are posted at the FA website one (1) week prior to April elections.

President

The President shall preside at all meetings of the Faculty Association and Faculty Senate and shall conduct all meetings according to *Robert's Rules of Order*. The President is the official Faculty Association spokesperson in formal dealings with the College Administration and the Board of Trustees. The Faculty Association President may delegate the duty of official spokesperson to another member of

the Executive Committee on a temporary basis. The out-going President will automatically become the Immediate Past President upon the first meeting of the FA in August and have a seat on the Faculty Affairs & Issues Committee the following year. Additional duties and responsibilities of the current President include the following:

1. Serves as Faculty liaison to college administration and Board of Trustees; attends all Board meetings and reports to FS
2. Meets with Chancellor/administration once a month to discuss issues
3. Serves as liaison with the Campus Dean on appointments of Faculty Association members to collegiate committees including the Employees Benefits Committee
4. Appoints a Webmaster
5. Generates FA and FS agendas; provide to the Webmaster to post on website one week prior to meetings
6. Selects and collaborates with the Webmaster
7. Chairs FA and FS meetings—votes only to break tie
8. Appoints Ad Hoc committees as necessary to address issues not currently covered through standing committees
9. Confirms selection of Departmental Representatives and Standing Committee Chairs by the September FS meeting
10. Chairs the Executive Committee
11. Appoints two adjuncts once a year
12. Selects graduation speaker
13. Serves as mentor to President-elect

President-Elect

This officer will fulfill the responsibilities of the President when the President is absent. Additional duties and responsibilities include the following:

1. Serves as Chairperson of the Faculty Affairs & Issues Committee
2. Serves as ex-officio member of the Elections & Awards and Social Committees,
3. Coordinates with Elections & Awards and Social Committees for the annual Peer Appreciation Banquet,
4. Collaborates with the FA Webmaster to ensure timely posts of all faculty-related events on website
5. Substitutes for the President at any events, as requested by President
6. Serves on the Executive Committee

Immediate Past President

This officer will fulfill the responsibilities of the President when the President and President-Elect are absent. The Immediate Past President shall:

1. Ensure continuity to the FA as a body regarding issues from previous years and automatically serves on the Faculty Affairs & Issues Committee.
2. Serve as mentor to the President, as requested.
3. Serves on the Executive Committee.

Secretary

This officer will record minutes of all FA and FS meeting. Additional duties and responsibilities are as follows:

1. Preserves and maintains all FS and FA documents including agendas, minutes, record and attendance, and membership rolls
2. Collaborates with President-Elect and Elections & Awards Committee to provide ballots to all eligible voters for all elections
3. Maintains current FS, FA, and standing committee email distribution lists
4. Serves as ex-officio member to Professional Development committee
5. Collaborates with Webmaster to post relevant and important information on website, including all meeting minutes no later than ten (10) days after FA or FS meetings
6. Sends an appropriate response expressing the concern of Faculty Senate members upon the occasion of a colleague's serious illness or death
7. Serves on the Executive Committee

8. Collaborates with Treasurer to check the Faculty Senate's P.O. box once a week

Treasurer

This officer shall be responsible for all funds and financial records of the Faculty Association, pay all the bills for which the Faculty Association is responsible, and make financial reports to the membership at the outset of the Fall and Spring semesters. The Treasurer, along with the Secretary, will be responsible for checking the Faculty Association's P.O. box once a week. Additional duties and responsibilities include the following:

1. Preserves and maintains all FS and FA documents including dues payments, Treasurer's Reports, previous years' Audit Report, and information pertinent to the college budget (especially regarding salaries)
2. Serves as ex-officio member to Elections & Awards committee
3. Provides opening and closing balance sheet entries to Secretary for meeting minutes no later than one (1) week after FA or FS meetings
4. Serves on the Executive Committee

Webmaster

This position will maintain the Faculty Association website. The Webmaster will work closely with the Secretary to maintain the current web page postings of the members list, minutes of all meetings, announcements, schedules, and agendas. The Webmaster is responsible for acquiring necessary web space and renewing the registration of the www.ctcFacultySenate.org domain name. The Webmaster serves as electronic historian for all Association and Senate documents digitally stored in the web site archives. Due to the technical skills required in this position, the office of Webmaster is appointed each year by the Faculty Association President, and serves on the Executive Committee as an ex-officio member.

Vote of No Confidence

Any officer shall be removed from office upon a vote of no confidence by the Faculty Association membership. A vote of no confidence shall be initiated by a petition signed by at least one-fourth of the membership and presented to the Faculty Senate Executive Committee. The Executive Committee shall determine a date for a vote of no confidence to be held between 15 and 30 days of receipt of said petition. Upon a vote of no confidence by two-thirds of the Faculty Association membership, the officer shall be immediately removed from office. The vote shall be conducted by secret paper ballot.

Statement of Trust

To protect the integrity, trust, and interests of the faculty membership, sensitive issues discussed during Faculty Senate meetings should remain within the purview of the Senate until such time when a public, Senate-approved statement is officially released. Issues of concern should be reported by Faculty Association members to their Faculty Senate Departmental Representatives for any discussion and action deemed necessary

ARTICLE V

Amendments

Any Faculty Association member may propose amendments to the Constitution. The text of any proposed amendment must be submitted in writing to all *full* members at least thirty (30) days before any regular or called meeting at which the proposal is to be acted upon. A two-thirds majority vote of the *full* members of the Faculty Association present or by proxy in writing addressed to the attention of the President is needed to approve the proposed amendment(s). Upon special circumstances to prevent the order of business from being disrupted, the President may decrease the thirty (30) day period stipulation to fifteen (15) days. Any additional procedures may be approved on a one-time, emergency basis by the Executive Committee.

ARTICLE VI

By-laws

I. Committees

A. Standing Committees

The members of each Standing Committee shall be elected by the *full* members of the Faculty Association, and the Chairperson of each Standing Committee shall be selected from among the committee members, with the exception of the Faculty Affairs & Issues Committee. Committee Chairs shall be identified and reported in writing to the President by the September meeting. General duties of each Standing committee are described below; however, the President of the Faculty Association may assign additional duties in a committee's general area of responsibility. In conducting the business of a committee, a simple majority is required for approval. It is the duty of the committee's chairperson to record minutes of all committee meetings, but the responsibility may be delegated to another committee member.

These committees will be responsible for presenting their recommendations in a meeting of the Faculty Senate. No committee shall obligate or speak for the Faculty Senate or Faculty Association without the prior approval of Faculty Senate members.

The following stipulations pertain to all standing committees and their members:

- Membership is open to any *full member* of the Faculty Association
- Committees are made up of six members to include the selected chair
- Chair is an automatic member of the Faculty Senate Executive Committee
- Committees should meet minimally once a month
- Committee members serve a one-year term, with the exception of the Professional Development Committee members who are elected to two year terms; and have no term limits

1. Faculty Affairs & Issues Committee

This committee's six elected members shall include two Department Chairs. Two additional appointed members include the Immediate Past-President and the Faculty Association President-Elect, who shall be the committee chairperson. This committee shall be responsible for advising the Faculty Senate and Association on issues related primarily to teaching and learning, especially as related to curricula: assessment, testing, distance learning, dual credit, technology, and teaching facilities. The committee is guided by the following CTC policy (from *Faculty Handbook*):

*The fundamental responsibilities of faculty members as teachers and scholars include maintenance of competence in their fields of specialization and exhibition of such competence. Faculty members, through faculty organizations such as Faculty Senate or individually, may advise the Chancellor. However, faculty members have no role in the governance of the institution. The educational quality at Central Texas College is a direct result of the selection of its faculty. **Central Texas College places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty.** The commitment of faculty to the Central Texas College mission and its purposes contributes to the effectiveness of the college's educational program.*

In addition, this committee is responsible for the following:

- Recommending and previewing additions, deletions, and changes to the *Central Texas College Faculty Manual*
- Recommending and previewing Administration recommendations on faculty salary, benefits, teaching loads, office hours, leaves of absence, contractual matters, and

other related concerns

- Representing faculty concerns to the College Administration, Committee-appointed councils, and/or the Board of Trustees on policies dealing with the educational programs and services provided by Central Texas College which are of concern to those eligible for membership in the Faculty Association

2. Faculty Professional Development Committee

Of this committee's six elected members, three members shall serve two-year terms beginning in even-numbered years and three members shall serve two-year terms beginning in odd-numbered years. The Faculty Association Secretary shall serve as an ex-officio member.

The committee's duties and responsibilities are as follows:

- Making recommendations for in-service training, workshops, seminars, speakers, and other avenues for professional advancement of the faculty
- Organizing, in conjunction with the Dean of Central Campus, the annual Fall Faculty Pre-service, to include confirming, hosting, and securing honorarium for the Keynote Speaker; scheduling appropriate sessions; procuring refreshments; and reserving rooms and equipment for Pre-service activities
- Collaborating with the Human Resources Training Coordinator to post events on the CTC Training Calendar and co-sponsor events, as applicable
- Collaborating annually with the Dean of Central Campus in reviewing the Faculty Professional Development Plan (FPDP) and advising of any issues and/or proposed modifications (see <http://www.ctcd.edu/facsen.htm>)

3. Social Committee

This committee's six elected members shall be responsible for coordinating the following activities and events:

- Refreshments for all Faculty Senate and Faculty Association meetings
- Annual Faculty Peer Banquet, to include theme, invitations, decorations, venue, entertainment, menu, tickets, and fund collections
- Fall "New Teachers" social
- Emeritus Reception

In addition, this committee shall collaborate with Professional Development committee to coordinate the Fall Faculty Pre-service Luncheon. The Faculty Association President-Elect shall serve as an ex-officio member.

4. Elections & Awards Committee

This committee's six elected members shall be responsible for coordinating the following voting and awards processes:

- Piper Professor nominations and campus selection process
- Annual Faculty Peer Banquet awards' nominations and selection process
- Faculty Association Officer and Standing Committee nomination and selection process, to include verifying eligibility and posting the Nominee Information Sheets online at the Faculty Association website (see "Article IV, Officers")

In addition, this committee shall collaborate with the Faculty Association Secretary to provide ballots to all eligible voters for all elections. The Faculty Association Treasurer shall serve as an ex-officio member.

5. Executive Committee

The members of the Executive Committee shall consist of the Faculty Association Officers and the Chairpersons of the Standing Committees and the Webmaster, with the FA President serving as chair. The Committee shall be responsible for setting the calendar for both FS and FA events.

B. Special Committees

The Faculty Association President may appoint a chairperson and any number of members deemed appropriate for any ad hoc committee.

1. Constitution/ By-laws Committee

The chairperson and at least two other members shall be appointed by the President yearly to review the Constitution/ By-laws and make recommendations as appropriate.

2. Membership Committee

This committee shall consist of a chairperson and at least two other members appointed by the President. The committee shall be responsible for recommending events and other actions to recruit new members.

II. Elections

A. Elections of officers and committee members shall be conducted annually at the April Faculty Association meeting.

B. The Elections & Awards Committee shall solicit and accept written nominations from the Faculty Association membership at large, to include both full and associate members, no later than the Tuesday following the March Faculty Senate meeting. This committee shall also verify the eligibility of nominees, post Nominee Information Sheets, and compile a ballot of candidates. Nominees must be *full* members of the Faculty Association and have paid dues by January 31st of the year the election is taking place. Nominees must submit to the Elections & Awards Committee Chair a completed Nominee Information Sheet no later than two (2) weeks prior to April elections, to be posted at the FA website no later than one (1) week prior to April elections. Nominees also must be willing to perform all duties and responsibilities as described in “Article VI, By-Laws, Section I, Committees” and meet the requirements for the specific office/committee for which they have been nominated. Nominations shall include the offices of President, President-Elect, Secretary, Treasurer, and members of each Standing Committee. No two officers may be from the same department. The Faculty Association Webmaster will be appointed by the President each year.

C. There must be at least one candidate for each position to be filled. If there are no eligible nominees for any particular office, the Elections & Awards Committee shall issue another call for nominations in that category. The committee shall continue until such time as a full-slate of nominated officers is complete. If an individual is nominated for more than one executive office, then the Elections & Awards Committee shall contact the nominee for a preference. No individual may be a candidate for more than one office; however, a Faculty Association member may be selected to be a member of one or more than one committee, as long as he or she is willing and able to perform the duties and responsibilities as described in “Article VI, By-Laws, Section I, Committees.” An individual cannot be both an Officer and a Standing Committee Chair simultaneously, with the exception of the President and President-Elect.

D. The Elections & Awards Committee shall notify each nominee that his or her name has been duly placed in nomination and will ascertain the candidate’s eligibility and willingness to serve if elected. The Elections & Awards Committee, only at the request of the nominee, may strike from the ballot his or her name.

E. Any *full* member of the Faculty Association may announce candidacy for any elected position by sending a memorandum to the Elections & Awards Committee.

F. Elections shall be by secret ballot. The Elections & Awards Committee shall supervise this election closely. All ballots shall be counted during the Faculty Association meeting when the election is held.

G. A simple majority of the votes cast is required to win an election.

H. The Elections & Awards Committee, through the Faculty Association Webmaster, shall post the

election results on the Faculty Association website within three (3) days after the election. The Elections & Awards Committee is also responsible for sending within three (3) days after the election a college-wide email announcing the results of the Faculty Association election and inviting any persons wishing to contact and/or do business with the Faculty Association to direct their inquiries to the incoming Faculty Association President.

III. Terms of Office

- A. Persons elected to serve in the following positions shall begin their terms of office on the day before the Fall Faculty Pre-service meeting(s) and continue for one year. Those whose terms will be as specified are as follows:
- President
 - President-Elect
 - Secretary
 - Treasurer
 - Committee members for Standing Committees (with the exception of the Professional Development Committee Members who serve two year terms)
- B. A *full* member of the Faculty Association may serve in any office and on any committee for any number of terms, but not more than two consecutive terms for Executive Officers.
- C. If an office is vacated during a school year, the Faculty Association President shall appoint a replacement who shall serve until the next regularly scheduled election.
1. If the vacancy exists in the office of the President, the President-Elect will assume the office and will serve the remainder of the term and the regular term as planned. The President will propose a President-Elect nominee who will be confirmed by a vote of the *full* members of the Faculty Association at the next meeting.
 2. If the vacancy exists in both offices of President and President-Elect, then the current or Immediate Past President will appoint an ad hoc committee to oversee the following procedures:
 - a. Ask the elected Secretary, followed by the elected Treasurer, to assume either vacated office.
 - b. If a vacancy still exists after the preceding action, then the *full* members of the Faculty Association will be asked to submit nominations for the remaining vacated office(s). The nomination period shall remain open for a minimum of fifteen (15) days.
 - c. A vote will held at the next Faculty Association meeting following the fifteen (15) day nomination period. A special meeting of the FA may be scheduled to accommodate this process.
 - d. The newly-elected officer(s) will take his or her/their position(s) immediately after the vote count is validated by the ad hoc committee.

IV. Meetings and Quorums

- A. The President of the Faculty Association shall announce at the Fall Faculty Pre-service meeting, the tentative meeting dates for the academic year. A combined meeting of the Faculty Association and Faculty Senate shall occur twice in the fall semester, once at Fall Faculty Pre-service and once later in the semester; and once during the spring semester at the April meeting. The Faculty Senate shall meet five (5) additional times a year and at such times as deemed necessary during the summer semester.
- B. A quorum is constituted by seventeen Senate members in attendance at any regular or called meeting.
- C. The President or Executive Committee may call a special meeting of the Faculty Association or Faculty Senate on one week's written notice to its members. Written notice will include email to all association members and postings by the Webmaster to the Faculty Association/Senate web

site.

- D. All meetings of the Faculty Association, Faculty Senate, and Standing Committees will be in accordance with *Robert's Rules of Order*, latest edition.
- E. Decisions of the Faculty Association and Faculty Senate (except as noted elsewhere in these By-laws) shall be by a simple majority, either by show of hands or a voice vote. The presiding officer shall determine the outcome of the vote, but a simple majority of the members present may request and receive a secret ballot vote.
- F. All constitutional amendments shall be presented to the Faculty Association and require approval of two-thirds vote of all *full* members present or by proxy in writing to the attention of the President.
- G. An absent *full* member of the Faculty Association member may send a proxy vote by sending written notification to the Faculty Association President identifying the issue or issues on which the vote is cast by proxy. This proxy statement must bear the name and signature of the absent member. A general proxy vote statement (I hereby give my proxy vote to vote as he/she believes right) will be unacceptable.

V. Audit

- A. An audit shall be conducted annually by September of the new school year.
- B. The audit is conducted by one member appointed by the President.

ARTICLE VII

Ratification

This constitution shall go into effect when it has been approved in an election by those who join the Faculty Senate in the Fall of 2007. The approving vote necessary for adoption of this Constitution shall be a simple majority of the votes cast for the ratification.

ARTICLE VIII

Authentication

This Constitution is approved on the November 15, 2007

FOR THE ADMINISTRATION

FOR THE BOARD OF TRUSTEES
