

Constitution of the Lone Star College-Montgomery Faculty Senate

ARTICLE I - NAME

Section 1. The name of this organization shall be the Lone Star College - Montgomery Faculty Senate, henceforth referred to in this document as Faculty Senate.

ARTICLE II - PURPOSE

Section 1. The purpose of the Faculty Senate shall be to provide a formal organization to promote the welfare of the faculty, to foster and encourage effective communication among faculty and between faculty and administration, to promote unity and coherence among faculty, to provide a forum for raising, discussing, and promoting resolution of faculty issues, to foster and encourage a learning environment based on integrity, trust, dignity, and respect, and to promote academic excellence and success in the classroom, college, and community.

ARTICLE III - MEMBERSHIP

Section 1. Full-time faculty members assigned to Lone Star College - Montgomery without supervisory and/or evaluative roles over other full-time faculty are voting members.

Section 2. Adjunct faculty members, currently assigned to teach one or more courses at Lone Star College - Montgomery who do not serve in a concurrent administrative capacity are non-voting members.

ARTICLE IV - DUES

Section 1. No dues shall be assessed for purposes of membership in the Faculty Senate.

ARTICLE V - GOVERNMENT

Section 1. The purpose of the Faculty Senate shall be affected through its membership, elected Executive Board, and authorized committees.

Section 2. The Faculty Senate is made up of all members and shall serve as the legislative body of the organization.

- Section 3.** The Faculty Senate meetings are scheduled once per month during long semesters and as needed during the summer. The date and time shall be set by the President in consultation with the Executive Board to accommodate a majority of members of the Faculty Senate.
- Section 4.** Members present at a Faculty Senate meeting shall constitute a quorum.
- Section 5.** A published agenda for each Faculty Senate meeting shall be prepared by the Executive Board. The agenda shall be published to members at least three days before the Faculty Senate meeting is to be held. Requests to include any item on the agenda must be submitted to the President at least ten days prior to the Faculty Senate meeting at which the proposed agenda item is to be discussed.
- Section 6.** Any agenda items for which a vote will be taken at the Faculty Senate meeting must be on the published agenda. In addition, any written item (i.e. formal letters, resolutions, etc.) for which a vote for approval will be taken must be published along with the agenda.
- Section 7.** For time sensitive issues needing immediate action, an agenda item may be added to the published agenda outside of the timeline outlined in Article V, Section 5 by the President or by one-half the members of the Executive Board present at the Faculty Senate meeting during which the item will be discussed. This would allow the agenda item to be voted on during that meeting.
- Section 8.** A simple majority vote of those members present will be sufficient to pass all motions presented during Faculty Senate meetings outside of a vote of no confidence or amending/ratifying the constitution. For routine action items (i.e. approval of minutes, establishing committees, closing meetings, etc.) a show of hands will be used for voting purposes, unless a secret ballot is requested. For all other items (i.e. formal letters, resolutions, changes to the constitution, etc.), a secret ballot will be used for voting purposes.

ARTICLE V - OFFICERS

- Section 1.** Elected officers of the Faculty Senate shall be a President, Vice President, Secretary, three Full-Time Senators from each of the college's Academic Divisions, and one Adjunct Senator from each of the college's Academic Divisions, one Librarian Senator, and one Counselor Senator.

- Section 2.** All officers shall be elected from the Faculty Senate membership. The President, Vice President, Secretary, Full-Time Division Senators, Librarian Senator and Counselor Senator of the Faculty Senate must be full-time faculty. Adjunct Division Senators must currently be assigned to teach one or more courses at Lone Star College - Montgomery as an adjunct faculty member and not serve in a concurrent administrative capacity.
- Section 3.** The Election Committee will be established to facilitate the election of officers. The Election Committee shall be chosen by the Executive Board and will consist of one Election Judge from each of the Academic Divisions. The Executive Board will put a call out to the entire Faculty Senate membership to seek individuals interested in serving as Election Judges. The Election Committee will be chosen from this group. Election Judges must not be running for an elected position at the time of their service on the Election Committee.
- Section 4.** Once the Election Committee is established, a call will go out to the entire Faculty Senate membership for individuals interested in running for elected positions. Anyone interested in running for an elected position and is eligible will be placed on the ballot.
- Section 5.** There will be two separate election processes run simultaneously; one for Adjunct Division Senators and one for all other elected officers and Senators. Adjunct Division Senators will be chosen by the adjunct members of Faculty Senate. All other elected officers and Senators will be chosen by the voting members of the Faculty Senate.
- Section 6.** The elected officers of the Faculty Senate shall be elected by a simple majority of a secret ballot in a way that ensures access to the voting process by all members, protects the anonymity of their vote, and ensures the integrity of the process (i.e. one vote per person). Members will have one week to cast their votes. The election process will be complete before the last General Assembly meeting of the academic year.
- Section 7.** In the event of an entirely uncontested election, meaning all individuals running for a Faculty Senate elected position are unopposed, a viva-voce election will occur during the last Faculty Senate meeting of the academic year.
- Section 8.** For regular elections, the term of office shall begin on May 1 during odd numbered years and shall last for two years or until a successor is elected. Officers may succeed themselves but may serve no more than 2 consecutive terms.

- Section 9.** In the event of a midterm vacancy of any elected officer other than the President, Vice President, or Secretary, the Faculty Senate shall hold a special election to fill the vacancy from its membership. Special elections shall be facilitated by the Executive Board and follow the election procedures as outlined in Article V, Sections 4-6.
- Section 10.** In the event of a midterm vacancy of the office of President, the Vice President shall assume the position of President.
- Section 11.** In the event of a midterm vacancy of the offices of Vice President and Secretary, the Faculty Senate Executive Board will appoint an interim Vice President or Secretary to serve until the next regular election.
- Section 12.** No officer shall hold more than one office at a time.
- Section 13.** The elected officers and Senators shall constitute the Executive Board which shall:
- a. Convene once each month preceding the Faculty Senate meetings.
 - b. Establish the Faculty Senate meeting agenda in consultation with the President.
 - c. Act on behalf of the membership in emergency circumstances.

ARTICLE VI - DUTIES OF OFFICERS

- Section 1.** The President of the Faculty Senate shall:
- a. Represent the Lone Star College - Montgomery faculty at Lone Star College System Board meetings, President's Council meetings, and other events.
 - b. Lead all meetings of the Faculty Senate.
 - c. Prepare meeting agendas in consultation with the Executive Board.
 - d. Handle e-mail and other communication associated with Faculty Senate business.
 - e. Represent faculty to the administration with input on all matters associated with the Faculty Senate.
 - f. Call for all votes.
- Section 2.** The Vice President of the Faculty Senate shall:
- a. Temporarily assume the President's duties in the absence of the President.
 - b. Permanently assume the President's duties upon a midterm vacancy of the office of President.
 - c. Maintain official membership roll.
 - d. Handle logistics for Faculty Senate meetings (scheduling, room, etc.).
 - e. Perform all other duties as may be assigned by the President.

- Section 3.** The Secretary of the Faculty Senate shall:
- a. Maintain Faculty Senate history.
 - b. Maintain and distribute Faculty Senate minutes.
 - c. Perform all other duties as may be assigned by the President.

- Section 4.** The Full-Time Division, Adjunct Division, Library and Counselor Senators - of the Faculty Senate shall:
- a. Communicate issues from their constituent group to the Faculty Senate.
 - b. Provide agenda items for Executive Board and Faculty Senate meetings.
 - c. Communicate Faculty Senate business to their constituent group.
 - d. Serve as members of the Executive Board.
 - e. Adjunct Division Senators will represent their constituent groups during voting, as they are each given a vote.

ARTICLE VII - VOTE OF NO CONFIDENCE

- Section 1.** Any elected officer shall be removed from office upon a vote of no confidence by the membership. A vote of no confidence shall be initiated by a petition signed by at least one-fourth of the full-time faculty membership and presented to the Executive Board. The Executive Board 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 Senate members in attendance, the officer shall be immediately removed from office.
- Section 2.** The no confidence vote shall be conducted by secret ballot in a way that ensures access to the voting process by all members, protects the anonymity of their vote, and ensures the integrity of the process (i.e. one vote per person).

ARTICLE VIII - COMMITTEES AND APPOINTMENTS

- Section 1.** Standing and Ad Hoc Committees shall be established as needed by the President and require approval by the Executive Board.
- Section 2.** The Standing Committees of the Faculty Senate shall be:
- a. **Rights and Responsibilities:** The Rights and Responsibilities Committee shall, be assembled as needed to promulgate the faculty's beliefs regarding rights and responsibilities and shall provide advice and/or support for faculty members pursuing grievances or seeking remedies for problems with college policies and procedures.

- b. Faculty Excellence Awards:** Each academic year the Excellence Awards Committee shall select the College's Faculty Excellence Awards winners. Procedures and criteria for selection will be established by the Executive Board with approval of the full Senate.
- c. Elections:** The Election Committee shall consist of one Election Judge from each of the Academic Divisions selected by the Executive Council from members who are not seeking Faculty Senate elected office. They will facilitate the election process as spelled out in Article V, Sections 3-6, and certify and count the ballots cast for all Faculty Senate regular elections.
- d. Best Semester:** Each academic year the Best Semester Committee shall select the College's Best Semester Faculty. Procedures and criteria for selection will be established by the Executive Board with approval of the full Senate.

Section 3. Committee Chairs shall be appointed as needed by the President and require approval by the Executive Board.

ARTICLE IX - AMENDMENTS TO THE CONSTITUTION

Section 1. Amendments shall be proposed in writing and submitted to the President at Faculty Senate meetings.

Section 2. For purposes of discussion, debate, or revision, proposed amendments shall be placed on the agenda and considered at the next Faculty Senate meeting after they have been proposed in writing.

Section 3. Amendments shall be adopted by two-thirds of the votes cast by Faculty Senate members in attendance.

ARTICLE X - RATIFICATION OF THE CONSTITUTION

Section 1. This Constitution shall require the approval of two-thirds of the votes cast by Faculty Senate members in attendance.

Section 2. Upon ratification, this Constitution shall become effective immediately as the document of authority for the Faculty Senate.

ARTICLE XI - RULES OF ORDER

Section 1. All meetings of the Faculty Senate shall be conducted in accordance with this Constitution with guidance from Robert's Rules of Order.