# Faculty Senate Constitution

of

**Lone Star College – Kingwood**

PREAMBLE

The Faculty of Lone Star College System (LSCS) - Kingwood hereby establishes the Faculty Senate of LSC-Kingwood to advocate and to advance the interests of faculty and to promote communication between faculty, administrators, and the Board of Trustees. The Faculty Senate has been formed to ensure faculty has a voice in the development of policies and procedures that are defined by the principles of shared decision making. Faculty members have both the opportunity and the responsibility to provide input, to ask questions, and to pose possible solutions to issues of interest and concern in order to achieve a common vision for their division and the Lone Star College System.

The LSC-Kingwood Faculty Senate has an important and unique role to play in shared governance. By providing excellence in teaching central to the mission of the college, the faculty has a major stake in recommendations about instructional methods and content, student assessment, academic freedom, faculty competence, and issues related to workload and compensation. Under the shared decision making model, faculty input is strongly encouraged and should be solicited on other matters of concern to faculty *prior to the start* *of the decision making process*. To achieve these ends, faculty members should participate in information gathering and the decision making processes at all levels which in turn should be transparent and inclusive to the greatest degree possible.

**Article I**

**NAME AND PURPOSE**

**Section 1: The name of this organization shall be Lone Star College – Kingwood Faculty Senate and shall hereafter be designated as the Faculty Senate.**

**Section 2: The purpose of the Faculty Senate will be to provide a formal organization to promote the welfare of the faculty; to foster and to 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 I (continued)**

**Section 3: The Faculty Senate shall act as a committee with regard to other committees, establishing and setting the areas of jurisdiction, as well as approving the selection of Faculty Senate committees' members.**

**Section 4: The agenda of the Faculty Senate shall be established and input provided by its members. In addition, the agenda for monthly meetings is prepared and distributed by the Faculty Senate President in accordance with the By-Laws.**

**Section 5: The Faculty Senate shall maintain open communication with other Faculty Senates and the support staff organizations at the other colleges of the Lone Star College System. The Faculty Senate organizations may work jointly on projects affecting faculty and support staff at Lone Star College – Kingwood. This communication includes, but is not limited to, distribution of minutes of Faculty Senate meetings to the Presidents of the other Faculty Senates and working with committees from the other college organizations.**

**Section 6: The Faculty Senate shall have the power to adopt bylaws and rules of procedure consistent with the Constitution and shall operate under same.**

**Article II**

**QUALIFICATION OF MEMBERS**

**The membership of the Faculty Senate is composed of all full-time faculty members and adjunct faculty members of Lone Star College – Kingwood, excluding Lone Star College System employees with administrative contracts.**

**Article III**

**OFFICERS OF THE FACULTY SENATE AND ELECTIONS**

**Section 1: Duties of the Officers**

1. **The President of the Faculty Senate shall:**
   1. **Serve as the official representative of the Faculty Senate in situations where such representation is necessary or desirable, including meetings with the Chancellor, President of the College, and other administrative persons to discuss actions and concerns of the faculty.**
   2. **Preside at the meetings of the Faculty Senate and call for all votes.**
   3. **Prepare and distribute meeting agendas in consultation with the Executive Council, who consist of the President, Vice President**

**and Secretary of the Faculty Senate.**

**Article III (continued)**

* 1. **Sit on the President's Council.**
  2. **Appoint committees of the Faculty Senate and charge those committees with their responsibilities.**
  3. **Serve as an ex-officio member of standing and ad hoc committees.**
  4. **Handle e-mail and other communication associated with Faculty Senate business.**
  5. **Chair the Faculty Senate Instructional Council meetings.**
  6. **Call and preside at special Senate or Executive Council meetings.**

1. **The Vice President of the Faculty Senate shall:**
   1. **Temporarily serve as the Acting President of the Faculty Senate in the absence of the President.**
   2. **Permanently assume the President’s duties upon the President’s death, resignation, or vote of no confidence.**
   3. **Handle logistics for Faculty Senate meetings.**
   4. **Attend monthly meetings with the College President. Attend meetings of the Instructional Council and preside as chair when the President is absent.**
   5. **Perform other duties as may be assigned by the President.**
2. **The Secretary of the Faculty Senate shall:**
   1. **Temporarily serve as the Acting President of the Faculty Senate in the absence of the President and Vice President until an election can be held.**
   2. **May preside at a meeting when the President and Vice President are absent.**
   3. **Keep written accounts of all Faculty Senate meetings and distribute minutes to all members following the completion of each meeting.**
   4. **Maintain all Faculty Senate records, policies, and proceedings.**
   5. **Attend meetings of the Instructional Council.**
   6. **Perform other duties as may be assigned by the President.**

**Section 2: The Faculty Senate shall make the necessary provisions for the election of Officers in April of each even-numbered year.**

**Article III (continued)**

**Section 3: Officers will be elected from the full-time faculty at large by sending the vote directly to an automated survey system. Afterwards, the appointed election monitor, who is responsible for disseminating the final outcome to faculty, will keep the data confidential until the final vote is tallied.**

**Section 4: The terms of office shall begin on June 1 and shall last for two years or until a successor is elected. Officers may succeed themselves, but may serve no more than two consecutive terms.**

**Section 5: Office Vacancies**

**A. If the President cannot fulfill the term of office, the Vice President will assume the President’s position. A new Vice President will be appointed for the remaining term by the President with majority approval from the Faculty Senate.**

**B. In case of the vacancy of another office, the President (or Acting President) of the Faculty Senate will, with the majority consent of the Faculty Senate quorum, appoint a replacement for the remainder of the term or alternatively request a special election.**

**Section 6: Removal of officers**

**A. A vote of no confidence against any officer shall be initiated by a petition signed by at least one-third of the voting membership of the Faculty Senate and presented to the Executive Council.**

**B. The Executive Council, including the officer being acted upon, shall determine a date for a vote of no confidence to be held between fifteen and thirty days of receipt of said petition.**

**C. The no confidence vote shall be conducted by secret ballot and the results tallied electronically using an automated survey system. The final vote will be formally disseminated by the election monitor.**

**D. Upon a vote of no confidence by two-thirds of the voting Faculty Senate membership, the officer shall be removed from office, immediately.**

**Article III (continued)**

**Section 7: Executive Council**

**A. The Executive Council shall consist of the three officers (President, Vice President and Secretary) of the Faculty Senate, two senators from each division and one from the non-teaching faculty for a total of ten (10) voting members.**

**B. The Executive Council may call meetings as needed to discuss information that impacts the Faculty Senate membership-at-large.**

**C. Senators are expected to attend regularly scheduled Faculty Senate meetings and Faculty Senate Instructional Council meetings, as well as other meetings as may be scheduled by the President.**

**D. Each Division shall volunteer their own Senators, plus one Alternate. Terms will begin after the volunteers are self-selected in each division meeting at the start of the semester. Senators will serve a one-year term.**

**E. Adjunct faculty shall elect two senators, plus one alternate who may attend the Executive Council meeting as non-voting representatives.**

**F. Regular meetings of the Senate leadership with the administration shall adhere to set meeting dates and be called when necessary by either the administration or the Senate.**

**G. A quorum shall consist of an absolute majority (six), including at least one Senator from each division. Senators and Officers each get one vote.**

**Section 8: The Senate President, at his/her discretion, may appoint a parliamentarian, to advise the presiding officer in responding to points of order and parliamentary inquiries, and generally to provide advice in conducting the meeting according to Robert's Rules of Order, the standard for parliamentary procedures.**

**Section 9: The Senate President shall appoint an election monitor who will be responsible for collecting and tallying the votes for all secret ballots, such as (a) election of officers and (b) votes of no confidence.**

**Article IV**

**MEETINGS**

**Section 1: Senate meetings shall be open to any member of the faculty. The Senate President, at his/her discretion, may invite administrative personnel or others deemed appropriate to address particular meetings.**

**Section 2: There will be a regular meeting during in-service and each month during the fall and spring semesters, plus called meetings as needed.**

**Section 3: Directions for a quorum**

**A. The Faculty Senate members present at a Faculty Senate meeting will constitute a quorum.**

**B. A simple majority vote of the quorum will constitute a majority. A simple majority vote of the quorum will be sufficient for routine action items and resolutions of the Faculty Senate.**

**Section 4: Members who cannot attend a Faculty Senate meeting may vote via proxy by notifying the Senate President at least 24 hours prior to the vote.**

**Section 5: The Instructional Council meetings consist of communication between the Faculty Senate Executive Council, and the Lone Star College – Kingwood Vice Presidents and the Deans. Instructional Council meetings will be held within one week after the regularly scheduled Faculty Senate meetings.**

# Article V

**CONSTITUTION REVISIONS**

**Section 1: Any portion of this Constitution may be changed without having to add amendments.**

**Section 2: Proposed changes to this Constitution shall be approved by a majority vote of the Executive Council before being submitted to the full Senate.**

**Section 3: To be ratified, changes to this Constitution must be approved by a two-thirds simple majority vote of all full-time faculty members.**

**BYLAWS**

**Article I**

**COMMITTEES**

**Section 1: Standing committees**

**A. The Rights and Responsibilities Committee shall promulgate the faculty’s beliefs regarding rights and responsibilities and provide advice and/or support for faculty members pursuing grievances or seeking remedies for problems with college policies or procedures.**

**B. The Professional Development Committee shall consider and award funds allocated to the Faculty Senate for faculty development.**

**C. The Benefits Committee shall consider and make recommendations on all matters regarding compensation for services rendered.**

**Section 2: Ad Hoc committees: The President is empowered to form Ad Hoc committees and to appoint members and/or alternates as needed subject to approval of the Faculty Senate at the next regular meeting. These committees will be formed as needed to deal with specific topics.**

**Section 3: The Faculty Senate will elect at least three representatives to serve on each standing committee. Election of standing committee members shall be conducted during the August Faculty Senate meeting. The President is empowered to appoint additional members and/or alternates as needed subject to approval of the Faculty Senate at the next regular meeting. Each committee will elect a chairperson for a one-year term.**

**Section 4: Committee memberships may overlap.**

**Section 5: Procedures of committees: The committees shall study issues and report to the full faculty with its recommendations. The faculty will vote on final recommendations that are sent to the administration.**

**BYLAWS**

**Article II**

**INTRODUCTION OF BUSINESS**

**Section 1: Resolutions are motions submitted in writing. Only Senate members shall introduce resolutions.**

**Section 2: Voting on resolutions shall occur after (a) the resolution has been distributed by the Senate President at least one week prior to the regularly scheduled meeting, or (b) a “first reading” at the previous meeting has occurred. Majority rule of the Senate prevails in all resolutions meeting criteria (a) or (b) above.**

**Section 3: Faculty has the option of submitting resolutions directly to the President no later than ten days prior to the regularly scheduled meeting. These resolutions will be read by the President at the next meeting and recorded if the sponsor chooses to be identified in the minutes. However, the sponsor at his or her request can remain anonymous. All votes shall be a show of hands. In addition, members or observers may speak “off the record,” at their request.**

**Section 4: Members who cannot attend a Faculty Senate meeting may vote via proxy by notifying the Senate President at least 24 hours prior to the vote.**

**Section 5: Resolutions may be initiated and passed from the floor at the same Faculty Senate meeting only if (a) a majority of eligible voting members are in attendance, or (b) the resolution passes unanimously.**

**Section 6: Resolutions shall be duly reported in the minutes, distributed via e-mail, and communicated to the President of the College by the Faculty Senate President.**

**BYLAWS**

**Article III**

**SPECIAL ELECTIONS**

**Upon acceptance of the new constitution, elections for the office of President, Vice President and Secretary will be held in April 2008 for a two year term beginning in June 2008 and as regularly scheduled thereafter.**

**Signatures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President**

**Drafted by the Constitution Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vice-President**

**Dr. Cora Ann Williams, J.D.**

**& Dr. Katherine Keilty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secretary (Official Constitution Ratified - March 4, 2008) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**