

Temple College Faculty Council Constitution and Bylaws

Approved January 2014

ARTICLE I

Name

This organization shall be known as the Temple College Faculty Council.

ARTICLE II

Purpose

The Temple College Faculty Council exists as a group effort to promote the best interests of Temple College, its faculty individually and collectively, and the community. It exists as an organization of persons using the highest standards of professional ethics in discussion and solution of teaching problems, promoting pleasant collegiality, association and concern among peers, and seeking maximum fulfillment of the purpose and functions of Temple College.

ARTICLE III

Membership

Section 1. Membership is open to any individual who is classified as faculty by Temple College, including Department Chairs and Division Directors.

Section 2. An Individual becomes a Member upon payment of dues to the Secretary-Treasurer for each academic year. Dues will be determined by a vote of the Faculty Council at the final meeting of the spring semester.

ARTICLE IV

Officers

Any member of the Faculty Council with tenure may hold office. Officers of Faculty Council shall be President, Vice President, Secretary-Treasurer, and Past President. Together they shall constitute the Executive Committee for the duration of one academic year.

Section 1. President

The President will preside at all meetings of the Faculty Council and shall conduct said meetings according to *Robert's Rules of Order*. The President is the chair of the Consultation Committee and is the official Faculty Council spokesperson in formal dealings with the college administration and the Board of Trustees. The President may delegate duties on a temporary basis to another member of the Executive Committee.

The President will appoint one member to each standing Faculty Council committee and name its chair. The President will also appoint members to TC Committees in accordance with the ***Temple College Policy Manual***.

At the end of the spring semester, the President will convene a meeting of the current officers, the incoming officers, and the current committee chairs. At this time all files will be handed over to the incoming President who will distribute them to the officers and committees for the next academic year.

Section 2. Vice President

The Vice President will fulfill the responsibility of the President when the President is absent. The Vice President will represent the Faculty Council at the Temple College Foundation Board meetings, Temple College Curriculum Committee, and any other Temple College committees, as appointed by the Faculty Council President. The Vice President will chair the Social Committee.

Section 3. Secretary-Treasurer

The Secretary-Treasurer shall maintain a current list of all members, record and maintain minutes of meetings and circulate copies of the minutes to all members after each meeting. The Secretary-Treasurer also shall be responsible for all funds and financial records of the Faculty Council, pay all bills for which the Faculty Council is responsible, and make financial reports to the membership at each meeting.

Section 4. Past President

The Past President will be a member of the Executive Committee and help in the transition of officers and provide information from his/her administration as needed.

Section 5. Communications Coordinator

The electronics communications coordinator will be appointed by the President and is responsible for developing and maintaining Faculty Council presence through appropriate online means.

ARTICLE V Amendments

Any member may propose amendments to this Constitution. The text and rationale of such proposed amendments must be submitted in writing to all members at least 30 days before any regular or called meeting in which the proposal is to be moved.

ARTICLE VI

Bylaws

Section 1. Elections

Beginning no later than April 1 and concluding no later than April 30 of each academic year, the Elections Committee will supervise the nominations and election of the Faculty Council officers and committee members.

Section 2. Faculty Council Committees:

Committees shall include standing, special and ad hoc as described below. Committee chairs will be responsible for meeting times and activities. The chair will also maintain files of minutes and committee actions and turn over this material to the incoming President at the end of the spring semester.

a. Standing:

Duties of Standing Committees are as described below, except that the President of the Faculty Council may assign additional duties in a committee's general area of responsibility. A simple majority of present committee members is required for approval of committee business. It is the duty of the committee's chair to record the minutes of all committee meetings, but this responsibility may be delegated to another committee member.

(1) Faculty Development Leave Grant Committee

The Faculty Development Leave Grant Committee shall consist of five members, four elected and one appointed by the incoming Faculty Council President. The Committee will function pursuant to the Temple College Policy for nominating a candidate from the **Temple College Policy Manual**. The chair of this committee will be appointed from among its five members by the Faculty Council President. The chair will maintain a file of minutes and committee action and hand over these files to the incoming President who will distribute them to the officers and committees for the next academic year.

(2) Barnhart Award Selection Committee

The Selection Committee will consist of three members, two elected and one appointed by the incoming President. The committee will be responsible for conducting the selection process of a tenured faculty member for the Claudia and W.T. Barnhart Outstanding Teacher Award nominee as printed in the **Temple College Policy Manual**. The committee shall conclude the selection process by the end of the spring semester of the current academic year.

The chair of this committee will be appointed from among its three members by the incoming President.

This recipient will also be the TC nominee for the Piper Professor Award Program of the Minnie Stevens Piper Foundation for the next academic year.

(3) Faculty Advancement Committee

The Faculty Advancement Committee will consist of five members, four elected and one appointed by the incoming President. This committee will make recommendations for disbursement of Temple College funds for the professional advancement of the faculty. This includes in-service training, workshops, seminars, speakers, and other educational opportunities based upon the guidelines as published in the *Temple College Policy Manual*.

The chair of this committee will be appointed from among its five members by the incoming President.

(4) Elections Committee

The Elections Committee will consist of five members, four elected and one appointed by the incoming President. This committee will call for and accept nominations, prepare and distribute ballots, and tabulate the results for the election of Faculty Council officers and committee members.

The election results for the Grievance and Hearing committee shall be sealed and presented to the incoming president, who will hold them until a Formal Grievance Procedure or Hearing Committee is invoked.

The chair of this committee will be appointed from among its five members by the incoming President.

(5) Ways and Means Committee

The Ways and Means Committee will consist of five members, four elected and one appointed by the incoming President. The committee will be responsible for preparing, distributing, and compiling the results of faculty surveys, and reporting the findings to Faculty Council. The committee will also be responsible for recommending and previewing any additions, deletions, and changes in the *Temple College Policy Manual*.

The chair of this committee will be appointed from among its five members by the incoming President.

(6) Social Committee

The Social Committee will consist of eleven members, nine elected, the Vice President, and one appointed by the incoming President. The committee will coordinate refreshments for faculty council activities, to include lunch at the beginning of fall and spring semesters and scheduled meetings. In addition, the committee will coordinate activities, including retirement recognition. The committee will purchase a gift for each retiring faculty member. The committee will solicit funds from faculty as needed for supplies and/or gifts.

The chair of this committee will be the Vice President.

(7) Faculty Orientation Group

The Faculty Orientation Group (FOG) will consist of five members, four elected and one appointed by the incoming President. The committee members will serve as “Orientation Ambassadors” for each year’s new faculty members. The members will coordinate mentor connections for new faculty members and will advocate mentor connections for new faculty members and will advocate for a “culture of helpfulness:” across the campus with regard to orientation of all faculty members. Activities and outreach to fulfill these roles may vary each year. In coordination with personnel across campus, the committee will create and maintain a multi-semester online-based course that orients participants to Temple College history, campus, communications, personnel, policies, and procedures that are pertinent to faculty members. The course will be available to new full-time and adjunct faculty members. Other faculty members who are interested may also choose to take the course.

(8) Satellite and ISD Campuses Committee

The Satellite and ISD Campuses Committee will consist of seven members, six elected and one appointed by the incoming President. This committee will serve as a centralized entity for the discussion of concerns related to working at campuses other than Temple College main campus. This committee will facilitate communication among the various satellite and Independent School District campuses and will make recommendations to Faculty Council for the resolution of issues surrounding teaching and working at these campuses. The chair of this committee will be appointed from among its seven members by the incoming President.

b. Special Committees

(1) Executive Committee

Members shall be the elected Faculty Council officers named in Article IV. The committee will coordinate the annual calendar and meeting agendas of the Faculty Council meetings. Members of this committee will also participate as members of the Professional Consultation Committee.

The chair of the committee will be the Faculty Council President.

(2) Professional Consultation Committee

The Professional Consultation Committee shall consist of the Executive Committee plus three tenured and one non-tenured faculty. Elected committee members will serve a two (2) year term, with two tenured faculty elected in even numbered years; one tenured and one non-tenured faculty elected in odd-numbered years. As directed by the Faculty Council or upon request by the Temple College President, the committee will consult with the Temple College President on matters of concern to the faculty collectively, pursuant to the Temple College Professional Consultation Agreement as printed in the **Temple College Policy Manual**.

The chair of the committee will be the Faculty Council President.

(3) Grievance Committee

The Grievance Committee shall consist of five tenured faculty members, including the chair. The members of this committee will remain secret until such time as a *Formal Grievance* is filed by a faculty member. The committee will function pursuant to the Temple College Grievance Procedure as printed in the **Temple College Policy Manual**. When the Formal Grievance Procedure requires a faculty Grievance Committee, the President of the Faculty Council shall unseal the results of the previous Spring's election and the five persons receiving the highest number of votes shall serve as the Grievance Committee. If any of these five individuals is unavailable or is unable to serve due to being otherwise involved in the grievance process or any other conflict of interest, that person shall be excused and the person with the next highest number of votes shall serve instead.

The chair will be elected by majority vote of committee members.

(4) Hearing Committee

The Hearing Committee shall consist of ten elected tenured faculty members from which a Hearing Panel of five members shall be chosen by lot. The members of this committee will remain secret until such time as a Hearing Panel is requested by a faculty member. This Committee and Panel shall function pursuant to the *Temple College Policy on Suspension or Discharge* as stated in the **Temple College Policy Manual**.

The chair will be elected by majority vote of Panel members.

(5) Ad Hoc Committee

The Faculty Council President may appoint a chair and at least two members for any ad hoc committee authorized by Faculty Council.

c. Representation on TC Campus Committees:

(1) TC Curriculum Committee Member

The Faculty Council President or an individual designated by him/her will represent the Faculty Council at meetings of this Committee in accordance the **Temple College Policy Manual**.

(2) Educational Services Committee

The Faculty Council President or an individual designated by him/her will represent the Faculty Council on this committee as a nonvoting member in accordance with the **Temple College Policy Manual**.

(3) TC Athletic Committee Members

Five members of the faculty will be elected by the Faculty Council for two (2) year terms, with two members elected in even numbered years and three members elected in odd-numbered years. These members will represent the Faculty Council in accordance with the **Temple College Policy Manual**.

(4) TC Employee Benefits Committee

Two members of the faculty will be elected annually by the Faculty Council. These members will represent the faculty in accordance with the **Temple College Policy Manual**.

(5) TC Safety and Security Committee

Two members of the faculty will be elected annually by the Faculty Council. These members will represent the faculty in accordance with the **Temple College Policy Manual**.

(6) TC Instructional Technology Advisory Board (ITAB)

Five members of the faculty will be appointed annually by the Faculty Council President. These members will represent the faculty in accordance with the **Temple College Policy Manual**.

(7) Policy Review Board

The Policy Review Board will consist of four members from the Faculty Council with two being members of the Ways and Means Committee. These members will represent the faculty in accordance with the **Temple College Policy Manual**. The members will be appointed by the Faculty Council President.

Section 3. Terms of Office

- a. Persons elected to offices will assume office at the beginning of the next academic year and may be elected for no more than two consecutive terms in any one office.
- b. In the event of any vacancy, the Faculty Council President will appoint a replacement. If the Presidency is vacated, the Vice President will assume the office of President and appoint a Vice President.
- c. Any member may present articles of impeachment against any officer at any regular meeting, but no action is to be taken until the next regular meeting or at a called meeting no sooner than 30 days after the articles are presented. Removal of an officer requires a 2/3 majority of the entire membership. Voting will be by secret ballot.

Section 4. Meetings and Quorums

- a. At the beginning of the fall and spring semesters, the Executive Committee shall suggest a calendar of tentative meeting dates to occur at least once every 60 days.
- b. Conduct of business will be pursuant to the most recent edition of **Robert's Rules of Order**
- c. A quorum of any regular or called meeting is 20% of the membership and is required to conduct Faculty Council business. For an electronic "meeting" (as described below), the attendance for purposes of determining a quorum is the number of members participating in the vote.
- d. Faculty Council business may be conducted at a regular or called meeting or by electronic communication.

For regular or called meetings, a simple majority vote of members present is necessary for approval of Faculty Council business, and the method of voting may be by voice vote or show of hands. The presiding officer or a simple majority of members present may request a secret ballot.

For electronic "meetings," discussion and voting may be done on electronic forums such as the employee portal of the TC website or classroom management system. The voting period shall be specified at the time an issue is put forth for consideration. A simple majority vote of members present is necessary for approval of Faculty Council business.

- e. A 2/3 majority of members present is required for passage of constitutional amendments
- f. A 2/3 majority of all members is required in impeachments
- g. Any member of the Executive Committee may call a special meeting on one week's written notice to all members.
- h. Any member unable to attend a meeting may designate another member as proxy for any vote or votes taken at that specific meeting. The absentee must notify the Faculty Council President in writing in advance of the meeting. This signed and dated statement must designate the proxy and the specific issue(s) in question, although the specific intention for the vote need not be stated.