

**CONSTITUTION
OF THE
FRANK PHILLIPS COLLEGE
FACULTY ASSOCIATION**

**ARTICLE I
NAME**

The name of this organization shall be the Frank Phillips College Faculty Association.

**ARTICLE II
PURPOSE**

The purpose of the Frank Phillips College Faculty Association is to function as a professional voice of faculty members; to assure that the faculty members below the level of administration share in the decision making process by having the opportunity to make recommendations for administrative consideration in regard to major decisions that are faculty related; and to provide a channel for effective communication between the administration, the faculty, and the community.

The Faculty Association shall function in a manner to supplement and assist rather than replace any college administrative operational structure. The president of the Faculty Association shall work with the college administration in the integration of these efforts to eliminate unnecessary duplication.

**ARTICLE III
MEMBERSHIP**

Membership is open to any person employed by Frank Phillips College as a full-time faculty member, librarians and assistant librarians. Membership is open to new faculty members as they contract with Frank Phillips College. New Faculty members will be indicated by placement on the membership list of new members after their application. Non-voting membership will be open to any adjunct faculty.

**ARTICLE IV
MEETING TIME**

There will be not less than two meetings per year. Meeting times will be set by the Faculty Association president, or called by petition of five voting members. The first, however, must be held during the first four weeks after the beginning of the school term.

The president of the Association may call a special meeting at his or her discretion or at the suggestion of any member if he or she so chooses. A petition of five or more voting members is also sufficient reason to call a meeting in which case the President must comply with the prescribed duties in accordance with the secretary to send notices of the meeting time and place to the members.

**ARTICLE V
QUORUM**

The quorum for conducting any business at a meeting of the Association shall be eight voting members of the membership at that time. Any business brought before the Association at that time shall require a simple majority vote of the members for passage.

ARTICLE VI
AMENDMENTS

This constitution may be amended by two-thirds of those voting at a regular meeting of the Faculty Association, there being a quorum present. The amendment will not take effect until two-thirds of the faculty association vote in an accepted manner or the end of the current semester. Voting members who do not participate will be counted as affirmative votes.

Proposed changes in the constitution must be presented in writing at the regular meeting preceding action.

ARTICLE VII
PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall prevail at meetings of Faculty Association and of the Faculty Council in all cases to which they are applicable and in which they are not inconsistent with this constitution and/or any special rules of order adopted by these bodies.

ARTICLE VIII
OFFICERS AND THEIR DUTIES

The President of the Faculty Association:

- A. Shall preside at all meetings of the Faculty Association and of the Faculty Council.
- B. Shall be an ex-officio member of all committees except for those committees that may involve the nomination and election of new officers.
- C. Shall be responsible for establishing the agenda and determining the order of business for each meeting of the Faculty Association and of the Faculty Council.
- D. Shall call additional meetings when he or she deems it proper or when they are required by other provisions of the constitution, and insure, along with the secretary, that the membership is adequately informed as to the time and place of each meeting.
- E. Shall be responsible for the execution of all Council decisions.
- F. Shall serve as a liaison between the Faculty Association and the administration.
- G. Shall attend the Board of Regents meetings regularly, reporting to the Faculty Council and the Faculty Association any matters concerning the faculty.
- H. Shall pass all material accumulated during his or her term of office to the succeeding president.
- I. Shall perform other duties as necessitated by the office.

The Vice-President of the Faculty Association:

- A. Shall act as president in the absence of the president.
- B. Shall chair, on request, special committees established by the president.
- C. Shall perform other duties as necessitated by the office of as requested by the president.

The Secretary of the Faculty Association:

- A. Shall maintain a permanent record of the proceedings of each meeting of the faculty Association and file a copy with the college president's office.
- B. Shall keep a list of the faculty membership and check it at each meeting.

- C. Shall distribute the minutes of each meeting to members of the faculty within a week following the meeting.
- D. Shall conduct correspondence of the faculty.
- E. Shall, with the notice of the president, notify all members of the date, time and place of the meetings.
- F. Shall pass on all material accumulated during his or her term of office to the succeeding Secretary.
- G. Shall perform all duties as necessitated by the office.

ARTICLE IX
TERMS OF OFFICE

Terms of office will be for not more than two years. Terms will begin from the first Faculty Association meeting in the fall. A member may serve any number of terms, but no more than two consecutively. No officer can be elected or appointed in absentia without written permission.

ARTICLE X
COUNCIL

An association council organization is the Faculty Advisory Council.

Faculty Advisory Council:

A. Composition:

The five-member council is composed of four full-time, contracted faculty members selected by the faculty body. The president of the Faculty Association shall serve as the fifth member and chairman of the Faculty Advisory Council.

Elections will be held in years alternating from those of officer elections of the association. Members will serve for two years.

B. Purposes:

The purpose of this council is to serve in an advisory capacity to the college administrative officers and to hear any faculty member who wishes to voice a suggestion, recommendation, or grievance about the overall operation of the college. The council may present with or without specific recommendations, said suggestions, recommendations or grievances to the college administrative officers.

A yearly assessment of the college by the faculty will be ascertained by this council and be delivered to the college administration.

C. Meetings:

Two meetings are required in any academic year. The president of the association, or a petition of five voting members can require additional meetings.

ARTICLE XI
COMMITTEES

A committee may be formed to address any problem deemed worthy by the voting membership of the faculty association or by the officers of the Association. Membership on the committee must be determined at an open meeting by the voting faculty.

ARTICLE XII
RATIFICATION

The ratification of this constitution will be considered established with the consent of two-thirds of the current voting faculty. Non-participation will be considered as affirmation.

*Revised and approved
Feb. 26, 2002*