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AY 2003/2004 Bylaws

Faculty Senate

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***BYLAWS TO THE CONSTITUTION OF THE FACULTY
OF THE UNIVERSITY OF SOUTH FLORIDA***

ARTICLE I. Name

Bylaws to the Constitution of the Faculty of the University of South Florida

ARTICLE II. Membership

A. General Eligibility

The *Constitution of the Faculty of the University of South Florida* specifies those eligible for membership in the Faculty Senate.

B. Clinical Faculty

Full-time clinical faculty with the rank or title specified in the Constitution shall be considered members of the general faculty as defined. However, for purposes of apportionment of the Faculty Senate, only fifty percent of their number shall be counted toward the total membership of the faculty of their respective college/campus/unit.

C. Nomination of Members

Nominations for membership on the Faculty Senate shall be made by statement of those faculty members wishing to be placed in nomination. The Secretary of the Senate is responsible for determining the eligibility of such nominees to serve on the Faculty Senate.

ARTICLE III. Officers of the Faculty Senate

A. Officers

Officers of the Senate are those specified in the *Constitution*.

B. Term of Office

The term of office of the officers of the Faculty Senate will be one year, with the exception of the President, who will serve a two-year term. An elected President whose last year in office would be his/her last year as a Senator shall have his/her term automatically extended for one year. The term of office shall begin August 1 following the annual election.

C. Conduct of Elections

The Secretary of the Faculty Senate will conduct and certify all elections and will recommend apportionment changes in accordance with the election procedures of the Faculty Senate.

D. Election of Officers

The election of officers shall be held in Spring Semester of each year in accordance with the election procedures of the Faculty Senate. The election of the President shall be held in Spring Semester every other year.

E. Vacancies

Should the President of the Faculty Senate resign that office, the Vice President will be his or her replacement unless the resignation occurs between the time of the bi-annual election at which the new Senate President was elected and the date of accession of that office in which case the President-elect will immediately assume the office of President. Should the Vice President, Secretary, Sergeant-at-Arms, or Senate Executive Committee At-Large Member resign, those individual offices will remain vacant until a new officer can be chosen by the Faculty Senate.

The Secretary of the Senate, when informed of a vacancy in one of the offices of the Faculty Senate, shall promptly inform the members of the Faculty Senate of the vacancy. The notice will also inform the members of the Faculty Senate of the date of the regular meeting of the Faculty Senate which the Secretary has chosen as the nominating meeting for this vacancy. After all nominations have been received at this meeting, the election to the office will proceed either by division of the house, or by written ballot at this meeting, at the discretion of the Secretary. In the event that the vacancy is that of the Secretary of the Senate, the Sergeant-at-Arms will execute these procedures.

ARTICLE IV. Meetings of the Senate

A. Regular Meeting

As specified in the *Constitution*. An agenda shall be sent to each senator at least one week prior to the meeting.

B. Special Meetings

As specified in the *Constitution*. Special meetings shall be called only with written notice of the meeting and its agenda sent to members one week prior to the meeting, time permitting.

C. Quorum

Fifty percent of the membership of the Senate shall constitute a quorum. For purposes of calculating a quorum the size of the body shall exclude unfilled vacancies. During the summer term, the number required for a quorum shall be based upon the number of senators who have a university appointment. The Sergeant-at-Arms shall be responsible for keeping records necessary for such determinations.

ARTICLE V. Senate Committees

A. Standing Committees of the Senate

The following committees shall be chosen exclusively from the membership of the Senate.

1. Committee on Committees

The Faculty Senate shall elect a Committee on Committees which will solicit nominations for membership on the standing committees of the Senate and the university-wide committees. The Committee on Committees is composed of one representative from each college/campus/unit. For the purposes of this committee a quorum shall consist of six members. Members of the Committee on Committees are elected by the senators of each college/campus/unit in the spring semester. The one-year term begins the following fall semester. Should a vacancy occur on the Committee on Committees, the senators from the college/campus/unit in which the vacancy occurs shall designate a replacement.

2. Bylaws Committee

When needed, and with the advice and consent of the Senate Executive Committee, the President of the Faculty Senate shall appoint a Bylaws Committee, which will propose to the Senate changes in the *Constitution of the Faculty of the University of South Florida* or the *Bylaws of the Constitution of the Faculty of the University of South Florida*. A minimum of three senators shall serve on the Bylaws Committee; terms of office will be one year, and may be extended up to three years.

B. Executive Committee

1. Composition

The Executive Committee is composed of the President of the Faculty Senate, the Vice President, the immediate past President of the Faculty Senate, the Secretary, the Sergeant-at-Arms of the Senate, the Chairperson of the Committee on Committees, the Parliamentarian, and one Senator-at-Large. The faculty chairpersons of the Graduate, Instructional Technology and Distance Learning, Library, Research, Educational Policy and Issues, Committee on Faculty Issues and Undergraduate Councils shall be members, ex-officio, of the Executive Committee. No member of the Senate Executive Committee (SEC) may hold or represent two offices on the SEC.

An ex-officio member of the Senate Executive Committee is not elected or appointed directly to the Committee, but becomes a member when elected

or appointed to a particular office. Such ex officio members also become full voting members of the Senate. When an ex-officio member ceases to hold that office, membership on the Senate Executive Committee and the Senate terminates and the ex-officio member is replaced by the successor in the office. An ex-officio S.E.C. and Senate member has all the rights, responsibilities, and duties of any other member of the committee, including the right to vote.

2. Functions

The Executive Committee will serve the following functions:

- a. It will act on behalf of the Senate on matters declared by the President of the Faculty Senate to be of an emergency nature. Any action taken in this respect by the Executive Committee shall be reported in writing by the President of the Faculty Senate to the members of the Faculty Senate at or before the next regular meeting. The Senate shall then review such action. The President of the Faculty Senate will give the members of the Senate advance notice of the emergency meeting of the Executive Committee, if feasible.
- b. It will serve as an advisory body to the President of the Faculty Senate on any matter which the President of the Faculty Senate brings before it. Meetings of an advisory nature need not be announced or reported to the Faculty Senate either before or after they occur.
- c. It will determine the agenda items for meetings of the Faculty Senate.
- d. It will serve as a faculty advisory body to the President of the University and to the Provost and in that capacity should meet with these University officers on a regular basis.
- e. It will function as the Academic Budget Advisory Council to the Provost.

3. Meetings

The Executive Committee will meet at the discretion of the President of the Faculty Senate, who will chair this committee. When calling meetings of the Executive Committee, the President of the Faculty Senate will inform its members whether the meeting is of an emergency or advisory nature.

4. Quorum

A quorum for meetings of the Executive Committee shall consist of fifty percent of the members, including at least four elected Senators.

C. Academic Division Councils and Committees

Academic Computing Committee,
Commencement and Convocation Committee,
Committee on Faculty Issues
Council on Educational Policy and Issues
Faculty Committee on Student Admissions,
Faculty Evaluation and Standards Committee,
Governmental Relations Committee,
Graduate Council,
Honors and Awards Council,
Instructional Technology and Distance Learning Council,
Library Council,
Publications Council,
Research Council, and
Undergraduate Council

are academic division councils and committees and shall constitute standing committees of the Faculty Senate. The list of academic committees and councils shall be updated as necessary.

Bylaws governing these councils and committees shall be Article VIII of the *Bylaws to the Constitution*. These councils may make their own determinations as to the rights of ex-officio members.

D. Special and Ad Hoc Committees of the Senate

Other committees may be named by the President of the Faculty Senate as necessary and shall be temporary, to stand for the period designated by the President of the Faculty Senate.

ARTICLE VI. Senate Vacancies

A. Resignation

If a senator resigns his/her seat, this seat shall be declared vacant by the President of the Faculty Senate, and shall be filled by a faculty member from the same college/campus/unit. The replacement senator will be selected by the Executive Committee to fill the seat on a temporary basis until the next annual election.

B. Absence on Leave

If a senator is to be absent from campus for more than one semester, fall or spring, the Executive Committee may appoint a former senator from the same college/campus/unit to fill the vacant seat. The elected senator will resume his/her seat on his/her return.

ARTICLE VII. Attendance

A. Responsible Officer

The Sergeant-at-Arms is responsible for keeping records of attendance at all meetings.

B. Excessive Absence

A senator who must be absent from a meeting may send an alternate as a replacement. The alternate must be an individual who is eligible for membership in the University of South Florida Faculty Senate. The alternate must be so identified with a note from the elected absentee senator. The Sergeant-at-Arms will monitor attendance. A senator who fails to notify the Sergeant-at-Arms of absences from two regular meetings, without an alternate, in any semester is presumed to have resigned from the Faculty Senate. The Sergeant-at-Arms shall inform the Senate at the next regular meeting of resignations because of absence.

Vacancies created by resignations through non-attendance will be filled as stipulated in Article VI, A of these *Bylaws*.

C. Determination of Attendance

Attendance shall be determined by the submission of an attendance slip at the beginning of each Senate meeting.

ARTICLE VIII. University-Wide Committees and Councils

A. Formation of New University Committees and Councils

1. The formation of new standing university-wide committees and councils is proposed on the Senate floor and is recommended to the President of the University by a majority vote of the Senate. Each standing university-wide committee or council may form ad hoc committees from within its own membership. Requests for ad hoc committee members from the general faculty will be made to the President of the Senate or to the Chairperson of the Committee on Committees. Nominations will be called for during the next regular meeting of the Senate, approved by vote of the senators present and forwarded to the President or his/her representative for appointment.
2. No university-wide committee or council shall be established without Senate approval.
3. Memberships, charges, and functions of university-wide committees and councils should not be changed without Senate approval.

4. University-wide committees and councils shall routinely submit minutes of their meetings to the Faculty Senate President and give reports to the Faculty Senate when requested.

B. Nominations to University-Wide Committees and Councils

The Committee on Committees will nominate members of the general faculty for each position on the university-wide committees and councils. For purposes of membership on university-wide committees and councils, the definition of “General Faculty” will include all titles listed in Instructional and Non-Instructional faculty sections of the USF Faculty pay plan. These include titles with modifiers like “Research,” “Clinical,” and “Visiting,” etc., and/or titles with the terms “Assistant-In,” “Associate-In,” etc. Department Chairs are considered to be members of the general faculty; other administrators who hold faculty appointments are not eligible for membership if their administrative assignment is 50 percent or greater. Nominations may be made from the floor of the Senate. All such nominees must be approved by a majority vote of all Senators present and voting prior to submission of the list of nominees to the President of the University, the Provost or the appropriate University Vice-President for appointments.

ARTICLE IX. Standing Rules and Policies

Standing Rules and policies of the Senate and of its committees may be recommended to the Senate by any senator or committee at any meeting of the Senate. Such standing rules and policies shall be adopted by majority vote of those present and voting. Senate committees may adopt temporary standing rules and policies consonant with the *Constitution* and the *Bylaws*, necessary to the operations of such committees, subject to subsequent approval by the Senate. Changes in standing rules and policies or amendments to them shall be proposed and adopted in the same manner.

ARTICLE X. Rules of Order

Robert's Rules of Order (latest edition) shall govern in all parliamentary practice not otherwise covered by the *Constitution*, *Bylaws*, or standing rules and policies of the Faculty Senate. The President of the Faculty Senate shall appoint a Parliamentarian to render advice as requested.

ARTICLE XI. Amendments

The Faculty Senate may amend its own *Bylaws* by the affirmative vote of a majority of Senate members present and voting at a meeting with a quorum, provided the amendment has been introduced at the previous meeting of the Senate.