

# CONSTITUTION

## OF THE

### FACULTY SENATE OF OZARKS TECHNICAL COMMUNITY COLLEGE

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#### MISSION STATEMENT

We, the members of Ozarks Technical Community College faculty, strive to provide regular and effective participation in the shared governance of Ozarks Technical Community College. Our premise is that it is essential for the well-being of the college that there be cooperation and communication between faculty, staff, administration, students, and trustees. We recognize that these entities have distinct functions and interests which, though they may overlap, may not necessarily coincide. Due to our expertise, credentials, and commitment to the learning process, we have a significant impact on the success of the students and the efficient operation of the college. Therefore, we have a collective voice in providing recommendations to the governing body of the college in matters involving educational policy, preservation of academic integrity, protection of academic freedom and prioritization of resources.

#### ARTICLE I NAME

The name of this organization shall be Faculty Senate of Ozarks Technical Community College (Faculty Senate).

#### ARTICLE II PURPOSE

The purposes of Faculty Senate are:

- a. To provide official representation for all faculty members of the college.
- b. To act as a liaison with the faculty, administration, and college leadership.
- c. To receive and make recommendations on current and proposed changes in academic, administrative, and fiscal and personnel policies.
- d. To provide an open forum for discussion and deliberation on matters affecting the faculty and the college.

#### ARTICLE III AUTHORITY

Faculty are at the heart of every team that makes Ozarks Technical Community College operate. As key members in OTC's mission, it is the duty and obligation of OTC faculty to provide input and guidance on issues that impact the success and integrity of the institution. Faculty Senate shall advocate for shared governance by encouraging participation and discussion regarding academic matters with all faculty. Faculty Senate acts on matters of academic affairs with due regard to the requests and needs of departments throughout the college and to the advice of the Chancellor and Provost/Vice Chancellor for Academic Affairs. Adoptions of policy requested by Faculty Senate become official upon approval by the Board of Trustees and Chancellor. Faculty Senate represents and communicates the faculty viewpoint to OTC administration.

The key to genuine shared governance is broad and unending communication. When various groups of people are informed to understand developments occurring within the college and are invited to collaborate as true partners, the institution prospers. To that end, Faculty Senate actively listens, collects, and shares information across the campus.

*Roberts Rules of Order: Newly Revised* shall be the parliamentary authority of Faculty Senate on all questions not covered by the Constitution and Bylaws and such standing rules as Faculty Senate may adopt.

## **ARTICLE IV                   REGULAR MEMBERSHIP**

Regular (faculty) Membership shall be open to any person employed by Ozarks Technical Community College as a full-time or adjunct faculty member, including division and department chairs, whose primary function at the college is instruction.

## **ARTICLE V                   SENATORS**

### Section 1                   Senators

Senators will consist of 17 voting representatives elected by their divisions.

### Section 2                   Duties and Powers of Senators

Senators shall be the legislative and policymaking body of Faculty Senate and its powers shall include the following:

- a.    Adopt rules governing the conduct of the meetings as are consistent with the Faculty Senate Constitution.
- b.    Be the final judge of the qualifications and elections of officers.
- c.    Be vested in powers not delegated to Executive Council (defined in Article VI).
- d.    Vote during Faculty Senate meetings.

The duties of the Senators will be as follows:

- a.    Attend all meetings of Faculty Senate.
- b.    Represent the faculty members of their division at meetings of Faculty Senate.
- c.    Report fully and regularly to the faculty members in their division the activities of Faculty Senate.
- d.    Serve on standing and ad hoc committees as needed.

### Section 3                   Qualifications of Senators

The requirements to serve as a Senator are as follows:

- a.    Be a Regular Member of Faculty Senate.
- b.    Be of full-time status.
- c.    Be employed full-time at OTC for a minimum of one year.
- d.    Be able to commit to a two-year term.

### Section 4                   Election of Senators

Each division's Regular Members will elect a proportional number of Senators as follows: Technical Education: 4, Allied Health: 4, General Education: 8, and satellite locations: 1, for a total of 17 total Faculty Senate Senators. Representation should be selected such that there are Senators representing each campus as well as online faculty. Elections will take place each May with new Senators beginning their term in August of the following school year. The elected Representatives for each division will hold the elections in a manner of their choosing and report the results to the President. Each year, one half of the Senators from each division will be replaced. Senators may be re-elected for another two-year term but must take one year off after two terms.

### Section 5                   Vacancies of Senators

In the event of a Senator vacancy, the elected Division Representative on Executive Council may choose to hold an election within their division to replace the seat. The replacement Senator will take over the duties of the Senator and fulfill the remainder of their term. If less than one half of the term remains, they may be re-elected for a consecutive term, and would be eligible for re-election to an additional consecutive term. Further service would follow the same stipulations set out in Election of Senators, Article V, Section 4.

## **ARTICLE VI EXECUTIVE COUNCIL**

### Section 1 Executive Council

Executive Council will consist of President, Vice President, Past President, Secretary, Treasurer, Communications Officer, and Division Representatives.

### Section 2 Duties and Powers of Executive Council

Executive Council shall be the executive authority of Faculty Senate. Executive Council shall be responsible for the management of Faculty Senate, carry out all policies of Faculty Senate, and suggest policies for consideration by Faculty Senate. In addition, the following duties will apply to each given position:

- a. *President.* The President shall preside over meetings of Executive Council and Faculty Senate and shall oversee the regular operations of Faculty Senate. The President or delegate shall represent and transmit recommendations of Faculty Senate to the college Chancellor and/or other appropriate college officials, and may represent Faculty Senate to the College Board of Trustees. The President will maintain the Faculty Senate email account.
- b. *Vice President.* The Vice President shall preside over meetings of Executive Council or Faculty Senate in the absence of the President. Vice President shall uphold Robert's Rules of Order. The Vice President shall take over the duties of President in the event the position becomes vacant.
- c. *Secretary.* The Secretary shall keep accurate minutes of all Executive Council and Faculty Senate meetings, assist Faculty Senate President and Vice President with Faculty Senate correspondence, and maintain a roll of the Senators. The Secretary shall distribute and collect ballots when a faculty vote or survey is initiated by the Executive Council and shall conduct elections to select officials of Faculty Senate.
- d. *Treasurer.* The Treasurer shall maintain the annual budget and pay all expenses as approved by Faculty Senate.
- e. *Communications Coordinator.* The Communications Coordinator shall maintain the Faculty Senate webpage.
- f. *Past President.* The Past President shall carry out the functions of the President and/or Vice President in their absence and advise Executive Council.
- g. *Representatives.* If a division does not have representation in Executive Council, then a division Representative shall be appointed to communicate with his or her division and assist Executive Council on meetings.

### Section 3 Qualifications of Officers

The requirements to serve on Executive Council are as follows:

- a. For the offices of President and Vice President, served at least one year as a Faculty Senate Senator and be a current Senator.
- b. Be able to commit to a full one-year term with the exception of the President who should be willing to serve an additional one-year term as Past President.

### Section 4 Meetings

Executive Council shall communicate prior to each regular Faculty Senate meeting to:

- a. Set the agenda for the Faculty Senate meetings.
- b. Receive recommendations for changes in policy or procedures from Senators, appropriate Faculty Senate Committees or the college administration.
- c. Appoint faculty members to various standing and ad hoc committees of Faculty Senate.

Special meetings of Executive Council can be called by the Faculty Senate President or upon the written request of three (3) members of Executive Council.

Section 5 Election of Executive Council

In May, Senators will nominate Senators to serve on Executive Council. Election will take place by a secret ballot in accordance with the one-person, one-vote principle. A majority vote is required. Executive Council members will take office in July of the following school year.

Section 6 Vacancies of Executive Council

Vacancies in the offices of Executive Council, with the exception of President, shall be filled by a majority vote of Senators.

## **ARTICLE VII MEETINGS**

Section 1 Presiding Officer

The Presiding Officer for Faculty Senate meetings shall be the President. The Vice President will enforce the rules and designate who is to speak during the meetings.

Section 2 Quorum

The quorum shall be the majority of Senators present, as long as more than 50% of Senators are present. If no quorum is present, all substantive actions will be postponed until a later date.

Section 3 Voting

- a. The right to vote and hold elected or appointed positions in Faculty Senate shall be limited to Senators.
- b. A majority vote is required to adopt a motion or elect to office. The majority is defined in Article VII, Section 2 as a quorum.
- c. A two-thirds vote is required when suspending the rules or extending, limiting or closing a debate. Two-thirds vote is defined as votes cast by two-thirds of Senators present during a meeting in which a quorum is present.

Section 4 Types of meetings

- a. Regular
  - i. Faculty Senate shall have monthly meetings during each calendar month of the academic school year.
  - ii. The recurring date and time will be determined by a majority vote of Senators. If a recurrence lands on a day the college is closed, an alternate date will be decided by a majority vote of Senators.
  - iii. Meetings will be held to one hour, and on occasion, may be a maximum of two hours in length, as approved by a majority vote of Senators.
  - iv. Individual topics of discussion will be given a maximum of 10 minutes, and individual responders will be given a maximum of three minutes to speak for or against any proposals. Additional time may be granted if motioned and approved by Senators.
  - i. Meetings are open to Regular Members and approved guest speakers.
  - ii. "Guest speaker" is defined as any individual or representative of an organization who may wish to present any item to Faculty Senate during a regularly scheduled meeting. That person should send a request to do so to the Faculty Senate President at least one week before the scheduled meeting in order to be added to the agenda. The request must include the representative's name and contact information, the item of interest, and the meeting date they wish to attend.

b. Closed

On occasion, Senators may hold closed meetings. The minutes of the closed meetings will be made available to faculty for viewing.

c. Special

The President or a majority of Senators may call a special meeting as needed at any time before or after a regularly scheduled meeting.

Section 5 Agendas

a. An agenda will be followed for meetings of Faculty Senate rather than a Standard Order of Business.

b. An agenda shall be prepared by the President for each regularly scheduled meeting, approved by Executive Council, and distributed to Senators prior to the meeting.

Section 6 Meeting Minutes

The Secretary shall distribute an account of the proceedings of Faculty Senate to the Senators for approval. After approval, the minutes shall be emailed to all faculty by the President and uploaded to the Faculty Senate webpage by the Communications Coordinator.

**ARTICLE VIII COMMITTEES**

Section 1 General Authorization

Senators may establish committees as they see fit and may further provide rules, regulation, and direction as required to such committees to allow them to perform the purposes for which they were established.

Section 2 Service

The President shall appoint Senators to serve on committees after first soliciting volunteers from the Senators. The President shall make every effort to distribute committee assignments on a fair basis and to as many Senators as is reasonably possible under all circumstances, keeping in mind the importance of appointing the most knowledgeable people to the positions best suited for their attributes. No Senator may serve on more than two committees. Each committee will select a chairperson through a majority vote.

Section 3 Membership

Committee membership is up to the completion of the charge or the end of the Senators' term. Committee membership can be modified through a majority vote.

Section 4 Reporting

Each Chairperson shall be required to report to the President or any other designated Senator when requested regarding the activities of the committee. In addition, each committee Chairperson shall be required to report to Senators whenever the agenda for a meeting calls for same.

**ARTICLE IX AMENDMENTS**

This Constitution may be amended and Bylaws adopted by majority vote of Senators, provided that the proposed amendments or Bylaws have been previously studied by Executive Council and that copies have been sent to Senators prior to the meeting in which the proposed amendments are to be voted upon.