

# **BY-LAWS OF THE LE MOYNE COLLEGE FACULTY SENATE**

## **ARTICLE ONE: ELECTION OF OFFICERS, EXECUTIVE BOARD, AND COMMITTEES**

### **SECTION I: GENERAL PRINCIPLES**

1. All Elections shall be under the general supervision of the Elections Committee of the Faculty Senate.
2. All elections shall be by a secret ballot and shall be decided by simple plurality.
3. Chairpersons of all standing committees, except the Executive Board, shall be elected by and from the membership of each committee by the end of the spring academic term.
4. Terms of office of appointed committee members shall be one year unless otherwise specified.

### **SECTION II: ELECTION OF SENATE OFFICERS**

1. The term of office for the President of the Faculty Senate shall be limited to one year. The person who is elected to the office of President-Elect shall automatically become the President in the following year.
2. The Elections Committee shall prepare a slate of nominees for the offices of President- Elect and Secretary-Treasurer from the eligible membership. Ten class days prior to the election, the Elections Committee shall publish the list of all candidates. This notice shall also contain the voting procedures and date of the election, which shall be held no later than April 1.
3. A duly elected officer of the Faculty Senate may request a leave of absence for a semester by submitting a written request, including reasons for the requested leave, to the Executive Board. If a majority of the remaining members of the Executive Board denies the request, then within ten class days of the denial the officer shall either agree to perform the duties of that office, or relinquish that office. If the officer relinquishes the office, the Elections Committee will hold a special election to fill that position. If a majority of the remaining members of the Executive Board approves the request for a leave of absence, the leave is thereby granted. Then:
  - a. If the officer on leave is the President of the Senate, then President-Elect shall assume the duties of the President (in accord with Article Seven, Paragraph 2 of the Constitution). That person shall then appoint a President-Elect Pro Tem to fulfill the duties of the President-Elect. Said appointment shall require a favorable two-thirds majority of the voting members of the Executive Board.

- b. If the officer on leave is the President-Elect, the President of the Senate shall appoint a President-Elect Pro Tem, subject to the approval of two-thirds of the voting members of the Executive Board.
- c. If the officer on leave is the Secretary-Treasurer, the President of the Senate shall appoint a Secretary-Treasurer Pro Tem, subject to the approval of two-thirds of the voting members of the Executive Board.

### SECTION III: ELECTION OF ADDITIONAL MEMBERS OF EXECUTIVE BOARD

1. Divisional Representatives: Annual elections of representatives of each division shall precede nomination and election of at-large representatives. At least ten class days prior to the elections deadline, the Elections Committee shall send written reminders to each voting member of a division in which a vacancy is to be filled. Eligible voters from each division may nominate one candidate from their division and submit that name to the Elections Committee by a designated deadline, first making certain that the nominee approves his/her nomination. One week prior to the election, the Elections Committee shall prepare ballots and send them to each voting member of a division in which a vacancy is to be filled. Elections shall be completed by April 15. For the purpose of these elections the six academic divisions of the College shall be:

1. Foreign Languages & Literature, Philosophy, Religion
2. Communication & Film Studies, English, Visual & Performing Arts
3. Biology, Chemistry, Mathematics/Computer Science, Physics
4. Anthropology, Criminology, & Sociology, Economics, Political Science, Psychology, History
5. Academic Librarians, Education, Nursing, Occupational Therapy, Physician Assistant
6. Accounting, Business Administration, Finance, Management, Marketing

Any newly created departments will be assigned to a division by a majority vote of the Executive Board.

2. At-Large Representatives: Annual elections of at-large representatives shall be conducted according to the following procedures. At least ten class days prior to the elections deadline, the Elections Committee shall send written reminders to each voting member of the Senate. Eligible voters may nominate one candidate and submit that name to the Elections Committee by a designated deadline, first making certain that the nominee approves his/her nomination. Five class days prior to the elections the Elections Committee shall publish the list of all candidates. This notice shall also contain the election date and voting procedures. Elections for at-large members shall be completed no later than May 1. In the event that both at-large positions must be filled at one time, the two candidates receiving the most votes shall be elected.
3. Chairpersons of Standing Committees: As soon as the officers, divisional representatives, and at-large representatives have been elected, the President-Elect

shall appoint by May 1 faculty members to those positions on the Standing Committees which are subject to Presidential appointment. These appointments shall require the approval of two-thirds of the NEWLY ELECTED members of the Executive Board (officers, divisional representatives, and at-large representatives) at the full Faculty Senate meeting. Each Standing Committee shall then select from its membership a chairperson, who also will serve as a member of the Executive Board.

#### SECTION IV: ELECTIONS OF COMMITTEES

##### 1. Academic Relations, Policies, and Procedures Committee

- a. Composition: The Committee on Academic Relations, Policies, and Procedures shall consist of seven voting members, one from each academic division, as in Article One, Section III paragraph 1, and one at-large representative, appointed in accord with Article One, Section III paragraph 3. The Academic Deans of the College are non-voting members. The Committee shall invite the Student Senate to select a representative to serve as a voting member of the Committee.
- b. Term of Office: The term of each of the elected members of the committee shall last for two years beginning on the last day of classes in the term they are elected. Three faculty members (from Divisions One, Three, and Five) shall be elected in odd-numbered years, and three faculty members (from Divisions Two, Four, and Six) shall be elected in even-numbered years. The term of office for the appointed at-large member shall last for one year. The chairperson will serve for one academic year but may be reelected.
- c. Nominations and Elections: At least ten class days prior to the elections deadline, the Elections Committee shall send written reminders to each voting member of a division in which a vacancy is to be filled. Eligible voters from each division may nominate one candidate from their division and submit that name to the Elections Committee by a designated deadline, first making certain that the nominee approves his/her nomination. Five class days prior to the election, the Elections Committee shall prepare a ballot listing the nominees for each division and send it to all voting members of those respective divisions.

All elections for the Committee on Academic Relations, Policies, and Procedures shall be completed by April 15.

##### 2. Curriculum Committee

- a. Composition: The Curriculum Committee shall consist of seven voting members, one from each academic division, as in Article One, Section III paragraph 1, and one at-large representative, appointed in accord with Article One, Section III paragraph 3. The Academic Deans of the College are non-voting members. The Committee shall invite the Student Senate to select a representative to serve as a voting member of the Committee.

- b. Term of Office: The term of each of the elected members of the committee shall last for two years beginning on the last day of classes in the term they are elected. Three faculty members (from Divisions One, Three, and Five) shall be elected in odd-numbered years, and three faculty members (from Divisions Two, Four, and Six) shall be elected in even-numbered years. The term of office for the appointed at-large member shall last for one year. The chairperson will serve for one academic year but may be reelected.
- c. Nominations and Elections: At least ten class days prior to the elections deadline, the Elections Committee shall send written reminders to each voting member of a division in which a vacancy is to be filled. Eligible voters from each division may nominate one candidate from their division and submit that name to the Elections Committee by a designated deadline, first making certain that the nominee approves his/her nomination. Five class days prior to the election, the Elections Committee shall prepare a ballot listing the nominees for each division and send it to all voting members of those respective divisions.

All elections for the Curriculum Committee shall be completed by April 15.

### 3. Professional Rights and Welfare Committee

- a. Composition: The Professional Rights and Welfare Committee shall consist of six voting members, one elected from each academic division, as in Article One, Section III paragraph 1, and the President of the Le Moyne College AAUP Chapter, ex officio. Only the elected members of the Committee are eligible to serve as chairperson. A person may not serve on the Committee on Rank and Tenure and the Committee on Professional Rights and Welfare concurrently.
- b. Term of Office: The term of office of each of the elected members of the Committee shall last for two years. Three faculty members (from Divisions Three, Four, and Five) shall be elected in odd-number years, and three faculty members (from Divisions One, Two, and Six) shall be elected in even-numbered years. The chairperson will serve for one academic year but may be reelected.
- c. Nominations and Elections: At least ten class days prior to the elections deadline, the Elections Committee shall send written reminders to each voting member of a division in which a vacancy is to be filled. Eligible voters from each division may nominate one candidate from their division and submit that name to the Elections Committee by a designated deadline, first making certain that the nominee approves his/her nomination. Five class days prior to the election, the Elections Committee shall prepare a ballot listing the nominees for each division and send it to all voting members of those respective divisions.

All elections for the Committee on Professional Rights and Welfare shall be completed by April 15.

#### 4. Rank and Tenure Committee

- a. Composition: The Rank and Tenure Committee shall consist of eight tenured members of the full-time teaching faculty, one from each of the six academic divisions, as in Article One, Section III paragraph 1, and two at-large from the rank of full Professor. All full-time faculty members with tenure at the time of nomination shall be eligible for election to the Committee, except that no faculty member may serve as a committee member in the year in which he/she is applying for promotion.
- b. Term of Office: The term of office shall begin on the last day of classes in the semester in which they are elected and last for two years. Four faculty members (three divisional and one at-large) shall be elected in the spring of one year and four (three divisional and one at-large) in the spring of the following year. If a committee member is unable to complete his/her term, the vacancy shall be filled for the remainder of that term by a special election supervised by the Elections Committee of the Senate.
- c. Nominations and Elections: At least ten class days prior to the elections deadline, the Elections Committee shall send written reminders to each voting member of a division in which a vacancy is to be filled. Eligible voters from each division may nominate one candidate from their division and submit that name to the Elections Committee by a designated deadline, first making certain that the nominee approves his/her nomination. Five class days prior to the election, the Elections Committee shall prepare a ballot listing the nominees for each division and send it to all voting members of those respective divisions who are in the third or subsequent semester of full-time teaching.

The Elections Committee will also seek nominations for each at-large vacancy. Each faculty member in the third or subsequent semester of full-time teaching at Le Moyne College may cast a single vote for a nominee where an at-large vacancy is to be filled.

All elections for the Committee on Rank and Tenure shall be completed by May 1.

## **ARTICLE TWO: APPOINTED AND COLLEGE COMMITTEES**

### SECTION I: APPOINTED COMMITTEES

1. Elections Committee: The Elections Committee shall consist of three members appointed by the President-Elect of the Senate and approved by the Executive Board in accord with Article One, Section III Paragraph 3.

In conducting divisional elections for the Academic Relations, Policies, and Procedures Committee, the Curriculum Committee, and the Professional Rights and Welfare Committee, the Elections Committee shall proceed as follows. If the divisional representative whose term has ended is a tenured member of the division, all members of the division are eligible for nomination and election. If the divisional representative whose term has ended is a non-tenured member of the division, only tenured members of the division are eligible for nomination and election.

2. Finance Committee: The Finance Committee shall consist of four voting members appointed by the President-Elect of the Senate and approved by the Executive Board in accord with Article One, Section III Paragraph 3. The members of the Finance Committee shall serve as the faculty's representatives on the College Budget Committee.
3. Faculty Research and Development Committee: The Faculty Research and Development Committee shall consist of seven voting members, one from each academic division, as in Article One, Section III Paragraph 1, and one at-large, appointed by the President-Elect of the Senate and approved by the Executive Board in accord with Article One, Section III Paragraph 3.

## SECTION II: FACULTY MEMBERSHIP ON OTHER COLLEGE COMMITTEES

1. Faculty Senate members who serve on College committees which are not committees of the Faculty Senate, but which function to implement, interpret or establish policies pertaining to the general welfare of the faculty, or the powers, rights and duties of the Faculty Senate, shall be appointed by the President of the College upon nomination by the President of the Faculty Senate. Each appointment shall require the approval of two-thirds of the Executive Board. The term of service shall be specified at the time of appointment.
2. The Faculty Senate members on each such committee shall designate one of their number as a spokesperson to report on the committee's activities to the Executive Board. Reports will be made at the request of the spokesperson, or the Executive Board, or the President of the Faculty Senate.
3. Faculty members do not ordinarily require Senate approval to serve as members of groups formed to advise College administrators on matters clearly within the scope of that administrator's official duties. Such service, however, should not be considered "faculty representation," nor should it be construed as fulfilling the administration's responsibility to consult with the Senate on matters of legitimate faculty concern, as set forth in the Senate's Constitution (Preamble; Article One; Article Two; Article Ten).

**ARTICLE THREE:  
FINANCES OF THE FACULTY SENATE**

The reasonable and necessary expenses of the Faculty Senate and its committees shall be paid from the budget of the College. It shall be the duty of the Secretary-Treasurer to draw up a projected budget for the coming year and to submit it to the Executive Board for approval. Upon approval of the Board, the President of the Senate shall submit the proposed budget to the appropriate College officer. Expenditures from the Faculty Senate budget must be authorized by both the President and the Secretary-Treasurer of the Senate.

**ARTICLE FOUR:  
CONSTITUTIONAL REVIEW**

At least once every five years, the President of the Faculty Senate shall appoint a three-member Constitution Review Committee, which shall review the Senate Constitution and By-Laws, proposing amendments where appropriate. Each of the appointees must have the approval of two-thirds of the Executive Board. This Committee shall continue in existence for two years, or until it completes its review.

**ARTICLE FIVE:  
OPERATIONAL PROCEDURES OF STANDING COMMITTEES**

Each Standing Committee of the Faculty Senate shall submit to the Executive Board a formal Statement of Operational Procedures. Once approved by the Executive Board, these statements will be published as appendices to the Senate By-Laws, and shall serve as guidelines for committee operations. They may be amended only by a majority vote of the Executive Board.