

## Constitution and Bylaws of the Faculty Association of National-Louis University

**Adopted:**

**Date:** Oct. 31, 1968

**Revised:**

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January 14, 2009

**EFFECTIVE DATE: January 14, 2009**

### Preamble

This Constitution and Bylaws of the Faculty Association of National-Louis University (NLU) is established in order to promote the effectiveness of the University in the discharge of its institutional responsibilities; effect a closer coordination among the various faculties, campuses and centers; provide a forum for the fullest possible communication and discussion of problems and concerns pertinent to the welfare and adequate functioning of the faculty and the University and offer opportunities for using the special and creative competencies of the faculty in the formation and implementation of the educational programs of the University.

### Article I - The Faculty Association

#### Section 1 - Source of Jurisdiction

1. The powers of the Faculty Association are delegated by the President of National-Louis University as the chief executive officer of the University under the authority granted by the Board of Trustees.
2. The principal agent of faculty governance at National-Louis University shall be known as the Faculty Association. The legislative jurisdiction of the Faculty Association shall normally be exercised by its Faculty Senate (or Senate) as specified in Article II.
3. The actions of the Faculty Association and the Senate are subject to presidential veto. Such veto shall be exercised only after consultation with the Senate.

#### Section 2 - Membership

The voting members of the Faculty Association shall be those who hold full-time, core and non-core, faculty appointments as specified by contract, plus the members of the Adjunct Council.

#### Section 3 - Officers

The officers of the Senate shall preside over all Faculty Association meetings. In the absence of the Chair, the Chair-Elect of the Senate shall preside. In the absence of both the Chair and the Chair-Elect, the Secretary of the Senate shall preside. In the absence of all three officers of the Senate, those Faculty Senators (Senators) present shall appoint a Chair pro tempore.

#### Section 4 - Meetings

1. The Faculty Association shall schedule at least two regular meetings during each academic year. The first meeting shall be scheduled between September 1 and November 1, and the final meeting shall be scheduled in the spring/summer but no later than June 30. (Effective January 1, 1996)
2. Special meetings of the Faculty Association may be called by the Executive Board of the Senate or by a signed petition to the Senate Chair and Secretary from at least twenty-five percent (25%) of the voting members of the Faculty Association giving written notice thereof, stating the time, place, and purpose of the meeting. Written notice of special meetings must be distributed to individual members at least seven (7) days before the meeting. No business shall be transacted at the special meeting except that stated in the notice of the meeting.
3. Those members assigned to campuses or academic centers located other than the meeting site shall have the opportunity to participate in meeting by means of teleconference.

#### Section 5 - Quorum

One-third of the voting membership of the Faculty Association shall constitute a quorum for the transaction of business at any meeting of the Association.

#### Section 6 - Voting

1. Unless otherwise provided, when a vote is taken on any matter at a meeting of the Association, a quorum being present, a majority of the votes of members present shall determine the outcome.
2. When a vote is taken by mailed ballot, it is not considered decisive unless the total number of properly submitted ballots received by the Secretary as of the deadline date is at least equal to the quorum. The results of the vote taken by mail shall be reported to the membership within seven days of the deadline and shall be recorded in the minutes of the next Faculty Association meeting. The ballots submitted by mail shall be kept in a sealed envelope by the Secretary until the next Faculty Association meeting, at which time it shall be decided whether the ballots shall be either recounted or ordered destroyed.

#### Section 7 - Supremacy Clause

This Constitution and Bylaws and actions taken pursuant to this Constitution and Bylaws shall be the supreme form of faculty governance. All colleges and other faculty organizations or committees shall be bound by this Constitution and Bylaws, and actions taken pursuant to the Constitution and Bylaws.

### **Article II - The Senate**

#### Section 1 - Means of Exercising Jurisdiction

The legislative jurisdiction of the Faculty Association shall normally be exercised by the Senate. The Faculty Association may, however, exercise its legislative prerogative directly in its meetings and votes.

#### Section 2 - Primary Jurisdiction

1. Subject to the limitations of Article I, the Senate shall have the primary jurisdiction to formulate policy governing:
  - a. The faculty governance structure.
  - b. The facilitation of teaching and research.
  - c. Faculty standards, conduct, discipline, and appeals.
  - d. Faculty appointments, retention, ranking, tenure, sabbaticals and promotion.
  - e. Freedom of expression and academic freedom.
  - f. Aspects of student life which relate directly to academic affairs.
  - g. Academic services, including learning resources, academic computer resources and support for scholarly production.
  - h. Curriculum and program review.
  - i. Standards for:
    - (1) Admission of students.
    - (2) Retention of students.
    - (3) Graduation of students.
    - (4) Honors.
    - (5) Financial scholarships.
    - (6) Fellowships.
    - (7) Academic appeals.
2. Senate actions requiring the approval of the Board of Trustees and other Senate actions within the areas of its primary jurisdiction shall be transmitted to the Board by the President, along with any administrative recommendations.

3. Policy making jurisdiction pertaining to curriculum, admission, retention, graduation and honors, financial scholarships, fellowships, and academic appeals of students in the university shall be carried out in accordance with the responsibilities of the respective Senate committees. Areas of faculty jurisdiction not specifically assigned to Senate and its committees are reserved for the individual constituent groups under their respective constitutions. The constituent groups are the colleges, the University Library, and the Adjunct Council.
4. The Senate and its committees shall have the power and duty to investigate all matters within its subject matter jurisdiction. The Senate and its committees may request any university employee to appear before or provide information for the Faculty Association, Senate, or its committees.

### Section 3 - Advisory Jurisdiction

1. It is the purpose of the advisory function of the Senate to provide professional counsel to the President of the University and other administrative officers in all matters which they place before the Senate or which the Senate determines to call to their attention. Therefore, the Senate shall have the jurisdiction to advise on all matters of institutional policy and decision, particularly those matters dealing with:
  - a. Selection and removal of the principal administrative officers who have university-wide responsibilities as well as the creation or abolition of such offices.
  - b. University budget priorities.
  - c. Faculty benefits, including salaries, insurance, retirement and other leaves.
  - d. Research or service obligations to private or public agencies delivered through the constituent groups or through other units of the University.
  - e. Recommendations for the granting of honorary degrees.
  - f. Student conduct and discipline.
  - g. Campus development and physical facilities.
  - h. The academic calendar.
  - i. Intercollegiate athletics.
2. In the performance of the advisory function, the best efforts should be made to apprise and seek counsel from the Senate Chair in advance of significant prospective actions by the University administration and the Board of Trustees.
3. If faculty participation is requested for an institutional administrative committee or task force, the administration shall confer with the Senate Chair. A faculty representative from the committee or task force shall report regularly and in writing to the Senate.

### Section 4 - Delegated Powers

All powers of the Faculty Association not delegated to the colleges are reserved to the Association and the Senate. The powers delegated are approved in the constitutions of the constituent groups .

### Section 5 - Faculty Veto

The Faculty Association shall have the power to veto any action of the Senate. The procedure shall be as follows:

1. A Faculty Association meeting shall be called by petition as provided in Article I, Section 4 for the purpose of discussing the Senate action in question.
2. If appropriate, a Faculty Association vote shall be taken as provided in Article I, Section 6.

## **Article III - Structure of the Senate**

### Section 1 - Membership

1. The voting members of the Senate shall be elected from and by the faculty of their constituent groups as follows

- a. Three (3) full-time faculty members from each college of the University,
  - b. One (1) full-time faculty member from the University Library, and
  - c. One (1) adjunct faculty member from the Adjunct Council.
2. The Senate Chair is the only non-voting member of the Senate.

#### Section 2 - Eligibility and Term of Membership

1. Requirements for Election to the Senate
  - a. Voting members of the Faculty Association who have at least three (3) years of continuous employment as faculty members at National-Louis University, and
  - b. Except for the Senator from the Adjunct Council, the candidate must have at least one (1) year of experience serving on a Senate committee, a Senate task force, or a committee within a constituent group.
  - c. The term of membership begins upon completion of the "unfinished business" portion of the agenda at the last scheduled Senate meeting of the academic year. The term of membership is three academic years.
  - d. A voting member who vacates the Senate position before the term has expired may be replaced by a temporary appointment by that constituent groups faculty until such time as an election may be held. The newly elected Senator shall serve the remainder of the unexpired term.
  - e. Upon assumption of the office of Chair of the Senate, the new Chair's constituent group shall elect a new member of the Senate. The new member's term of office shall be equivalent to the one year term of office of the Chair.
2. Requirements for Direct Election to Senate Chair

In the event a direct election to the position of Senate Chair is needed, each candidate must have at least one (1) year of experience as a Senator in his/her career at NLU.

3. Exception Provision to Above Requirements

Upon petition from a constituent group that the requirements cannot be met without undue hardship, the provision regarding election requirements for Senator or Senate Chair, may be waived by a favorable vote of at least two-thirds (2/3) of the Senate.

#### Section 3 - Elections

1. Members of the Senate shall be elected each year for staggered terms, with at least three members being newly elected each year.
2. Those representing constituent groups within the University shall be elected by the faculty of those groups.
3. All elections must be concluded and the results announced by June 1 of each year.

#### Section 4 - Officers and Term of Office

1. The officers of the Senate shall be a Chair, a Chair-Elect, and a Secretary.
  2. The term of office begins upon completion of the "unfinished business" portion of the last scheduled Senate meeting of the academic year. The term of office is one academic year.
3. Upon completion of the "unfinished business" portion of the agenda at the last scheduled Senate meeting of the academic year, the new Chair takes office, convenes the newly formed Senate, and conducts the election for the Chair-Elect and the Secretary. The voting members of the newly formed Senate nominate and elect the two new officers. The newly elected officers take their positions immediately and the remaining business of the Senate is conducted.

#### Section 5 - Duties of Officers

The duties of the officers shall be as follows:

1. The Chair shall preside over all meetings of the Faculty Association; preside over all meetings of the Senate; call special meetings of the Senate; call special meetings of the Association when deemed necessary by the Senate Executive Board; be responsible for the general conduct of business of the Association and the Senate; appoint faculty committees that are not otherwise specified by provisions in this Constitution and Bylaws, and have all other powers or duties appropriate to the office of Chair, as well as those specially designated by the Association and the Senate.
2. The Chair-Elect shall perform all the duties of the Chair in the absence or incapacity of the Chair. The Chair-Elect shall retain the right to vote while temporarily performing the duties of Chair.
3. The Secretary shall keep accurate minutes and attendance records of all meetings of the Faculty Association and the Senate, distribute copies of minutes to appropriate individuals and groups, conduct necessary correspondence, keep accurate rosters of membership of the Faculty Association and Senate, maintain custody of all records of the Faculty Association and Senate and perform all other duties appropriate to the office of Secretary.

#### Section 6 - Senate Executive Board

1. The Executive Board of the Senate shall be comprised of the Chair, the Chair-Elect, the Secretary, and the Immediate Past-Chair (in an advisory capacity). The board convenes at the call of the Chair.

### **Article IV - Operation of the Senate**

#### Section 1 - Meetings

1. The Senate shall meet regularly at least once in each month from September through June inclusive, and may meet in July and August. The newly constituted Senate shall hold its first meeting immediately upon completion of the "unfinished business" portion of the last scheduled Senate meeting of the academic year.
2. Special meetings may be called by the Senate Executive Board, by a signed petition to the Senate Chair and Secretary from any three (3) members of the Senate, or by a signed petition to the Senate Chair and Secretary of at least twenty-five percent (25%) of the voting members of the Faculty Association. Written notice of special meetings must be distributed to individual members of the Faculty Association at least seven (7) days before the meeting and must state the time, place and purpose of the meeting.
3. Generally, all meetings of the Senate are open to the faculty. All regular meetings of the Senate are normally open to administration and staff of the University. University personnel shall have the opportunity to participate in meetings by means of teleconference. If teleconferencing is interrupted and cannot be resumed, the meeting shall be continued, provided a quorum is present.
4. The Senate reserves the right to meet in closed session.

#### Section 2 - Agenda and Minutes

1. The agenda for each Senate meeting shall be distributed to individual members of the Faculty Association sufficiently in advance to allow their participation. The agenda shall be prepared by the Executive Board of the Senate.
2. The approved minutes of each Senate meeting shall be distributed to individual members of the Faculty Association.

#### Section 3 - Quorum

A quorum consists of a majority of the voting membership of the Senate.

#### Section 4 - Voting

Unless otherwise provided, when a vote is taken on any matter at a meeting of the Senate, a quorum being present, a majority of the votes of members present shall determine the outcome.

## **Article V - Committees**

### Section 1 - Functions and Limitations

1. The Senate Chair acting individually or the Faculty Association or the Senate acting collectively may establish special committees and instruct such groups as to their duties. Each special committee shall carry out the work for which it exists, incorporating the instructions given by this Faculty Constitution and Bylaws, policy statements adopted by the Faculty Association and/or directives from the Senate.
2. In carrying out its assigned function, each special or standing committee shall have all the powers, authority and responsibilities that the Senate has.
3. Each standing committee shall function for a full academic year. New members of committees shall assume their positions upon completion of the "unfinished business" portion of the last scheduled meeting of the committee for the academic year.
4. Each special committee shall function until the completion of its assignment or its delineated time period.
5. Unless otherwise provided for in this Constitution and Bylaws, in an adopted policy statement, or in a Senate directive: upon completion of the "unfinished business" portion of the last scheduled meeting of the committee for the academic year, the members of each standing committee shall select from their own group a chair to preside over their meetings and serve as spokesperson to the Senate, the Faculty Association and the university administration.
6. Committees may adopt and follow such rules for the conduct of their group's work as they find useful and necessary, with the following provisions:
  - a. The directions given in Article VI, Section 2 of this Constitution and Bylaws must be followed.
  - b. The chair of each committee shall provide a written progress report to each regular Senate meeting; file a copy of the minutes of each committee meeting with the Secretary of the Senate and submit to the Senate in writing any policies adopted by the group. These reports and minutes are not to include information revealing confidential deliberations concerning individual faculty members.
  - c. The chair of each committee shall provide the Senate with an end-of-year report. This report must be submitted to the Senate prior to the completion of the "unfinished business" portion of the final scheduled meeting of the Senate for that academic year.
  - d. The Senate must approve any policies adopted by a committee before they are considered to be in effect. The Senate may review any action taken or decision made by the committee, except for tenure, rank or sabbatical recommendations and may repeal or amend the action or decision.
  - e. A petition signed by at least twenty-five percent (25%) of the voting members of the Faculty Association shall call for a review of any policy developed, action taken or decision made by any committee, except for tenure, rank or sabbatical recommendations. Final disposition of the review shall be decided by the Faculty Association at a regular or special meeting.
  - f. If any committee member or committee chair has not, or cannot, fulfill the duties of the committee as prescribed by the Faculty Senate, upon the request of the committee members, a committee chair, or Senate, the Chair of the Senate may ask the constituent group represented by the committee member to replace the member. The request must be in writing and sent to the chair of the constituent group. The constituent group must hold an election within 60 days to either elect another committee member or reaffirm the mandate of the existing committee member.
- a. The President of the University and the Chair of the Senate or their respective designated representatives shall be nonvoting ex-officio members of all committees. All non-voting ex-officio members shall not be present at any deliberations affecting an individual faculty member.

### Section 2 - Standing Committees

Each standing committee shall operate under a general policy statement originally approved by the Faculty Association. During each subsequent year each standing committee shall review its own policy statement and submit any recommended revisions to the Senate for approval.

1. Sabbatical Committee

A. Responsibilities

The Sabbatical Committee shall inform faculty members of the procedures for applying for sabbatical leaves, collect and review sabbatical applications, make recommendations for sabbatical leaves to the chief academic officer and provide reports of meetings and actions to the Senate.

B. Membership

Each college shall elect two (2) faculty members to serve on the committee, and the University Library shall elect one (1) faculty. The terms of office shall be three (3) years in length and staggered so that no more than two (2) members' terms expire each year.

2. Promotion and Tenure Committee

The process of applying for promotion in academic rank and/or applying for tenure shall involve a committee established by each college or other recognized academic body and an Institutional Promotion and Tenure Committee. The College and Institutional Promotion and Tenure Committees shall inform faculty members of the procedure for applying for tenure and promotion and collect applications.

I. College Promotion and Tenure Committee

A. Responsibilities

- i. The College Promotion and Tenure Committees shall review applications from faculty members and submit a full report of the vote to the Institutional Promotion and Tenure Committee.
- ii. All deliberations and actions of the college committees shall remain confidential.

B. Membership

- i. Each colleges and the University Library shall elect a committee of four (4) members to consider applications for promotion and/or tenure of its faculty.
- ii. All members of this committee shall have been full-time core faculty members at this institution for a minimum of three (3) full years before serving on the committee. The membership of the University Library Promotion Committee may include non-core faculty.
- iii. At least one-half (1/2) of the committee shall be composed of tenured faculty.
- iv. At least two members of the committee shall hold the rank of Associate Professor or Professor.
- v. The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year. No member of the committee shall serve successive terms.
- vi. If a college or body does not have a sufficient number of faculty members who meet the above criteria, the criteria for committee membership for that college or body shall be modified by that faculty to meet their needs until they attain sufficient numbers of faculty in the designated rank and tenure status.
- vii. Modifications to the membership criteria must be approved by the Senate. Once the College Promotion and Tenure Committees have been elected, their composition must be certified as meeting membership criteria by the chief academic officer. Certification of the composition of the committees shall be reported to the Senate at its September meeting.
- viii. A faculty member who applies for promotion and/or tenure while a member of the committee shall be replaced by special election for the year in which such application is being considered.

## Institutional Promotion and Tenure Committee

### II.

#### A. Responsibilities

1. The Institutional Promotion and Tenure Committee shall review applications and the reports submitted by the promotion and tenure committees of the individual colleges and other recognized academic bodies comprising the institution and make recommendations on their disposition to chief academic officer.
2. The institutional committee shall conduct all business according to the guidelines in the Academic Promotion and Tenure Policy and shall provide reports of meetings and notifications of its completed work.
3. All deliberations and actions of the institutional committee shall remain confidential.

#### B. Membership

1. Each college shall elect two (2) tenured faculty members who have achieved the rank of Professor or Associate Professor to this committee. If a college does not have a sufficient number of faculty members who meet the above criteria, the criteria for committee membership for that college shall be modified by that faculty to meet their needs until they attain sufficient numbers of faculty in the designated rank and tenure status. Such modifications of membership criteria must be approved by the Senate and certified by the chief academic officer.
2. The faculty of the University Library shall elect to this committee one (1) member who shall be involved in all committee deliberations, but shall not vote on tenure recommendations.
3. The terms of office shall be three (3) years in length and shall be staggered within the colleges so that no more than one of their member's terms expires each year. No member of the committee shall serve successive terms.
4. A faculty member who applies for promotion while a member of the committee shall be replaced by special election for the year in which such application is being considered.

### 3. Faculty Welfare and Compensation Committee

#### A. Responsibilities

The Faculty Welfare and Compensation Committee shall represent the interests of all full-time (core and non-core) and adjunct faculty of National-Louis University in reporting to the Senate its recommendations regarding faculty salaries, fringe benefits, work environments, travel reimbursement, support services, and other aspects of the quality of work life as assigned by the Senate. The committee shall keep informed of the ongoing financial status of the University and shall represent the faculty through the Senate in the annual budgeting process.

#### B. Membership

Each college shall elect two (2) full-time faculty members, the University Library shall elect one (1) full-time faculty member, and the Adjunct Council shall elect one (1) adjunct faculty member to serve on the committee. The terms of office shall be three (3) years in length and staggered so that no more than three (3) members' terms expire each year.

### 4. Faculty Standards, Evaluations and Appeals Committee

#### A. Responsibilities

The Faculty Standards, Evaluations and Appeals Committee shall address issues related to standards of conduct for faculty, evaluation of faculty performance, and faculty appeals. The Committee shall establish standards for faculty performance, organize and monitor the teaching evaluation process, and monitor the faculty appeals policy. While this committee does not sit to hear appeals, it is responsible for the implementation of the Faculty Appeals Policy.

#### B. Membership

Each college shall elect two (2) full-time faculty members, the University Library shall elect one (1) full-time faculty member, and the Adjunct Council shall elect one (1) adjunct faculty member to serve on the committee. The terms of office shall be three (3) years in length and staggered so that no more than three (3) members' terms expire each year.

5. Academic Support Committee

A. Responsibilities

The Academic Support Committee shall address issues related to support for all academic programs and faculty within the University. The primary function of this committee is to elicit and address faculty issues related to academic support needs, including but not limited to the bookstore, infrastructure, public safety, Student Services, and the University Library. Recommendations of this committee shall be reported by the Chair to the Senate.

B. Membership

Each college shall elect two (2) full-time faculty members, the University Library shall elect one (1) full-time faculty member, and the Adjunct Council shall elect one (1) adjunct faculty member to serve on the committee. The terms of office shall be three (3) years in length and staggered so that no more than three (3) members' terms expire each year.

6. Curriculum Committee

A. Responsibilities

The Curriculum Committee shall recommend and monitor policies for review, assessment, and accreditation of programs at the university level. The committee shall identify and attempt to resolve potential conflicts arising from college-approved curricula which impact on more than one college. Reports of conflicts and resolutions shall be sent to the Senate.

B. Membership

Each college shall elect two (2) full-time faculty members, one of whom must be a member of that college's curriculum committee or the equivalent governance unit, the University Library shall elect one (1) full-time faculty member, and the Adjunct Council shall elect one (1) adjunct faculty member to serve on the committee. The terms of office shall be three (3) years in length and staggered so that no more than three (3) members' terms expire each year. The Registrar shall also serve as an ex-officio non-voting member of the committee.

7. Student Academic Standards Committee

A. Responsibilities

The Student Academic Standards Committee shall recommend University-wide student academic standards to the Senate and monitor standards for admission, retention, appeals, graduation of students, financial scholarships, and fellowships.

B. Membership

Each college shall elect two (2) full-time faculty members, the University Library shall elect one (1) member, and the Adjunct Council shall elect one (1) adjunct faculty member to serve on the committee. The terms of office shall be three (3) years in length and staggered so that no more than three (3) members' terms expire each year.

8. Faculty Development Committee

A. Responsibilities

The Faculty Development Committee shall recommend to the Senate appropriate faculty development activities for the University. These duties shall include but not be limited to reporting on faculty development funding activities at the University, identifying funding resources for faculty development, reporting on faculty development needs for continuing and part-time faculty, assuming leadership for the faculty development activities of the University, and facilitating faculty recognition activities at the University.

B. Membership

Each college shall elect one (1) full-time faculty member, the University Library shall elect one (1) full-time faculty member, and the Adjunct Council shall elect one (1) adjunct faculty member to serve on the committee. The terms of office shall be three (3) years in length and staggered so that no more than two (2) members' terms expire each year.

9. Senate Academic Planning Committee

A. Responsibilities

The Senate Academic Planning Committee shall function as the institutional committee for academic planning.

- a. The committee shall exert leadership among the faculty in planning the academic future of the University as well as achieving consensus among the faculty concerning the academic direction that shall be pursued by National-Louis University.
- b. The committee shall establish guidelines for proposing new academic programs, presenting plans for enhancing already existing programs, and discontinuing programs.
- c. The committee shall recommend academic/faculty planning priorities for the institution which include budget implications for the institution.
- d. The committee shall develop academic/faculty planning documents for the Senate.
- e. The committee shall work with the chief academic officer to oversee all academic planning processes.
- f. The committee shall conduct periodic reviews of the Senate Academic Planning Process.

B. Membership

Each college shall elect two (2) full-time faculty members, the University Library shall elect one (1) faculty member, and the Adjunct Council shall elect one (1) adjunct faculty member to serve on the committee. The terms of office shall be three (3) years in length and staggered so that no more than three (3) terms expire each year.

10. Senate Academic Technology Committee

A. Responsibilities

The Senate Academic Technology Committee shall address faculty and student issues relating to technology. Specifically, the committee will assess academic technology needs, develop plans to meet those needs, provide vision for future effective utilization of technology, and recommend policies and procedures concerning academic technology. This includes, but is not limited to, issues relating to computers, interactive classrooms, multimedia, telecommunications, and software which affect faculty and students as they teach and pursue research and scholarly work.

B. Membership

Each college shall elect two (2) full-time faculty members, the University Library shall elect one (1) faculty member, and the Adjunct Council shall elect one (1) adjunct faculty member to serve on the committee. The terms of office shall be three (3) years in length and staggered so that no more than three (3) members' terms expire each year. Four members of the Senate Academic Technology Committee—one member from each college and the member from the University Library—will serve concurrently on the Interactive Video Advisory Committee (IVAC). Representatives from Academic Affairs, Computing Services, and Telecommunications, will serve as non-voting, ex-officio members.

11. Senate Finance Committee

Responsibilities

The Finance Committee shall meet monthly with the Vice President of Administration and keep informed of the ongoing financial status of the University.

The Committee is to be a proactive body reporting to the Senate and making recommendations concerning the financial affairs and health of the University.

The Committee consults with the faculty and advises the administration concerning financial affairs like cost containment and budget efficiencies.

The Committee shall seek regular exchanges with the Board of Trustees' Financial Affairs Committee.

Membership

Each college shall elect one (1) full-time faculty member, the University Library shall elect one (1) full-time faculty member, and the Adjunct Council shall elect one (1) adjunct faculty member to serve on the committee. The terms of office shall be three (3) years in length and staggered so that no more than three (2) members' terms expire each year. In addition, the Faculty Welfare and Compensation Committee, and, the Senate Academic Planning Committee will each have one (1) representative on this Committee, selected annually for one (1) year terms.

12. Senate Committee on Out of Chicago-area Campus Affairs

A. Responsibilities

1. The Senate Committee on Out of Chicago-area Campus Affairs shall investigate and make recommendations to the Senate concerning all out of Chicago-area campus-related issues, including but not limited to the following:

- a. Academic policies and procedures.
  - b. Conditions affecting academic programs.
  - c. The availability of university resources.
  - d. The climate in which center faculty members do their work.
2. The Committee shall advocate for equitable treatment of center programs and faculty.

B. Membership

1. Members shall be elected for three-year terms.
2. Each out of Chicago-area campus shall elect one representative to the Committee.
3. Each college and the Library shall elect one representative.
4. The Adjunct Council shall elect one adjunct faculty member.
5. Terms shall be staggered so that no more than one-third expires each year.

**A. Article VI - Rules of Order**

Section 1 - Faculty Association and Senate

The rules of parliamentary procedure in the latest edition of *Robert's Rules of Order* shall govern the Faculty Association and the Senate on all questions of procedure not covered by this Constitution and Bylaws.

Section 2 - Committees

Each committee established by the action of either the Senate, the Faculty Association or the Senate Chair shall develop its own rules of order within the general guidelines of parliamentary procedure, following the specifications given in this Constitution and Bylaws, the directive from the appointing entity, and its own policy statement, if applicable.

## **Article VII - Amendments**

This Constitution and Bylaws may be amended by the following procedure:

1. Any voting member of the Faculty Association may submit a written amendment proposal to the Senate Chair. The proposal must clearly show the intended additions, deletions and/or changes, as well as a descriptive rationale and some illustrative examples of its potential effects.
2. The Senate Chair, upon receipt of the written amendment proposal, shall appoint an Ad Hoc Constitution and Bylaws Committee. The Ad Hoc Committee shall review the proposal and reports its recommendations to the Senate and to the submitter of the proposal.
3. The Senate shall consider the report of the committee and any testimony offered, then make a decision as to the disposition of the proposal, either to support the ratification of the amendment as submitted, to support the amendment with changes or to not support the amendment.
4. If the proposal-submitter agrees to continue the process, the amendment proposal, which may have been changed by the submitter, is distributed, along with the Senate's decision and explanation, to the individual members of the Faculty Association at least thirty (30) days in advance of the Association meeting at which it will be considered.
5. At the next regular or special Faculty Association meeting, the amendment shall be considered for ratification. If a quorum is present, a vote may be taken at the meeting. If a quorum is not present, a mailed ballot or an electronic ballot will be distributed to the voting membership within one week of the Faculty Association meeting. The amendment is ratified by a favorable vote of at least two-thirds (2/3) of the ballots properly returned provided that the total number returned is at least equal to the quorum. The vote shall be conducted in accordance with the guidelines in Article I,

Section 6.

## **Article VIII - Ratification**

This document shall become the Constitution and Bylaws of the National-Louis University Faculty Association following its ratification by at least two-thirds (2/3) vote of the faculty.