

**THE CONSTITUTION AND BYLAWS
OF THE FACULTY GOVERNMENT
OF SOUTHERN UNIVERSITY AT NEW ORLEANS**

ARTICLE I. PURPOSE

The purpose of this Constitution is to set forth the means by which the faculty of Southern University at New Orleans shall carry out its institutional role as provided for in the Bylaws and Regulations of the Board of Supervisors of Southern University and Agricultural and Mechanical College, Part II, Article VIII, and Part III, Section 1-2.4. A & B which states that the “faculty shall have a major role in establishing curricula, fixing standards of instruction, determining requirements for degrees, and generally formulating educational policy.” To this end, this Constitution establishes the faculty government, along with the rules and structures according to which it shall function.

ARTICLE II. GENERAL ORGANIZATION

The organization for faculty government shall consist of two components: (1) the General Assembly, and (2) the Faculty Senate and the Standing Committees.

ARTICLE III. THE GENERAL ASSEMBLY

Section 1. Membership. The General Assembly shall consist of all those who hold academic rank at Southern University at New Orleans. As stated in the Bylaws and Regulations of the Board of Supervisors of Southern University and A & m College, both the System President and the Chancellor of Southern University at New Orleans are members of the faculty.

All voting members of the General Assembly shall be eligible for election to Standing Committees and appointment to Special Committees, subject to the qualifications stipulated in the Constitution or the Bylaws of Faculty Government.

Section 2. Officers. Though the System President has the privilege of presiding at meetings of the General Assembly, the Chancellor shall normally serve as the presiding officer. The Chancellor may, however, delegate this responsibility to the President of the Faculty Senate. The Secretary of the Faculty Senate shall serve as Secretary of the General Assembly.

Section 3. Meetings. The General Assembly shall regularly meet four times a year, customarily at the beginning and end of each semester. Special meetings may be called by the President of the Southern System, by the Chancellor, by the Faculty Senate, or by the Secretary of the Faculty Senate on petition of one-fourth of the members of the General Assembly. The presence of one-fourth of the members shall constitute a quorum.

The business of meetings of the General Assembly shall typically be reports to the faculty by the Chancellor of the University, the President of the System, and the President of the Faculty senate who will review action taken by the Faculty Senate and call for important committee reports.

Each member of the General Assembly shall have one vote. A vote by voice will be the regular method of voting on any motion that does not require more than a majority for its adoption. When conditions warrant, the Chair may call for a count of hands. Upon the request of ten percent of those present, a secret ballot will be in order.

Vote by proxy is allowed, but proxies must be signed and submitted to the Secretary prior to the meeting's being called to order. Proxies do not count toward a quorum. Robert's Rules of Order will govern the conduct of the meetings of the General Assembly.

Section 4. Jurisdiction, Authority, and Duties. The General Assembly is properly concerned with and should actively participate in decision made on matters that may affect the educational policies for which it is primarily responsible. Therefore, under the jurisdiction of the General Assembly fall such

matters as:

1. The curriculum of the University.
2. The facilitation of teaching and research.
3. The structure of the University with reference to academic matters.
4. Standards for admission and retention of students.
5. Requirements for the granting of academic degrees.
6. Faculty conduct and discipline.
7. Faculty appointment, retention, tenure, and promotion.
8. Freedom of expression and academic freedom.
9. Aspects of student life which relate directly to the educational process.
10. campus facilities directly involving faculty, such as offices, classrooms, and laboratories.

The General Assembly is properly concerned with and should actively participate in decisions made on other matters that may affect the educational policies for which it is primarily responsible but that require joint consideration by other sectors of the University. Therefore, the General Assembly shall advise the Administration and the Board of Supervisors through the Administration on matters of institutional policy dealing with:

1. Selection of and removal of the principal administrative officers having University-wide responsibilities as well as the creation and abolition of such offices.
2. University budgets.
3. Faculty benefits, including salaries, insurance, and leaves.
4. Long-range planning of campus development and facilities.
5. The academic calendar.

To perform this advisory function it is necessary that the Faculty Senate be consulted in advance of significant prospective actions by the Administration and the Board of Supervisors.

In addition to the above, the General Assembly may advise the Administration on matters of institutional policy dealing with student conduct and discipline not directly related to academics.

Section 5. Faculty Veto. The General Assembly shall have the power to veto any action of the Faculty Senate. The procedure shall be as follows:

1. A General Assembly meeting shall be called by petition as provided in Article III, Section 3, for the purpose of discussing the Faculty Senate action in question.
2. The voting procedure outlined in Article III, Section 3, shall be followed to determine the will of the General Assembly. A two-thirds vote of those present shall be required to override a Faculty Senate action.

ARTICLE IV. THE FACULTY SENATE

Section 1. Membership.

Faculty Representation. Members of the Faculty Senate shall be elected from full-time faculty with at least one year of academic service to the University, with the exception of two Senate positions reserved for the part-time faculty. Full-time faculty shall be defined as those persons who have 50% or more of their time allotted to teaching but shall include those faculty members who have release time to do research or to work on various academic projects. The membership shall be apportioned as follows:

1. College Representatives. Each of the academic colleges shall elect one senator for every seven full-time members. Where fractions are involved, the nearest whole number will be used. Each of the colleges shall be assured one senator. These senators shall be elected by a majority vote of the members of the college.
2. Librarians. Representation for librarians with faculty status and full time employment will be determined in the same manner as in Article IV Section 1, Item 1.

3. Counselors. Representation for counselors with faculty status and full time employment will be determined in the same manner as in Article IV, Section 1, Item 1.
4. At-Large Members. Five representatives shall be elected from the faculty at large with no more than two from any one college. These members-at-large will be responsible for representing the general interest of the entire faculty and not the special interests of their college.
5. Former President of the Faculty Senate. The President of the Faculty Senate shall remain a senator during the year following the expiration of his or her term.
6. Part-time Faculty. Part-time Faculty shall elect two senators.

Student Representation. Two students shall hold speaking seats in the Faculty Senate. They shall be the President of the Student Government Association and one student elected by the SGA Senate.

Administrative Representation. The Chancellor, the Vice Chancellor for Academic Affairs, and one other representative appointed by the Chancellor shall hold speaking seats in the Faculty Senate. This includes those who have faculty status but whose contractual obligations are primarily administrative.

Term of Office. The term of office of elected senators shall be two years. Of the initial group elected, one-half shall serve one year and one-half shall serve two years. This distinction shall be made by lot, and in such manner that approximately half of the senators from each college shall serve for one year and half for two years. No elected faculty members may serve more than two two-year terms consecutively. The administrative appointees shall serve one-year terms but may be reappointed without limitation. The elected student representatives shall serve one-year terms, but may be re-elected once.

Replacement of Vacancies. If the position of a college senator should become vacant for whatever reason, the college head shall be notified of a college vacancy and shall hold an election for a replacement. If the position of a member-at-large should become vacant for any reason, the Executive Committee shall act as a nominating committee and submit to the Senate at its next meeting the names of two eligible faculty members at which time the Senate will elect a replacement.

Recall. Senators and elected members of Standing Committees shall be subject to recall. Recall procedures can be initiated by a written petition of one-fourth of the voting members of the General Assembly to the Executive Committee of the Faculty Senate. Recall requires a two-thirds majority in a mail ballot which includes returns from at least two-thirds of the voting members of the General Assembly. In case of a recall, ordinary procedures shall be used to fill the vacancy for the unexpired term as soon as feasible.

Section 2. Officers and Election of Officers.

Officers. The Faculty Senate shall have the following officers: President, Vice-President, Secretary, and Treasurer.

The Executive Committee: Membership. The elected officers, with the former President of the Faculty Senate, and two members elected from the body at large, shall comprise the Executive Committee. The at-large representatives shall generally be selected from those senators in colleges not represented by the elected officers.

Election of Officers. Election of officers for the ensuing year shall be the first item of business at the initial meeting of the Faculty Senate in each academic year. A nominating committee of three shall be chaired if possible by the most recent willing and able former President of the Senate. The remaining members shall be elected by the General Assembly at its final meeting in the academic year. A slate of candidates for the nominating committee shall consist of names of faculty who are interested in serving and who have submitted their names to the President in the two-week period prior to the General Assembly meeting. No additional nominations will be taken from the floor. Anyone serving on the nominating committee shall not be eligible to serve as an officer in the following year. The election shall be by secret ballot.

Term of Office. The term of office for all officers shall be one calendar year. Each officer shall be eligible for election to a second consecutive term only. If, for any reason, the President should not be able to serve his or her entire term in office, the Vice President shall become President for the unexpired term. Upon such succession, at its next meeting the Senate shall elect a Vice President who shall serve for the remainder of the unexpired term. Likewise, should any other officer be unable to complete his or her term in office, an election to fill that office should be held at the next meeting of the Faculty Senate. No person may simultaneously hold more than one of the offices in the Senate.

Section 3. Meetings.

Regular Meetings. Regular meetings of the Faculty Senate shall be held one per month during the academic year. The dates for these meetings shall be established at a time likely to be convenient for the membership, and a calendar for the year's meeting shall be disseminated to all faculty early in the academic year and made available to the student body.

Special Meetings. Special meetings of the Faculty Senate can be called when requested by 25% of the Senate, or by 10% of the General Assembly, or by 10% of the student body, or by the Chancellor, or by the Executive Committee, or by the President of the Faculty Senate.

Attendance of Members. Any member who fails to attend three consecutive regular meetings shall relinquish his or her position on the Senate. The procedure for replacement of vacant positions is outlined in Article IV, Section 3.

Non-members' Presence at Meetings. All meetings shall be open to faculty, staff, and students of Southern University at New Orleans. Guests at the Senate meetings shall be seated separately from the Senate members while the business of the Senate is being conducted, and these guests shall be listeners only except when invited by the presiding officer to participate.

Executive Session. An executive session may be called through a proper motion, seconded and duly voted upon by a majority. All decisions made in executive session shall be ratified in an open meeting.

Conduct of Meetings. All meetings shall be conducted in accordance with parliamentary procedure. **Robert's Rules of Order** shall be the final authority except where it may contradict any provision of this Constitution. The Senate shall adopt by two-thirds vote such by-laws as may be necessary and proper to govern senate procedure and expedite the business of the Faculty Senate.

Parliamentarian. After his or her election the President shall appoint a Parliamentarian to oversee the conduct of business at Senate meetings. This person shall also serve as Parliamentarian at meetings of the General Assembly.

Minutes. Detailed minutes of the proceedings and content of the debates shall be distributed by the Secretary's clerical assistant to all faculty and made available to the student body.

Administrative Approval of Faculty Senate Action. All action of the Faculty Senate, as reported in the minutes or a report, shall be submitted to the Chancellor of the University. Should the Chancellor disapprove any action, appointment, or decision, the minutes or report shall be returned to the Faculty Senate, with the exception noted in writing. If the Senate concurs with the exceptions of the Chancellor, the action, appointment, or decision shall stand as altered by the Chancellor. If the Senate does not concur with the exception of the Chancellor, then the report or minutes may be resubmitted to the Chancellor with the reasons for nonconcurrence given in writing. If that action, appointment, or decision is again rejected by the Chancellor, it would then be sent to the Chancellor for transmittal to the President of the University System and subsequently to the Board of Supervisors for its determination in the matter, as provided for in the **Bylaws and Regulations of the Board of supervisors of Southern University and Agricultural and Mechanical College.**

Section 4. Jurisdiction, Authority, and duties

General Functions of the Faculty Senate. The legislative authority of the General Assembly shall normally be exercised by the Faculty Senate.

General Functions of the Executive Committee. The main responsibilities of the Executive Committee shall be to assist the Senate in the discharge of its legislative duties and to provide an effective channel of communication and consultation between the Chancellor and the faculty and students with respect to their joint and several responsibilities in the government of the University. In addition, the Executive Committee shall be empowered to make decisions for the Senate at such times when it is impossible to gather a quorum; or when the University is faced with an emergency which needs committee or Senate action; or when it is impossible for the Senate to meet. Decisions made by the Executive Committee shall be ratified by the Faculty Senate at its next meeting. The Executive committee shall also function as the committee on committees. In this capacity it shall be responsible for the following:

- 1.) recommending appropriate persons for all committee appointments to be made by the Senate,
- 2.) recommending the formation and abolition of committees.
- 3.) making a continuous study of committee assignments to assure equitable distribution among academic units and academic ranks,
- 4.) ensuring that the work of the committees is being handled effectively by creating and maintaining a calendar for the timely dispensation of committee duties,
- 5.) replacing committee members who are not carrying out their committee duties,
- 6.) in general performing any action necessary to ensure the timely dispensation of committee duties so that the normal functioning of the University shall not be impeded, and
- 7.) in the event of an emergency working with the Office of Academic Affairs to take appropriate action.

Duties of the President of the Faculty Senate. The President shall preside at all meetings of the Senate and of the General Assembly when requested to do so by the Chancellor. He or she is empowered to call special meetings as provided for in this Constitution. The President is an *ex-officio* member of all Faculty Senate Committees. He or she shall chair the Executive Committee.

Duties of the Vice President of the Faculty Senate. The Vice President shall perform all of the duties of the President when he or she is absent or incapable of doing so. The Vice President shall succeed to the office of President should that office become vacant. The President may designate to the Vice President his or her seat on any of the Senate committees. The Vice President serves on the Executive Committee.

Duties of the Secretary of the Faculty Senate. The Secretary shall see that accurate minutes of all regular and special meetings of the Faculty Senate and the General Assembly are recorded and distributed to the faculty and students. The Secretary conducts necessary correspondence, keeps an accurate list of membership of the Faculty Senate, keeps an accurate record of attendance, informs the President when a seat becomes vacant, and performs such other appropriate duties as directed by the Senate. The Secretary is a member of the Executive Committee.

Duties of the Treasurer of the Faculty Senate. The Treasurer shall manage the fiscal affairs of the Faculty Senate and serve on the Executive Committee.

ARTICLE V. STANDING COMMITTEES

The Standing committees of the Faculty Senate shall be the primary vehicles by which the Faculty Senate shall carry out its role as the main legislative authority of the General Assembly.

Section 1. Duties and Members of the Standing Committees.

1. Admissions and Retention committee.

Duties. In conjunction with the appropriate departments and colleges and the Office of Academic Affairs, this committee shall recommend policies and procedures for setting and maintaining academic standards for the admission and retention of students and for the awarding of earned degrees and certificates, honorary degrees, and academic honors.

Members. This committee shall have the following members: one faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two

faculty members, three faculty members at large, and one student; *ex-officio* (voting) one academic dean to be selected by the Council of Deans and the Vice Chancellor or Associate Vice Chancellor for Academic Affairs; *ex-officio* (non-voting) Vice Chancellor for Student Affairs and Director of High School Relations.

2. **Academic Responsibility, Rights, and Ethics Committee.**

Duties. This committee shall oversee faculty conduct, academic freedom, and faculty grievances. Therefore, it shall be expected to do the following: (1) develop policies regarding ethics, academic responsibility, and privilege; (2) make recommendations to the Chancellor regarding needed revisions of the **Faculty Handbook**; and (3) make recommendations to the Chancellor in matters regarding academic freedom, complaints against faculty, and faculty grievances.

Members. One faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two faculty members, and two members at large. **Note:** Only members of the General Assembly with tenure are eligible to serve in this committee.

3. **Budget Review Committee.**

Duties. This committee shall review the annual budget of the University to assure its general conformity with short and long range priorities of the University and with expressions of policy by the Senate. The chairperson of the committee, or his or her designee, shall sit with the appropriate committee of the University when it formulates budget guidelines for the coming year and when categories of the budget are discussed and adopted. The main function of the committee shall be to bring to the Senate's attention any budgetary allocations which are not in compliance with existing budget priorities and policies. It shall also inform the Senate of budgetary actions taken or proposed which are not in the best interest of the University.

Members. Six faculty senators and one student representative.

4. **Catalog and Calendar Committee.**

Duties. This committee shall recommend policies and procedures for the publication of the University Catalog and the development of the Calendar.

Members. One faculty member from each college, three faculty members at large, and one student; *ex-officio* (non-voting) one academic dean to be selected by the Council of Deans, the Registrar, and the Vice Chancellor or Associate Vice Chancellor for Academic Affairs; *ex-officio* (non-voting) the Vice Chancellor for Student Affairs.

5. **The Curriculum Committee.**

Duties. This committee shall recommend policies and procedures related to all aspects of curricular design and implementation. Though it will be especially concerned with reviewing curricular changes proposed by the University departments for uniformity with established policies and procedures, it can also systematically review existing programs and make recommendations for changes it deems necessary to create uniformity and articulation among departments and coherence in the curriculum.

Members. One faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two faculty members, three faculty members at large, and one student; *ex-officio* (voting) the Vice Chancellor or Associate Vice Chancellor for Academic Affairs and one academic dean to be selected by the Council of Deans; *ex-officio* (non-voting) the Vice Chancellor for Student Affairs.

6. **Faculty Status Committee.**

Duties. This committee shall develop policies and procedures regarding the departmental recommendations for appointment, retention, merit pay, tenure, and promotion of faculty and shall act as the body that considers faculty applications in these areas and makes appropriate

recommendations to the Chancellor. This committee also shall formulate policies and make recommendations to the Chancellor in matters pertaining to leaves of absence and earned sabbaticals.

Members. One faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two faculty members, and three faculty members at large; *ex-officio* (non-voting) the Chancellor and the Vice Chancellor for Academic Affairs.

7. Faculty Welfare Committee.

Duties. This committee shall develop and recommend action to be taken with regard to overall faculty well being in matters such as fringe benefits, working environment, safety, and condition of facilities.

Members. One faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two faculty members, and two faculty members at large; *ex-officio* (non-voting) Director of University Personnel and the Vice Chancellor or Associate Vice Chancellor for Academic Affairs.

8. Organized Research Committee.

Duties. This committee shall set broad policies for governing all research conducted at SUNO. For university funded projects this committee shall request and receive research proposals from faculty and make appropriate recommendations regarding their suitability for funding. However, this committee is not intended to interfere with the normal activity of faculty as they pursue legitimate outside funding for their research and creative activities. In addition, this committee shall monitor any research involving animals to ensure that federal guidelines regulating such research are upheld.

Members. One faculty member from each undergraduate college, one representative of the faculty at large, one representative from the graduate faculty, one undergraduate student.

9. Publications Board.

Duties. This committee shall develop policies and operating procedures for all student publications and serve as an enforcement agency for the carrying out of those guidelines in accordance with the appropriate regulations of the Southern University Board of Supervisors.

Members. One faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two faculty members, two members from the Print Journalism Program, and one student; *ex-officio* (voting) Vice Chancellor for Student Affairs, Editor of the Yearbook, Editor of the Observer; *ex-officio* (non-voting) Vice Chancellor of Administration and Vice Chancellor or Associate Vice Chancellor for Academic Affairs.

10. Student Conduct.

Duties. This committee shall (1) recommend changes in student disciplinary policies to the Vice Chancellor for Student Affairs; (2) recommend to the Chancellor a list of persons who will be available to serve as disciplinary hearing panel members; and (3) act, at the request of the Chancellor, as an appeal panel for appeal of disciplinary actions.

Members. One faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two faculty members, one faculty member at large; and two students; *ex-officio* (voting) the Vice Chancellor for Student Affairs.

11. Student Organizations and Activities Committee.

Duties. This committee shall advise the Vice Chancellor for Student Affairs on policies regarding student organizations, student government, student health and recreation facilities, and student social activities. It also shall appoint faculty representatives to the Lyceum Committee and review applications for all student organizations that seek University recognition.

Members. One faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two faculty members, one faculty member at large, and three students; *ex-officio* (voting) one representative from the Vice Chancellor for Student Affairs.

12. **Teaching Effectiveness and Growth Committee.**

Duties. This committee shall advise the Vice Chancellor for Academic Affairs in all areas of teacher growth. This committee shall be particularly concerned with (1) methods of improving teaching effectiveness, (2) yearly evaluation of faculty, and (3) the allocation of funds for faculty growth.

Members. One faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two faculty members, and three at large members.

13. **University Center and Bookstore Committee.**

Duties. This committee shall examine all financial affairs of the Bookstore and the University Center and advise the Vice Chancellor for Administration on the development of policies regarding these University entities.

Members. One faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two faculty members, one faculty member at large, and three students; *ex-officio* (non voting) the Vice Chancellor for Student Affairs, the Vice Chancellor for Administration, the Bookstore Director, and the University Center Director.

Section 2. General Rules Governing Standing Committees.

Membership. Voting members of the General Assembly shall be eligible to occupy positions on the standing committees. A standing member shall serve a two-year term with the possibility of a single re-appointment. Initially, one-half of the members elected shall serve two years and one-half shall serve three years so as to assure the continuous presence of experienced members on each committee.

Meetings. A quorum for the meeting of any standing committee shall be a majority of the committee's voting members.

The secretary of each committee shall submit minutes to the Executive Committee within seven days after each meeting and shall be responsible for filing reports when necessary as well as an annual report each year.

Each committee shall elect its own chairperson, vice-chairperson, and secretary each year.

Selection Procedures. The Executive Committee shall announce in writing to the General Assembly any standing committee vacancies well in advance of the October meeting so as to permit faculty interested in serving on specific committees to so inform the Executive Committee. After receiving the responses from the general faculty, the Executive Committee shall compile a slate for each committee for consideration by the Faculty Senate. Standing committee members shall then be elected at the October meeting of the Faculty Senate by paper ballot with additional nominations allowed from the floor.

Administrative members of the committees shall be appointed by the Chancellor or his or her designee. Student members shall be appointed by the Student Government Association. These appointees shall then be certified by the Vice Chancellor of Student Affairs in order to serve.

ARTICLE VI. SPECIAL COMMITTEES

The Faculty Senate may for special purposes and for determinate periods create special Committees to investigate and make recommendations on any matter falling under the primary or advisory authority of the University Faculty.

The faculty Senate or the Executive Committee of the Faculty Senate may respectively appoint or discharge members of such Special Committees.

ARTICLE VII. AMENDMENTS TO THE CONSTITUTION AND ADOPTION OF BYLAWS

Section 1. This Constitution may be amended through a proposal in the Faculty Senate, and, upon approval by a two-thirds vote of the members present, the proposal shall be distributed, within fourteen days, to the voting members of the General Assembly. The amendments so adopted must be submitted to the Chancellor for appropriate review and approval and become effective immediately upon such approval. Should such approval not be granted, the procedure for resolving administrative disapproval outlined in Article IV, Section 3, shall be followed.

Section 2. The Faculty Senate shall establish whatever bylaws are necessary. The initial adoption of bylaws, as well as amendments or deletions of existing bylaws, shall require a vote of two-thirds of those elected senators present and voting at a regular or special meeting at which a quorum is present. Previous notice must be given at the preceding meeting of the Faculty Senate of the intended change of the Faculty Senate bylaws.

ARTICLE VIII. RATIFICATION

This Constitution is ratified when accepted by a majority vote of the entire Faculty. The Constitution shall then be submitted to the Chancellor for appropriate review and approval. When approved by the Chancellor, the document shall be forwarded to the President of the Southern University System for appropriate review and approval with the request that the President then forward the document to the Southern University Board for its review and approval. Should administration approval not be granted at any level, the procedure outlined in Article IV, Section 3, shall be followed.

DOCUMENTS CONSULTED

The Constitution and By-Laws of the Faculty Council of Southern University as New Orleans.

The Constitution and By-Laws of the Faculty Government of the University of Texas at El Paso.

The Constitution of the Faculty of Indiana State University

The constitution and By-Laws of the Faculty of the Liberal Arts and Sciences of Tulane University.

The Constitution of the Faculty Senate, East Carolina University.

The Constitution of Montana state University for Faculty Council.

The Loyola University Senate Constitution.

Mason, Henry. College and University Government: A Handbook of Principle and Practice. Tulane Studies in Political Science, Volume XIV. Tulane University, New Orleans, Louisiana, 1972.

Organization of the Southern University Faculty Senate.

SUNO Faculty Handbook (Spring 1980).

UNO Faculty Handbook.

**Amendments to the Constitution
of the Faculty Government
of Southern University at New Orleans**

Article IV. The Faculty Senate

Section 1. Membership.

Substitute “colleges” for “divisions” and “college” for “division” or “divisional” throughout.

Section 2. Officers and Election of Officers.

Substitute “colleges” for “divisions” throughout.

Term of Office. Omit “and then shall continue serving his or her own term as President.” The following sentence shall read, “Upon such succession, at its next meeting the Senate shall elect a Vice President who shall serve for the remainder of the unexpired term.”

Article V. Standing Committees

Substitute “colleges” for “academic divisions” and “college” for “academic division” throughout.

Wherever the membership of a committee is specified to be “one faculty member from each academic division, “the Constitution shall now specify “one faculty member from each College, with the exception of the College of Arts and Social Sciences, which shall have two faculty members.” *[Note: this provision merely provides the same representation to this college which the former divisions had prior to academic reorganization.]*

Wherever “all academic deans” are specified as members on a committee, the Constitution shall now specify “one academic dean to be selected by the Council of Deans.”

Wherever “the Associate Vice Chancellor for Academic Affairs” is specified as a member of a Standing Committee, the Constitution shall now specify “the Vice Chancellor or the Associate Vice Chancellor for Academic Affairs.”

6. Faculty Status Committee.

Members. Change the *ex-officio* members to non-voting.

* *NOTE: Almost all of these amendments were necessitated by the academic reorganization. All but two are adjusting the Constitution to reflect this new structure.*

**Bylaws
of the Faculty Government
of southern University at New Orleans
As Amended**

Chapter 1. Meetings

Quorum. The quorum for Faculty Senate meetings and for Standing committee meetings shall be 50% of the eligible voting membership.

Voting Rules. Voting rules for Senate and Standing Committee meetings shall be the same as those detailed for General Assembly meetings in Article III, Section 3 of the Constitution of the Faculty Government of Southern University.

Chapter 2. Election Procedures

Section 1. Election of Senate Representatives for Specific Constituencies

a. Senators representing the various colleges and those representing librarians and counselors with academic rank are to be elected in a meeting of their respective units during the month of April each year, with the exception of the two senators representing part-time faculty who shall be elected at the regular orientation session for part-time faculty held at the beginning of the fall semester.

b. The dean of each college, or the head of units representing the librarians and counselors, must notify all eligible persons of the meeting and its purpose fourteen days prior to the meeting. These deans or heads will be notified in early March of Senate positions to be filled in these elections.

c. Nominations will be taken from the floor during these meeting and will be closed only when there are no further nominations. In addition, any eligible faculty member will be allowed to nominate himself or herself. Those persons who are unable to attend the meeting are allowed to nominate themselves by written notification to the dean or head of their unit at least twenty-four hours prior to the meeting.

d. Voting will be by secret ballot. (Ballots will be supplied by the Executive Committee of the Senate.)

e. If there are only as many nominations as there are vacancies, the persons will be considered to be elected by acclamation. Otherwise, to be elected a person considered for a particular vacancy must receive a majority of the votes of those eligible faculty who are present at the meeting.

f. Fifty percent of the full-time faculty (as defined in the Constitution) in the particular college or unit will constitute a quorum for this election meeting.

g. Ballots should be counted immediately following the voting, and in such a manner that all persons being voted upon, or their representatives, can witness the process.

h. Official minutes of the meeting shall be sent within two weeks to the Executive Committee of the Faculty Senate.

i. Those Senate representatives who are elected in the spring will take office at the beginning of the fall semester. In order to assure continuity in Senate affairs, those Senators who are replaced in the spring election will continue to serve throughout the summer.

Section 2. Election of At-large Senators.

a. The election of at-large senators shall take place at the closing General Assembly meeting of the spring semester.

b. The Executive committee, or the Chancellor if he or she intends to call and preside over the meeting, shall notify all eligible faculty of the at-large positions which are to be filled. This notification shall be at least fourteen days prior to the meeting.

c. Nominations will be taken from the floor during this meeting and will be closed only when there are no further nominations. Any eligible faculty member will be allowed to nominate himself or herself. Those persons who are unable to attend the meeting are allowed to nominate themselves by written notification to the President of the Faculty Senate at least forty-eight hours prior to the meeting.

d. Voting will be by secret ballot. (Ballots will be supplied by the Executive committee of the Senate.)

e. If there are only as many nominations as there are vacancies, the persons will be considered to be elected by acclamation. Otherwise, to be elected, a person considered for a particular vacancy must receive a majority of the votes of those eligible faculty who are present at the meeting.

f. Those Senate representatives who are elected in the spring will take office at the beginning of the fall semester. In order to assure continuity in Senate affairs, those Senators who are replaced in the spring election will continue to serve throughout the summer.

Section 3. Replacement of Senate Representatives for Specific Constituencies. When a vacancy for a specific constituency occurs in the Senate, the head of that unit will be notified of the vacancy by the President of the Faculty Senate. An election to fill that vacancy shall then take place, following the procedures detailed above in the section Election of Senate Representative for Specific constituencies, with the exception that faculty should be given at least five days notice of the vacancy and meeting. The process for replacement of members-at-large is dealt with in the constitution.

Section 4. Election of Officers.*

a. To be elected, a person considered for the office of President, Vice-President, Secretary, or Treasurer of the Faculty Senate must receive a majority of the votes cast by Senators, excluding blanks or abstentions, at a regular or properly called meeting of the Senate at which a quorum is present.

b. Only those members of the Senate who have been awarded tenure at SUNO may be nominated for the offices of President and Vice-President of the Faculty Senate.

*Section 4 was adopted on October 21, 1997 and affirmed by the General Assembly in its January meeting, 1998.