

CONSTITUTION OF THE COUNCIL of Liberal & Applied Arts

PREAMBLE

In order to facilitate the free exchange of ideas and to assure faculty participation in the academic administration of the College of Liberal & Applied Arts, the following provisions establish the constitution of the College of Liberal & Applied Arts Council.

ARTICLE I. ORGANIZATION

Section 1. Council membership will consist of the following:

- (a) Sixteen regular faculty members elected by and from regular faculty of the College of Liberal & Applied Arts.
- (b) All members will be elected from within individual departments.
- (c) Administrators with rank of department chair or higher are ineligible for election.
- (d) One member shall be elected from the Department of Military Science.
- (e) Members of Council serving at the time of ratification of this constitution will serve out their elected terms.
- (f) At the discretion of the Council, students, adjunct faculty, and visiting faculty will be invited to participate in the discussion.

Section 2. Regular members of the faculty are defined as all tenured or tenure-track faculty.

Section 3. Every department in the College will have the right to elect two members of the Council.

Section 4. Council members serve overlapping three-year terms. New members will be chosen each fall semester by faculty referendum. Interim vacancies will be filled by special election with the appropriate department.

Section 5. Officers of the Council will be the Chair, Vice-Chair, and Secretary, who will collectively comprise the Executive Committee of the Council. The Executive Committee shall perform those duties assigned to it by the Council. Officers will be elected at the last meeting of the spring semester. A simple majority vote of members present shall be sufficient to elect the officers. (See Article II, Section 2).

Section 6. The College representative to the University Curriculum Committee shall serve as an ex-officio, non-voting member of the Council unless he or she is already and elected member of the Council.

ARTICLE II: MEETING AND ORGANIZATION

Section 1. The Council shall meet at least once during both the fall and spring semesters each academic year. The Council Chair or Dean of Liberal & Applied Arts may call meetings but must allow adequate time for notification of Council members.

Section 2. A quorum of members for conducting business or electing officers shall consist of nine members of the Council.

Section 3. A simple majority of the voting members present is required to pass recommendations.

Section 4. *Robert's Rules of Order* (revised) shall govern the procedures of meetings.

Section 5.

- (a) All meetings of the Council will be open except when it is meeting as a grievance or appeals committee.
- (b) Minutes of each session will be taken by the Council Secretary. Copies of these minutes will be posted on the college website.
- (c) The Dean's office will maintain a permanent record of council minutes.

ARTICLE III: FUNCTIONS

Section 1. The Council will carry out all functions as determined by university policy and by the Dean of Liberal & Applied Arts. At its own initiative, the Council may consider matters concerning the general welfare of Liberal & Applied Arts faculty, staff, and students. Any policy recommendation made by the Council to the Dean should be offered in writing, as should any response from the Dean to the Council.

Section 2. A file containing College of Liberal & Applied Arts policy statements shall be maintained in the Dean's office.

Section 3. The Council shall consider any recommendation presented by members of the Liberal & Applied Arts faculty or student body, and shall decide if such recommendations warrant further action subject to the provisions of Section 1 of Article III.

Section 4. The Council, upon a two-thirds vote of members present, shall have the right to poll the faculty of the College of Liberal & Applied Arts, or to call a faculty meeting on any matter concerning the general welfare of the faculty, staff, and students of the College of Liberal & Applied Arts.

Section 5. The Council will consider matters relating to the academic programs in the College. It will review and recommend changes in courses, the addition of new courses, and the deletion of old courses. Such actions will be reported in the Council's regular meeting minutes.

ARTICLE IV: RATIFICATION AND AMENDMENT PROCESS
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Section 1. This constitution, after being submitted to the regular faculty of the College of Liberal & Applied Arts, will come into force when approved by a majority of the responding regular faculty members.

Section 2. Amendments to this constitution may be submitted in the form of a motion at meetings of the Council of Liberal & Applied Arts. Amendments may also be submitted to the Council in written form, signed by at least five regular faculty members. Such amendments must be approved by a two-thirds majority of council members present before being sent to the Liberal & Applied Arts regular faculty for ratification.

Section 3. Ratification of amendments requires a simple majority of regular faculty members of the College of Liberal & Applied Arts who respond to the canvass.