

**Arizona Western College
Faculty Association Constitution**

Approved by AWC District Governing Board
June 2014

ARIZONA WESTERN COLLEGE
Faculty Association Constitution

PREAMBLE

BECAUSE: The fundamental purposes of an institution of higher learning are to preserve, augment, evaluate and transmit knowledge, and to foster creative endeavor;

AND

BECAUSE: The community of educators associated with such an institution, whose expertise provides the foundation for student learning, is best able to achieve these ends only when its members are free to exercise independent judgment in their academic responsibilities and when the governance of the institution provides for their collaboration and cooperation in creating and executing the policies and procedures of the institution related to education and learning;

Therefore, We, the Faculty of Arizona Western College, establish this Constitution of the Arizona Western College Faculty Association.

ARTICLE 1

NAMES

Section 1. This organization is known as the Arizona Western College Faculty Association, hereinafter referred to as the **Faculty Association**.

Section 2. The name of the representative body of the Faculty Association is the Arizona Western College Faculty Senate, hereinafter referred to as the **Faculty Senate**.

ARTICLE II

MEMBERSHIP

Section 1. All full-time faculty and part-time faculty shall be members of the Faculty Association. Members have a voice in all Faculty Association matters. They may vote on matters before the full Faculty Association.

Section 2. The Faculty Senate may request voluntary contributions to fund Faculty Association activities, provided that no mandatory dues shall be imposed on members.

ARTICLE III

RESPONSIBILITIES

Section 1. The Faculty Association shall seek to participate in matters of educational policy within limits prescribed by Federal and State statutes and regulations, and policies and procedures approved by either the President of the College or the Arizona Western College District Governing Board. “Educational policy” shall be defined as pertaining to fundamental educational issues such as curriculum, instructional methods, evaluation of instruction, teaching facilities, and learning materials for instruction, standards for placement and retention of students, criteria for granting of certificates and degrees, and those aspects of student life that relate directly to the instructional process. Notwithstanding any provisions to the contrary, Arizona Western College policies and procedures will prevail.

Section 2. The Faculty Senate shall advocate for faculty participation in the selection of people for instructional leadership positions at the College. Examples of instructional leadership positions are president, vice-president, dean, associate dean, and division chair.

Section 3. The Faculty Senate shall offer recommendations to the College president concerning the creation and abolition of college-wide committees and advocate for faculty participation on college-wide committees.

Section 4. The Faculty Association shall normally exercise the above responsibilities through its representative body, the Faculty Senate. Subject to the provisions of Article VII, Section, 17, below, duly authorized actions of the Faculty Senate shall be effective without approval of the Faculty Association.

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Section 5. The Faculty Senate may establish Faculty Association committees, both standing and ad hoc, for the purpose of carrying out the business of the Faculty Association. Members of the Faculty Association standing and ad hoc committees shall be appointed by the Faculty Association President with the advice and consent of the Faculty Senate, and at the pleasure of the Senate, and shall serve terms of office established by the Faculty Senate.

Section 6. The Faculty Senate shall seek actions on behalf of the Association from appropriate administrative officers.

ARTICLE IV

ORGANIZATION—SELECTION OF SENATORS

Section 1. The Faculty Senate shall consist of the officers of the Faculty Association, chosen as provided in ARTICLE V, and elected Senators as hereinafter provided.

Section 2. Two full-time faculty and one part-time faculty Senator shall be elected at the start of each fall semester by the members of the Faculty Association within each instructional division.

Section 3. The division representatives shall be responsible for notifying the Senate Leadership (as defined in Article V, Section 1) of the election results by August 31st of that year.

Section 4. The term of office for all elected Senators is September 1st through August 31st.

Section 5. Interim vacancies that occur in Faculty Senate positions shall be filled by election from the appropriate Division.

Section 6. Any Senator may be removed from office by a two-thirds vote of the appropriate division or a two-thirds vote of the Faculty Senate.

Section 7. Dates are target dates which may be modified by the action of the Faculty Senate.

ARTICLE V

SELECTION OF FACULTY ASSOCIATION OFFICERS

Section 1. The Faculty Senate Leadership shall include the offices of Faculty Association President, Vice-President, and Representative to the District Governing Board.

Section 2. The Faculty Senate shall select a Recording Secretary.

Section 3. Election of the President, Vice-President, and Representative to the District Governing Board shall occur annually by votes of the Faculty Association. Nominees for these positions are limited to full-time AWC Faculty Association members. Election shall be by simple majority of voting full-time Faculty Association members. These officers shall assume their positions on May 1st following their election.

Section 4. During the November meeting of the Senate, volunteers will be requested to serve as supervisors of election proceedings for the offices of Senate Leadership. If no member of the Senate volunteers, the Faculty Association President shall appoint members. The supervisors of election proceedings shall not be interested nor seeking an office.

Section 5. Each year, at the Spring start-up meeting, the Senators serving as supervisors of election proceedings shall initiate the process of providing and receiving nominations for the offices of Faculty Senate Leadership. Any member may submit a nomination. Nominations for office shall require the consent of the nominee.

Section 6. Elections of Faculty Senate Leadership shall occur each February. Candidates receiving the most votes shall be elected.

Section 7. The term of office for all officers is one calendar year, May 1st through April 30th.

Section 8. If the office of the President shall become vacant, the Vice-President shall assume that office.

Section 9. If the office of Vice-President shall become vacant, a special election may be called to fill that office for the remainder of the term.

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Section 10. Any Officer may be removed from office by a two-thirds vote of the full-time faculty. To initiate the removal process requires a majority vote of the Faculty Senate.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. The President of the Faculty Association shall call and preside over all meetings of the Faculty Association and the Faculty Senate in compliance with Robert's Rules of Order, Revised, except where otherwise specified in this Constitution. The President shall be responsible for preparation of agendas for Faculty Association and Faculty Senate meetings and shall notify all members of regular and special meetings as provided in ARTICLE VII, Section 3. The President shall also enforce term limits of Senators and supervise the elections of Senators.

Section 2. The Vice-President shall assume all duties of the President in case of absence or resignation of the President. The Vice President shall assist the President in coordinating the efforts of the Faculty Association and supervise all committee activities. The Vice President shall keep a record of the Faculty Association Constitution and supervise any revision or amendment procedures.

Section 3. The Faculty Representative will attend all District Governing Board meetings open to the public and, at the discretion of the College President, attend President's Council meetings and report issues of importance to the Faculty. The Faculty Representative may solicit advice, input, and guidance from the Faculty Senate.

Section 4. The Recording Secretary shall be responsible for keeping an accurate record of all Faculty Senate and Faculty Association meetings, including names of persons present and Senators making motions, and shall arrange for the safekeeping of such records. Within seven (7) calendar days following a meeting, the Recording Secretary shall distribute the minutes of that meeting to the Senators and the Faculty Senate Leadership. The Recording Secretary shall also keep a roll of Faculty Association and Senate members, terms of Senators shall also be recorded.

ARTICLE VII

MEETINGS

Section 1. There shall be at least two regular meetings of the Faculty Association during each school year. Additional meetings may be called by the Faculty Association President, by the Faculty Senate, or by petition to the Faculty Association President by 10% of the Faculty Association Members.

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Section 2. Meetings of the Faculty Senate may be called by the Faculty Association President, by petition to the Faculty Association President by 10% of the Faculty Association members, or by petition to the Faculty Association President by 25% of the Faculty Senate membership. The Faculty Senate shall meet at least once monthly during the academic year. The meeting time shall be the first Tuesday of each month at 12:15 p.m. during the school year unless changed by a majority vote of the Faculty Senate.

Section 3. Notification of meetings, which shall include an agenda, shall be given in writing or via electronic mail to all Members at least 48 hours in advance of meeting. Notice of all meetings and planned agendas shall be publicly posted.

Section 4. Any member of the Faculty Association may submit agenda items. Agenda items shall be submitted in writing to the Faculty Senate email, Faculty.Senate@azwestern.edu, at least seven (7) days in advance of the scheduled meeting. The agenda is set by the Faculty Association President in accordance with Robert's Rules of Order, Revised.

Section 5. No new business which has not appeared on the agenda may be voted upon during the same meeting at which it is introduced. This rule may be suspended by a two-thirds vote of those present.

Section 6. A quorum of the Faculty Association shall consist of half or more of the full-time faculty members.

Section 7. A quorum of the Faculty Senate shall consist of half or more of the Senators and officers, excluding the President.

Section 8. A quorum must be established prior to the taking of any votes at a meeting.

Section 9. The order of business at regular *Faculty Association meetings* shall be as follows:

- Announcement of a quorum
- Approval of minutes of the preceding meeting
- Announcements and communications
- Reports of the Faculty Senate
- Reports of Faculty Senate Committees
- Unfinished business
- New business
- Adjournment

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Section 10. The order of business at regular *Faculty Senate meetings* shall be determined by the Faculty Association President. The chairperson or a designated representative shall report to the Faculty Senate about activities of interest at each regular meeting of the Faculty Senate.

Section 11. All actions or recommendations of the Faculty Association or Senate shall be recorded in the minutes along with minority opinions upon the request of any member.

Section 12. Voting procedure shall be determined by the presiding officer unless three Senators shall request a roll call vote.

Section 13. Officers, with the exception of the presiding officer, may vote on all matters. The presiding officer shall vote only in case of a tie.

Section 14. Faculty Association members or other interested parties may attend Faculty Association meetings. Only Faculty Association members in attendance may participate in debate, propose motions, and vote. Other interested parties may, upon request and with the approval of the quorum, be invited to speak or be given privilege to speak by the presiding officer on matters under consideration.

Section 15. Faculty Association members or other interested parties may attend Faculty Senate meetings. Only Faculty Senators and Officers may participate in debate, propose motions, and vote. Other interested parties may, upon request, be invited to speak or be given privilege to speak by the presiding officer on matters under consideration. Any party hoping to bring business before the Senate is encouraged to speak with their Senate representatives.

Section 16. In the absence of Constitutional or other regulations to the contrary, Robert's Rule of Order, Revised, shall govern the procedure of all meetings.

Section 17. In matters of constitutional interpretation, the Faculty Senate shall decide by majority vote of those Senators present at the Faculty Senate or Faculty Association meeting.

Section 18. The Faculty Association shall reserve the right to override any action taken by the Faculty Senate.

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ARTICLE VIII

AMENDMENT

Section 1. This Constitution may be amended by a two-thirds vote of all full-time Faculty Association Members in the manner described below.

Section 2. A proposed amendment shall be submitted to the Faculty Association President at least 14 days prior to the Faculty Senate meeting at which it will be considered. The proposed amendment shall be included with the published agenda for the meeting. Any Association member may propose an amendment.

Section 3. The proposed amendment shall be discussed in the Faculty Senate meeting. Arguments in favor of and in opposition to the amendment shall be clearly noted in the minutes of the meeting.

Section 4. The proposed amendment and arguments shall be distributed to the full Faculty Association membership at least ten (10) days prior to the Faculty Association meeting at which it will be considered. The Faculty Senate may choose to have the balloting on the amendment by secret ballot through campus mail in which case the amendment and arguments shall be included with the ballot. Each member shall be given ten (10) days in which to return the ballot. No amendment shall become effective unless approved by the College President and accepted by the AWC District Governing Board.

ARTICLE IX

ENACTMENT

As provided in ARTICLE IX of the ARIZONA WESTERN COLLEGE FACULTY ASSOCIATION CONSTITUTION; May 20, 2014, this constitution shall be effective immediately following its adoption by two-thirds vote of all the full-time Faculty and upon approval of the College President and approval of the AWC District Governing Board.