

**Bylaws of the Faculty Assembly
of
Virginia Wesleyan College
(As Amended)**

Article I - Purpose

The Bylaws of the College provide for the faculty to enact regulations deemed necessary to "... conduct instruction and research, promote faculty and student welfare, advance the standards of work, and otherwise further the aims of the College" (College Bylaws, Article 8, Section IIa). The Faculty Assembly shall carry out the duties identified in the Bylaws of the College and other functions necessary for the creation and implementation of the academic program.

Article II - Membership

The Bylaws of the College define the faculty as "... (a) the President of the College and such officers designated by the President as are primarily responsible for instruction and research, (b) all persons of the rank of full instructor or above who are engaged in work from which recognized college degrees are awarded, and (c) members of the faculty emeriti" (College Bylaws, Article 8, section I). Any person meeting this definition is a voting member of the Faculty Assembly.

Article III - Meetings

Section 1 - Regular Meetings

The Faculty Assembly shall meet on the first Friday of October, November, December, February, March, and April and the last Friday of April. The President of the College or his/her designate may alter the schedule of meetings of the Faculty Assembly to conform with the academic calendar and other contingencies.

Section 2 - Notice of Meeting

Notice of a meeting of the Faculty Assembly will be distributed by the Secretary of the Faculty Assembly no later than the Wednesday preceding the date of the meeting. Notice of the meeting will include the minutes of the preceding meeting and the agenda of the meeting. The agenda shall include the place, the time of call to order, the order of business, and the time of adjournment.

Section 3 - Order of Business

The order of business of all meetings shall be established by the Agenda Committee. Commissions or individuals who have business to be brought to the faculty may contact the Secretary of the Faculty Assembly or any other member of the Agenda Committee.

Section 4 - Quorum

The quorum of the Faculty Assembly shall be 50% of the members of the faculty, excluding faculty emeriti, plus one member. Members of the faculty who are on sabbatical leave or on any other type of leave will not be included in determining the quorum during the semester or semesters of that leave.

The quorum shall be determined by the Vice President of Academic Affairs and Dean of the College before the beginning of each academic semester, and given to the Parliamentarian prior to the first meeting of that semester and announced by him/her or a representative at that meeting.

Section 5 - Voting

All members of the faculty attending a meeting of the Faculty Assembly may vote on any issue before the body. Votes *in absentia* or by proxy shall not be permitted.

Section 6 - Special Meetings

Special meetings may be ordered by the President of the College, or the Dean of the Faculty, or by vote of the Faculty Assembly. The place, the time of call to order, the order of business, and the time of adjournment must be published in advance of any special meeting. Notice of a special meeting and the agenda should be presented to the members of the Faculty Assembly at least two days before the date of the meeting.

Article IV - Officers and Their Duties

Section 1 - Chair

The President of the College is the chair of the Faculty Assembly. Normally, the President will designate the divisional chairs to take turns, on a rotating basis, as the presiding officer of the Faculty Assembly.

The duties of the chair or presiding officer are 1) to determine if a quorum is present; and 2) to conduct the meetings according to the Bylaws, special rules of order, and any other prescribed parliamentary authority.

Section 2 - The Secretary

The Secretary of the Faculty Assembly, assisted by a clerical secretary, shall record the proceedings of the Faculty Assembly as well as the Community Council. It is the duty of the Secretary of the Faculty Assembly 1) to publish notices of meetings; and 2) to be a primary contact for persons wishing to bring matters before the Faculty Assembly.

The Secretary of the Faculty Assembly shall be elected as prescribed by Article VI of these Bylaws.

Section 3 - The Parliamentarian

The duties of the Parliamentarian are 1) to serve as an adviser to the chair and any other member of the Faculty Assembly on parliamentary procedure and 2) to maintain a current list of all special rules of order and amendments to the Bylaws of the Faculty Assembly. This list will include the text of each special rule of order or amendment and its date of adoption. A copy of this list will be maintained in the Office of the Vice President of Academic Affairs and Dean of the College along with a copy of the Bylaws. The Bylaws, any amendments, and special rules of order shall be made readily available to all members of the Faculty Assembly.

The Parliamentarian must be seen as an impartial observer; however, being a member of the faculty, he or she may have information that is important to an issue before the Faculty Assembly. Because of this possibility, the Parliamentarian has the full right of debate, but may not vote on a question except when a ballot is used.

The Parliamentarian of the Faculty Assembly shall be elected as prescribed by Article VI of these Bylaws.

Section 4 - Community Advocate

The Community Advocate serves as the liaison working with the students, the faculty, and the administration. Any issue the faculty wants to take to the student organizations shall be scheduled through the Community Advocate.

The Community Advocate shall be elected as prescribed by Article VI of these Bylaws.

Article V - Commissions and Committees

Section 1 - The Commissions and Committees of the Faculty Assembly

The Faculty Assembly shall have four commissions: the Commission on Educational Programs; the Commission on Enrollment Management; the Commission on Campus Resources and Support Services, which has one standing committee, the Committee on Academic Computing; and the Commission on Faculty Standards and Welfare, which has two standing committees, the Committee on Advancement and Tenure and the Faculty Hearing Committee.

The Faculty Assembly shall have two standing committees: the Agenda Committee and the Nominating Committee.

Missions, duties, and responsibilities of the commissions and committees shall be published in each edition of the *Faculty Handbook*. The Faculty Assembly may amend, change, or alter the missions, duties and responsibilities of any commission or committee at any meeting with consent of a majority vote of the members present.

Each of the four commissions reporting to the Faculty Assembly operates within its articulated mission statement. Members will elect their chair, determine their organizational structure, and create their agenda for each academic year.

Section 2 - The Commission on Educational Programs

The commission shall consist of fifteen members of the faculty and staff plus any student members as determined by the commission. These members shall be the Vice President of Academic Affairs and Dean of the College, the chair of each division, the Registrar, the Director of the Adult Studies Program, the Director of the General Studies Program, and eight members of the faculty. Four of the eight are to be elected by the Faculty Assembly and three are to be elected by the divisions, all for staggered two-year terms; and one faculty member selected by the Department of Education.

Section 3 - The Commission on Enrollment Management

The commission shall consist of sixteen members of the faculty and staff plus any student members as determined by the commission. These members shall be the Dean of Admissions, the Dean of Students, the Registrar, the Assistant to the Dean of the College, the Director of Academic Skills Development, the Director of Athletics, the Director of Counseling, the Director of Institutional Research, the Director of Residence Life, the Director of Student Activities, the Director of Writing Center, an associate dean selected by the Vice

President of Academic Affairs and Dean of the College, and five members of the faculty who are to be selected by the divisional chairs for staggered two-year terms (*As amended on 6 March 2009*).

Section 4 - The Commission on Campus Resources and Support Services

The commission shall consist of ten members of the faculty and staff plus any student members as determined by the commission. These members shall be the Director of Computer Services, the Director of the Library, the Director of College Communications, and seven members of the faculty who shall be selected by the divisional chairs for staggered two-year terms.

The commission shall have one standing committee, the Committee on Academic Computing. Members of this committee need not be members of the commission.

Committee on Academic Computing

The committee shall consist of seven members of the faculty and staff plus any student members as determined by the committee. These members shall be the Director of Technology; the Vice President of Academic Affairs and Dean of the College; the Registrar, the Co-ordinator of Institutional Technology; one librarian; and three members of the faculty, one selected by each division.

Section 5 - The Commission on Faculty Standards and Welfare

The commission shall consist of eleven members of the faculty. These members shall be the five members of Committee on Advancement and Tenure, the three members of the Faculty Hearing Committee, and three at-large members elected by the Faculty Assembly as prescribed by Article VI of these Bylaws (*As amended on 6 March 2009*).

The commission shall have two standing committees, the Committee on Advancement and Tenure and the Faculty Hearing Committee.

The Committee on Advancement and Tenure

The committee shall consist of five members elected from the full-time teaching faculty. Each division shall elect one person to represent the division, and two at-large members shall be elected by the Faculty Assembly as prescribed by Article VI of these Bylaws. Members shall serve a three-year term, and these terms

shall be staggered. Only tenured members of the full-time teaching faculty with the rank of professor are eligible to serve on this committee. At any one time, no more than two members of the committee may be from same division, and no department may have more than one person serving on the committee (*As amended on 7 November 2008*).

The Faculty Hearing Committee

The committee shall consist of three members of the full-time teaching faculty. One member shall be from the rank of professor, one from the rank of associate professor, and one from the ranks of assistant professor or instructor. Members shall be elected annually by the Faculty Assembly as prescribed by Article VI of these Bylaws.

Vacancies or disqualification of members of the committee shall be filled by a special election, as prescribed by Article VI of these Bylaws, from persons of the same rank as the member who leaves the committee.

Section 6 - Committees of the Faculty Assembly

Agenda Committee

The committee shall consist of the Vice President of Academic Affairs and Dean of the College, Secretary of the Faculty Assembly, and the chairs of each division.

Nominating Committee

The membership of the committee shall consist of the Secretary of the Faculty Assembly and the chairs of each division.

Other Committees

Ad hoc or standing committees may be created by the Faculty Assembly whenever the body finds them necessary to conduct its business, and they may be created at any meeting by a majority affirmative vote of the members present.

Article VI - Elections

Section 1 - Date of Elections

Election of the Secretary, Parliamentarian, Community Advocate, and elected members of commissions and committees shall be conducted during the first regular meeting in April. Special elections to fill unexpected vacancies may be called as necessary.

Section 2 - Selection of Candidates

Notification of upcoming elections shall be made at the meeting prior to the elections. The Nominating Committee shall call for nominations. Any member of the Faculty Assembly may place in nomination a name or names that shall be included in the slate of candidates created by the committee. Prior to announcing the names of the candidates, the Nominating Committee shall contact each person and verify that he or she is willing to stand for election.

The slate of candidates to appear on the ballot shall be published in the agenda for the meeting during which the elections are held.

Before the election is held, the chair must call for any nominations from the members of the Faculty Assembly who are in attendance.

If a special election is necessary, the Nominating Committee shall notify the faculty as soon as possible. The Nominating Committee may create a slate of candidates for a special election.

Section 3 - Method of Elections

Printed ballots shall be used in the election of all officers and elected members of commission and committees. The ballots will have the names of all candidates selected by the Nominating Committee. Space will be provided for nomination from the floor and write-in candidates. A candidate must receive a majority of the votes cast to be elected.

Section 4 - Voting

Only members of the Faculty Assembly who attend the meeting when elections are held may vote. Absentee ballots shall not be permitted. The Nominating Committee shall oversee the counting of the ballots.

Section 5 - Publishing Results

After they are determined, results of the elections will be sent to all members of the Faculty Assembly as soon as possible.

Article VII - Rules of Order

Rules of order are a way of conducting meetings in a systematic, expedient, and fair way. They allow for the will of the majority to prevail while protecting the rights and interests of the minority and those who are not present.

Meetings of the Faculty Assembly shall be conducted in accordance with the Bylaws of the Faculty Assembly and any special rules of order adopted by the body. In lieu of any other authority, the current edition of *Robert's Rules of Order Newly Revised* shall be used.

Special rules of order may be adopted or amended at any meeting of the Faculty Assembly by a two-thirds vote, provided that the proposed special rule of order or the amendment has been submitted in writing at the previous regular meeting.

Article VIII - Amendments

These Bylaws may be amended at any meeting of the Faculty Assembly by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Article IX - Adoption of the Bylaws

The preceding Bylaws constitute the Bylaws of the Faculty Assembly of Virginia Wesleyan College, and they supersede any special rules adopted prior to their ratification. These Bylaws were adopted by the general meeting of the Faculty Assembly on December 7, 2007.