

# **Faculty Association of St. Cloud State University**

## **Constitution**

In compliance with the collective bargaining agreement

|                     | <b>Table of Contents</b>              |        |
|---------------------|---------------------------------------|--------|
| <b>Article I</b>    | Name                                  | Page 1 |
| <b>Article II</b>   | Purpose                               | Page 1 |
| <b>Article III</b>  | Membership                            | Page 1 |
| <b>Article IV</b>   | Officers                              | Page 1 |
| <b>Article V</b>    | Executive Committee                   | Page 1 |
| <b>Article VI</b>   | Faculty Senate                        | Page 1 |
| <b>Article VII</b>  | Recall and Replacement                | Page 1 |
| <b>Article VIII</b> | Meetings                              | Page 1 |
| <b>Article IX</b>   | Election of the Faculty Senate        | Page 2 |
| <b>Article X</b>    | Committees, Sections 1 through 8      | Page 2 |
| <b>Article XI</b>   | Amendments                            | Page 3 |
| <b>Article XII</b>  | Major Units and Their Representatives | Page 4 |
| <b>Appendix A</b>   | History of Amendments                 | Page 5 |

## **ARTICLE I: Name**

The name of this organization shall be the Faculty Association (FA) of St. Cloud State University (SCSU).

## **ARTICLE II: Purpose**

The purpose of this organization shall be to improve the quality of education at SCSU by promoting those conditions of employment most likely to produce high morale of and high performance by the faculty.

## **ARTICLE III: Membership**

The membership in this organization is limited to those members of the SCSU faculty who belong to the Inter-Faculty Organization (IFO), as specified by the IFO Operating Procedures.

## **ARTICLE IV: Officers**

Section 1: The officers shall be President, Vice President, Secretary, and Treasurer.

Section 2: The FA shall elect representatives to the IFO Board of Directors, the IFO Negotiating Team, and the IFO Delegate Assembly in accordance with the IFO Operating Procedures.

## **ARTICLE V: Executive Committee**

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, SCSU IFO Board members, the SCSU IFO Negotiator, Major Unit representatives, and Equity Caucuses and Committee representatives.

## **ARTICLE VI: Faculty Senate**

Section 1: The Faculty Senate shall consist of the President, Vice President, SCSU IFO Board members, Secretary, Treasurer, Major Unit representatives, Equity Caucuses and Committee representatives, the SCSU IFO Negotiator, and the elected members from the departments or units.

If any of these officers are elected from the Faculty Senate membership, a replacement shall be elected by the affected department or unit. The departments or units included here are those used for retention, promotion, and tenure purposes.

Every department or unit that has at least one FA member shall be allowed one person on the Faculty Senate. Department or unit representation on the Faculty Senate shall be 1 to 9 members = 1 representative, 10 to 19 members = 2 representatives, 20 to 29 members = 3 representatives, etc. Only FA members shall vote in determining Faculty Senate representation. Terms of office and election regulations shall conform with provisions included in this Constitution.

Section 2: The **Meet and Confer Team** shall consist of the FA Executive Committee members, and as many additional members from the FA membership as specified in the *Master Agreement* and elected by the Faculty Senate.

## **ARTICLE VII: Recall and Replacement**

Section 1: FA officers, members of the Faculty Senate and elected members of standing committees may be recalled prior to the end of the term by a sixty percent (60) favoring vote of those eligible to vote in the unit represented.

See procedures regarding this article in the FA Operating Procedures manual.

## **ARTICLE VIII: Meetings**

Section 1: The Faculty Senate shall meet at least every month during the academic year. The meetings of the Faculty Senate are open to all members of the Faculty Association. With the approval of the Faculty Senate, non-members of the Senate may speak at its meetings. All the meetings of the FA and its bodies shall be open to the FA members and may be open to others by a 2/3 vote of the respective body. Each body may meet in executive session.

Section 2: A quorum for the Faculty Senate shall be forty (40) percent of its members.

Section 3: The parliamentary authority for the FA and its components shall be *Roberts Rules of Order* (latest edition).

See procedures regarding this article in the FA Operating Procedures manual.

### **ARTICLE IX: Election of the Faculty Senate**

Section 1: The term of office for Faculty Senate members shall be two years, commencing at the beginning of the Fall Semester following their election. Overlapping terms shall be used in departments or units having more than one Faculty Senate member.

See procedures regarding this article in the FA Operating Procedures manual.

### **ARTICLE X: Committees**

Section 1: The standing committees of the FA shall include the Academic Affairs Committee; Action Committee; Budget Review Committee; the College, School, and Special Services Curriculum Committees; Constitutional Review Committee; Faculty Research Grants Committee; Government Relations Committee; Graduate Curriculum and Academic Policy Committee; Grievance Committee; International Studies Committee; Liberal Education Curriculum Committee; Professional Development Committee; Technology and Pedagogical Resources Committee; Undergraduate Curriculum and Academic Policy Committee; Equity Caucuses and Committee: Contingent Appointment Committee, Disability Caucus, Faculty of Color Caucus, LGBTQ+ Caucus, Women's Caucus; and any additional committees established by the Faculty Senate.

Subsection 1: Quorum. A quorum for any committee of the Faculty Association shall be one-half (1/2) of the committee membership with any fractional part dropped (e.g. 7/2 = 3.5 or 3).

#### **Subsection 2: Policy on Meetings of Faculty Association Committees with Members of the Administration.**

Faculty members and faculty committees can meet informally with the Administration as needed without Faculty Association approval. However, no decisions agreed to by any faculty member or faculty committee may be implemented without approval of the Faculty Senate.

Committees designated by the Association to work with the Administration on specific tasks may meet with the administration as often as needed without notifying the Faculty Association.

Committees, not created for the purpose of working with the Administration, must notify the Faculty Association President in writing of the time, topic and or agenda of the meeting not less than three days before the meeting. All committees must send reports or minutes of their meetings to the Faculty Association as soon as possible after the meeting.

### **Section 2: Election of Committee Members**

Subsection 1: Announcement. During Spring Term, the FA shall (1) announce the vacancies existing in the FA committees and (2) set a deadline for the completion of the elections process to fill those vacancies.

Subsection 2: Vacancies. (1) Vacancies created through the resignation of a member after completion of the election process, or inability to fill these positions, shall be filled

by appointment by the FA President subject to confirmation by the Faculty Senate, unless the President or the Faculty Senate deems it necessary to hold a special election. (2) Vacancies after the spring and special fall elections shall be filled with volunteers willing to serve a one-year terms outside of their school/unit/college by appointment of the FA President subject to confirmation by the Faculty Senate.

**Section 3: Membership.** FA membership is required for committee membership and for participation in all elections.

**Section 4: Committee Chair Duties.** In addition to the usual duties of a chairperson, the chairperson of each standing committee shall be responsible to (1) submit timely reports during the academic year, (2) represent SCSU or appoint a designee when there is an IFO counterpart to the committee, (3) make committee recommendations directly to the Faculty Senate in accordance with the committee's standing charges, and (4) submit an annual report of the committee's activities and recommendations to the FA President by the last week of Spring Term.

**Section 5: Conveners.** After each Spring Term Election, the FA shall appoint a convener from among the membership of each committee. The convener shall be responsible to contact all members of the committee and convene a first committee meeting within the first half of the succeeding Fall Term. Each Committee shall elect a chair at its first meeting of the year. The convener's duties end as soon as the chair is elected.

**Section 6: Terms and Temporary Replacements.** All elected committee members shall serve staggered three year terms that commence at the beginning of the fall semester after the spring election. Temporary committee replacements of not less than one (1) semester nor more than two (2) semesters may be made from the affected unit through nomination by the FA President and approval by the Faculty Senate. Appointed members shall be nominated by the FA President and are subject to confirmation by the Faculty Senate for terms set by that body. The FA President may replace appointed members by the same process.

**Section 7:** Committee members elected from Major Units shall be voted on only by members of that Major Unit in all elections conducted by Faculty Senate or electronically through the IFO.

**Section 8:** The terms "Major Unit" and "Major Unit Representation Slot" are defined in Article XII.

**Subsection 1:** Through the elections process a means of encouraging representation of protected class faculty on committees should be developed.

**Subsection 2:** The campus representative on the statewide IFO committee shall serve on the local counterpart committee.

## **ARTICLE XI: Amendments**

**Section 1: Proposing Amendments:** Amendments to this Constitution may be proposed by (10) percent of the FA membership or by a majority vote of the Faculty Senate membership.

**Section 2: Constitution Amendment Procedures:** The decision regarding the method of acting on proposed amendments shall be made by the Faculty Senate.

**Subsection 1: Procedure A:** A two-thirds affirmative vote of the Faculty Senate taken after (1) the proposed amendment has been announced at two Faculty Senate meetings prior to the vote on the amendment and (2) a copy of the proposed amendment has been sent to all FA members no less than four weeks prior to the vote on the amendment.

**Subsection 2: Procedure B:** An affirmative vote by no less than sixty (60) percent of those FA members who vote by ballot.

Section 3: **Date of Effect:** Unless otherwise specified, an amendment shall go into effect as soon as it is adopted.

Section 4: **Operating Procedures Amendments:** The Faculty Senate may amend the Operating Procedures by a two-thirds affirmative vote taken after the proposed amendment(s) has been announced at one (1) Faculty Senate meeting prior to the vote on the amendment.

Section 5: Amendments to the Constitution regarding the number of Major Units and Representatives will follow policy set in Article XII, Section 5.

## **ARTICLE XII:**

### **Major Units and their Representatives**

Section 1: A "Major Unit" is defined as any of the following: An autonomous school, an autonomous college having no embedded schools, a school embedded within a college, or (within a college that has one or more embedded schools) those faculty within a college who are not part of any embedded school. In addition, all faculty who are not included in any Major Unit as defined above shall collectively constitute an additional Major Unit.

Section 2: A "Major Unit Representation Slot" is defined as a seat assigned to a Major Unit for representation on the Executive Committee and on standing committees. The purpose of designating slots is to allow for roughly proportional representation among Major Units. The slots refer to positions, not to persons. Different persons may represent Major Units on different committees.

Section 3: Each Major Unit, regardless of the number of faculty members it contains, shall always have at least one Major Unit Representation Slot.

Section 4: The portion of the College of Liberal Arts not in the School of the Arts shall have two Major Unit Representations Slots.

Section 5: Not more frequently than once per calendar year, the Senate may, by a two-thirds majority vote, amend Article XII, Section 4 in order to achieve more accurately proportional representation of faculty. This is an exception to the amendment procedure laid out in Article XI.

# Appendix A: History of Amendments

Adopted December 2006

Amended 4/14/09 (Faculty Senate approved)

Amended 9/14/11 (by membership ballot)

Amended 2/25/14 (Faculty Senate approved)

Amended 4/29/14 (Faculty Senate approved)

Non-substantive changes 1/27/15 (Faculty Senate approved)

Amended 4/14/15 (Faculty Senate approved)

Amended 4/19/22 (Faculty Senate approved)