University Constitution and Bylaws Amendments
5-4-94

Shawnee State University

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TO: Use PDL to print with distribution list

Subject: US CONSTITUTION AND BYLAWS AMENDMENTS

TO: University Senate Representatives
FROM: Suzanne Shelpman, US Secretary-Treasurer
DATE: May 4, 1994
RE: Proposed Amendments

You will be asked to consider and vote on several proposed amendments to the US Constitution and Bylaws at the May 12th Senate meeting. The proposed changes follow in electronic format. The Chair of the US Executive Board Sub-committee that drafted these proposals, John Kelley, requests that you review these proposals prior to the meeting.

The proposed amendments are lengthy and occasionally complex. Thus, if you have questions or see language problems, he earnestly requests that you contact him about possible changes PRIOR to the May Senate meeting.

The correct petitioning process has been followed and the proposed amendments have been approved by the US Executive Board at their March meeting.

Thank you.
PR SED CHANGES TO US CONSTITUTION:

OLD TEXT:

SECTION 2.1 MEMBERSHIP -- Membership in the Senate shall consist of (1) 53 elected members [27 faculty, 12 administrators, 7 staff, 7 students]; (2) University President (non-voting); (3) University Faculty Assembly President; (4) University Administrative Senate Chair; and (5) as ex officio members (non-voting): the Academic Deans (if not elected), Student Body President, Shawnee Education Association President, and the highest-ranking campus Communication Workers of America officer.

NEW TEXT:

SECTION 2.1 MEMBERSHIP -- Membership in the Senate shall consist of (1) 53 elected members [27 faculty, 12 administrators, 7 staff, 7 students]; (2) University President (non-voting); (3) University Faculty Assembly President (voting); (4) University Administrative Senate Chair (voting); (5) Student Senate President (voting); and (6) as ex officio members (non-voting) if not elected: the Academic Deans, Shawnee Education Association President, and the highest-ranking campus Communication Workers of America officer.

PURPOSE OF CHANGES: To give the vote to the Student Senate President and to allow SEA President and CWA highest ranking officer the opportunity to run for a voting-position on the US, via possible election to a standing committee.

OLD TEXT:

SECTION 2.2 VOTING MEMBERSHIP -- The voting membership of the Senate shall consist of the 53 elected members, UFA President, and UAS Chair.

NEW TEXT:

SECTION 2.2 VOTING MEMBERSHIP -- The voting membership of the Senate shall consist of the 53 elected members, the UFA President, UAS Chair and Student Senate President.

PURPOSE OF CHANGE: To reflect new voting status of Student Senate President.

OLD TEXT:

SECTION 3.1 MEMBERSHIP The Executive Board shall consist of the chairs of each standing committee (voting), the University President (non-voting), UFA President (voting), UAS Chair (voting), and serving as ex officio (non-voting) members: Student Body President, SEA President, and highest-ranking campus CWA officer.

NEW TEXT:

SECTION 3.1 MEMBERSHIP The Executive Board shall consist of the chairs of each standing committee (voting), the University President (non-voting), UFA
Pr 1 dent (voting), UAS Chair (voting), Student Senate President (voting), and serving as ex officio (non-voting) members: SEA President and the highest-ranking campus CWA officer.

PURPOSE OF CHANGE: Two of the three leaders of representative bodies internal to the University, President of UFA and Chair of UAS, have a vote in the EXBD. This change accords the same status to the chief executive officer of the Student Senate.

OLD TEXT:

SECTION 3.2 OFFICERS The University President shall serve as the Senate Chair; the UFA President shall serve as the Senate Vice Chair; and the UAS Chair shall serve as the Senate Secretary/Treasurer.

NEW TEXT

SECTION 3.2 OFFICERS The University President shall serve as the Senate Chair; the UFA President shall serve as the Senate Vice Chair; and the UAS Chair shall serve as the Senate Secretary/Treasurer. If an officer-elect is a member of a US standing committee, then he/she shall resign that committee membership effective with his/her assuming office as Senate Vice Chair or Senate Secretary/Treasurer.

PURPOSE OF CHANGE: To insure that no individual can claim a plural vote and to increase US officers have adequate time to devote to their duties and to encourage "global" thinking.

OLD TEXT:

SECTION 4.1 CHAIR The University President shall chair Senate and Executive Board meetings. A Parliamentarian for the Senate shall be appointed by the Senate Chair from the ranks of the elected Senate membership. The Chair shall call meetings of the Executive Board at least once a month.

NEW TEXT

SECTION 4.1 CHAIR The University President shall chair Senate and Executive Board meetings. A Parliamentarian for the Senate shall be appointed by the Senate Chair from the ranks of the voting membership. The Chair shall call meetings of the Executive Board at least once a month.

PURPOSE OF CHANGE: To increase the number of Senators who are eligible to serve as parliamentarian.

OLD TEXT:

SECTION 4.3 SECRETARY/TREASURER The UAS Chair shall serve as Secretary/Treasurer and perform customary duties of the office, including roll taking, coordinating general membership meeting minutes which shall be recorded by airs of the standing committees on a rotating basis. The
SECTION 4.3 SECRETARY/TREASURER  The UAS Chair shall serve as Secretary/Treasurer and perform customary duties of the office, including roll taking and coordinating general membership meeting minutes. Secretarial support services, including recording of the general membership meeting minutes, shall be provided by the Office of the University President. The Secretary/Treasurer, however, shall be responsible for recording Executive Board meeting minutes.

4.3.1 -- The Secretary/Treasurer shall distribute an agenda for each Senate meeting no later than the first working day of the week of each scheduled meeting. In as far as practicable, Committee Chairs shall send supporting agenda documents to the Secretary/Treasurer via electronic mail for distribution with the Senate agenda. If supporting documents are not available in electronic format, Committee Chairs will provide hard copy documents to the Secretary/Treasurer immediately following Executive Board action, if possible, and he Secretary/Treasurer will distribute them via inter-campus mail.

4.3.2 -- Draft minutes of Senate meetings shall be distributed via electronic mail to Senate members within fifteen (15) days following each meeting and shall be available in the Library to all members of the University community. Following the Senate meeting where minutes are approved by the membership, those official minutes shall be distributed via electronic mail to all subscribers. The Library shall keep and maintain an archive of University Senate meeting minutes.

PURPOSE OF CHANGE: To better utilize the campus electronic mail system and to help expedite the forwarding of Senate agendas and supporting documents.
SE  ON 5.10 -- In matters of academic freedom, academic misconduct, and curricular issues, the UFA has the right, through petition, to return recommendations to the Senate prior to presidential action.

5.10.1 -- When the University President receives a petition from 25% of the full-time faculty requesting that a US-adopted policy recommendation concerning one of the aforementioned issues be returned to the US, then he/she shall so notify the UFA President provided that no more than seven (7) working days have elapsed between the Senate action and his/her receipt of the faculty petition.

5.10.2. -- If no more than seven (7) working days have elapsed between the aforementioned faculty action and the University President’s receipt of the faculty petition, then the UFA President will either call a special UFA meeting to consider the petition or he/she shall place the petition as the first item of business on the agenda of the next regularly scheduled UFA meeting. In either case the UFA President shall insure a timely meeting so that UFA action on the petition shall take place no later than the fourteenth (14th) working day after the University President’s receipt of the petition.

5.10.3 -- At the aforementioned special or regular UFA meeting, the petitioners shall present a resolution providing for suggested revisions of the University Senate-recommended policy. If the suggested revisions receive an affirmative vote from 60% of the entire full-time faculty, then the UFA President will forward the recommended revisions to the University Senate Chair within the fourteen (14) working days period indicated in Section 5.10.2.

5.10.4 -- Recognizing that the regular Faculty Consent process would be difficult to implement during the summer months but also recognizing that the Senate meets during the summer months, the following special Faculty Consent process shall apply during the summer months:

When the Senate adopts a recommendation on academic freedom, academic misconduct, or curricular issues at a US meeting taking place after the last day of Spring Quarter final exams and before the first day of the next Fall Quarter classes, then the President shall not act on the recommendation until fourteen (14) working days after Senate action.

If during that fourteen (14) working day period the President receives a petition from 20% of the total faculty requesting that he return the recommendation to the Senate, then he shall defer action on the Senate recommendation until after the tenth (10) working day of the succeeding Fall Quarter. If during those first ten (10) working days of that Fall Quarter the UFA adopts by an affirmative vote of 60% of the entire faculty a resolution suggesting revisions in the Senate’s recommendation, then the President shall return the recommendation to the Senate for its reconsideration in the light of the UFA suggested revisions.

5.10.5 -- "Working days" in Sections 5.10-5.10.4 refers to those Mondays through Fridays when regular classes are scheduled at SSU. Holidays, and breaks between
th Academic quarters are not "working days."

PURPOSE OF CHANGE: To clarify Faculty Consent process.

OLD TEXT:

SECTION 5.9 ATTENDANCE -- Regular attendance at Senate meetings is expected. Absenteeism of more than three (3) meetings per Senate calendar year (October-September) will result in the review of a Senator’s membership standing by the Executive Board. Upon notification by the Secretary/Treasurer, the Executive Board may review and refer a Senator back to his or her constituency for reaffirmation or re-election.

NEW TEXT:

SECTION 5.9 ATTENDANCE -- Regular attendance at Senate meetings is expected. Absenteeism from more than three (3) regularly scheduled meetings per Senate calendar (October - September) will result in the review of a Senator’s membership standing by the Executive Board. The Secretary-Treasurer will notify the respective Senator and her/his constituent head regarding the absenteeism at least ten (10) days prior to the Executive Board meeting held to review the Senator’s membership standing. The Executive Board shall review the attendance record and any information provided regarding the absenteeism and determine to either reaffirm the Senator or to declare the seat vacated. If the seat is declared vacated, then the Secretary-Treasurer will notify the relevant constituent group, requesting that it fill the vacancy.

PURPOSE OF CHANGE: To clarify the language and to allow Senators and their respective constituent heads the opportunity to present documentation regarding absenteeism prior to an EXBD review of a Senator’s standing.

OLD TEXT:

SECTION 7.3 MEMBERSHIP OF COMMITTEES -- Each standing committee member will be elected by their appropriate constituency to a specific committee. Election to a committee constitutes voting membership in the Senate.

NEW TEXT:

SECTION 7.3 MEMBERSHIP OF COMMITTEES -- Each standing committee member will be elected by their appropriate constituency to a specific committee. Election to a committee constitutes voting membership in the Senate.

7.3.1 -- If elected to a standing committee the SEA President and the CWA highest ranking officer may not serve as a chair of the committee.

7.3.2 -- The US Vice Chair, Secretary/Treasurer and the Student Senate President may not serve as members of standing committees. Should any standing committee member be selected to occupy one of these positions, then he/she shall resign
the committee position effective at the time they assume their new role as an officer of the Senate or as Student Body President. The Secretary/Treasurer shall notify the appropriate constituency group of the standing committee vacancy and request that it be filled.

PURPOSE OF CHANGE: (7.3.1) To avoid the possibility that the SEA/CWA leaders might serve in dual capacities on the EXBD, both as ex officio members and as committee chairs. (7.3.2) To insure that the US Vice Chair and Treasurer have the freedom to devote themselves to duties in their new offices.

PROPOSED CHANGES TO US CONSTITUTION’S BYLAWS:

Bylaws to Article 7: Committees
Section 7.2
Old Text:

ATHLETIC AND INTRAMURAL COMMITTEE
Membership--Membership shall consist of three faculty, one administrator, one staff and two students (one male and one female athlete).

Charge--The committee’s activities shall include but not be limited to:

4. recommending goals and objectives

New Text:

ATHLETIC AND INTRAMURAL COMMITTEE
Membership--Membership shall consist of three faculty, one administrator, one staff, and two students (one male and one female athlete, one of whom is a varsity athlete and the other an intramural athlete who participates in organized sports.)

Charge--The committee’s activities shall include but not be limited to:

5. reviewing schedules.

PURPOSE OF CHANGE: To increase likelihood that at least one student
will be able to attend regular US meetings and to recognize that the committee serves a broader athletic constituency than varsity athletics. To place some limits on schedules.