

CONSTITUTION AND BY-LAWS

THE FACULTY OF THE UNIVERSITY OF THE DISTRICT OF COLUMBIA

ARTICLE I

Names

- I.1. The faculty of the University of the District of Columbia, in order to efficiently serve the purposes enumerated herein, hereby establishes the University Assembly of the District of Columbia (herein referred to as the Assembly), and the Faculty Senate of the University of the District of Columbia (herein referred to as the Senate).
- I.2. The faculty and academic professionals of the University are the University Assembly as provided in Article III.
- I.3. The elected representatives of the University Assembly and exofficio members are the Faculty Senate as provided in Article IV.

ARTICLE II

Purpose and Functions

- II.1. The University Assembly shall be the ultimate voice in all matters covered by these By-Laws.
- II.2. The Faculty Senate shall be the principal agent of faculty participation in University governance and shall represent the Faculty in all councils within and outside the University, except for those matters reserved for the certified collective bargaining agent.
- II.3. The Faculty Senate shall participate in the determination of University-wide educational and academic policies and standards;  
  
shall make recommendations on establishing or discontinuing academic programs;

shall make recommendations on establishing or discontinuing college, schools, divisions, departments, institutes and other academic units; and shall recommend procedures for the appointment and evaluation of academic administrators.

- II.4. The Faculty Senate shall have the power, at its discretion, to consult, advise, petition and make recommendations to any party on any matter concerning the University.

### ARTICLE III

#### The University Assembly

##### III.1. Membership

- III.1.1. All full-time members of the University who hold academic rank of Assistant Instructor or higher are members of the Assembly.
- III.1.2. All other persons employed by the University on a full-time basis in the roles of teachers, academic counselors, professional librarians, or professional employees of the Cooperative Extension Service or Agricultural Research Service are members of the Assembly.
- III.1.3. Any member of the Assembly who is officially on leave continues to be a member of the Assembly.

##### III.2. Voting Faculty

- III.2.1. There are two categories of members of the University Assembly: voting members and non-voting members.
- III.2.2. Assistant Deans, Assistant Directors and all those holding any higher positions in the administrative hierarchy are non-voting members.
- III.2.3. Any member of the Assembly who is not described in section III.2.2. is a voting member.

##### III.3. Assembly Meetings & Referenda

- III.3.1. The Assembly shall meet on call of the Senate, or the Senate President, or the Senate Steering Committee. The Assembly shall also be called by a petition signed by fifty members requesting a meeting; the meeting must be held within fifteen working days after the officers receive such a petition.

- III.3.2. Written notice shall be distributed at least three working days prior to each Assembly meeting. The purpose(s) of the meeting must be stated in the notice and no other business may be transacted in the meeting.
- III.3.3. Each voting member has one vote. There shall be no proxy votes.
- III.3.4. 150 voting members shall be a quorum.
- III.3.5. All Assembly meetings shall be public.
- III.3.6. The Senate President shall preside over each Assembly meeting. The Senate Secretary shall act as the Secretary of the Assembly.
- III.3.7. The Senate may submit any matter to the Assembly for referendum. A referendum must be held within fifteen working days after the Senate President or the Senate Secretary receives a petition signed by fifty members requesting one. Any voting member may vote in any referendum or advisory vote. Referenda votes shall be by secret ballot, to be cast in designated places throughout the University or by the United States mail. Each one shall be conducted by a special committee of three or more Assembly members named by the Senate Steering Committee; if the vote was called by petition, the petitioners may name, in their petition, one member to this special Committee.

ARTICLE IV

The Faculty Senate

- IV.1. Membership and Elections.
  - IV.1.1. The Faculty Senate shall be composed of Senators elected by and from those voting members of the Assembly. Senators shall be elected for staggered two-year terms as provided in this Article.
  - IV.1.2. Each College shall elect two at-large Senators for staggered two-year terms by and from the voting members whose major responsibilities are in that College.
  - IV.1.3. For the purposes of Articles IV and V, the voting members of the Assembly whose basic appointment is not within a College are equivalent to a College.

- IV.1.4. In the first election of Senators from a College, the candidate with the largest number of votes shall serve for two years and the candidate with the next largest number of votes shall serve for one year.
- IV.1.5. Each academic unit shall elect Senators for staggered two-year terms by and from the voting members whose major responsibilities are in that academic unit. Voting members not attached to academic units will be grouped by the Elections Committee for purposes of representation in the Senate.
- IV.1.6. Before each election, the Senate, or the Senate Election Committee, shall inform each academic unit of the number of eligible voters and the number of Senators the unit is entitled to elect. The number to be elected is obtained by dividing fifteen into the number of voting members in a given unit and rounding off to the nearest whole number. Departments with seven or fewer eligible voters will be grouped by the Elections Committee to qualify for one Senator.
- IV.1.7. Each elected Senator shall serve for two years; except as provided in Section IV.1.12-13; as near as possible half of the Senators shall be elected in even-numbered years and half of them in odd-numbered years.
- IV.1.8. Each constituency which is entitled to elect an even number of Senators shall elect exactly half of its Senators in odd-numbered years and the other half in even-numbered years.
- IV.1.9. Each constituency which is entitled to elect an odd-number of Senators (greater than one Senator) shall designate one of its Senators as the "odd Senator" for the purpose of determining the expiration dates of the Senators' terms. Exactly half of the rest of that constituency's Senators shall be elected in odd-numbered years and the other half in even-numbered years.
- IV.1.10. The Elections Committee shall determine which of the Senators elected by constituencies entitled to elect only one Senator, and which of the "odd Senators" (see Section IV.1.9), shall be elected in even-numbered years and which shall be elected in odd-numbered years. In making this determina-

tion, the Committee shall strive for the goal stated in Section IV.1.7. In cases in which it is not clear which Senators' terms expire in a given year, the Committee shall poll the affected Senators to see who wishes to have his or her term expire; the Committee shall conduct a lottery among the others.

- IV.1.11. A decrease in the size of a constituency shall not cause any elected Senator to be removed from the Senate during the term for which he or she was elected. No election shall be held in such a constituency until the number of Senators is reduced, by attrition, to the correct number.
- IV.1.12. If the number of voting members in a constituency increases to a point which increases the number of its Senators, the constituency shall elect, at the next annual election, enough Senators to achieve its full Senate representation. Some or all of these Senators shall be elected for one-year terms, depending on the expiration dates of their terms as determined by Sections IV.1.7-10. Those receiving the highest number of votes shall serve the two-year terms.
- IV.1.13. A new constituency shall elect its full complement of Senators in its first election. Some or all of these Senators shall be elected for one-year terms, depending on the expiration dates of their terms as determined by Sections IV.1.7-10. Those receiving the highest number of votes shall serve the two-year terms.
- IV.1.14. Elections of Senators shall be by a plurality. If no plurality of votes is obtained, a run off election shall be held for the candidates receiving the same number of votes.
- IV.1.15. Any elected Senator with three or more unexcused absences in an academic year shall be removed from the Senate. Only the Steering Committee can excuse absences according to criteria approved by the Senate.
- IV.1.16. Any elected Senator who leaves the unit which elected him/her no longer represents that unit and ceases to serve in the Senate.
- IV.1.17. Vacancies among the elected Senators shall be filled by special election conducted by the affected unit and supervised and certified by the Elections Committee.

- IV.1.18. The election shall be in March of each year.
- IV.1.19. The Senate shall notify the voting membership at least two-weeks prior to election of the dates and procedures established for the election.

Elections Committee

IV.2. Senate Officers

- IV.2.1. The officers of the Senate shall be a President, a Vice President representing each campus, a Secretary, and a Corresponding Secretary.
- IV.2.2. The officers shall be elected by and from the elected Senators by majority vote using signed ballots. Each Officer must have been, at the time of election, a member of the Assembly for two years. Nominations of officers must be held at the first regular meeting of the Senate which occurs not earlier than two weeks after the annual election of Senators. Elections must be held at the next scheduled meeting and must be completed by the end of the first week in May.
- IV.2.3. Each officer shall serve for one year. No one may hold more than one office at a time.
- IV.2.4. The President shall preside over the Senate, shall act as the Chief Executive of the Senate, shall supervise its staff, and shall be the principal spokesperson for the Assembly and the Senate.
- IV.2.5. Should the need arise, the Vice President shall share equally, in rotation, the duties of acting as President. The Steering Committee shall determine the order of rotation. The Vice Presidents shall assist the other officers and perform such other duties as the President or the Steering Committee may determine.
- IV.2.6. A Vice President shall be elected to represent each campus of the University. All elected Senators shall be eligible to vote for each Vice President.
- IV.2.7. The Secretary shall act as the recording secretary and shall be the custodian of all minutes, reports, attendance rolls and other records of the Senate and its committees.

- IV.2.8. The Corresponding Secretary shall be in charge of letters, memos, resolutions and other correspondence issuing from the Senate, and shall also make copies and distribute notices, minutes, dockets, etc., to appropriate parties.
- IV.2.9. The Senate may remove any officer, by a vote of two-thirds of the elected membership of the Senate.
- IV.2.10. A vacancy in any office shall be filled, by the regular election procedure, for the remainder of the term.
- IV.2.11. The President shall appoint a parliamentarian.
- IV.3. Senate Meetings
- IV.3.1. The Corresponding Secretary shall be responsible to inform the members of the Assembly of the schedule of regular Senate meetings each year.
- IV.3.2. Special meetings of the Senate may be called by the President or the Steering Committee. The President must call a meeting within one week upon petition by one-fifth of the Senators. At least two days written notice must be given to all Senators for each special Senate meeting, and no other business may be transacted.
- IV.3.3. One third of the Senators shall be a quorum.
- IV.3.4. Each elected Senator shall have one vote in the Senate. There shall be no proxy votes.
- IV.3.5. All Senate meetings are open to the members of the Assembly.

#### ARTICLE V

##### Senate Committees

##### V.1. General Rules of the Committees

- V.1.1. The Standing Committees of the Senate shall be listed and their powers described in V.2. The Senate, any of its officers, or any of its committees may appoint Special Committees as required.

- V.1.2. Each standing committee except the Steering Committee shall consist of at least one member from each College plus one member from an administrative unit appropriate to the business of that Committee. The elected Senators from each College shall choose one representative from their College; the Senate shall appoint the other members.
- V.1.3. The Senate may request the Student Government Association to appoint a student representative to appropriate committees.
- V.1.4. No one may serve on more than two standing committees at one time. The term of office is one year, renewable.
- V.1.5. The Steering Committee shall name the convener of each committee; the officers shall be elected by the committee from its membership with the approval of the Senate.
- V.1.6. The chairpersons of each standing committee must appear before the Senate at least once a semester to report committee activity. This report shall be in writing. The Senate may require reports at any other time.
- V.1.7. One third of the members, but not less than three, is a quorum for each standing committee.
- V.1.8. Each committee shall transmit all minutes and notices to the Senate Secretary.

V.2. Standing Committees

- V.2.1. Senate Steering Committee: The Officers of the Faculty Senate and Chairpersons of the Academic Policies Committee, Judiciary And Appeals Committee, and the Public Information Committee shall constitute the Steering Committee and its membership shall not exceed nine members. The Steering Committee shall make the physical arrangements for meetings, recommend agenda, and prepare the docket for Senate and Assembly meetings. The Steering Committee shall supervise the other committees and provide support for them. The Steering Committee shall assist the President in representing the Faculty.



- V.2.2. Senate Summer Committee: The Summer Committee shall be comprised of those Senators who are employed at the University and all other Senators available during the Summer. It shall exercise the power of the Senate to recommend and vote, but its recommendations and enactments require a two-thirds vote. The quorum of the Summer Committee shall be one-third of the Senate Membership.
- V.2.3. Senate Academic Policies Committee  
The responsibility of this committee is to:
- a. review and make recommendations concerning existing academic programs
  - b. review and make recommendations concerning proposals for new programs, program changes, and proposals for reorganization of programs.
  - c. continually review the university curricular offerings and recommend appropriate changes.
- V.2.4. Senate Judiciary And Appeals Committee  
The responsibility of this committee is to:
- a. establish procedures relative to individual faculty grievances and appeals which require resolution in areas of professional rights, benefits and responsibilities.
  - b. initiate and review proposed amendments to the Constitution and By-Laws of the Faculty Senate.
- V.2.5. Senate Public Information Committee  
The responsibility of this committee is to:
- a. initiate and implement informational activities within the University and the community
  - b. publish a newsletter for distribution within the University and the community
  - c. maintain contact with agencies of the District Government with responsibilities relevant to the University of the District of Columbia
  - d. initiate and develop activities which promote community awareness of the University and issues relevant to its mission.

- V.2.6. Senate Social And Cultural Committee  
The responsibility of this committee is to:
- a. plan social and cultural events (musical performances, plays, exhibitions, lectures, dinners, picnics, etc.) for the faculty and the University community
  - b. plan social and cultural events which involve the community-at-large
- V.2.7. Senate Long-Range Planning Committee  
The responsibility of this committee is to:
- a. consider and address issues which affect the long-range development of the University.
  - b. study and monitor trends in higher education which affect the University and report these trends to the Senate
  - c. initiate efforts to assure development and growth of the University.
- V.2.8. Senate Facilities And Support Services Committee  
The responsibility of this committee is to:
- a. evaluate services of all support areas of the University (Bookstore, Duplication Services, Maintenance Services, Security, etc.)
  - b. evaluate services and conditions relative to instructional facilities (labs, studios, regular classrooms, computers etc.)
  - c. make necessary recommendations for improvement of services and conditions.
- V.2.9. Senate Student Affairs Committee  
The responsibility of this committee is to:
- a. serve as a liaison between the Senate, the Student Government Association, and the Office of Student Affairs
  - b. inform the Senate of all matters directly related to the welfare of the students at the University
- V.2.10. Senate Learning and Resources Committee  
The responsibility of this committee is to:
- a. recommend policies for allocation of media resources
  - b. recommend policies which permit the most effective use of media materials and resources
  - c. review media services policies and recommend appropriate changes
  - d. evaluate operations of Media facilities and recommend appropriate changes.

- V.2.11. Senate Student Academic Standing Committee  
The responsibility of this committee is to:
- a. review and recommend policies and procedures on admissions, student records and academic good standing
  - b. review and recommend policies and procedures in regard to the grading system.
- V.2.12. Senate Research And Professional Development Committee  
The responsibility of this committee is to:
- a. recommend institutional policies on research and development
  - b. coordinate faculty efforts in research and development
  - c. monitor allocation of research and development resources.
- V.2.13. Senate Budget And Finance Committee  
The responsibility of this committee is to:
- a. develop procedures whereby budgets for academic units are formulated and distributed
  - b. represent the faculty's interests and priorities in the preparation of the annual budget.
- V.2.14. Senate Academic Counseling And Registration Committee  
The responsibility of this committee is to:
- a. recommend policies and procedures on academic counseling and registration, and
  - b. continually review the policies and their implementation.
- V.2.15. Senate Elections Committee  
The responsibility of this committee is to:
- a. supervise and conduct the elections of the Faculty Senate
  - b. decide questions of eligibility for membership in the voting faculty and the Senate
  - c. resolve and rule on contested elections.
- V.2.16. Senate Intercollegiate Athletic Committee  
The responsibility of this committee is to:
- a. recommends athletic policies and procedures and provide guidance to the intercollegiate athletic program

- b. ensure that the principles and educational objectives of the University are upheld and conformed with by the Department of Inter-collegiate Athletics
- c. advise the University community on athletic and athletic related matters
- d. serve as a clearing house, conduct surveys and studies, and to cooperate in developing solutions to athletic problems
- e. study possible rules infractions, and make recommendations.

#### ARTICLE VI

- VI.1. The rules contained in the latest edition of "Roberts' Rules of Order (newly revised)" shall govern the Senate and Assembly and their Officers and Committees to the extent that they are not inconsistent with these by-laws.
- VI.2. Any provision of these standing rules may be suspended by a two-thirds vote of the members present and voting.
- VI.3. The regular meetings of the Senate shall be held once a month on Fridays at 2:00 p.m., from September to May.
- VI.4. The usual order of business shall be:
  - Revision & Adoption of the Agenda
  - Approval of the Minutes
  - Standing Committee reports
  - Other Committee reports
  - Unfinished business
  - New Business
  - Good and Welfare
- VI.5. The Corresponding Secretary shall distribute the proposed agenda of each Senate meeting to the Senators at least two days in advance. The complete text of all reports or resolutions to come before the meeting shall be attached, provided they have been submitted to the Corresponding Secretary in ample time, prior to the distribution of the agenda.

VI.6. All motions longer than ten words shall be given to the Chair in writing.

VI.7. The chairperson, or a representative, of a committee making a report to the Senate has the privilege of making motions and debating on the report.

#### ARTICLE VII

##### Presidential Consultation

VII.1. If the President of the University objects to any final action of the Assembly or the Senate, he shall promptly notify the Senate giving his reasons. If the Senate reaffirms the position of the Assembly and/or the Senate, both positions shall be forwarded to the Trustees for their decision.

#### ARTICLE VIII

##### Support

VIII.1. The University shall provide adequate support and resources to the Faculty Senate and its Committees.

VIII.2. The Chairperson of the Senate shall be granted release time equivalent to one-half of the full-time work load of a faculty member.

#### ARTICLE IX

##### Jurisdiction

IX.1. Any provision of these by-laws which conflicts with a collective bargaining agreement is null and void during the life of the agreement.

ARTICLE X

Amendment

- X.1. Amendments to Articles V & VI of these By-laws may be made at any time by majority vote of the Senate, provided that three days' written notice is given its members.
- X.2. All other amendments to these By-laws may be proposed at any time by majority vote of the Senate, provided that three days written notice is given to its members. The proposed amendment shall be distributed in writing to all members of the Assembly. Proposed Amendments shall be effective if approved by majority vote of the Assembly.