CONSTITUTION AND BY-LAWS
OF THE
FACULTY SENATE

PREAMBLE
We, the faculty of Abraham Baldwin Agricultural College, in order to promote more effective communication between the teaching faculty and the administration, staff, and student body, to secure greater faculty participation in the decision-making processes of the College, to stimulate faculty interest in the goals and objectives of the institution, to insure faculty involvement in matters related to the College, to pursue academic excellence and teaching effectiveness, and to create the best possible atmosphere for effective learning and teaching, do ordain and establish this constitution for a body to be styled the Faculty Senate of Abraham Baldwin Agricultural College.

ARTICLE I: PURPOSE
The purpose of the Faculty Senate of Abraham Baldwin Agricultural College, hereafter referred to as the Faculty Senate, shall be to make rules and regulations governing the organization of the Faculty Senate, and to debate and make recommendations to the administration of the College and to the student body.

ARTICLE II: MEMBERSHIP
Section 1. Representation and Eligibility
Membership in the Faculty Senate shall include representatives from the teaching faculty (those faculty members whose primary responsibility is classroom teaching and whose official job description does not imply administrative duties) from each academic school or department on the basis of one representative from each Department within each School with a minimum of two representatives per School. The Vice President for Academic Affairs shall determine faculty members in each school who meet the “teaching faculty” criteria (Article II, Section 1, Paragraph 2, Subsections 1 and 2) and inform each academic school and department at the beginning of each spring semester of those meeting the criteria.

All teaching faculty who meet the following criteria shall be eligible for membership in the Faculty Senate:
1. Faculty members who average at least 12 student-contact hours per week.
2. Faculty members whose job description or duties do not include the responsibility of formal evaluation which may affect other faculty members’ salary, promotion, or tenure.
3. Faculty members who have been employed by the College and have met criteria 1 and 2 above for at least one academic year prior to service.

Section 2. Selection of Representatives
Representatives to the Faculty Senate for each academic year shall be selected by each academic department prior to the first meeting of the fall semester. The method of selection shall be at the discretion of each department.

Each representative to the Faculty Senate shall serve a term of two years with one half, or as close as is practical, of the membership selected each year on a rotating basis, such terms to commence with the summer semester.

Representation by any single school may not exceed one-fourth of the total number of representatives of the Faculty Senate. In the event that such a situation should arise, representation on the Faculty Senate by that school shall be reduced to the maximum number that would not exceed one-fourth of the total population of the Faculty Senate.
In the event that a selected member’s eligibility is in question, a credentials committee shall be selected by the President of the Faculty Senate comprised of members of the Senate to determine whether or not eligibility requirements have been met.

**ARTICLE III: OFFICERS**

**Section 1.** Election of Officers
The officers of the Faculty Senate shall consist of an elected President, Vice President, Secretary, Parliamentarian, and such officers as shall be approved by the Faculty Senate.

Officers shall be elected annually by majority vote of a quorum of the Faculty Senate at the first meeting of the fall semester.

A member who will be absent on official business may submit his vote in writing prior to the election of officers.

No officer shall serve in any capacity for more than two full terms in succession.

Elections will be supervised by the highest ranking outgoing officer who is not seeking an office. If there is none, then the senior officer (in terms of service to ABAC) will supervise the election.

Any office vacated at any time other than annual elections will be filled by special election at the next regular session of the Faculty Senate following the vacancy.

**Section 2.** Duties of the Officers
The duties of the President shall be: to chair the meetings, to call emergency or special meetings, to exercise full voting privileges of a Senate member, to meet with the Vice President for Academic Affairs and the College President after each Faculty Senate meeting to clarify any Senate recommendations sent to them, and to publish an agenda prior to each Faculty Senate meeting.

The duties of the Vice President shall be: to assist the President, to assume the responsibilities of the President in the event of his absence, and to coordinate with the Deans of each School in order to fill faculty vacancies in Standing Committees.

The duties of the Secretary shall be: to maintain a journal of the proceedings of each meeting, to publish and distribute to every faculty member and administrator a summary of Senate actions and recommendations within five (5) calendar days after each meeting, and to submit other reports relative to Faculty Senate actions as required.

The duty of the Parliamentarian shall be to rule on any matter of parliamentary procedure.

**Section 3.** President *Pro tempore*
In case of the absences of both the President and the Vice President from campus during the summer semester, a President *Pro tempore* shall be elected by the Faculty Senate.

**ARTICLE IV: MEETINGS**

**Section 1.** Frequency
The Faculty Senate shall meet on a regular basis of once per semester for fall and spring semester.

Special meetings will be conducted upon call of the President of the Faculty Senate, the President of the College, the Vice President for Academic Affairs, or upon petition of at least one-half of the members of the Faculty Senate.

All meetings shall be open to the teaching faculty although only members of the Faculty Senate shall participate in the deliberations of the Senate and have a right to vote.
Section 2. Quorum
A quorum is defined fifty-percent plus one of the voting members.

Section 3. Voting
Each representative in the Faculty Senate shall have one vote and only members of the Senate shall have the right to cast votes.

Voting shall be on the basis of a simple majority of those present.

All votes shall be roll-call ballots with the vote of each member recorded in the minutes of the proceedings and distributed to the teaching faculty.

Section 4. Absentee/Proxy Voting
On such occasions that members of the Faculty Senate are incapable of attending regularly scheduled sessions, said Senators will have the authority to appoint a proxy *pro hoc vice* (for this occasion or turn). A Proxy will serve in all capacities as a Senator for the duration of the proxy, including, but not limited to:
1. Establishing a quorum
2. Proposing measures to be considered by the Senate
3. Amending said measures
4. Voting on said measures

Requirements for a Proxy shall be as follows:
1. It is the exclusive obligation of a Faculty Senator to obtain a proxy.
2. Any member of the regular teaching faculty of Abraham Baldwin Agricultural College (anyone eligible to be elected) shall be eligible to serve as a Senate Proxy.
3. The proxy authorization must be in writing (typed or electronic).
4. The proxy must name both the proxy and the principal, and be presented before any Senate business is conducted.
5. The Senator appointing a proxy shall be responsible for all conduct of their proxy, relative to the business of the Senate.
6. No person may hold more than one proxy at a time.
7. Any Senator appointing more than three proxies in a given academic year must obtain permission from the President of the Faculty Senate.
8. Any person serving as a proxy will be provided written recognition for such service by the President of the Senate, (or their designee) with the aforementioned constituting a specific element of Service to the Institution, as defined in Section III, Part C of the *Guidelines for Appointment, Promotion & Tenure*.

 ARTICLE V : COMMITTEES

Section 1. Committee Structure
The Faculty Senate shall be empowered to review the committee structure of the college and to recommend changes in the Policy Manual pertaining to such committees subject to the approval of the President’s Cabinet.

Section 2. Membership
The Vice President of the Faculty Senate shall be responsible for working with the Deans and/or Department Heads of each School to populate faculty membership of standing committees each spring for the next academic year.
**ARTICLE VI : AMENDMENT OF CONSTITUTION**

**Section 1.** Amendments
This Constitution may be amended at any regular meeting of the Faculty Senate by a two-thirds vote of members on the basis of written ballot provided the amendment was submitted in writing to the membership at the previous regular meeting.

**Section 2.** Absentee Voting
A member who will be absent on official business may submit his vote in writing prior to the meeting wherein amendments shall be considered.