

Faculty Association Constitution

The Faculty Association becomes a membership organization focused on social interaction of the faculty and philanthropy. Individuals must remit dues for membership. It is separate and apart from the Faculty Senate.

CONSTITUTION

THE FACULTY ASSOCIATION

Section I: Definition, Purpose, and Responsibilities

The Faculty Association is the social body of the Faculty of Arkansas State University. The purpose is to promote camaraderie and collaboration among the faculty for the university's welfare. The Faculty Association shall:

- A. Provide organized programs through educational, social, and recreational activities.
- B. Mentor recently hired faculty to the university community.
- C. Promote positive communication through social media sites.

Section II: Eligibility

All members of Arkansas State University faculty are eligible for membership in the Faculty Association. The Faculty Association consists of all dues-paying members of the university faculty. The officers of the association shall determine the dues and how the funds are collected.

- A. Faculty can be defined as any employee of the institution who can be considered as a faculty member. This includes adjuncts, administrators with faculty rank, part-time and full-time faculty.

Section III: Officers

The Faculty Association will elect its Vice-chair, Secretary and Treasurer before the fall semester ends. Officers of the Faculty Association must be full-time faculty or administrators.

A. Duties

i) Chair - The Chair shall preside over all meetings of the Association, appoint special committees as necessary, represent the Committee in official capacities, and oversee the general operations of the Committee.

ii) Vice-Chair - The Vice-Chair shall assist the President in their duties and assume the role of President in their absence or incapacity.

(a) Vice-Chair shall serve a term of four years. Two years as Vice-Chair and two years as Chair.

(b) In cases where the Chair can no longer serve, the Vice-Chair will automatically assume the responsibilities of the Chair, and a special election can be held to fill the Vice-Chair position.

(c) In cases where the Vice-Chair can no longer serve, a special election can be held to fill the Vice-Chair position.

iii) Secretary - The Secretary shall keep accurate records of all meetings, maintain membership records, and handle correspondence on behalf of the Committee.

(a) In cases where the Secretary can no longer serve, the officers can appoint a person to fulfill the term of the position.

iv) Treasurer: The Treasurer shall manage the finances of the Committee, maintain financial records, prepare budgets, and provide regular financial reports to the Association.

(a) In cases where the Treasurer can no longer serve, the officers can appoint a person to fulfill the term of the position.

Section IV: Term of Office

Officers shall serve a term of two years, beginning on the date of their election results or until their successors are duly elected and qualified, except for the Vice-Chair who shall serve a four year term.

Section V: Elections

A. Frequency - Elections for officers shall be held biennially, prior to the end of the fall semester, except for the position of Chair, which shall be filled by the current Vice-Chair.

B. Nominations - Nominations for officer positions shall be accepted from electronic nominations. Nominations can also be accepted from the floor during the faculty conference preceding the election upon confirmation from academic affairs of

faculty status.

Section VI: Voting

Voting shall be conducted by secret electronic ballot to dues paying member, and a simple majority of votes cast shall be required to elect an officer.

Section VII: Amendments

Amendments to this constitution may be proposed by a majority of the voting members of the Faculty Association. A two-thirds majority must approve an amendment of the voting members of the Faculty Association.

Section VIII: Ratification

Before the constitution becomes effective, it must be approved by most of the Faculty of Arkansas State University voting members, attending a general faculty meeting called for that purpose or via electronic survey. It shall then be submitted to the Arkansas State University System Board of Trustees through the Chancellor and become effective upon their approval. Following the board's approval, the Faculty Association chair shall immediately take steps to enact this constitution.

Section IX: Meetings

A. Regular meetings of the Association shall be scheduled, as necessary.

i) Call for Special Meeting: A special meeting can be called at the request of 20% of the financial members.

Section X: Quorum

A quorum for the transaction of business at any meeting of the Association shall consist of a majority of the financial members.

Section XI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are inconsistent with these bylaws.

Section XII: Record Keeping/Fiduciary Practices for the Treasurer

A. The Treasurer shall maintain accurate and detailed records of all financial transactions, including income, expenses, and bank statements. Records shall be kept securely and organized and available for inspection by authorized Association members upon request.

B. All financial accounts shall maintain at least two officers as authorized members on the account.

C. Financial accounts shall undergo an internal audit every 2 years or at the transition of the Treasurer position.

i) Internal audit can be conducted through the Arkansas State University's Financial office, at the written request of the Association officers.

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