

Missouri Association of Faculty Senates

CONSTITUTION

Article I

Name: This organization shall be known as the Missouri Association of Faculty Senates or as MAFS.

Purpose: The purposes of the MAFS are the following:

- Strengthening the faculty component of college and university governance
- Sharing information, concerns, and governance procedures
- Providing leadership training for people involved in faculty governance
- Working with government agencies for the betterment of higher education

Article II

Membership: MAFS is composed of the elected faculty senates, councils, or equivalent groups of the public universities in the state of Missouri who join. Such groups who join MAFS are referred to in this document as Associated Senates.

Article III

Advisory Council: The Advisory Council shall consist of the Past Presidents, excluding the immediate Past President, who serves on the Executive Committee, and one member at large. The Advisory Council is purely an advisory body. This Council will meet with the Executive Committee and participate in planning and discussion of all issues involving the Missouri Association of Faculty Senates. It shall be the responsibility of the Council to provide 1) perspective and 2) continuity in the activities of the Association.

Officers: The officers of MAFS shall be a President, Vice President, Secretary/Treasurer, and Past President. Each serves a one-year term, but may be re-elected. If the President is re-elected to a subsequent term, the Past-President may continue to serve in that capacity for

another term. The officers must be present or past members of a faculty senate. No officer will be the voting representative for his/her Associated Senate.

Article IV

Calling and Conducting Meetings: Meetings shall be held biannually at a time specified in the bylaws. Additional meetings may be held as needed. The Executive Committee shall arrange for the agenda of the biannual and other meetings in such a manner that all senates have the opportunity to place items on the agenda for discussion. The Executive Committee may call a meeting. The Executive Committee, standing committees, or current voting representatives or alternates may propose items for action at biannual meetings. One present or past member of an Associated Senate shall be designated by that senate as the voting representative of that Associated Senate. An alternate shall be designated in the same way. All past voting and alternate voters are encouraged to continue to attend the meetings of MAFS. Meetings shall be open.

Article V

Dues: Annual dues are approved by a majority vote by voting representatives of the Associated Senates. Each Associated Senate is expected to provide the annual dues to the Secretary/Treasurer. Dues collected shall be held by the Secretary/Treasurer, who will account for all receipts and expenditures at the biannual meetings

Article VI

Committees: The MAFS may establish such standing committees as it deems advisable and shall prescribe the functions of such committees. One such committee shall be the Executive Committee. Standing committee chairs shall be designated by the Executive Committee and shall be appointed from present or past voting representatives and designated alternates of the MAFS for one-year terms. No person shall chair more than one committee at a time.

Executive Committee: The Executive Committee shall consist of the President, Vice President, Secretary/Treasurer, and Past President.

Ad Hoc Committees: The Executive Committee may establish ad hoc committees as needed.

Article VII

Rules of Order: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order MAFS may adopt.

Article VIII

Bylaws: The Executive Committee is charged with the drafting of bylaws for MAFS and may establish an ad hoc committee for this purpose. The bylaws shall contain: 1) provisions for committees and their responsibilities; 2) procedures for the calling and conducting of MAFS meetings and elections, and 3) provisions for such other matters of organization and procedures as may be necessary. Bylaws must be approved by a majority vote by voting representatives of the Associated Senates.

Article IX

Constitution: Any proposed amendments to the constitution require a two-thirds vote by voting representatives of the Associated Senates following a 30 day written notice.

Bylaws

Section 1

Quorum: A quorum will be required for the transaction of business. A quorum will consist of a majority of voting representatives (or designated alternates) of Associated Senates.

Member: For the purposes of interpreting Robert's Rules, a "member" is a "voting representative" (or when appropriate, a "designated alternate").

Responsibilities for Voting Representative and Designated Alternate Voting Representative

1. Represent and vote for institutional senate/council.
2. Serve as MAFS liaison to senate/council.
3. Establish link from institutional senate/council web page to MAFS.
4. Keep current voting representative and designated alternate identified (provide email address) on web page.
5. Notify MAFS of senate/council changes in voting representative and designated alternate.

Designated Alternate

1. Attend and represent senate/council in absence of voting representative.
2. Discuss and shape direction for MAFS meetings, activities, and business.

Section 2

Voting: Each Associated Senate is entitled to one vote. Each Associated Senate shall designate the voting representative or alternate entitled to cast that senate's vote.

1. Voting at biannual meetings may be by voice, hand, or by ballot vote.
2. Routine and operational voting can occur without a 30-day notice.
3. Voting representatives or alternates may vote at biannual meetings to authorize that propositions(s) be formally written, that 30 day notice be provided, and that decisions be determined by electronic vote.

Abstentions: Association issues are decided on a majority vote – defined as more than half of the votes cast, ignoring abstentions.

Ballot Vote: Voting representatives or (designated alternates) of member associations can be asked to vote by ballot on issues for which a 30-day notice has been provided. Thirty-day notice will be provided by email to voting representatives and by posting the proposition on the MAFS webpage.

Section 3

Annual Dues: Shall be \$50 for each Associated Senate. Dues are payable by January 31.

Section 4

Standing Committees: Standing committees will consist of the following:

1. **Executive Committee:** The Executive Committee shall consist of the President, Vice President, Secretary/Treasurer and Past President.

Charges:

- a. Establish a regular working/consulting relationship with the Department of Higher Education
- b. Create a model for better transactions between senate/council executive

- committees of MAFS members and their administrations.
- c. Draft bylaws for MAFS constitution.
 - d. Call, create agenda for, and conduct biannual and other meetings of the Association.
 - e. Establish and prescribe the functions of standing committees, appointing members, and designating chairs to serve for one year.
2. **Committee on Governance**
Charges:
- a. Develop, maintain, and encourage compliance with good governance criteria for Missouri public institutions.
 - b. Educate faculties to participate in good governance procedures.
3. **Committee of Faculty Status/Personnel Policies**
Charges:
- a. Establish and maintain clear Association guidelines against discrimination and intolerance.
 - b. Monitor and provide Association policy on the status of women and minorities.
4. **Committee on Academic Programs**
Charges:
- a. Establish clear Association standards for teaching productivity.
 - b. Monitor and distribute information on teaching/research balances at different types of institutions.
 - c. Evaluate state-mandated assessment programs and provide association guidelines for satisfying these requirements.
5. **Committee on External Relations and Legislation**
Charges:
- a. Standardize groupings of MAFS members.
 - b. Standardize interstate cooperation with MAFS “sister” organizations in states contiguous to Missouri.
 - c. Monitor and seek actively to shape emerging legislation on Associated Senates’ institutions.
6. **Committee on Nominations**
Charges:
- a. Provide a slate of candidates willing to run for President, Vice President and Secretary/Treasurer of MAFS Determine

- whether requirements of serving as present or past members of a faculty senate are satisfied.
- b. Publish slate of potential candidates 30 days prior to elections.
 - c. Conduct annual election of officers.

Ad Hoc Committees

1. **Committee on Bylaws**
Charges:
 - a. Assist Executive Committee in monitoring, proposing, and amending bylaws of the Association.
 - b. Assist parliamentarian in achieving conformity to requirements of bylaws.
2. **Committee on Conferences**
Charges:
 - a. Meet with Executive Committee to plan biannual conferences and other meetings.
 - b. Coordinate arrangement of conference meeting sites and invitation of guest speakers, arranging for travel and housing.

Section 5

Election of Officers: A Nominating Committee of at least three members chaired by the Past President will present a slate of nominations to MAFS by at least September prior to its annual fall meeting. Additional nominations may be made at the time of the election. Officers will be elected in the fall and serve MAFS from November to November. The At-Large Member of the Advisory Council shall serve a one-year term and be elected in the same manner and time as the other officers. The Nominating Committee will be selected by the members during the spring meeting.

Parliamentarian: The Executive Committee shall designate a parliamentarian who will serve the MAFS at the pleasure of the Executive Committee.

Section 6

Meetings: Biannual meetings of MAFS will be convened by the second week of October and of February.

Presidents of Missouri Association of Faculty Senates

Bert Helm 1993/94	Jeanie C. Crain 2000/2001
Jeanie C. Crain 1994/95	Candy Young 2001/2002
Ken Luebbering 1995/96	Paula Kemp 2002/2003
Garry Gordon 1996/97	Bob Yates 2003/2004
Rhonda Ridinger 1997/98	Craig Roberts 2004/2005
Susan A. Morgan 1998/99	Laura Widmer 2005/2006
Rick Althaus 1999/2000	

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