

# **SOUTHERN CONNECTICUT STATE UNIVERSITY CONSTITUTION OF THE ADMINISTRATIVE FACULTY SENATE**

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## **I. FUNCTION**

The Administrative Faculty Senate (AFS) shall be the sole legislative body representing the administrative faculty. Its major function is to provide a unified voice regarding the governance and policy-making decisions of Southern Connecticut State University (SCSU). The AFS serves in an advisory capacity to the President of SCSU by which it has the authority to offer advice in all matters affecting the quality and the mission of the University and to propose changes in University policies and procedures. To that end, the AFS will consider each proposal and take appropriate action.

## **II. MEMBERSHIP**

A. The AFS shall be composed of the following:

1. All members of SUOAF and Management/Confidential who are not current members of the President's Cabinet
2. Full membership of 10% of SCSU Administrative Faculty but no more than 30 senators.
3. The President of the University shall be an ex-officio member of the Administrative Faculty Senate
4. The term of office for a senator shall be two years. As appointed by the AFS President, vacancies shall be filled to serve the remainder of the unexpired term. All such appointments are to be ratified by a two-thirds (2/3) majority vote of the AFS.

B. The Constitution and By-Laws Committee shall annually certify the elected members of the Administrative Faculty Senate.

C. Senators take office at the first meeting in June.

## **III. EXECUTIVE BOARD**

In June of each year, the first order of business of the AFS shall be the election of officers. Nominations shall be made from the floor and seconded. Elections shall be by a majority of the Senators present and voting. The AFS shall elect from among its members a President, Vice President, Secretary for Internal Communications, and Secretary for External Communications. The elected officers shall serve for one (1) year. The term of office shall end if membership in the AFS ends for any reason.

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The President shall serve for no more than two (2) consecutive terms. Executive Board members shall be permitted release time commensurate with their AFS responsibilities provided that such responsibilities do not interfere with the discharge of their professional duties. Any Executive Board Member may be considered for recall if petitioned by one-half (1/2) of the senators. Two-thirds (2/3) of the voting members of the AFS must vote in the affirmative to replace the incumbent. The immediate past-president serves as an ex-officio member of the Executive Board.

### A. President of the Administrative Faculty Senate

1. Shall call and preside over all full AFS meetings
2. Shall report all approved Bills and Resolutions to the President of the University. The President of the AFS, with the help of the Secretary for Internal Communications, shall keep a running account by numbers of all Bills and Resolutions which shall be published annually in the first minutes of the AFS's regular session. In this record of Bills and Resolutions, the status of each shall be noted.
3. On ceremonial occasions, such as graduations and inaugurations, the AFS President shall be given a proper and honored place in parity with other distinguished University representatives.
4. Shall appoint annually a Parliamentarian at the initial May meeting
5. Shall call and preside over the meeting at which a successor is chosen, after which his or her term of office shall cease
6. Shall serve as an ex-officio member on all committees except the Nominations Committee

### B. Vice President

1. In the absence of the President, shall preside with full authority of the President
2. Shall be a member of the Steering Committee
3. Shall be responsible for the maintenance and supervision of AFS funds and accounts

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## C. Secretary for Internal Communications

1. Shall prepare and distribute minutes, call the roll on roll call votes, and call the time under limited debate
2. Shall be a member of the Steering Committee

## D. Secretary for External Communications

1. Shall prepare and distribute appropriate communications

## **IV. REMOVAL OF SENATORS**

- A. A motion to remove from office any AFS Senator shall be introduced by a petition bearing the signatures of not less than 25% of the Senate membership. The petition shall state the grounds for removal of the officer(s).
- B. A motion to remove from office any Senator may be introduced at any regular or special meeting of the Senate but may not be voted upon until the following regular meeting. This motion shall require the affirmative votes of two-thirds of the total Senate membership for passage.

## **V. MEETINGS**

- A. Regular meetings of the AFS shall be held at least monthly during the academic year. The dates and times of the meetings shall be determined by the Executive Committee of the AFS and shall be made available to members of the SCSU Administrative Faculty.
- B. Special meetings may be called by the President of the AFS as the need arises. Special meetings shall be called by the President, or by the Secretary of the AFS, at the request of at least one-quarter of the AFS members. The call to such meetings must be issued at least one week in advance and the purpose stated.
- C. All meetings of the AFS shall be open unless the meeting or portion thereof is declared closed by a vote of the AFS.
- D. With the consent of the AFS, visitors may be afforded the privilege of the floor.

## **VI. MINUTES AND REPORTS**

Approved copies of the minutes of the meetings shall be made available to all members of the SCSU Administrative Faculty.

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## VII. CHANGES IN THE CONSTITUTION AND BY-LAWS

- A. Recommendations for changes in the Constitution shall be made at a regular or special meeting of the AFS provided:
  - 1. The AFS members have received written notice of each of the proposed changes, and the forthcoming vote, at least one week prior to the meeting; and
  - 2. The vote takes place when two-thirds or more of the AFS membership is present; and
  - 3. Two-thirds (2/3) of those present vote to approve the change.
- B. Recommended changes to the Constitution that have been approved by the AFS shall be presented to the SCSU Administrative Faculty for a vote. Changes in the Constitution shall be made when two-thirds (2/3) of those voting approve the change(s).
- C. Changes in the By-Laws may be made at a regular or special meeting of the AFS with the approval of two-thirds (2/3) majority of the Senate membership.

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### BY-LAWS

#### I. ELECTIONS AND VOTING

##### A. Elections

Between March 1 and April 1 of the same year, the Nominations and Elections Committee shall obtain a certified list of all SCSU Administrative Faculty members from the Office of Human Resources or the Payroll Department. The list shall include all members of the SCSU Administrative Faculty regardless of the terms of their employment or whether they are on a leave of absence.

Before April 15, the Nominations and Elections Committee will forward the following items to each member of the Administrative Faculty:

1. A meeting notice for the AFS Annual Meeting to be held on June 15 or the first business day thereafter
2. A nominations ballot

All nomination ballots must be returned to the Committee by May 1. The Committee shall contact each nominee to determine if the nominee accepts or declines the nomination.

The nominations meeting will be held on or after April 15 and prior to the Elections Meeting (on or after May 15). Accepted nominations will be read to the AFS body, and nominations shall also be accepted from the floor. Following the nominations meeting, election ballots and a meeting notice for the elections meeting to be held on or after May 15 but prior to the Annual Meeting (June 15) shall be sent to each member. All election ballots will be collected prior to the elections meeting and results given at the meeting.

For the 2014 election only, the administrative faculty shall elect senators for a term of one (1) year and two (2) years, according to the total number of votes received for each candidate.

- i. The top 50% of those elected and receiving the most votes shall serve for a two (2) year term;
- ii. The next 50% of those elected shall serve for a one (1) year term;
- iii. A mid-point tie shall result in both of the tied candidates being appointed to two (2) year terms.

Replacements and additions to the membership during the year shall be in accordance with the application procedures previously detailed above in Section II, Membership.

At the annual meeting, the election of President shall be by written secret ballot with a majority of those voting required for election. If a majority vote is not received in the first ballot, a run-off vote will be conducted between the two

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individuals with the most votes. The election of other officers shall follow the same procedure as the election for the President of the AFS.

Within five (5) business days of the completion of the Executive Board elections, the Nominations and Election Committee will notify the President of the University of the results of the election.

### B. Voting

Upon the request of any voting member, a vote on a substantive motion shall be by secret ballot. The President of the AFS shall appoint an individual to conduct said ballot.

Unless there is an objection, at the request of a Senator, a roll call vote shall be taken on any motion. If an objection is heard, the affirmative vote of five (5) or more Senators shall be required to overrule the objection. The roll call vote of each Senator shall be recorded in the minutes as “yes,” “no,” “abstain,” or “absent.”

While a substantive motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable and shall prevail provided one-fourth of the Senators present concur. The subsequent proportional vote shall be by roll call, with each Senator’s vote being weighed as follows: a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of senators to which the unit is entitled; b) each vote from the part-time voting unit shall be assigned a weight of fifteen.

Absentee ballots must be in writing and must carry a statement a) of the specific issue, and b) indicating yes, no, abstention, or the name of the person voted for.

The election of the President of the AFS shall be by written secret ballot with a majority of those voting required for election. If a majority vote is not received in the first ballot, a run-off vote will be conducted between the top two candidates.

## II. QUORUM

A. Not less than fifty percent (50%) of the voting membership plus one (1) constitutes a quorum at any meeting. The Secretary of the AFS Senate shall determine whether a quorum is present at the beginning of each meeting.

B. Absentee ballots shall not constitute a part of a quorum.

## III. RULES OF ORDER

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Unless otherwise provided for herein, Robert's Rules of Order, Newly Revised, 10th ed. (Cambridge, Mass.: Perseus Publishing, 2000) shall govern the proceedings of the AFS Senate.

## **IV. ORDER OF BUSINESS**

- A. The order of business at regular meetings of the Senate shall be:
  - 1. Minutes of the preceding meeting
  - 2. Orders of the day
  - 3. Reports of standing committees
  - 4. Reports of special committees
  - 5. Old business
  - 6. New business
  
- B. Any member of the SCSU Administrative Faculty shall have the right to submit a written request to the AFS Secretary to add items to the agenda.

## **V. RULES OF PROCEDURE**

The following rules shall govern the normal business of the Senate. Any or all of these rules may be suspended at the discretion of the Senate.

- A. Committee reports shall be in two parts:
  - 1. The first part shall report to the Senate what items were discussed and should include any material which will inform the Senate on the issues. This part of the report shall be offered for acceptance and may simply be accepted by the chair if there is no objection from the floor.
  - 2. The second part shall present the recommendation(s) of the Committee in a clear and unambiguous form. At the discretion of the Committee Chairperson, said recommendation(s) may be presented as a single motion or as several separate motions. After such presentation, the recommendations shall be offered for adoption.
  
- B. All committee reports shall be written, reproduced, and delivered to Senators at least two days prior to the meeting at which they are to be considered.
  
- C. The Orders of the Day, insofar as possible, shall be written, reproduced, and delivered to Senators at least two days prior to the meeting at which they are to be presented.
  
- D. At the same time as any major policy statement or document developed by the Senate or any Senate committee is to be communicated to the administration or the Board of Trustees, it shall be reproduced in its final form and delivered to all Senators.

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## VI. COMMITTEES

A. There shall be the following Standing Committees of the Senate:

1. Steering Committee

a. Membership

- i. President of the AFS
- ii. Vice-President of the AFS
- iii. Secretary for Internal Communications
- iv. Secretary for External Communications

b. Purpose

- i. To establish a calendar of AFS meetings
- ii. To establish the agenda of each AFS meeting
- iii. To continually review policies and procedures
- iv. To maintain liaison with the management of the University
- v. To initiate and carry out steps consistent with AFS policy

The Steering Committee meets with the President of the Senate before each regular meeting to determine the agenda. The Secretary shall assign each Bill or Resolution a number running continuously from AFS-B-1 (bill) or AFS-R-1 (resolution). Should a Bill or Resolution arise in debate, the Secretary shall immediately assign it an appropriate number. The agenda, as agreed upon by the Steering Committee, shall be sent to all members of the AFS three (3) days prior to each meeting.

2. Nominations and Elections Committee

The Nominations and Elections Committee shall consist of three (3) members appointed by the AFS President and ratified by a two-thirds (2/3) vote of the AFS body.

The Nomination and Elections Committee submits nominations for and conducts all Senate elections and shall follow all aforementioned election procedures.

3. Sabbatical Leave Committee

The Sabbatical Leave Committee shall consist of five (5) AFS members each of whom will be elected on an annual basis.

The Sabbatical Leave Committee shall be responsible for developing policies and procedures for submitting and evaluating applications of SCSU Administrative Faculty members applying for leave. Policies developed by the Sabbatical Leave Committee shall be in compliance with the current Collective Bargaining Agreement between the State University Organization of Administrative Faculty and the Board of Trustees for the Connecticut



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State University System. The Sabbatical Leave Committee shall judge each proposal on its merits for those applying for sabbatical leave and make recommendations to the President of the University.

- B. Prior to the first meeting of the AFS Senate, the incumbent Secretary shall distribute forms to all Senators on which they can list their preferences for committee service. No standing committee shall have fewer than three Senators assigned to it.

With the exception of the President and the Secretary, each Senator shall be appointed to at least one standing committee. However, if they so choose, the President and the Secretary may serve on standing committees other than the Executive Committee.

Taking into account the principle of continuity of membership, the President of the AFS Senate will attempt to follow the preferences of the Senators when assigning the membership of each committee. Any Senator may request to serve on more than one committee of the Senate.

The President shall designate one member of each standing committee as chairperson pro tem. It shall be the duty of this person to arrange a time and place at which the committee can hold its initial meeting and to chair this meeting until the committee has elected its permanent chairperson.

The committee chairperson shall be elected from the committee membership. A committee member shall be ineligible to be elected if he/she a) is the AFS President, or b) is the AFS Secretary, or c) is chairperson of another standing committee.

Each committee member shall have an equal vote in electing the chairperson and in all other committee business.

The AFS Senate may establish, or direct the President to establish, ad hoc committees to perform specific tasks. The chairperson and members of such committees should normally be appointed by the President from among the Senators. An ad hoc committee ceases to exist when its mandate is completed.

When appropriate, the chairperson of an ad hoc committee may become a temporary member of the Executive Committee, at the discretion of the Executive Committee, or the Senate; his/her membership on the Executive Committee terminates when the ad hoc committee has completed its mandate.

At the end of each academic year, each standing committee of the Senate shall submit to the President of the AFS a brief written report that includes a description of all tasks undertaken, an evaluative summary of the results of its work, and recommendations of any further work which might need to be done on these tasks. At the beginning of each academic year, the chairperson of each committee shall distribute the committee report of the previous year to all Senators.

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## **C. Accountability of Senators**

At the beginning of each academic year, the AFS President will advise all faculty of the availability of the attendance roster on the AFS Web page. At the end of each month, the Secretary of the AFS shall update the roster with that month's attendance at AFS.

Members may be excused from AFS meetings by the AFS President or his/her designee and from standing committee meetings by the committee chair. Such an excused absence will be noted on the attendance roster by the letter "E".

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