

Administrative Faculty Senate Constitution and By-Laws

Southern Connecticut State University

Constitution

Article I. Name

Section 1.01 The name of this organization shall be the Southern Connecticut State University **Administrative Faculty Senate** herein also referred to as “AFS.”

Article II. Purpose

Section 2.01 The Administrative Faculty Senate (AFS) serves as the sole legislative body representing the administrative faculty at Southern Connecticut State University (SCSU). Its primary purpose is to advocate for shared governance, informed decision-making, and the collaborative resolution of constituents’ concerns. The AFS ensures administrative faculty perspectives are included in university-wide decisions, offers advice on all matters concerning the University’s quality and mission, and proposes changes to policies and procedures. Additionally, the AFS fosters the professional growth of the administrative faculty and recognizes their contributions to the University.

Article III. Membership

Section 3.01 Qualifications and Requirements

- (a) The AFS shall include all employees represented by SUOAF and Management/Confidential who are not currently members of the SCSU President’s Cabinet or senior leadership team (reporting directly to the president). This includes full- and part-time employees (including temporary, durational, or permanent), while employed at the University.
- (b) The AFS shall have a full membership comprising ten percent (10%) of the SCSU administrative faculty, not to exceed 30 senators, excluding Article III, Section 2 of this Constitution. Election and membership shall be irrespective of college, school, department or division of employment.

Section 3.02 Automatic Membership

- (a) The following individuals will be considered ex-officio voting members and are not included in the 10% membership/maximum of 30 senators unless re-elected:

- (i) The current President of the AFS
- (ii) The immediate past President of the AFS
- (b) The following individual will be considered an ex-officio non-voting member:
 - (i) The President of the University

Section 3.03 Term

- (a) The term of office for a Senator shall be two years, or from the time of election/appointment until the next general election of the AFS. Vacancies shall be filled by appointment from the President of the AFS, which such appointments requiring ratification by a two-thirds (2/3) majority vote of the AFS.

Section 3.04 Certification

- (a) Prior to the Annual Meeting, the Nominations and Elections Committee shall certify the elected members of the Administrative Faculty Senate. The statement of certification or report shall be included as part of the Annual Meeting.

Section 3.05 Commencement of Term

- (a) Senators shall take office at the Annual Meeting (held during odd years), in June, after their election.

Article IV. Nominations and Elections

Section 4.01 The date and manner of elections for senators and Executive Committee members shall be designated in the AFS By-Laws.

Article V. Executive Committee

Section 5.01 The officers of the Administrative Faculty Senate Executive Committee shall be President, Vice President, Secretary, Treasurer-Trustee, President-Elect, and Immediate Past President (ex-officio).

Section 5.02 Executive Committee Members

- (a) President
 - (i) The Administrative Faculty Senate President shall call and preside over all full AFS meetings and the Annual Meeting;
 - (ii) Shall, unless otherwise re-elected to the AFS, be an ex-officio Senator with voting privileges in the AFS, for the duration of their term(s);

- (iii) Shall report all approved Resolutions to the AFS Secretary;
- (iv) Shall serve as an ex-officio member on all committees, except the Nominations and Elections Committee;
- (v) Shall appoint a Parliamentarian, who they may designate as a member of the AFS's Executive Committee;
- (vi) Shall convene and preside over the Annual Meeting, which shall be held immediately prior to the commencement of the President-Elect's term. As the first order of business, the President-Elect shall formally assume the office of President. Upon this transition, the outgoing President's term shall conclude, and they shall commence their appointment as Immediate Past President;
- (vii) On ceremonial occasions, such as convocations, graduations and inaugurations, the President shall be given a proper and honored place in parity with other distinguished University representatives; and
- (viii) Shall also serve as the Chair of the AFS's Steering Committee.

(b) Vice President

- (i) In the absence of the President, shall preside with full authority of the President;
- (ii) Serves as an ex-officio member of the Administrative Policy Advisory Committee;
- (iii) Responsible for serving as a liaison between the AFS and other university organizations or governing bodies;
- (iv) May represent the administrative faculty at university functions and meetings and advocate for administrative faculty interests and concerns; and
- (v) Shall also serve as Vice Chair of the Steering Committee.

(c) Secretary

- (i) Shall prepare and distribute minutes and other communications on behalf of the AFS President and ensures that records are complete and accurate;
- (ii) Shall collaborate with the AFS President to prepare and distribute meeting agendas in advance of meetings;
- (iii) Shall track, record and report all AFS resolutions;
- (iv) Shall take the lead on maintaining the AFS's electronic repository and website(s);
and
- (v) Shall also serve as the Secretary on the Steering Committee.

(d) Treasurer-Trustee

- (i) The Treasurer-Trustee shall provide oversight related to the fiscal affairs of the AFS, including planning and reporting, and when applicable provide monthly financial statements to the AFS;
- (ii) Shall monitor the University's comprehensive budget and financial health, providing regular reports on these matters to the Senate;
- (iii) Shall serve as a liaison between the AFS and the University's Chief Financial Officer and represent the AFS on the University's Budget Committee; and
- (iv) Shall also serve as a member of the Steering Committee.

(e) President-Elect

- (i) The President-Elect shall serve for no more than one year prior to assuming the presidency of the AFS at the next Annual Meeting, or if the current President's term ends prematurely for any reason;
- (ii) Shall prepare for leadership transition and shadow the current AFS President to understand the responsibilities and operations of the AFS, ensuring a smooth transition;
- (iii) Shall serve as co-chair of the Administrative Policy Advisory Committee to gain insight into the AFS's advisory capacity and relationship;
- (iv) Shall participate in all AFS meetings;
- (v) Shall also represent the AFS at university functions and meetings and advocate for the interests of the AFS and administrative faculty, at the direction of the current President;
- (vi) Shall work closely with the current President and other officers to ensure continuity and effective succession planning; and
- (vii) Shall also serve as a member of the Steering Committee.

(f) Immediate Past President

- (i) The Immediate Past President shall serve one year following the end of their term;
- (ii) At the request of the President and approval of the Executive Committee, the Immediate Past President may continue to serve an additional year appointment;
- (iii) Shall, unless otherwise re-elected to the AFS, be an ex-officio senator with voting privileges in the AFS, for the duration of their term(s); and
- (iv) Shall also serve as a member of the Steering Committee.

Section 5.03 Any Executive Committee member may be considered for recall if petitioned by one-half (1/2) of the senators. Petitions should be addressed to the Chair of the Nominations and Elections Committee. Two-thirds (2/3) of the voting members of the AFS must vote in the affirmative to replace the incumbent.

Article VI. Removal of Senators

Section 6.01 A motion to remove from office any Senator shall be introduced by a petition bearing the signatures of not less than twenty-five percent (25%) of the AFS membership. The petition shall state the grounds for the removal of the officer(s).

Section 6.02 A motion to remove from office any Senator may be introduced at any regular or special meetings of the AFS but may not be voted upon until the following regular meeting. This motion shall require the affirmative votes of two-thirds (2/3) of the total AFS membership for passage.

Article VII. Meetings

Section 7.01 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 AFS President and Executive Committee and shall be made available to members of the SCSU Administrative Faculty. The AFS may pause meetings during academic break periods.

Section 7.02 AFS meetings and committee meetings may be held in person, online or hybrid. Online meetings shall be conducted via a secure video conferencing platform and all members shall be provided with the meeting link and necessary access prior to the meeting.

Section 7.03 Special meetings may be called by the President of the AFS as necessary. Special meetings shall be called by the President or by the Secretary of the AFS, at the request of at least one-fourth (1/4) of the AFS Senators. The call to such meetings must be issued at least one week in advance and the purpose stated.

Section 7.04 All meetings of the AFS shall be open unless the meeting or portion thereof is declared closed by a majority vote of the AFS.

Section 7.05 All senators and visitors shall conduct themselves with respect and courtesy during meetings. Disruptive behavior will not be tolerated. Senators and visitors wishing to speak must be recognized by the President or chair. Speakers shall address their remarks through the President or chair.

Section 7.06 Visitor Participation

- (a) At the discretion of the AFS President, with or without recommendation from the Executive of Steering Committee, visitors may be granted the privilege of the floor. This privilege allows visitors to address the AFS through the President and participate in discussions on specific agenda items.
- (b) Senators have priority in floor privilege but may waive their priority for visitors.
- (c) The privilege of the floor for visitors does not include voting rights. Visitors may provide input and engage in dialogue but are not permitted to participate in formal decision-making processes.

Article VIII. Minutes, Reports and Resolutions

Section 8.01 Approved copies of the minutes of AFS meetings shall be made available to all members of the AFS.

Article IX. Quorum and Voting

Section 9.01 Quorum

- (a) A quorum for the AFS shall consist of a simple majority (fifty percent [50%] plus one [1]) of the voting senators.
- (b) No official business may be conducted without the presence of a quorum.
- (c) The presence of a quorum shall be verified by the AFS Secretary at the beginning of each meeting or as requested by any senator.

Section 9.02 Voting

- (a) All substantive decisions of the AFS shall be determined by a simple majority (50% plus 1) vote of the senators present, provided a quorum is met, except for those actions requiring a two-thirds (2/3) majority vote including:
 - (i) The appointment or removal of senators,
 - (ii) Appointment of the Nominations and Elections Committee,
 - (iii) Revisions to the AFS Constitution or AFS By-Laws.
- (b) The AFS President or presiding officer shall abstain from voting except in case of breaking a tie. Committee chairs, however, shall have voting privileges in their committees, unless otherwise prohibited in the committee's by-laws.

- (c) Voting may be conducted by voice, show of hands, secret ballot, or by roll call, as determined by the AFS President or chair.
- (d) Online and secure electronic platform voting are permitted for AFS and committee meetings. Online voting shall use the meeting platform's polling feature or a secure electronic system, with results announced and recorded within the meeting minutes. Results of voting shall be reported by the AFS or committee Secretary and shall be included in the next meeting's minutes.
- (e) In the event of a tie, the AFS President or presiding officer shall cast the deciding vote.
- (f) Basic decisions, such as approval of minutes or routine procedural matters, may be approved by general consent, provided no senator objects.
- (g) Proxy voting is not permitted.

Article X. Parliamentary Authority

Section 10.01 Robert's Rules of Order

- (a) The AFS shall conduct its meetings in accordance with the latest edition of *Robert's Rules of Order*.
- (b) In cases where *Robert's Rules of Order* conflict with the AFS Constitution or By-Laws, the AFS documents shall take precedence.
- (c) The AFS President or presiding officer and Senate Parliamentarian, if applicable, shall ensure that meetings are conducted in an orderly and efficient manner, adhering to the principles outlined in *Robert's Rules of Order*.

Article XI. Changes to the Constitution and By-Laws

Section 11.01 Recommendations for changes in the Constitution shall be made at a regular or special meeting of the AFS, provided:

- (a) The AFS senators have received written notice of the proposed changes, and the forthcoming vote, at least one week prior to the meeting; and
- (b) The vote takes place when at least two-thirds (2/3) of the AFS senators are present; and
- (c) Two-thirds (2/3) of those present vote to approve the change.

Section 11.02 Recommended changes to the Constitution that have been approved by the AFS shall be presented to the SCSU Administrative Faculty for ratification vote. Changes in the Constitution shall be made when two-thirds (2/3) of those voting approve the change(s).

Section 11.03 Changes in the By-Laws may be made at regular or special meetings of the AFS with the approval of two-thirds (2/3) majority of the Senate membership and require no further ratification.

Constitution Revision Approved by AFS: March 17, 2025

Constitution Ratified by Administrative Faculty: April 1, 2025

By-Laws

Article I. Nominations and Elections

Section 1.01 Nominations

- (a) During the month of March in odd years, the Nominations and Elections Committee shall obtain a certified list of all SCSU Administrative Faculty members from Management (i.e. Office of Human Resources, Office of the President, Payroll). The list shall include all members of the SCSU Administrative Faculty, as defined in Article III, Section 1 of the Constitution, (regardless of the terms of their employment and may include employees on leave of absence) and should include their email addresses and department.
- (b) No later than April 15 (in odd years) the Nominations and Elections Committee shall forward notice of nominations and elections for AFS, including notice of a nominations meeting (which may be held in-person or virtually). Nominations may be returned to the Committee no later than May 1 (in odd years). The committee will verify acceptance of nominees.
- (c) No later than May 15 (in odd years) the Nominations and Elections Committee shall hold a nominations meeting. Accepted nominations will be shared during the meeting and a final call for nominations from the floor shall also be accepted; nominees need not be present for nomination. The committee will verify acceptance of nominees.

Section 1.02 Elections

- (a) Following the nominations meeting and no later than June 1 (in odd years), election ballots and notice of the Annual Meeting shall be sent to each Administrative Faculty member. All election ballots must be submitted prior to the Annual Meeting and may be conducted electronically. The voting deadlines shall be determined by the Nominations and Elections Committee and shall end no later than 1 business day prior to the Annual Meeting.
- (b) Results of the election will be shared at the Annual Meeting; however, elected senators may be notified in advance.
- (c) In the event of unforeseen circumstances wherein the entire AFS needs to be elected at the same time, 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 the individual with the greater years of service at the University being appointed to a two (2) year term.

Section 1.03 Any AFS vacancies prior to the end of the elected term shall be filled in accordance with the AFS Constitution Article III, Section 3.

Section 1.04 Executive Committee (Officers)

- (a) At the Annual Meeting (even years) the election of President-Elect shall be conducted by 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 individuals with the most votes, until a majority vote is received.
- (b) At the Annual Meeting (odd years) the President-Elect shall assume their role as President and oversee the election of the Executive Committee in the manner outlined in the AFS Bylaws Article 4, Section 4.04. The election of other officers shall follow the same procedure, one at a time, beginning with Vice President, then Secretary, and then Treasurer-Trustee.
- (c) Within five (5) business days of the completion of any Executive Committee election, the Nominations and Election Committee will notify the Office of the President of the results of the election and provide an updated list of officers and senators.

Article II. Voting

Section 2.01 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 the Secretary or another individual to conduct said ballot.

Section 2.02 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 by the Secretary in the minutes as “Yes,” “No,” “Abstain,” or “Absent.”

Section 2.03 Senators must be present in the meeting to vote.

Section 2.04 The election of Executive Committee members shall be by written secret ballot with a majority vote 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 until a majority vote is received.

Article III. Order of Business and Rules of Procedure

Section 3.01 The order of business (or agenda) at regular meetings of the AFS shall be, under the direction of the AFS President or presiding officer:

- (a) Call to Order
- (b) General or Special Announcements
- (c) Roll Call or Attendance (Quorum certified by Secretary)
- (d) Approval of Previous Minutes
- (e) Reports to the Senate.
 - (i) Reports of Standing Committees
 - (ii) Reports of Special Committees
 - (iii) Report of the Treasurer-Trustee
 - (iv) Report of the President
- (f) Old Business
- (g) New Business
- (h) Senator's Open Forum
- (i) Adjournment

Section 3.02 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. Such requests shall be submitted at least one week prior to the meeting.

Section 3.03 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 (2) parts:

- (i) **First, report on the items discussed or considered and include any material that will inform the AFS on the issues. This part of the report shall be offered for acceptance and may be accepted by the presiding officer if there is no objection from the floor.**
- (ii) Second, present the committee's formal recommendations in action or informational AFS resolutions. At the discretion of the committee chair or the Steering Committee, these resolutions may be presented as a single resolution or as several separate resolutions. After presentation, the resolutions shall be offered for adoption.

Section 3.04 All committee reports and proposed resolutions shall be written and provided to the Steering Committee in advance for inclusion in the meeting agenda and documents.

Section 3.05 The order of business (or agenda), insofar as possible, shall be written and distributed to Senators at least two days prior to the meeting at which they are to be presented.

Section 3.06 All resolutions drafted by the AFS or AFS committees, and approved by the AFS, shall be made available to all Senators and the administrative faculty in a digital repository. These resolutions shall also be communicated to University or System administration.

Article IV. Annual Meetings

Section 4.01 Each June the AFS President shall call for an Annual Meeting of the AFS.

Section 4.02 The order of business for the meeting should include reports from each of the Executive Committee members and Committee Chairs (or Vice Chairs) and Executive Committee elections as follows:

- (a) In even years, the first order of business shall be the election of a President-Elect conducted by the Nominations and Elections Committee Chair, followed by Executive Committee member reports.

- (b) In odd years, the first order of business shall be the transition of the AFS presidency from President to President-Elect, when applicable. The second order of business shall be the election of the Executive Committee conducted by the Nominations and Elections Committee Chair, followed by outgoing Executive Committee member reports.

Section 4.03 At the Annual Meeting held in even years (after a President's first year) in the year prior to a general election (odd year), the first order of business shall be the election of a President-Elect, who shall serve for one year until assuming the presidency at the next Annual Meeting. Under the direction of the Nominations and Elections Committee Chair, nominations shall be made from the floor and seconded. Elections, if contested, shall be by a majority of the senators present voting by secret ballot (outlined in the AFS Bylaws Article 1, Section 1.04a). In the case where the current President is reelected, there shall be no President-Elect and the President shall fulfill the duties of President-Elect at the next Annual Meeting (outlined in the AFS By-Laws Article I, Section 1.04b).

Section 4.04 At the Annual Meeting when the President-Elect commences their term as President of the AFS (odd year), the second order of business shall be the election of officers. Under the direction of the Nominations and Elections Committee Chair, nominations shall be made from the floor and seconded. Elections, if contested, shall be by a majority of the senators present voting by secret ballot. The AFS shall elect from among its members, in order: Vice President, then Secretary, and finally Treasure-Trustee. The elected officers shall serve for two (2) years; the term of office shall end if membership in the AFS ends for any reason.

Section 4.05 If an Executive Committee officer's term ends prematurely, excluding the President-Elect, due to resignation, removal, or any other reason, the Executive Committee shall appoint a replacement to serve the remainder of the term. This appointment must be ratified by a two-thirds (2/3) vote of the AFS senators.

Section 4.06 If the President-Elect's term ends prematurely, due to resignation, removal, or any other reason, the Nominations and Elections Committee shall conduct a special election at the next regular or special AFS meeting. This election will follow the procedure outlined in the AFS Bylaws Article IV, Section 4.03.

Section 4.07 The President shall serve for no more than two (2) consecutive terms. Executive Committee members shall be permitted modest release time commensurate with their AFS responsibilities, provided that such responsibilities do not interfere with the discharge of their professional duties.

Article V. Committees

Section 5.01 There shall be the following Standing Committees of the AFS:

(a) Executive Committee

(i) Membership shall include: the AFS President, Vice President, Secretary, Treasurer-Trustee, President-Elect and Immediate Past President; additional members may be included in the Executive Committee as determined by the AFS President with a majority vote approval of the Executive Committee.

(ii) Purpose of the Executive Committee

1. The purpose of the Executive Committee shall be to oversee the functions and operations of the AFS, including committees and university-wide representation;
2. Act on urgent matters on behalf of the AFS when the full AFS is unable to convene;
3. Serve as a liaison with University and Board of Regents administration, representing the interests of all administrative faculty, ensuring clear and consistent communication;
4. Serves as an advisory group to the University President, bringing administrative faculty interests and concerns to the administration and exploring solutions;
5. Under the direction of the AFS President, establish a meeting schedule and agenda to continually review policies and procedures;
6. Shall meet with the AFS President prior to all regular meetings to determine agenda which shall be distributed to the AFS at least two (2) days prior to the meeting; and
7. The Secretary shall assign each Resolution a number running continuously from AFS-YEAR-01 (e.g. AFS-2025-01).

(b) Administrative Policy Advisory Committee

(i) Membership shall include at least three (3) senators as appointed by the AFS President and approved by the Executive Committee, including the President-Elect, when applicable, who serves as the Vice Chair of the committee.

(ii) Purpose of the Administrative Policy Advisory Committee

1. Ensure administrative faculty perspectives are considered in proposed and existing administrative policies;
2. Ensure that policies and procedures align with the University's strategic goals and best practices as they relate to and impact administrative faculty;
3. Provide insights and recommendations for those policies and procedures that have university-wide impact, excluding employment policies and state or federal regulations/mandates; and

4. Advocate for policy change or revision on behalf of the administrative faculty.
- (c) Constitution and By-Laws Committee
- (i) Membership shall include at least three (3) senators as appointed by the AFS President and approved by the Executive Committee.
 - (ii) Purpose of the Constitution and By-Laws Committee
 1. Regularly review AFS governing documents to ensure they remain current and effective;
 2. Draft and propose amendments to the Constitution and Bylaws, as necessary;
 3. Collaborate with other AFS committees to propose amendments to the Constitution and Bylaws as necessary;
 4. Ensure that all AFS actions and decisions align with the established Constitution and By-Laws;
 5. Provide guidance on procedural matters and interpretations of the Constitution and By-Laws, helping to resolve any ambiguities or disputes; and
 6. Maintain clear and accessible governance documents, ensuring the AFS and Administrative Faculty have access and are able to understand the governance documents; and as needed assist with informational updates on these documents.
- (d) Empowerment and Engagement Committee
- (i) Membership shall include at least three (3) senators as appointed by the AFS President and approved by the Executive Committee.
 - (ii) Purpose of the Empowerment and Engagement Committee
 1. Focus on developing, enriching and recognizing administrative faculty;
 2. Monitor staff engagement and opportunities in alignment with the university's social justice mission and strategic priorities along with AFS goals and priorities;
 3. Foster a supportive and inclusive environment ensuring that administrative faculty can thrive and contribute meaningfully to SCSU; and
 4. Recognize and celebrate the exceptional contributions of administrative faculty through both formal and informal acknowledgments, fostering a culture of motivation and excellence within our university community.
- (e) Nominations and Elections Committee

- (i) Membership shall include at least three (3) senators (excluding any AFS Executive Committee members) as appointed by the AFS President and ratified by a two-thirds (2/3) vote of the AFS senators.

- (ii) Purpose of the Nominations and Elections Committee

1. Coordinate senator nominations, AFS elections and oversee any recall petitions to the AFS;
2. Responsible for following the AFS Nomination and Elections procedures as outlined in the By-Laws and providing notification of results to the administrative faculty and Office of the President.

- (f) Sabbatical Leave Committee

- (i) Membership shall include at least five (5) senators (must be SUOAF dues-paying members) and shall be appointed by the AFS President (who may consult with the SUOAF Chapter Union President) and approved by the Executive Committee.

- (ii) Purpose of the Sabbatical Leave Committee

1. Responsible for developing policies and procedures for eligible SUOAF members and evaluation applications for sabbatical leave;
2. Policies shall comply with the current Collective Bargaining Agreement between the State University Organization of Administrative Faculty and the Board of Regents (CSCU);
3. Shall judge each proposal on its merits for those applying for sabbatical leave and make recommendations to the President of the University; and
4. Provide information to the administrative faculty about the Sabbatical Leave process and opportunities available to those qualified SUOAF members.

- (g) Steering Committee

- (i) Membership shall include the Executive Committee members and Chairs and Vice Chairs of all AFS committees; additional members may be appointed by the AFS President and approved by the Executive Committee. The AFS President, Vice President and Secretary shall serve as Chair, Vice Chair and Secretary respectively for the Steering Committee.

- (ii) Purpose of the Steering Committee

1. Provide strategic guidance on behalf of the AFS, ensuring cohesive decision-making across all facets of the AFS;

2. Provide onboarding, orientation, and mentorship for newly elected senators, both formally and informally, to ensure Senators are well-prepared and supported in their roles; and
3. Oversee strategic planning that guides the AFS and makes recommendations to the Executive Committee.

Section 5.02 Committee Assignments

- (a) Each senator is expected to conduct committee service as part of their elected responsibilities. Each senator shall be appointed to at least one standing committee. Generally, these appointments are for two (2) year terms, or until the next general AFS election.
- (b) Before the first general AFS meeting following the Annual Meeting in odd years (after a general AFS election), the AFS President and Secretary will survey senators for their committee assignment preferences. No standing committee shall have fewer than three (3) senators assigned (or five [5] members for the Sabbatical Leave Committee).
- (c) Considering the principle of continuity of membership, the AFS President shall attempt to follow the preference of the senators when assigning the membership of each committee. Any senator may request to serve on more than one committee of the AFS.
- (d) The AFS President, with the approval of the Executive Committee, shall appoint senators to serve as AFS committee representatives on university-wide committees or searches. Whenever possible the AFS President shall solicit volunteers who may be interested in serving in these roles. With the approval of the AFS President and Executive Committee, a senator may be released from their AFS committee assignments to serve on other university-wide committees on behalf of the AFS, fulfilling their committee service.
- (e) The AFS President shall designate one member of each committee as Chairperson *Pro Tem*. It shall be the duty of this person to arrange a time and place for the committee to meet until the committee has elected its permanent chairperson (as well as vice chair and secretary, as needed).
- (f) The committee chair, vice chair and secretary shall be elected from the committee membership. A committee member shall not be eligible to be elected if they are: a) the AFS President, or b) the AFS Secretary, or c) chair of another standing committee, unless otherwise designated by the Constitution and Bylaws. Each committee member shall have an equal vote in electing the chairperson and in all other committee business.

- (g) The AFS President may (or may be directed to by the AFS) establish ad hoc committees to perform specific tasks. The chairperson of such committees should be appointed by the President from among the senators. An ad hoc committee ceases to exist when its mandate is completed or when it is disbanded by the AFS President or the AFS, or after a general AFS election, whichever occurs first. When appropriate, the chairperson of an ad hoc committee may become a temporary member of the Executive and/or Steering Committees at the discretion of the AFS President or Executive Committee. Their membership on the Executive and/or Steering Committee(s) terminates when the ad hoc committee has completed its mandate or been disbanded.
- (h) When the AFS is in session during the academic year, each committee shall submit a monthly update on committee actions and tasks. Each committee chair should present an update at the Annual Meeting and submit a brief written report for the minutes that includes a description of all tasks undertaken, an evaluation summary of the results of its work, and recommendations for any future work.

Article VI. Review and Approval of Resolutions by the University President

Section 6.01 Initial Approval

- (a) This Administrative Faculty Senate Bylaw (Article VI), including all its sections, must first be approved by the Administrative Faculty Senate (AFS) through a majority vote.
- (b) Following approval by the AFS, the Bylaw must be submitted to the University President for review and approval.
- (c) The University President must provide a written response indicating approval or rejection within fifteen (15) business days of receipt.
- (d) Upon approval by the University President, the Bylaw shall be implemented as outlined. This Bylaw shall remain in effect until changed by mutual agreement of the Administrative Faculty Senate and the University President.

Section 6.02 Submission of Resolutions

- (a) Resolutions which are approved by the Administrative Faculty Senate shall be forwarded to the University President.

Section 6.03 Informational and Approval Resolutions

- (a) Resolutions may be for information or for approval by the University President.

- (b) Resolutions which seek to establish policy or change Administrative Faculty Senate documents or policies that were previously approved by the University President, or which seek funds, resources, or cooperation from the University Administration shall be sent as resolutions for approval.
- (c) Other resolutions that provide information or state a position shall be for information.

Section 6.04 Review and Response to Resolutions

- (a) The University President shall respond to resolutions for approval with approve or disapprove to the AFS President. In the case of disapproval, the University President shall include a written explanation. The University President shall note resolutions for information. All resolutions presented to the University President in writing shall receive a written response within fifteen (15) business days.

Section 6.05 Approval or Rejection of Resolutions

- (a) If the resolution is approved, it shall be implemented as outlined in the resolution.
- (b) In the case of rejection, the AFS may revise and resubmit the resolution, addressing the concerns raised by the University President.

Section 6.06 Record Keeping

- (a) All resolutions and the corresponding responses from the University President shall be documented and maintained in the official records of the AFS.

Article VII. Responsibility and Accountability of Senators

Section 7.01 Senators elected to serve on the AFS shall actively engage in the work of the AFS. This includes mandatory service on at least one committee and regular attendance at both AFS and committee meetings. Participation in the AFS and providing leadership for fellow administrative faculty is considered a university service and a core responsibility of all senators. Any anticipated absences should be reported to the AFS Secretary.

Section 7.02 In addition to their participation in AFS meetings and assignments, all senators are responsible for sharing AFS updates and gathering feedback from their administrative colleagues across the university. This ensures that the voices and concerns of the administrative faculty are adequately represented within the AFS.

Section 7.03 Senators who fail to fulfill these obligations and adequately represent their fellow administrative faculty members may be subject to Senate Removal procedures as outlined in Article VI of the AFS Constitution.

Bylaws Revision Approved by AFS: March 17, 2025