

**CENTRAL MICHIGAN UNIVERSITY CHAPTER 5
MANUAL OF BOARD OF TRUSTEES
POLICIES, PRACTICES AND REGULATIONS PAGE 5-27(R)**

**SUBJECT: CENTRAL MICHIGAN UNIVERSITY ACADEMIC SENATE
CONSTITUTION**

NOTE: This proposed Constitution represents a composite of revisions as proposed by the University Senate Constitution Revision Committee as of June 4, 1969, and action of the University Senate on January 5, 1970.

Constitution Revision Committee:

Elbert R. Bowen, Chairman
Richard C. Brooks
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George Blackburn, Ex Officio
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Parliamentary Advisor

PREAMBLE

In order to provide a legislative body in the University in which representatives of the Faculty can deliberate in the determination of academic policies, we, the members of the Faculty of Central Michigan University, ordain and establish this constitution. In doing this, we recognize the responsibilities and authorities of the students, the office of the President, the Board of Trustees, and the Legislature of the State of Michigan, but we assert the right of the Academic Senate to act, with varying degrees of authority, in the areas cited in this Constitution.

ARTICLE I

Name

The name of this organization shall be the Central Michigan University Academic Senate.

Authority: BTM 2-17-11

Effective Date: 1-1-71

History: Board and Presidential approval, BTM 5-20-70 at 58; See 1964 "University Senate Constitution" approved BTM 4-27-64 at 2

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**ARTICLE II
Functions**

The Academic Senate, serving as the primary legislative body of the Faculty for the enactment of policies authorized by this Constitution, subject to the approval of the President of the University and the Board of Trustees, shall:

- Sec. 1. Consider any matter relevant to the general welfare of the Faculty and will receive, render advice, or otherwise act upon all such matters referred to it by the president of the University; Administrative Officers and Department Chairmen; Administrative Board, Committees and Councils; Senate Committees; Schools; Departments; Student Senate; and faculty members of the University.
- Sec. 2. Define functions and establish and discharge Senate Committees dealing with academic matters. The Senate may establish any committee it deems appropriate.
- Sec. 3. Deliberate and legislate upon matters of concern to the Faculty, involving students, staff, instruction, financial policies, University planning, and University organization when related to academic affairs, including, but not limited to, the following:
 - A. Encourage and approve the establishment of a democratic organization of the faculty of each school with the commonly acknowledged right of that organization to speak for the faculty of that school;
 - B. Standards for admission, selection, and retention applicable to all students of the University;
 - C. Requirements for granting of degrees applicable to all students of the University.
 - D. Standards and policies for the granting of honorary degrees; recommended candidates for honorary degrees.
 - E. All curricular requirements applicable to all students of the University.
 - F. Policies pertaining to instructional standards throughout the University;

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- G. Promotion and facilitation of academic and instructional research;
 - H. Procedures for faculty participation in the selection and retention of Chairmen of Departments, Deans, and President;
 - I. Standards for public information programs dealing with educational matters;
 - J. Endorsement and preservation of standards of academic freedom throughout the University;
 - K. Standards for student rights, privileges, discipline, and probation;
 - L. Standards for appointment, promotion, tenure, and dismissal of faculty members;
 - M. Programs of faculty welfare such as salaries, insurance, and leaves of absence, and other collateral benefits;
 - N. Financial policies and University planning, when it becomes necessary and proper.
- Sec. 4. Serve as a forum for free discussion of questions of common concern.
- Sec. 5. Report its actions to the faculty by distribution of its minutes, and/or by announcements, and/or reports.
- Sec. 6. Determine its own rules of procedure within the scope of this Constitution and its Bylaws.

ARTICLE III
Membership

- Sec. 1. Representation:
- A. The President of the University, Vice-Presidents, and all deans shall be members of the Senate
 - B. All academic departments shall be represented in the Senate. The number of Senators shall be proportionate to the number of voting members in each department, except that there shall be at least one Senator from each department. No department shall elect more than

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one Senator for every twenty (20) voting members or major portion thereof. Within the limits cited above, the Senate, or any agency designated by the Senate, shall determine the number of Senators every three (3) years.

C. Six students, at least one whom will be a graduate student, shall be elected by the Student Senate.

Sec. 2. Senators shall take office at the first regular meeting of the Senate after the beginning of the academic year.

Sec. 3. Senate meetings shall be open to faculty and staff who are not members of the Senate. They shall not have the privilege of voting, but may have permission to speak with the consent of the Senate.

Sec. 4. Upon vote of the Senate or the Executive Board, non-members of the Senate may be invited to appear before the Senate to present information or testimony.

**ARTICLE IV
Officers**

Sec. 1. The officers of the Senate shall be the Chairman, Chairman-Elect, and the Secretary. The Chairman-Elect shall automatically succeed to the office of Chairman at the end of a one-year term.

Sec. 2. Election of Officers:

A. The Chairman-Elect and the Secretary of the Senate shall be elected at the first meeting in November.

B. The Chairman shall take office at the beginning of the fall semester. Other officers shall take office immediately upon their election.

C. The nominees for the office of Chairman-Elect need not be members of the ensuing Senate. If the Chairman and/or Chairman-Elect has not been re-elected as a representative of any constituency, he shall be considered a Senator-at-Large while in office.

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- D. The immediate past Chairman of the Senate shall continue as a member of the Senate. If he has not been re-elected as a representative for any constituency, he shall be considered a Senator-at-Large for one year.
- E. The nominees for Secretary must be members of the ensuing Senate
- F. Any Senator is eligible for election to any office.
- G. The Senate shall elect a Nominating Committee at the first meeting of the Calendar Year. The Committee shall elect its own chairman.
- H. The Nominating Committee shall present the names of at least two candidates for each office and names of at least four candidates for two positions on the Executive Board and shall have the consent of each person nominated. The slate of nominees shall be mailed to each Senator at least two weeks before the date of the election.
- I. Nominations for any office may be made from the floor by any University Senator provided he is able to certify the eligibility and has the consent of the person he nominates.
- J. Election of officers shall be by ballots prepared by the Nominating Committee.
- K. A majority of the ballots cast for any office shall be required for election to that office. If a second vote is required, it shall be conducted at the same meeting between the two candidates with the highest number of votes on the first ballot.
- L. The term of each elected officer of the Senate shall be one year or until a successor is elected.
- M. If any vacancy occurs in an office other than the Chairmanship, the unexpired term shall be filled by election at the next meeting of the Senate.

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Sec. 3. Duties of Officers:

A. The Chairman:

- (1) The Chairman of the Senate shall preside at meetings of the Academic Senate and of the Executive Board.
- (2) The Chairman shall present to the Executive Board all appropriate matters which come to his attention.
- (3) The Chairman shall appoint special Senate Committees.

B. The Chairman-Elect:

- (1) The Chairman-Elect shall preside in the absence of the Chairman at meetings of the Senate and meetings of the Executive Board.
- (2) If the office of Chairman becomes vacant, the Chairman-Elect shall fill the unexpired term.

C. The Secretary:

- (1) The Secretary shall keep minutes of all meetings of the Senate and of the Executive Board. These minutes shall include all actions, divisions of vote when taken, recommendations, resolutions, and major topics of deliberation.
- (2) The Secretary shall distribute the minutes of the Executive Board to all Senators and the minutes of the Senate to all members of the faculty.
- (3) The Secretary shall keep a record of attendance of the Senators.
- (4) At least five (5) days before each regular meeting of the Senate, the secretary shall send the agenda to each member of the faculty.

Sec. 4. The Executive Board of the Senate:

- A. The Executive Board of the Senate shall consist of the Chairman, the Chairman-Elect, the Secretary of the Senate, and the Immediate Past Chairman; the President of the University, the Executive Vice President/Provost, and two Senators to be elected by the Senate.

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B. Duties of the Executive Board:

- (1) The Executive Board shall schedule meetings of the Senate for each month of the academic year.
- (2) The Executive Board shall meet at least one week before each scheduled meeting of the Senate, and at such other times as called for by the Chairman or by the President of the University.
- (3) The Executive Board shall prepare the agenda of meetings of the Senate.
 - (a) The agenda prepared by the Executive Board for a regular meeting of the Senate may be modified or replaced by a two-thirds vote of the members present and voting.
 - (b) Any item on the agenda not considered at a meeting of the Senate shall appear on the agenda the next following meeting a position determined by the Executive Board.
 - (c) Any member of the faculty may request that an item be placed on the agenda of a regular meeting of the Senate by presenting it in writing to the Chairman of the Senate.
- (4) By majority vote the Executive Board may call special meetings of the Senate.
- (5) The Executive Board shall act on matters delegated to it by a two-thirds majority of the Senate.

**ARTICLE V
Elections**

Sec.1. Eligibility:

- A. All faculty on a regular appointment with the rank of instructor or higher in the academic department shall have the right to vote in Senate elections and to be elected to the Senate.
- B. Individuals sharing equally in two or more departments or organizational units shall choose that in which he will vote and be eligible for Senate elections.

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- C. Eligibility of students for election to the Academic Senate shall be determined by the Student Senate.

Sec. 2. Term:

- A. The term of elective members shall be three (3) years. Members may not be elected to more than two (2) consecutive terms from the same constituency.
- B. Students shall serve one (1) year terms and shall not be eligible for more than two (2) consecutive terms.

Sec. 3. Election Procedures:

- A. The order of elections shall be completed according to the following schedule:
- (1) Departments – During the month of April;
 - (2) Undergraduate student representatives to the Academic Senate shall be elected in May.
- B. Nomination Procedures:
- (1) Departments may choose their own nominating procedures;
 - (2) Student organizations electing representatives may choose their own nominating procedures.
- C. All elections shall be by ballot and shall be conducted at a regular scheduled meeting of the constituency.
- D. Election shall require a majority of the votes cast. When a majority is not obtained on the first ballot, the number of nominees to be considered on succeeding ballots shall be twice the number of positions to be filled and they shall be those who received the highest number of votes on the preceding ballot. In case of ties, all those receiving the highest number of votes shall be nominees. Voting shall continue by ballot until a majority vote is obtained.

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- E. The results of each election shall be reported immediately following the election to the Chairman and the Secretary of the Senate by the presiding officer for each constituency.
- Sec. 4. Vacancies caused by retirement, resignation, departure, or death of a Senator prior to the end of his term of office shall be filled by election at the first meeting of the constituency following notification to the constituency by the Chairman of the Senate. In case of authorized leave or extended illness, a substitute may be elected by the appropriate constituency to replace the absent senator until he returns or until his term expires, whichever comes first.

ARTICLE VI
Senate Procedure

- Sec.1. A quorum shall consist of a majority of the members of the Academic Senate.
- Sec. 2. The latest edition of Robert's Rules of Order shall be followed in meetings of the Academic Senate, except where other procedures are adopted, provided a quorum is present, by a two-thirds majority of Senators present and voting.
- Sec. 3. The Senate may write its own bylaws, consistent with this Constitution.

ARTICLE VII
Amendments

- Sec. 1. An amendment to the Constitution may be initiated by any fifteen (15) persons eligible to vote in Senate elections. A proposed amendment shall be deposited with the Executive Board of the Senate.
- Sec. 2. The Executive Board shall refer the proposed amendment to the electorate.
- Sec. 3. Each proposed amendment shall be discussed in a meeting of each school's faculty (with the exception of the Graduate School) within sixty (60) days of its submission to the electorate. The proposed amendment shall be submitted for vote by ballot through University mail sixty (60) days after its submission to the electorate. Ballots shall be counted ten (10) days after submission of the ballot.

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Sec. 4. No proposed amendment may be submitted between June 1st and September 1st.

Sec. 5. Amendments shall be effective upon approval either by a two-thirds majority of those voting or by an absolute majority of the electorate.

ARTICLE VIII
Ratification

This revised Constitution shall become effective January 1st following approval by a majority of the electorate (in accord with the definition of "Faculty" as adopted by the University Senate on January 6, 1969), by the University President and by the governing board of Central Michigan University and shall apply to all elections and organization of the Senate for the succeeding academic year.