

The Faculty Assembly of The School of Business
Of Seton Hall University
BYLAWS

Article I - Name

The complete name of this Assembly shall be the Faculty Assembly of the School of Business. A short version shall be FASB.

Article II - Objectives

The objectives of this Assembly shall be to facilitate and provide direction for the governance of the W. Paul Stillman School of Business at Seton Hall University.

Article III - Membership

Section 1. The membership of this Assembly shall be limited to all full time bona fide faculty (teaching and research) members of the School of Business.

Section 2. Upon recommendation of two or more members, associate or honorary membership can be conferred upon a person who shall have reasonable interest in the objectives of the Assembly. Associate and honorary members shall have none of the obligations of membership in the Assembly but shall be entitled to all of the privileges of same, except those of presenting motions, of voting and of holding office.

Section 3. Members of the School Administration are full members of this Assembly only by virtue of their faculty status and appointment. All other types of Administrators are subject to Section 2 of this Article.

Article IV - Officers

Section 1. The Officers of the Assembly shall be a Chairperson, a Vice Chairperson, an Executive Secretary and four Directors. These Officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Assembly.

Section 2. The Officers shall be elected by ballot to serve for one year or until their successors are elected. Their term of office shall begin on the June 1 [May 1] following the meeting at which they are elected.

Section 3. It shall be the duty of the Nominations and Elections Committee (NEC), which comprises five members, to nominate candidates for the offices to be filled at the regular meeting in April. The NEC shall circulate its report at least ten days prior to the April meeting. Before the election at this meeting, additional nominations from the floor will be permitted.

In the event of a deadlocked election.

1. Within seven calendar days following the election, a member of the Nominations and Elections Committee will approach each person involved in the tie to see if each one wishes to remain a candidate. If at least two individuals choose to remain candidates, then the committee will proceed to the second step.
2. No later than seven calendar days following the outcome of the first step, the Nominations and Elections Committee will conduct a run-off

election by secret ballot. The election may be conducted at an appropriate meeting (e.g., FASB, department, committee) or by mail. The candidates for the run-off election would be limited to the individuals involved in the tie.

3. Should a tie recur, the Nominations and Elections Committee will call a meeting to resolve the tie by a random draw, as conducted by the chair of the committee in the presence of the other committee members and the individuals involved in the tie.

Section 4. No member shall hold more than one office at a time and no member shall be elected to more than three committees of the Assembly per annum.

Article V - Meetings

Section 1. The regular meetings of FASB will be held on the second or appropriate Friday of September, an appropriate Friday in December, the second or an appropriate Friday in February and an appropriate Friday in April, as determined by FASB or its Executive Board. The Executive Board shall set reasonable time lengths for all meetings.

Section 2. Special meetings can be called by the Chairperson or by the Executive Board or upon the written request of ten members of the Assembly, addressed to the Chairperson. The purpose of each and all special meetings shall be stated in the call. Except in cases of emergency, at least seven calendar days notice shall be given to all members.

Section 3. A quorum for an FASB meeting shall constitute forty-five percent of the full-time faculty of the School of Business.

Article VI - Executive Board (FASBEB)

Section 1. The officers of the Assembly, the Chairs of the GEPC, UEPC, ASC, and the Directors of the Assembly, shall constitute the Executive Board. The composition of the GEPC and UEPC will be determined by no later than April 30, and the Chairs of the GEPC, UEPC, and ASC will be elected by the members of their respective committees by no later than May 31, with the elections supervised by the Nominations and Elections Committee.

Section 2. The Executive Board shall have the supervision of the affairs of the Assembly between its meetings, shall fix the hour and place of its meetings, shall make recommendations to the Assembly, shall execute the resolutions and directives of votes by the Assembly and shall perform such other duties as are specified in these Bylaws.

The Executive Board shall actively oversee all other committees of the Assembly, keeping before it a roster of all matters before said committees together with the setting of reasonable dates for the completion of such matters. The Executive Board shall see to it that all committee's work proceeds as scheduled. FASBEB may remove from any FASB committee those members that do not act in good faith in meeting the committee responsibilities.

The Executive Board shall be subject to the directives of the Assembly and none of its acts shall conflict with action taken by the Assembly. The Executive Board shall act in the stead of the full Assembly and be empowered with all of the powers of the FASB except the power to hold general elections for FASB executive board positions, for the other standing committees and to amend the

Bylaws of FASB. Such authority of FASBEB may be overruled by a vote of two-thirds of the full time faculty of the School of Business in attendance at any regular or special Assembly meeting, provided a quorum is present.

Section 3. The Executive Board will meet regularly, with appropriate announcements to the faculty, at which time the Dean and faculty members may present problems, issues and other matters for consideration of the Assembly. Standing and ad hoc committee reports should be submitted to the Executive Board, which has the responsibility of communicating this information to the faculty. Any member of the School of Business may attend and participate at any meeting of the FASBEB.

Section 4. Should a vacancy occur on FASBEB, the person who received at next highest vote for Director shall be appointed by the Chair to assume any vacancy.

Article VII - Committees

Section 1. The Nominations and Elections Committee (NEC). This committee shall be elected annually as provided in Article IV, Section 3. Additional duties of this committee shall include, but not be limited to, the nomination and conduct of elections for offices and memberships to be filled by Assembly members to various School and University committees, task forces, search groups, conferences, assemblies, etc. The authority of this committee does not include functions that concern bodies dealing with faculty compensation and employee/employer negotiations.

Section 2. Education Policy Committee.

- (a) Undergraduate Educational Policy Committee (UEPC). This committee shall consist of one member from each undergraduate discipline, elected by the membership of that specific department or discipline at a regular April meeting.
- (b) Graduate Educational Policy Committee (GEPC). This committee shall consist of one member from each graduate discipline, elected by the membership of that specific department or discipline at a regular April meeting.
- (c) Each of the above committees, jointly or severally, may delegate to ad hoc committee(s) special items for consideration if their workload(s) become extraordinarily burdensome.
- (d) These Educational Policy Committees shall function as provided in Article 11.2(a)(2) of the Faculty Guide and as prescribed by this Assembly from time to time. They shall meet on a regular basis, promulgating the meeting dates so that interested persons can attend.

Section 3. Academic Standards Committee (ASC). This committee shall consist of five members of the faculty, elected by the membership of the Assembly at the regular April meeting. The committee will consider issues involving academic standards and shall meet on a regular basis, promulgating the meeting dates so that interested persons can attend.

Section 4. Rank and Tenure Committee (RATC). This committee shall consider all faculty applications for promotion and tenure within the School of Business as well as faculty status matters not

within the purview of bodies dealing with employee/employer negotiations. It shall consist of six tenured full professors and three tenured associate professors elected annually at the April meeting.

Section 5. All standing committees and the Executive Committee shall develop and publish their own Bylaws.

Section 6. Other committees, standing or special, shall be appointed by the Executive Board as it deems necessary to carry on the work of the Assembly. The Chairperson shall be, ex-officio, a non-voting member of all committees except that of Rank and Tenure and Nominations and Elections.

Section 7. An ad hoc committee shall exist only for a period of one year unless extended by a formal action of FASBEB or FASB.

Article VIII - Parliamentary Authority

The rules contained in the most current edition of Robert's Rules of Order shall govern the Assembly in matters to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Assembly may adopt.

A parliamentarian and an assistant parliamentarian shall be appointed by the Executive Board; said parliamentarian shall be expected to be familiar with the rules of order of the Assembly.

Article IX - Amendments of Bylaws

These Bylaws can be amended at any regular meeting of the Assembly by a two-thirds vote, provided that said amendment has been submitted in writing at the previous regular meeting. No amendments may be adopted by the Assembly that will be in conflict with Article 11 of the Faculty Guide (effective September 1, 1986 or as subsequently amended).

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Section 2. The Executive Board shall have the supervision of the affairs of the Assembly between its meetings, shall fix the hour and place of its meetings, shall make recommendations to the Assembly, shall execute the resolutions and directives of votes by the Assembly and shall perform such other duties as are specified in these Bylaws.

The Executive Board shall actively oversee all other committees of the Assembly, keeping before it a roster of all matters before said committees together with the setting of reasonable dates for the completion of such matters. The Executive Board shall see to it that all committee's work proceeds as scheduled. FASBEB may remove from any FASB committee those members that do not act in good faith in meeting the committee responsibilities.

The Executive Board shall be subject to the directives of the Assembly and none of its acts shall conflict with action taken by the Assembly. The Executive Board shall act in the stead of the

full Assembly and be empowered with all of the powers of the FASB except the power to hold general elections for FASB executive board positions, for the other standing committees and to amend the Bylaws of FASB. Such authority of FASBEB may be overruled by a vote of two-thirds of the full time faculty of the School of Business in attendance at any regular or special Assembly meeting, provided a quorum is present.

Section 3. The Executive Board will meet regularly, with appropriate announcements to the faculty, at which time the Dean and faculty members may present problems, issues and other matters for consideration of the Assembly. Standing and ad hoc committee reports should be submitted to the Executive Board, which has the responsibility of communicating this information to the faculty. Any member of the School of Business may attend and participate at any meeting of the FASBEB.

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- (d) These Educational Policy Committees shall function as provided in Article 11.2(a)(2) of the Faculty Guide and as prescribed by this Assembly from time to time. They shall meet on a regular basis, promulgating the meeting dates so that interested persons can attend.

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Section 5. All standing committees and the Executive Committee shall develop and publish their own Bylaws.

Section 6. Other committees, standing or special, shall be appointed by the Executive Board as it deems necessary to carry on the work of the Assembly. The Chairperson shall be, ex-officio, a non-voting member of all committees except that of Rank and Tenure and Nominations and Elections.

Section 7. An ad hoc committee shall exist only for a period of one year unless extended by a formal action of FASBEB or FASB.

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Section 1. The Officers of the Assembly, the Chair of the EPC, and the Directors of the Assembly, shall constitute the Executive Board. The Chair of the EPC will be elected by the members of that committee, as soon as possible after the regular April meeting but no later than May 31, with the election supervised by the Nominations and Elections Committee.

Section 2. The Executive Board shall have the supervision of the affairs of the Assembly between its meetings, shall fix the hour and place of its meetings, shall make recommendations to the Assembly, shall execute the resolutions and directives of votes by the Assembly and shall perform such other duties as are specified in these Bylaws.

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The Executive Board shall be subject to the directives of the Assembly and none of its acts shall conflict with action taken by the Assembly. The Executive Board shall act in the stead of the full Assembly and be empowered with all of the powers of the FASB except the power to hold general elections for FASB executive board positions, for the other standing committees and to amend the Bylaws of FASB. Such authority of FASBEB may be overruled by a vote of two-thirds of the full time faculty of the School of Business in attendance at any regular or special Assembly meeting, provided a quorum is present.

Section 3. The Executive Board will meet regularly, with appropriate announcements to the faculty, at which time the Dean and faculty members may present problems, issues and other matters for consideration of the Assembly. Standing and ad hoc

committee reports should be submitted to the Executive Board, which has the responsibility of communicating this information to the faculty. Any member of the School of Business may attend and participate at any meeting of the FASBEB.

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Section 2. Education Policy Committee (EPC). This committee shall consist of one member from each discipline, each of whom shall be elected annually as provided in Article IV, Section 3, with one member to be elected by the members of FASB from each of the current disciplines of the School of Business. In the event that during the academic year a member representing a particular discipline can no longer represent that discipline for whatever reason, the Executive Board shall replace such member with a faculty member in that discipline for the remainder of the academic year. This committee may delegate to subcommittees

special items for consideration. If the this committee deems it appropriate it shall request the Executive Board to create ad hoc committee(s), in accordance with Section 5 of this Article, if this committee's workload becomes extraordinarily burdensome. This Educational Policy Committee shall function as provided in Article 11.2(a)(2) of the Faculty Guide and as prescribed by this Assembly from time to time. They shall meet on a regular basis, promulgating the meeting dates so that interested persons can attend. The current disciplines to be represented on the Education Policy Committee shall be Accounting, Decision Sciences, Economics, Finance, Legal Studies, Management, Management Information Systems, Marketing, and Tax.

Section 3. Rank and Tenure Committee (RATC). This committee shall consider all faculty applications for promotion and tenure within the School of Business as well as faculty status matters not within the purview of bodies dealing with employee/employer negotiations. It shall consist of six tenured full professors and three tenured associate professors elected annually at the April meeting. No person shall serve on this committee who has not received a majority of votes of the faculty members present at the election for membership in this committee. Only those persons elected at the annual meeting shall serve on this committee; there shall be no replacement for any elected member who is unable to continue to serve on this committee. In the event of a vacancy, at the request of the appropriate number of faculty members, a special meeting of FASB may be called, the by-laws may be suspended, and there may be an election to fill the vacancy provided that such successor has received a majority of the votes of those faculty members present at the meeting.

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Section 6. An ad hoc committee shall exist only for a period of one year unless extended by a formal action of FASBEB or FASB.

These changes with respect to EPC shall be effective immediately and elections shall be held at the meeting when these amendments have been adopted for that year and shall supercede any elections held in the previous April for GEPC, UEPC or ACS.