

FACE - By-Laws

SETON HALL UNIVERSITY COLLEGE OF EDUCATION AND HUMAN SERVICES

BY-LAWS OF THE FACULTY ASSOCIATION OF THE COLLEGE OF EDUCATION AND HUMAN SERVICES (F. A. C. E.)

ARTICLE I. NAME: The organization shall be known as the **Faculty Association of the College of Education and Human Services (FACE)**.

ARTICLE II. PURPOSE AND FUNCTIONS

Section 1: Purpose

The Purpose of the Faculty Association of the College of Education and Human Services is to facilitate and provide direction for the governance of the College of Education and Human Services.

Section 2: Functions

A. To undertake matters of organization, communication, goals and objectives, implementation, evaluation, philosophy, structure, curricula, research, teaching, faculty welfare and governance, facilities, resources and other matters relevant to the operation of the College of Education and Human Services.

B. The Faculty shall act on academic matters pertaining to the College of Education and Human Services, as outlined in the Faculty Guide. The Faculty may also consider other University matters.

ARTICLE III. MEMBERSHIP

Section 1: Membership Definition

Voting members of FACE shall consist of the full-time Professors, Associate Professors, Assistant Professors, Instructors, and Faculty Associates. Administrators as defined by the Faculty Guide, who also hold faculty rank, are excluded as voting members.

Section 2: Duties and Powers of Members

By majority vote of the members present, the members may close a meeting or a portion thereof, limiting attendance to the voting members, as defined in Article III Section 1.

ARTICLE IV. MEETINGS

Section 1: Meeting Schedule

Regular Meetings of the faculty shall be held at least twice each semester. The exact dates and times shall be announced by the Chair at the beginning of the academic year.

Section 2: Agendas

- A. The Executive Committee shall receive items from the Faculty for the agenda for each meeting. The order of business at all regular meetings of FACE shall be determined by members of the Executive Committee.
- B. Items for the agenda must be clearly stated and, wherever possible notices to be made should be included as part of the agenda items.
- C. For the information of the Faculty, supporting documentation should be included with an agenda item.
- D. The agenda of a meeting may be set aside by a two-thirds vote of all FACE members present at the meeting.

Section 3: Special Meeting

A Special Meeting of the voting members can be called by the Chairperson or at the direction of the Executive Committee. A Special Meeting shall be called at the written request of eight (8) members of FACE. The purpose of all special meetings shall be stated in the call. Except in cases of emergency, at least seven (7) calendar days notice shall be given to members.

Section 4: Quorum

Thirty-five percent (35%) of the FACE members, excluding the number of faculty who are on leave shall constitute a quorum.

Section 5: Meeting Structure

- A. The meetings will be governed according to the latest edition of *Robert's Rules, Revised* in matters to which they are applicable and consistent with these By-Laws and any special rules of order the Association may adopt. Rules of order may be amended by a two-thirds vote of the assembly.
- B. A parliamentarian may be appointed by the Chairperson to assist in making rulings.

ARTICLE V. OFFICERS

Section 1: Officer Structure

The officers of FACE shall consist of a Chairperson, a Vice Chairperson, and up to two secretaries. The office of secretary may be shared by two elected faculty. No more than two officers shall be elected from the same department without the expressed consent of the Executive Committee. Elections should be held prior to May 1st in accordance with procedures for election of all faculty governance.

Section 2: Length of Term

The Term of Office for all Officers and Chairpersons of standing Committees shall be for one year, with possible re-election for not more than three (3) consecutive years beginning May 1 through April 30, or until their successors are elected.

Section 3: Duties of Officers

A. The Chairperson of FACE shall:

1. Serve as the presiding officer of the Association and its Executive Committee.
2. Undertake, with the Executive Committee, the duties as designated by FACE membership.
3. Serve as an ex-officio member of the Standing Committees of the Association.
4. Represent FACE at University functions.

B. The Vice Chairperson of FACE shall:

1. Assist the Chairperson in the execution of his/her duties.
2. Stand in for the Chairperson in his/her absence.
3. Assume the Office of Chair in the event of a vacancy.

C. The Secretary/Co-Secretary of FACE shall:

1. Maintain records of all proceedings, lists of persons present at meetings of the Association and the Executive Committee, maintain and make available lists of the members and terms of office for each of the standing committees, and process and file all FACE correspondence.
2. Distribute minutes, agendas, and related announcements to all voting members of FACE.
3. Send after each meeting copies of provisional minutes to all voting members of FACE.
4. Provide approved minutes to all voting members and others as deemed necessary.
5. Assist college personnel as designated by the Dean in the bi-annual revisions and distributions of rosters which shall include lists of FACE voting members, the names of all faculty, administrators, adjunct faculty, office personnel, graduate assistants, chairs of standing committees and members.

D. Ex-Officio Past-Chair of FACE shall:

1. Serve as an advisor to and voting member of the Executive Committee.
2. Serve as long as the Present Chairperson maintains that office, a period of not more than three years.

ARTICLE VI. VOTING

Section 1: Voting Guidelines

- A. Each voting member of FACE is entitled to one vote and no proxies will be allowed.
- B. A mail/e-mail memorandum on a resolution may be requested by a majority of FACE members present at a meeting. Referenda shall be conducted and the ballots counted by the Secretary/Co-Secretary. Referenda on matters not covered in the Faculty Guide may be conducted by the Secretary/Co-Secretary of FACE in addition to his/her designee.
- C. E-voting is permissible for elections unless a department so wishes to vote with paper ballots. In cases of a secret ballot, paper ballots or anonymous e-balloting is permissible.
- D. Administrators should absent themselves prior to a discussion and vote of the body.

ARTICLE VII. COMMITTEES

Section 1: Standing Committees

- A. There shall be the following standing committees: Executive Committee, Nominations and Elections Committee, By-Laws Committee, Educational Policy Committee, Rank and Tenure Committee, and the Educational Resources Committee.
- B. With the exclusion of the members of the Executive Committee, committees with an odd number of members shall serve two-year staggered terms with the election of half-plus one of the members in even years and the remaining members in odd years.
- C. Faculty on Sabbatical has the right to retain the position on any committee to which the faculty was elected. The intent to retain the committee position is to be given by the member on sabbatical to the chair of the Executive Committee.

Section 2: Committee Duties

- A. Each of the Committees above shall develop written Standards of Operation in keeping with Article 11.1 of the Faculty Guide.
- B. Each Committee will be responsible for transmitting to the Executive Committee a written report of its activities at least two days before each regular meeting of the Faculty.
- C. That member of each Committee with the exception of the Executive Committee, whose last name is alphabetically first, or his or her designee, shall convene an organizational meeting of that committee during which he/she shall conduct the election of a Chairperson at that meeting, and shall inform the Dean and the Chairperson of FACE in writing of the Committee Chairperson's name.
- E. The Ex-Officio Past-Chair can serve as a non-voting member on each of the standing committees.

Section 3: Committee Vacancies

Vacancies on standing committees shall be filled by elections conducted by the Nominations and Elections Committee. Should a vacancy occur during the term, when there were more candidates than open positions in the regular election, the non-elected faculty member with the next highest number of votes will become a member of that committee. In compliance with the given structure of the committee as defined in the By-Laws, and when there are no other candidates to fill the vacancy, a special election is to be held.

In the event that a vacancy occurs during the term and there were no other candidates for the position, the department from which the open position occurred can appoint a member until the next election. The appointment must be voted on by the faculty of that department and the results must be communicated to the FACE Chairperson.

Section 4: Committee Membership and Duties

A. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Chairperson, the Vice-Chairperson, the Secretary/Co-Secretary of FACE, the Immediate Past-Chair of FACE, and the Chairpersons of FACE Standing Committees. The Past Chair shall serve as an ex-officio member of the Executive Committee.
2. This committee shall manage the affairs of FACE between meetings, make recommendations to the Association, determine the agendas and logistics of meetings, execute the resolutions and directives as voted by the Association, and perform duties as specified in these By-Laws.
3. The Executive Committee shall oversee other committees of the Association, keeping before it rosters of all matters before said committees with the setting of reasonable dates for the completion of such matters. This Committee shall see to it that all committee work proceeds as scheduled. It may remove from any FACE standing committee any member or chair who does not act in meeting the committee's responsibilities.
4. The Executive Committee shall be subject to the directives of the Association and none of its acts shall conflict with action taken by the Association. The Executive Committee shall act in the stead of the full Association and be empowered with all of the powers of FACE except to hold elections and amend these By-Laws. Such authority of the Executive Committee may be overruled by a majority vote of the voting members of FACE in attendance at any meeting of FACE.

5. Meetings of the Executive Committee shall be announced and are open to all voting members. Issues for consideration from the Faculty, Senate, and/or Deans are matters for the committee.

6. Any member of the Executive Committee may be removed, with cause, at any time by the affirmative vote of a majority of the Executive Committee.

B. NOMINATION AND ELECTIONS (N&E) COMMITTEE

1. The Committee shall consist of five (5) elected members of the Faculty. All departments are to be represented.

2. The Committee shall prepare, count, and report the result of ballots for all elections and referendums authorized by these By-laws, and the Faculty Guide.

C. BY-LAWS COMMITTEE

1. The Committee shall consist of five members elected by the voting members.

2. The Committee shall consider and report to the Faculty on any proposed changes in the By-Laws.

3. This Committee may be called upon by the constituents of FACE to determine specific and official interpretations of these By-Laws.

D. EDUCATIONAL POLICY COMMITTEE (EPC)

1. The EPC shall consist of seven (7) members of FACE including one at large member. The Educational Studies Department shall have two (2) representatives from its members, Educational Leadership, Management, and Policy Department shall have two (2) of its members, and Professional Psychology and Family Therapy shall have two (2) members.

2. The Committee shall review educational and curricular policies of the College and report to the Faculty on all substantive changes-in these policies, as well as on other matters which may be assigned it by the Faculty.

3. The Committee shall review all matters to be submitted to the Senate APC. The Chair of EPC, or his or her designee, shall serve as a representative of FACE on APC.

E. RANK AND TENURE COMMITTEE (R &T)

1. Membership should consist of seven (7) full time faculty members; a minimum of four (4) of whom who must hold the rank of Full Professor . All three departments in CEHS are to be represented on the committee and they should

serve two year terms. Vacancies for unexpired terms are to be filled by Nominations and Elections Committee in accordance with their Operating Code.

2. The Chairperson should be elected by members of the R&T Committee for a term of one year .Faculty members may be re-elected as chairperson during their term of office.

3. The Rank and Tenure Committee shall include one alternate, at the rank of full professor, who would serve in the event of a vacancy. In the event an alternate cannot be found, the Committee can still function. However, if a sitting member is no longer able to serve and there is not an available alternate, a special election must be called to fill the vacant position.

4. Members are to examine applications, review supporting documents, and participate in candidate interviews. Members who qualify by rank are to render a vote with comments as a recommendation on promotion and/or tenure in accordance with the Faculty Guide.

F. EDUCATIONAL RESOURCES COMMITTEE (ERC)

1. This committee shall consist of a minimum of eight (8) members. All interested faculty are invited to join the committee.

2. The committee shall elect its chairperson from among its members.

3. The Committee is responsible for recommending to the faculty policies affecting: collection development, facilities design, library services, and technology services, as related to the students, faculty and administration of the College of Education and Human Services.

G. AD-HOC COMMITTEES

1. The Faculty or the FACE Chairperson may establish Ad-Hoc Committees as necessary and desirable. At the time a Committee is established, its duties, powers, and the method of selection of its members will be specified and recorded with the Secretary/Co-Secretary of FACE.

2. Ad-Hoc Committees can operate for one academic year from the time of their charge. The FACE Executive Committee will determine if an extension of the Ad-Hoc Committee is necessary.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

A. Procedures for annual nominations and elections should be announced to FACE members before the fourth regular meeting of the academic year.

B. Nominations for FACE Executive Officers and any other elective offices of the Faculty of the College shall be made by eligible voting members of FACE.

C. The elections shall be by secret mail ballot or anonymous e-ballot prepared by the Nominations and Elections Committee and distributed to all Faculty Members. Where there are no contests, a majority vote of faculty present at a meeting may permit a hand vote to accept the ballot.

D. Ballots are to be returned to and tallied by the Nominations and Elections Committee in time for announcement of the results at the last Regular Meeting of the FACE for the Academic year.

E. Members of the Nominations and Elections Committee shall maintain and make available to members of FACE current lists of elected committee members and representatives and their respective terms of office. Following elections, all ballots shall be secured by the Chair of the committee for the duration of the applicable terms of office.

ARTICLE IX. AMENDMENTS

- A. Any voting member may submit proposed amendments of the FACE By-Laws in writing to the By-Laws Committee for consideration. The By-Laws Committee shall report action taken along with the committee's comments and recommendations to the FACE members.
- B. A two-thirds (2/3) majority of FACE voting members shall be necessary to amend the By-Laws.
- C. Upon adoption of amended By-Laws, the Secretary/Co-Secretary of FACE shall print and distribute or post copies of current By-Laws.

Amended Date: 11/17/2016

Approved by FACE: