

**BY-LAWS OF THE SENATE**  
**OF THE COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES**

**1. Membership**

The College Senate is composed of one senator from each academic department of the College. For the purpose of this document, all references to “departments” shall be understood to include the School of Applied Human Sciences. The Department of Military Science shall have a single, non-voting member. The Dean of the College shall be a non-voting ex officio member.

- 1.1 Terms. The term of office for members of the College Senate shall begin at the beginning of the fall semester and will be for three years. Expiration of terms shall be such that approximately one-third of the terms shall expire each year.
- 1.2 Limitation on terms. A senator shall serve no more than three consecutive full terms.
- 1.3 Alternates. Each member of the College Senate shall have a designated alternate from his/her department and shall notify the Secretary of the College Senate of the name of this alternate. The alternate shall be elected, appointed or designated in such a manner as each department may determine. The Dean of the College may designate an alternate of his/her choice when unable to attend the meeting.
- 1.4 In case the absence or the incapacity of a senator should extend beyond a complete semester, or if it is likely that it will so extend, the Senate shall request the department to take appropriate action to see that they are represented until the next regularly scheduled election.

**2. Meetings**

The College Senate shall plan to meet at least twice a month; normally the 1<sup>st</sup> and 3<sup>rd</sup> Mondays. The 5<sup>th</sup> Monday shall be used when necessary. Special meetings may be called as necessary.

- 2.1 The chair of the Senate will set the date of the first meeting of the Senate within the first two weeks of the start of the fall semester. The first meeting will be held within the first five weeks of the start of the full semester.
- 2.2 Four voting members shall constitute a quorum of the College Senate.
  - 2.2.1 In the absence of the senator and their alternate any full time faculty member from their department may represent the department at senate meetings

and senate votes. In an emergency, any full time faculty member in good standing may represent that department.

- 2.3 Email Votes. In the event that an urgent matter requires decision before the next regularly scheduled meeting of the College Senate, the Senate may choose to conduct an email vote. The decision to conduct a vote via email must be unanimous among the senators.
- 2.4 Parliamentary Guide. The rules contained in Robert's Rules of Order (latest revision) shall govern the College Senate, in all cases to which they are applicable.
- 2.5 Rights of Faculty Non-Members. All members of the College Faculty are welcome to attend meetings of the College Senate and be recognized by the chair. Members of the College Senate shall have speaking priority.
- 2.6 Student Observers. Students are welcome to attend meetings of the College Senate and may be recognized by the chair.

### **3. Officers**

- 3.1 At the final scheduled meeting of the spring semester the College Senate shall elect a chairperson from the continuing elected members of the Senate.
- 3.2 At the first meeting of the fall semester a vice-chairperson and a secretary will be elected by the Senate from its elected members.
- 3.3 It is expected that all senators will take one of these three leadership roles at some time during their three-year term of office.
- 3.4 The chair of the senate shall retain all normal privileges of membership including the right to vote.

### **4. Powers and Duties of the College Senate**

The College Senate shall be the principal representative agency of the College faculty and shall have the power to act for the faculty on all matters within its jurisdiction:

- 4.1 The College Senate shall function as the Curriculum Committee for the College, acting for the Faculty
  - 4.1.1 to approve, disapprove, or modify recommendations on curricular matters made by any department of the college.
  - 4.1.2 to work in liaison with the University Curriculum Committee

and to report to that committee all recommended changes in curricular matters within the College.

- 4.2 It is the responsibility of the chair of the College Senate to transmit all approved curricular changes to the chair of the University Curriculum Committee and to the Dean of the College.
- 4.3 The College Senate shall function as a committee in liaison with any corresponding University Committee.
- 4.4 The College Senate may function as a faculty advisory committee to the Dean of the College.
- 4.5 The College Senate may establish such committees, standing or ad hoc, as they see fit, and delegate to them, any of their functions and responsibilities.
- 4.6 The College Senate is responsible for managing annual elections for college representation on the University Faculty Senate and other standing faculty committees. Regular elections shall be held during the spring semester. Special elections shall be held as needed.
- 4.7 The College Senate is responsible for nominating faculty for appropriate college and university awards.
- 4.8 The College Senate approves requests for emeritus status and forwards them to the Dean of the College and University Faculty Senate.
- 4.9 The chair of the College Senate shall prepare an annual report for inclusion in the official minutes.
- 4.10 Any action of the college Senate may be appealed to the college faculty by a petition of ten percent of the college faculty.

## **5. How matters may come to the Senate**

A matter may come to the Senate for consideration by being brought up by a member of the Senate; it may be referred to the College Senate by the University Senate; or it may be presented to the Senate on petition of faculty members of the University, students of the University, or non-academic employees of the University.

## **6. Amendment**

These by-laws may be changed or amended by a two-thirds vote of the voting members of the Senate.

**Approved September 25, 1987**  
**Revised and amended February 21, 2001**  
**Revised and amended December 3, 2012**  
**Revised and amended September 16, 2019**