



CONSTITUTION
of the
FACULTY ASSEMBLY
[FACULTY COUNCIL]
VILLANOVA UNIVERSITY

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THE CONSTITUTION OF THE FACULTY ASSEMBLY OF VILLANOVA UNIVERSITY

PURPOSE

The Faculty Assembly is a council constituted by the full-time faculty of Villanova University for the purpose of discussing all matters affecting the faculty of Villanova University and, when appropriate, passing resolutions expressing the faculty's consensus on such matters. For these purposes this organization, which shall be known as the Faculty Assembly of Villanova University, has been established by the Faculty and is governed by the following Constitution.

ARTICLE I - THE COUNCIL

Section 1. Membership

The Council shall be a proportionally representative body consisting of twenty (20) members elected by the full-time faculty in each of the following colleges or schools of the University: Arts and Sciences, Commerce and Finance, Engineering, Nursing, and Law, except that Arts and Sciences shall be divided into separate Arts and Sciences constituencies. In addition, there shall be one (1) member to be elected by the part-time faculty. Voting seats on the Council shall be held in proportion to the number of full-time faculty in each of the divisions mentioned above. Initially, therefore, there shall be eight (8) councilors from Arts, four (4) Councilors from Sciences, three (3) councilors from Commerce & Finance, two (2) councilors from Engineering, two (2) councilors from Nursing, one (1) councilor from the Law School and one (1) councilor from the part-time faculty. Representation by members of the Council must reflect as accurately as possible the percentage of full-time faculty in each of the divisions. A periodic census shall be taken to ensure proportionality, the period to be determined by the Council.
[Amended March 17, 1986]

Section 2. Elections

a. All Councilors representing a division shall be elected by the full-time faculty of that division. Any full-time faculty member is eligible for nomination. To be nominated, there must be submitted to the Elections Committee a petition including the candidate's name, willingness to serve and the signatures of five (5) members of the full-time faculty of the division the prospective councilor will represent. Those receiving the highest number of votes, in rank order within each division, shall be elected.

b. The part-time Councilor shall be elected by the part-time faculty. Any part-time faculty member is eligible for nomination. To be nominated there must be submitted to the Elections Committee a petition including the candidate's name, department, a statement

signed by the candidate indicating his/her willingness to serve and the signatures of five (5) members of the part-time faculty. The candidate receiving the highest number of votes shall be elected.

c. Elections shall be held in April of each year. The initial election under this Section shall be held in April of 1982 or as soon thereafter as the Executive Committee of the Faculty Assembly under the former Assembly structure shall determine. The initial election under this Section shall be conducted by the said Executive Committee of the Faculty Assembly acting as the Elections Committee. Its powers shall be those of the Elections Committee as stated in ARTICLE 3, Section 2 of this Constitution.

Section 3. Term of Office

The term of office of a Councilor shall be three (3) years with one third of the Council to be elected each year. No Councilor shall serve more than two (2) consecutive terms, except when no other person of that division has been nominated pursuant to Paragraph a, Section 2, ARTICLE 1 of this Constitution by the time nominations are closed as established by Council. In the case of a vacancy, the Elections Committee shall solicit nominations from the appropriate divisional faculty and hold elections to unexpired terms as soon as possible but allowing no more than six (6) weeks of the academic year between the existence of a vacancy and the election to fill the vacancy. For the purpose of establishing staggered terms at the initial election for this Council, one third of the councilors will be elected for three-year terms, one third for two-year terms and one third for one-year terms, the length of term for councilors being determined by lot within each division. All terms of office shall end at noon on May 1 of the appropriate year or upon the election of a successor, whichever comes later. [Amended February 16, 1987]

Section 4. Functions of the Council

The main function of the Council shall be to discuss all matters of concern to the faculty. It shall have the sole power to adopt resolutions expressing the will of the Assembly on such matters. Any decision taken by the Council requires a majority of those present and voting. A quorum requires at least ten (10) members to be present. The Council shall operate according to Robert's Rules of Order with the Chairperson of the Executive Committee as the presiding officer.

ARTICLE 2 - THE EXECUTIVE COMMITTEE

Section 1. Membership and Selection

The Executive Committee shall consist of a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer. The Vice-Chairperson shall be ex officio the Chairperson of the Salary and Fringe Benefits Committee. The Chairperson and Vice-Chairperson shall be elected from among the members of the Council as described herein. The Secretary and Treasurer shall be appointed annually from the members of the Council by the Chairperson. They shall perform the administrative duties normally associated with their offices.

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Section 2. Elections of the Chair and Term of Office

The Chairperson and Vice-Chairperson shall be elected as a team every two years at a meeting normally held after May 1 at the end of the academic year and attended by no fewer than twelve (12) voting members of the Council. Their terms of office shall begin immediately upon being elected and end at noon on May 1 of the appropriate year or upon the election of a successor, whichever comes later. The team elected must receive an absolute majority (more than 50%) of the ballots cast. If no team receives such a majority in the first ballot, then a run-off election shall be held between the two teams with the highest number of votes. In case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the duties of the Chair and appoint a Vice-Chairperson from the Council for the duration of the unexpired term. The Chairperson and Vice-Chairperson shall not hold office for more than two consecutive terms, not to include the completion of unexpired terms.

Section 3. Functions

The functions of the Executive Committee shall include the performance of all administrative functions of the Assembly, overseeing the work of the standing and any ad hoc committees, the calling of meetings, and the preparation of an agenda for the meetings of the Council. In addition, the Chairperson shall be responsible for conveying the will of the Council to other University bodies as directed by the Council. The Chairperson shall represent the Assembly at all ceremonial functions to which the Assembly may be invited. For the performance of these functions and any other functions deemed necessary and proper by the Council, the Executive Committee shall meet on a regular basis according to its own rules.

ARTICLE 3 - STANDING COMMITTEES

Section 1. Salary and Fringe Benefits

This committee shall consist of the Vice-Chairperson of the Executive Committee plus two persons appointed by the Chairperson from among the members of the Council. It shall be chaired by the Vice-Chairperson of the Executive Committee. Of the three members, no more than one member may be chosen from each division. The Salary and Fringe Benefits Committee will report at least annually to the Assembly as a whole on its recommendations with respect to the items it is charged to review.

Section 2. The Elections Committee

The Elections Committee shall consist of three members of the Council appointed by the Chairperson to oversee the nominations and elections of Council members. This will include the determination of

vacancies, the solicitation of nominations from the divisions, the conduct of elections and the certification of those elected. The Elections Committee does not itself have the power to nominate the individuals, this function being the prerogative of the divisional faculty. All voting will be done by mail ballots.

ARTICLE 4 - MEETINGS

Section 1. Frequency

Meetings must be held once a semester in the academic year. Otherwise the number of meetings is at the discretion of the Executive Committee, except, a) that the written request of at least ten members of the Council will constitute a mandate according to which the Chair must call a special meeting or b) upon the initiative of at least thirty (30) full-time faculty at large in written petition, the Chair must call a special meeting.

Section 2. Public Participation

The right of public participation by all full-time faculty members is guaranteed, and no full-time faculty member may be excluded from attending any session of the Council. Notice of regular Council meetings must be given at least one week in advance and include an agenda to be sent to all full-time faculty. The agenda must include time for public participation at which any faculty member may bring to the Council's attention any matter of concern to the faculty. However, no action may be taken on an issue raised during the public participation time unless it has been previously advertised in the agenda.

Section 3. Records

A record must be kept of all meetings including the date, time, and place of such meetings, as well as a vote tally on all substantive issues.

ARTICLE 5 - OTHER FACULTY ORGANIZATIONS

Nothing in this Constitution shall be taken to preclude the formation or functioning of other faculty organizations at the divisional level, or to inhibit the operation of other faculty bodies of the University.

ARTICLE 6 - DUES

In order to ensure the independence of this body and enable it to carry out its functions, including the dissemination of faculty views on University matters, each faculty member will be asked to contribute annually the sum of one dollar to the Assembly. No faculty member's right to vote in the selection of Councilors or to be a member of the Council, or to the right of public participation, shall be imperiled by the failure to pay dues.

ARTICLE 7 - AMENDMENTS

This Constitution may be amended as follows. Amendments to this Constitution may be proposed by no less than 15 members of the Council or by 20% of the full-time faculty through petition. Ratification requires a vote on the amendment by the full-time faculty. Ratification of any amendment requires approval by at least 2/3 of the ballots cast by the full-time faculty in a referendum conducted by mail ballot.

November, 1986

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