

## GENERAL FACULTY BYLAWS

In June, 1952, the General Faculty of North Carolina State College took the first step toward creating an instrument of faculty government by approving a series of resolutions submitted by the local chapter of the American Association of University Professors. One of these resolutions requested that the Chancellor appoint a Committee on Government. It was the action of the General Faculty in June, 1954, approving that Committee's Report, which established the Faculty Senate. The Senate functioned for a trial period of five and a half years until February, 1960, when the General Faculty approved its continuation on an established basis. The General Faculty in December, 1961, adopted a set of Bylaws. Both the Report and the Bylaws were amended on subsequent occasions. On April 22, 1971, the General Faculty adopted a revised set of Bylaws, which incorporated and superseded the two earlier documents.

## GENERAL FACULTY BYLAWS

As Amended: April 14, 1988; March 1996; October 2007; April 2008

Subject to the power of the Board of Governors of the University of North Carolina, the President of the University of North Carolina, the Board of Trustees of North Carolina State University, and the Chancellor of North Carolina State University, the Faculty of North Carolina State University has enacted these General Faculty Bylaws.

### ARTICLE I

#### Authority and Responsibility of General Faculty in Meetings

In addition to the general authority to consider and make recommendations on any matter of concern to the General Faculty, the General Faculty in meetings shall have authority to act on the following matters:

- a. Review and modification of the structure of Faculty Government; and,
- b. Modification or revocation of actions of the Faculty Senate.

### ARTICLE II

#### Voting Membership in the General Faculty

Section 1. Those full-time employees of the University whose names are inscribed on the official roster of the voting faculty, as described in Section 2 below shall hold voting membership in the General Faculty of North Carolina State University.

Section 2. Persons eligible for voting membership in the General Faculty of North Carolina State University are those full-time (FTE <sup>3</sup> 0.75 benefit eligible) regular faculty, i.e., tenured and tenure track; full time special faculty, except field faculty; faculty in the Phased Retirement Program; and Emeritus faculty. All current members of the General Faculty retain their status. Faculty who are working towards degrees at North Carolina State University are not eligible. Emeriti are not counted in the apportionment of Senate seats among the various colleges, or in the quota requirements for any matter of University-wide voting.

Section 3. Any questions with regard to eligibility for voting membership in the General Faculty shall be made by a vote of the Executive Committee of the Faculty Senate.

Section 4. The official roster of the voting faculty shall be updated by the Executive Committee of the Faculty Senate with the advice and consent of the Provost not earlier than one month or later than two weeks prior to:

- a. any regular meeting of the General Faculty; and,
- b. the deadline date for distributing nomination ballots for the Faculty Senate except that no more than one updating of the roster shall be required within any six- month period.

Section 5. No person shall be eligible to vote as a member of the voting faculty unless his or her name has been inscribed on the official roster at least one week prior to the date of such vote.

Section 6. The official roster of the voting faculty shall be maintained in the Faculty Senate Office, and shall be open for inspection by any member of the University community.

### ARTICLE III

#### Officers of the General Faculty

Section 1. The officers of the General Faculty shall consist of a Chair and a Secretary. The Chair and Secretary of the General Faculty shall serve as the Chair and Secretary of the Faculty Senate, respectively.

Section 2. The Chair of the Faculty shall preside at all meetings of the General Faculty in the absence of, or at the pleasure of, the Chancellor. The Chair of the Faculty shall be the speaker of the faculty in all academic matters.

Section 3. The Secretary shall maintain the records of the General Faculty and perform any other functions designated elsewhere in these Bylaws.

Section 4. The Chair-elect/Past Chair of the Faculty Senate shall perform the responsibilities normally performed by the Chair in cases of the Chair's absence.

### ARTICLE IV

#### Meetings of the General Faculty

Section 1. Unless otherwise provided herein the most recent edition of Robert's Rules of Order Newly Revised shall be the basis of parliamentary procedure.

Section 2. There shall be two regular meetings of the General Faculty each academic year, the dates of the meetings to be determined by the Chancellor and the Chair of the Faculty.

Section 3. Special meetings of the General Faculty may be called by the Chancellor, by vote or petition of the General Faculty, or by the Faculty Senate. Upon receiving a request from the Faculty Senate or a petition signed by at least fifty voting members of the General Faculty, the Chancellor shall call a meeting of the General Faculty within thirty days of receipt of the request or petition for the purpose of considering the subject of the request or petition.

Section 4. The agenda for the regular meetings of the General Faculty shall be determined by an agenda committee consisting of the Chancellor, the Provost, the Chair of the Faculty, the Past Chair or Chair-Elect (whichever is in office) and the Secretary of the Faculty. Items proposed for inclusion on the agenda shall be submitted to the Chair of the Faculty and to the Chancellor at least two weeks prior to the date of the General Faculty meeting. Items submitted by a petition of at least ten voting members of the General Faculty shall be included on the agenda. The full text of any proposal or resolution which is placed on the agenda for action by the General Faculty shall be published at least one week in advance of the meeting.

Section 5. The Secretary of the Faculty shall notify members of the General Faculty at least three weeks in advance of the date of each regular meeting of the General Faculty. The Secretary shall also notify members of the General Faculty one week in advance of the agenda for each meeting. These notices shall be published in the Bulletin of the University.

Section 6. The quorum for meetings of the General Faculty shall consist of twenty percent of the voting membership of the General Faculty.

Section 7. Voting in General Faculty meetings shall normally be by voice vote or, at the discretion of the Chair of the Faculty or upon request of any voting member present, by division of the House.

Vote by secret ballot shall be taken on a motion approved by a majority of the members present and

voting. Results of all voting shall be recorded in the minutes. Voting on matters considered at meetings of the General Faculty shall be restricted to members of the General Faculty present.  
Section 8. The place designated for holding General Faculty meetings shall contain a number of seats sufficient to accommodate the eligible voting faculty members in attendance.

#### ARTICLE V

##### Minutes of the General Faculty

Section 1. The minutes and records of the General Faculty shall be kept by the Secretary of the Faculty.

Section 2. A copy of the minutes of General Faculty meetings shall be posted on the Faculty Senate web site, and copies shall be deposited in the University Library, the University Archives, and the Office of the Faculty Senate.

#### ARTICLE VI

##### Faculty Senate

There shall be a Faculty Senate whose powers and duties shall derive from its status as a body of representatives of the General Faculty.

Section 1. Relationship to the General Faculty

a. All actions taken by the Senate shall be considered as actions taken for the General Faculty and in no case as actions of an autonomous body. The Faculty Senate shall by majority vote be empowered to call meetings of the General Faculty.

b. Actions by the Faculty Senate shall be considered as immediately binding on the General Faculty without necessity for review or approval by the latter body. On the other hand, the establishment of this Senate should not be considered as an annulment of the ultimate authority of the General Faculty. Thus, the General Faculty retains its right to initiate action.

c. The General Faculty shall have the right to modify or revoke actions of the Faculty Senate. Upon receiving a petition signed by fifty members of the General Faculty, the Chancellor shall call a meeting of the General Faculty to consider modification or revocation of actions taken by the Faculty Senate. Advance notice of the agenda for such a meeting should be published at least two weeks in advance of the date set for the meeting. For modification or revocation of Senate action the quorum requirement will be a majority of the General Faculty membership. Under such conditions a simple majority of those present and voting will suffice to modify or revoke any action of the Faculty Senate.

d. The Chair of the Faculty shall render to the General Faculty each semester a report of its activities.

e. The agenda for meetings of the Faculty Senate shall be prepared by the Chair of the Faculty according to rules enacted by the Senate. Advance notice of agenda of meetings of the Faculty Senate shall be posted on the Faculty Senate web site.

Section 2. The Faculty Senate shall participate in University Governance in four ways

a. Consultative - the Faculty Senate may discuss with or provide information to any administrator with authority and responsibility for a decision.

b. Advisory - the Faculty Senate may recommend policies to any administrator who is authorized to make a decision.

c. Shared Responsibility - The Faculty Senate may make policy recommendations to the Chancellor, Provost and Vice Chancellors. If the Faculty Senate and the administrator disagree then they or their representatives must confer in an attempt to resolve the differences. Any failure to resolve must be addressed by the Chancellor and communicated in writing.

d. Delegated Authority - The Chancellor or an authorized designee may delegate authority to the Faculty Senate on specified matters.

Section 3. The Faculty Senate shall have shared responsibility or delegated authority in matters that affect the University's academic operations of teaching, research, extension, and outreach.

Section 4. The Faculty Senate may have a consultative or an advisory role in all other matters concerning the mission, welfare, and performance of the University.

Section 5. Eligibility for Membership

a. Eligibility for membership in the Faculty Senate is the same as for voting membership in the General Faculty except that those holding titles above the head of department shall not be eligible.

b. The Provost shall be a non-voting member of the Senate.

Section 6. Senate Representation

a. The number of senators from each college or school (hereinafter referred to as college) shall be the whole number nearest to the number computed from the following formula but shall not be less than two.

$$\frac{\text{No. of Faculty in College} \times \text{Student headcount in College}}{\text{Total Faculty in University} \times \text{Student headcount in University}} + 1$$

Total Faculty in University Student headcount in University

b. The numbers of faculty used in the calculation shall be taken from the official roster of the voting faculty as it appears at the beginning of the spring semester.

c. The student headcount used in the calculation shall be taken from the official Fall Semester enrollment figures as provided by the Department of Registration and Records.

d. In addition to each college faculty there shall be a constituency for Faculty Senate and other General Faculty elections which shall comprise all persons of faculty status who are not members of an academic college. This constituency shall elect two members to the Faculty Senate.

Section 7. Electorate

Voting members of the General Faculty are eligible to vote in elections of senators.

Section 8. Officers and Conduct of the Faculty Senate

a. The Chair-Elect, who will serve a one-year term as a training period, will become chair and serve a two-year term. Prior to the second year of the Chair's term, the Chair-Elect shall be elected by the General Faculty from a slate of two members of the General Faculty nominated by the Faculty Senate. The Chair-elect (or past Chair when there is no Chair-elect) shall preside over meetings in the absence of the Chair.

b. The Senate shall elect a Secretary of the Faculty from among the membership of the Faculty Senate and additional officers from its own membership according to its needs. It shall govern itself and write its own bylaws consistent with the powers vested in the General Faculty.

Section 9. Election of Senators

Each college or school faculty and the general constituency shall determine independently a procedure for the election of faculty representatives to the Faculty Senate. These procedures must be approved by the Faculty Senate.

Section 10. Terms of Senators

a. The term of service for members of the Faculty Senate shall be two years and shall begin and end on July 1.

b. A member of the Senate having served two consecutive terms, will be ineligible for membership until two years (one Senate term) following the end of the second term of office shall have elapsed.

c. For purposes of defining the eligibility of a member filling an unexpired term, any period of service equal to or greater than one academic year shall be considered a full Senate term.

d. A Senator who changes school/college from which that senator was elected is no longer a senator.

## ARTICLE VII

### Committees and Councils

#### Section 1. Faculty Senate Executive Committee

There shall be a Faculty Senate Executive Committee which shall be responsible for initiating, supervising, and expediting proposals for modification of the structure of Faculty Government and for revision of the General Faculty Bylaws. It shall report annually concerning its activities to the Chancellor and to the General Faculty. The Chair of the Executive Committee shall be the Chair of the Faculty. The Provost serves as a non-voting member of the Executive Committee.

#### Section 2. Committee on Committees

The Committee on Committees shall be responsible for determining the organization and membership of the campus standing and ad hoc committees and shall be composed of the Provost (chair), Senior Vice Provost, Chair of the Faculty, the Chair-Elect/Past Chair of the Faculty, and the Vice Chancellor for Student Affairs, the Chair of the Staff Senate and the Student Body President. The chair-elect of the Staff Senate and the Student Senate President shall serve as ex-officio members.

#### Section 3. Liaison Committee

The Chancellor's Liaison Committee consists of the Student Body President and other student leaders as selected by the Chancellor and the Student Body President. Student membership on the committee is designed to reflect the diversity of the student body. The Chancellor, Provost, Vice Chancellor for Finance and Business, Vice Chancellor for Student Affairs, Dean of Undergraduate Studies, Director of Student Development, Chair of the Faculty and Chair of the Staff Senate shall attend all meetings and other University staff or administrators attend as needed. The Chancellor and Student Body President jointly preside over meetings of the Committee. The purpose of the Committee is to provide a formal and regular opportunity for student leaders to present and discuss issues of concern to the Chancellor and his/her staff.

#### Section 4. Other University Committees

All University standing and ad hoc committees shall forward reports simultaneously to the Faculty Senate and the appropriate administrator. Any action of the Faculty Senate in response to the report will be forwarded to the administrator.

#### Section 5. Administrative Council

Membership of the Administrative Council shall include the Chair of the Faculty Senate.

## ARTICLE VIII

### Procedure for Modifying Faculty Government

Proposals for modification of the structure of Faculty Government may be originated by motion in General Faculty meetings for referral to the Faculty Senate Executive Committee or by any member of the General Faculty in writing to the Executive Committee, or by the Executive Committee on its own initiative.

The Executive Committee, with approval of the Chancellor, shall make recommendations on these proposals to the General Faculty at any regular meeting or at a special meeting called for that purpose.

The Executive Committee shall mail or email to members of the General Faculty a report of its recommendations at least two weeks prior to the meeting of the General Faculty at which the recommendations are to be presented.

Action on proposals for modifying the structure of Faculty Government shall be taken only after the regular or special meeting of the General Faculty following introduction by mail as stated in the above paragraph.

Voting shall be by mail ballot or email and for a proposal to be approved it must receive a majority vote of those voting, provided that this majority constitutes at least twenty-five per cent of the voting membership of the General Faculty as defined in Article II.

#### ARTICLE IX

Revision of Bylaws: These Bylaws may be revised by the same procedure as that for modifying the structure of Faculty Government as defined in Article VIII.

Non-substantive edits or revisions to bylaws in order to make them consistent with changes or additions to University procedures, policies, rules or regulations may be made upon approval by greater than 2/3 vote of the Faculty Senate. (Non-substantive edits include but are not limited to updating titles or names that may have changed; correcting grammar, punctuation and typographical errors; editing for language consistency and format.) Notification of any such revisions shall be sent to the General Faculty. Such bylaw revisions are subject to revocation by the General Faculty pursuant to Article 1b of these bylaws.