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**IVY TECH COMMUNITY COLLEGE – NORTHEAST
FORT WAYNE, INDIANA**

**FACULTY ASSEMBLY
BY-LAWS**

Article I

Name

This organization shall be know as the Ivy Tech Community College – Northeast Faculty Assembly

Article II

Mission Statement

The Faculty Assembly supports academic leadership and the vision and mission of the college through representation, unification, and communication and provides an accountable voice in the administrative and academic decision making process.

Article III

Objectives/Purpose

The purpose of this organization shall be

1. To encourage and promote communication within the faculty, staff, administration and Board of Trustees.
2. To encourage and promote professional development of faculty.
3. To encourage and promote faculty participation in community activities.
4. To involve the faculty in academic issues, college policies, and institutional effectiveness.
5. To create internal faculty assembly committees that address issues and concerns of faculty responsibilities, expectations, governance and representation.
6. To maximize faculty involvement on various regional committees.
7. To promote faculty input in planning and implementing college programs, services, policies and facilities.

Article IV

Membership

Membership is open to any faculty member of the college with a current teaching contract for that academic year.

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Article V Representatives

Representatives are limited to three members from each academic division drawn from the following demographics:

- 1 – Program Chair
- 1 – Full time faculty member
- 1 – Adjunct faculty member

Representatives:

- Representatives represent the faculty as a whole more than they represent their division, so the number of faculty represented in each division is not as necessary to consider.
- Faculty will seek nominees for ballot from each division.
- Three Representatives per division will be elected by secret ballot majority vote from faculty in their division.
- The Representative's terms shall be:
 - 2 years for full time faculty
 - 1 year for adjunct faculty
- The Representatives will seek input and listen to the faculty for which they represent.
- When providing information from faculty, all identifying information will be omitted and strict confidentiality will be maintained.

Article VI Executive Committee

The Executive Committee is open to any full time faculty member of the college whose administrative duties are not more than 30 hours per week.

- President (shall have the tie breaker vote only)
- President-elect (shall not be from the same division as the President)
- Secretary/Treasurer
- Past President (shall serve one year as advisor member only, no voting status)
- Academic Dean (ex officio)

Executive Committee:

- Members of the Committee must be full time faculty.
- Executive Committee shall be elected by and from the faculty representatives by secret ballot with each candidate for each office being allowed to vote.

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- Each Committee member shall serve one year, except for the President who shall serve three one year terms consecutively: one term as President-elect, one term as President and one term as Past President.
- Academic Dean (ex officio)

VII

Duties of the Faculty Assembly Officers

Section I. Faculty Assembly President

- a. The President shall call and preside at meetings of the Faculty Assembly
- b. He/She shall act an official representative of the Faculty Senate on any occasion, meetings, committees, or groups when representation is warranted.
- c. The President and or his/her representative shall relay to the Administration the views of the faculty on any matter when so directed by the Faculty Assembly.
- d. The President or his/her representative, when so directed by the Faculty Assembly, shall present views and/or recommendations of the faculty to Administration.
- e. The President shall serve as ex-officio member of all standing committees.

Section II. President-Elect

- a. The President-Elect shall carry out the duties of the President as directed by the President in her/his absence.
- b. If the office of President is vacated, the President-Elect shall assume that office until it is filled by a new election.
- c. The President-Elect shall coordinate the ongoing work of the Senate standing committees and recommend to the President new members for these committees.

Section III. Secretary-Treasurer

- a. The Secretary-Treasurer shall promptly record, publish and distribute the minutes of the official Faculty Assembly meetings.
- b. The Secretary-Treasurer shall be responsibility for collecting and accounting for correspondence for the Faculty Assembly.
- c. The Secretary-Treasurer shall be responsible for collecting and accounting of all funds entrusted to the Faculty Assembly.

Section IV. Immediate Past President

- a. Serves as a resource to the Faculty Assembly and President in order to provide continuity of leadership.
- b. Serves on the Executive Committee of the Faculty Assembly.

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- c. Fulfills the duties of the President in the absence of the Faculty Assembly President and the President-Elect
- d. Serves as chair of the nominations committee for the election of the next Faculty Assembly Executive Committee members.

Article VIII

Non-Election Voting and Balloting

Section I. All faculty assembly members are eligible to vote.

Section II. Motions must have a simple majority vote from the Faculty Assembly in order to be carried, unless otherwise stated in the bylaws.

Section III. All voting shall be done by show of hands or a secret ballot, and a permanent record shall be kept and published.

Section IV. A quorum of the majority of faculty assembly members and officers is required to vote on an issue.

Article IX

Elections, Vacancies, Resignations and Recalls

Section I. Officers of the Faculty Assembly shall be elected in the first week in April. Nominations shall be made two weeks prior to elections

Section II. Each Division shall hold an election for Faculty Assembly representatives by the beginning of Fall Semester classes.

Section III. The term of office for representatives shall begin upon election and continue for two (2) years for full time faculty and one (1) year for adjunct faculty.

Section IV. Voting for officers must be done by secret ballot.

Section V. The candidates receiving simple majority shall be declared elected. If no candidate receives a majority, the two candidates receiving the highest number of votes will be subject to a run off.

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Section VI. A vacancy in an unexpired term shall be announced to the Faculty Assembly. The vacancy must be filled as soon as possible after the announcement, by following the procedure for electing officers.

Section VII. Officer resignations must be submitted in writing to the presiding officer.

Section VIII. On the written petition of ten or more faculty, an officer may be removed from office by a two-thirds majority vote of the faculty in a special recall election.

Article X

Meetings

Section I. General meetings shall be called by the President of the Faculty Assembly as often as necessary to conduct the business the Assembly. Meetings must be held regularly during the fall and spring semesters and needed during the summer session.

Section II. A tentative agenda shall be published prior to the meeting and sent to each member of the Faculty.

Section III. All general meetings shall be open to the faculty and include a period during which any motions or discussion may come from the floor.

Section IV. A quorum shall consist of a majority of representatives at a regularly called meeting.

Section V. All meetings shall follow Robert's Rules.

Article XI

Executive Committee

Section I. The function of the Faculty Assembly Executive Committee shall be

- a. To receive written requests from members of the Student Government Association, faculty or the Administration that call for study and action on the part of the Faculty Assembly or one of its committees.
- b. To act for the entire Assembly in advising the Assembly President on matters that need attention between regularly scheduled meetings.
- c. To propose an agenda of items to be presented to the entire Assembly for discussion at regularly scheduled meetings.
- d. To suggest solutions to problems presented to the Assembly for discussion at regular meetings of the Assembly.
- e. To recommend special meetings of the entire Assembly when necessary.

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- f. To invite members of the Administration or others to attend meetings when their presence might be needed or helpful.

Section II. The President of the Executive Committee shall call meetings of the Assembly.

Section III. There shall be 4 members of the Executive Committee: President, President-Elect, Secretary/Treasurer and the past president.

- a. The President shall serve as the chair.
- b. The Executive Committee shall be elected from the Faculty Assembly representatives.

Article XII

Special Committees

Section I. Special committees shall be formed as needed.

- a. Committees shall be formed to research, investigate and analyze information for various Faculty Assembly concerns and report their findings to the Executive Committee and Faculty Assembly.
- b. Committees must meet at least twice during each fall and spring semester as the committee's purpose is warranted.
- c. Representatives shall serve on committees external to the Faculty Assembly with the purpose of having faculty representation on all decision making processes in the college.

Article XIII

Ratification and Amendments

Section I. This constitution shall be ratified by simple majority vote of the faculty membership. Upon ratification, this constitution shall become the effective governing instrument for the Faculty Assembly of Ivy Tech Community College Northeast in carrying out the foregoing powers invested in the Faculty Assembly by this constitution.

Section II. Amendment- Amendment to this constitution must be approved by a simple majority of votes received from the faculty.

Section III. This constitution will become effective officially upon ratification of the faculty members and supersedes all previously ratified constitutions and amendments.