

CONSTITUTION OF YAVAPAI COLLEGE FACULTY ASSOCIATION

(Approved: 8-13-2018)

PREAMBLE

The basic functions of a college are to preserve, augment, evaluate, and transmit knowledge and to foster creative capacities. Since these functions are performed by a community of educators who must be free to exercise independent judgment in the planning and execution of their individual educational responsibilities, the government of an institution of higher education should be designed to allow these educators to select and carry out their responsibilities with maximum effectiveness and integrity

The faculty recognizes that the ultimate authority in support and control of Yavapai College lies with the citizens of Arizona and, more directly, with the citizens of Yavapai County. Further, that as elected representatives of the citizens of Yavapai County, the District Governing Board of Yavapai College is empowered to set institutional policy. The President of Yavapai College, in turn, exercises leadership and control in putting into practice the general policies set forth by the District Governing Board.

Since in actual practice, the operation of Yavapai College is the joint responsibility of the District Governing Board, the President, the administrators and the faculty, we the faculty, who perform the primary tasks for which the College is organized, should be recognized as essential participants in both making and carrying out decisions on school policies by which we are affected. It is in order to assume this responsibility fully and effectively that the following constitution and professional organization are presented.

ARTICLE I

NAME

Section 1:

The name of this organization shall be the Yavapai College Faculty Association, hereinafter referred to as the Faculty Association (FA).

Section 2:

The name of the representative body of the Faculty Association shall be the Faculty Senate of the Yavapai College FA, hereinafter referred to as the Faculty Senate (FS).

Section 3:

The FA shall be chartered as a chapter of the American Association of University Professors (AAUP).

ARTICLE II

FACULTY ASSOCIATION

Section 1: Membership

- A. **Members:** Faculty Association members have two categories in which to join. Full Membership: All personnel with full-time faculty contracts shall be eligible for membership in the FA.
Associate Membership: Full-time faculty with only teaching responsibilities, but not classified by HR as faculty. Both those enrolled in the Faculty Association as Full Membership or Associate Membership are eligible to be members of the YC Chapter of American Association of University Professors (AAUP).
Membership privileges in the FA shall be limited to individuals paying the appropriate dues to the Association as described in Section 1-C below. Privileges include voting on FA issues, serving as committee chairs and serving as Senators.
- B. **AAUP Membership Rights**
Membership in the AAUP is not a requirement for membership in the FA. Dues-paying members shall designate AAUP membership if desired upon joining the Association. FA officers must be members of the AAUP. No other distinctions in rights or privileges will be made between AAUP members and non-AAUP members. Members of the FA who have designated AAUP membership shall be eligible for all rights and benefits conferred by the AAUP including, but not limited to, the right to vote in the AAUP, to stand for election to national office, and to serve as members of standing and special committees of the AAUP.
- C. **FA Dues**
Annually, the FS shall determine the amount and composition (local/AAUP) of the next academic year's dues.

Section 2: Responsibility

- A. The FA shall participate in matters of educational policy within the limits prescribed by Federal and State law, the policies of the District Governing Board of Yavapai College, and the Statement of Understanding on Shared Governance approved by the FA and the Yavapai College Provost in 2006. Educational policy pertains to such fundamental matters as curriculum, methods and evaluation of instruction, facilities and materials for instruction, standards for admission and retention of students, and criteria for the granting of degrees. It may also include those aspects of student life that relate to the educational process.
- B. The FA shall actively participate in faculty hiring and retention. This will include participation in establishing policies and procedures. FA members will participate at all levels of faculty search and hiring processes.
- C. The FA shall participate in determining procedures that directly affect faculty such as job descriptions, compensation, peer review, and professional growth.
- D. Since the President of the College, Deans, and other principal academic administrative officers should have the confidence of the faculty and should be qualified for faculty status by training and experience, the FA shall advise the President of the College in the selection of such officers, and in the creation or abolition of their offices. In the case of the selection of the President, the FA shall advise the District Governing Board.

- E. The FA will normally exercise the above powers through its representative body, the FS. The FA shall have the right to review and approve or disapprove any action of the Faculty Senate as hereinafter provided.

Section 3: Meetings

- A. FA meetings may be called by the Association President, or the FS, or by petition to the Association President by one-tenth of the FA voting members. There shall be at least one regular meeting of the FA scheduled within the first two weeks of each school term exclusive of summer session.
- B. The Association President or designee will provide notification of meetings, including an agenda to all members of the Association 24 hours in advance of meetings.
- C. New business which has not appeared on the agenda may not be voted upon during the same meeting at which it is introduced. This rule may be rescinded by a 2/3 vote of the voting members present.
- D. In order to transact business, a quorum (more than half the FA voting members) must participate. A motion passes if more than half the voting members present vote in favor of the motion. Email voting follows the same rules.
- E. The FA may overrule any action taken or recommendations made by the FS by a majority vote of the Association voting members.

ARTICLE III

THE FACULTY SENATE

Section 1: Membership

- A. The FA shall be represented by a FS elected from its membership.
- B. The FS shall consist of the Officers of the Association and Senators elected at large by the FA voting members. The Senate will have a minimum of 6 members and will not exceed 15 members.
- C. When possible, the Senate should include members from the Prescott and Verde campuses and District education centers where full-time faculty serve.
- D. The Association President shall invite the Adjunct Faculty Coordinator to be a member of the Faculty Senate. The Adjunct Faculty Coordinator will have voting privileges if he/she is a current voting member of the Association.

Section 2: Election

- A. By February 1 of each year, The FS will appoint an ad hoc committee to solicit nominations and oversee the elections of the new President-elect, Secretary, Treasurer, and Senators. Nomination requires the consent of the nominee. All FA voting members shall receive a written list of nominees one week before elections are held. All FA members shall receive an election ballot at least one week prior to the annual election. Elections are to be held no later than April 1 of each year.

- B. The Officers shall be elected by secret ballot of the voting members for a term of one academic year.
- C. Senators shall be elected by secret ballot of the voting members for a term of two years. These terms shall be arranged so that approximately one-half of the FS shall be elected each year.

Section 3: Officers of the Senate

- A. The officers of the FS shall be a President, President-elect, Secretary, Treasurer, and Past-President. All officer positions are one-year terms with the exception of the President which is a two year term.
- B. The President-elect will assume the office of President on the last day of instruction of the spring semester. At that time the current President becomes the Past President. The Past President will work with the President to ensure a smooth transition in leadership and faculty representation. All other elected officers will assume their position one week prior to the start of the fall term.
- C. If an office other than that of President becomes vacant, Senate will appoint a member of Senate to the position or a special election shall be called to fill that office for the remainder of the term. If the office of President becomes vacant, it will be filled by the President-elect; the Senate will decide whether to appoint a new President-elect or hold a special election to fill the vacated office.

Section 4: Duties of Officers

- A. The President shall create the agenda for and preside over all meetings of the FA. The President is the representative of the Association on various College committees, and a non-voting representative to the District Governing Board on behalf of the FA. The President of the Association shall also serve as the Chair of the FS, create the agenda for the meetings and will vote only to break ties. The President is also a non-voting member of all other FA committees. The President shall be responsible for having a FA member in attendance at all District Governing Board meetings when unable to attend. The President is authorized to serve as the chapter's first delegate to the national AAUP's annual meeting.
- B. The President-elect shall conduct meetings in the absence of the President. A President-elect who assumes the presidency prior to the normal time shall serve until the last day of instruction of the spring semester of the following calendar year. The President-elect may be delegated by the President to perform the President's functions on any committees. The President-elect will direct membership marketing and recruiting efforts on behalf of the FA. The President-elect is authorized to serve as the chapter's second delegate to the national AAUP's annual meeting.
- C. The Secretary will keep a record of business discussed and transacted in all FA and Senate meetings. The Secretary will notify officers and committees of appointments; keep a systematic method of filing of records; notify members of regular and special meetings; and carry on the correspondence of the FA and the Senate. The Secretary's archival duties include keeping a record of all Association activities and collecting and maintaining materials that provide historical perspective and continuity. FA meeting minutes will be sent to all members within

seven calendar days. Members may send suggestions for corrections to the Secretary. After seven additional calendar days the Secretary will produce a corrected version and submit them to the Senate for approval. Official Approved FA meeting minutes shall be posted to the FA web site. Senate minutes will be sent to Senators within seven calendar days. These minutes will be reviewed and approved at the next regular Senate meeting. Approved minutes shall be sent to all Senators, all Senate Committee Chairs and shall be posted to the FA web site. The Secretary is authorized to serve as the chapter's third delegate to the national AAUP's annual meeting.

- D. The Treasurer shall receive and bank all monies to the credit of the FA; pay out funds on approval of the FS and/or the Association President unless payment is otherwise provided for; keep an itemized record of all receipts and expenditures; keep a current roster of members in good standing; make membership payments to the AAUP on behalf of the members of the FA; make a financial report at each meeting of the FS and the FA; and have the financial records audited in May of every year. A report of the audit shall be forwarded to the Association President and Secretary. Bank statements for all Association accounts shall be mailed directly to the Association President for review and signature prior to forwarding to the Treasurer. The Treasurer is authorized to serve as the chapter's fourth delegate to the national AAUP's annual meeting.
- E. The Past-President will serve a one-year term as a voting member of the FS, beginning immediately upon the end of their term of office as President.

Section 5: Duties of Senators:

- A. Represent Faculty.
- B. Attend all Senate and FA meetings.
- C. Communicate Senate business to and from Schools.
- D. Recruit faculty to fill School-elected committee positions.
- E. Act as ombudsmen to FA members requiring faculty representation at administrative meetings.

Section 6: Organization

- A. The FS shall hold regularly scheduled meetings at least once each month from September through May. The Association President may call special meetings. Special meetings may also be called by written request of one-fourth of the FS or one-tenth of the FA. The Association Secretary shall post written notice of a special meeting and its agenda.
- B. The FS makes rules governing its own internal organization and procedure, subject to the following:
 - 1. A majority of FS members shall constitute a quorum.
 - 2. All actions or recommendations of the FS shall be by majority vote of the quorum. However, minority opinions shall be recorded in the minutes by the secretary upon request of any Senator.
 - 3. Voting procedure shall be determined by the Association President unless three Senators should demand a roll-call vote.
 - 4. In case of an unresolved tie vote on any matter, the Association President shall cast the deciding vote.

5. The secretary or designee shall distribute to all Senate members an agenda for each regular FS meeting at least 24 hours in advance and post a notice of the meeting and agenda.
6. Any member of the college community may refer agenda items to the Association President or any Senate member. These items must be submitted in writing at least 48 hours in advance of the Senate meeting.
7. Faculty members or other interested parties are encouraged to attend Senate meetings but are not entitled to vote or propose motions. Such faculty or other interested parties may, upon request and with approval of the Senate, be given privilege to speak on matters under consideration.

Section 7: Authority and Functions

- A. The FS acts in a fiduciary capacity in relation to its constituents. Having accepted such responsibility, the members of the FS shall make decisions and vote on financial matters according to their own reasoned judgments.
- B. Whenever the Senate is acting within its proper province as provided in Article II, section 2, its action shall be effective without approval of the FA, except that such action shall be subject to veto by the FA as provided in Article II, Section 3, Paragraph E, or by the President of the College as hereinafter provided.
- C. The FS will routinely make recommendations to the Academic Vice President. If the Academic Vice President and the FS, after appropriate efforts, fail to reach agreement on an issue, the Senate may appeal to the College President. The FA shall be informed in writing as to the nature of the disagreement and the resolution of the issue.
- D. The FS coordinates the activities of its committees. It shall have the right to review the establishment and membership of all such committees.
- E. General rules governing committees: Committee Chairship shall be reserved for Association Members. The Chair or designated representative of each faculty committee will report to the Secretary prior to each Senate meeting on the committee's activities. They will also establish a time and place for the committee to meet regularly throughout the year. Committee Chairs may invite administrators and staff to attend committee meetings, as deemed appropriate. Committee Chairs shall maintain a record of committee membership and recommend to the FS removal and replacement of members for nonparticipation. Notification shall be forwarded to the committee member's instructional supervisor. Nonparticipation consists of two or more unexplained absences or failure to complete committee assignments and duties. The Association President is a non-voting member of all committees. Committees shall organize and post records of all items considered and actions taken. Faculty members are voting members of any committee on which they serve. The voting status of other committee members will be determined, annually, by the Faculty members of the committee. These committees shall include but not be limited to the following:

1. Curriculum Committee

- a. Purpose: To establish and maintain standards and recommend policies that will ensure the professional integrity of the curricula consistent with the college mission.
- b. Activities:
 1. To recommend to the Vice President of Instruction and Student Development the approval of all new permanent courses and programs and proposed deletions or modifications of existing permanent courses and programs.

2. To recommend to FS changes in policy or procedure affecting curriculum.
 3. Participate in professional development activities as needed to understand the curriculum process and the role of representatives on the curriculum committee.
 4. Voting members work with the curriculum proposal initiator from the school the member represents (or General Education Advisory Committee) to make sure the proposal is complete and meets requirements outlined in the curriculum handbook. Any revisions are completed, forward the proposal to the curriculum committee chair.
 5. Assist in planning, organizing, and facilitating curriculum activities on Assessment Day.
 6. Attend scheduled curriculum meetings having read all curriculum proposals with feedback and questions prepared for the proposal initiator during the meeting.
 7. If unable to attend a scheduled meeting, either (a) send written feedback, questions, and voting preferences (if a voting member) to the Chair before the meeting, or (b) send an alternate from the school or area represented to attend the meeting to provide feedback, questions, and a proxy vote.
- c. Membership: The committee will be made up of two members from each School: Arts and Humanities, Business & Computer Systems, Social Science, Career & Technical Education, Science & Engineering, and Health & Wellness as well as the Gen Ed Coordinator and SLOA Chair.
- d. Chair: Elected by committee members the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year. Duties of the chair include the following:
1. Work with the Curriculum Coordinator on curriculum processes and procedures.
 2. Coordinate curriculum processes and procedures between the curriculum committee representatives, General Education Coordinator and the Academic Deans.
 3. Stay current with all Federal and HLC standards that pertain to curriculum.
 4. Work with curriculum committee representatives and act as a resource for questions from faculty and staff regarding curriculum.
 5. Provide ongoing professional development in curriculum processes and procedures for curriculum representatives and others as needed.
 6. Review curriculum proposals forwarded from the curriculum committee representatives before they are sent to the General Education Curriculum Advisory Committee or the Deans for feedback and/or a recommendation.
 7. Attend SLOA and General Education Curriculum Advisory Committee meetings.
 8. Work with the General Education Coordinator, Curriculum Coordinator, Assessment Director, and SLOA Chair on processes and procedures related to curriculum and assessment including organizing professional development activities (including Assessment Day).

2. Faculty Affairs Committee

- a. Purpose: To ensure that all policies affecting faculty appointments and working conditions are consistent with the best interests of the faculty and the institution.
- b. Activities: To review existing policy and recommend to the FS changes in existing policy and to recommend new policy on matters affecting faculty appointments and working conditions.
- c. Membership: Six Faculty members elected by the FA serving two-year staggered terms. Vacancies shall be filled by the FS.
- d. Chair: Elected by committee members the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year.

3. Professional Growth Committee

- a. Purpose: To allocate available funds for professional growth activities for full-time faculty.
- b. Activities: To make recommendations to the appropriate administrator regarding resources necessary for professional growth, professional leaves of absence, professional growth proposals, and sabbatical leaves for full-time faculty.
- c. Membership: A minimum of one, maximum of two faculty members from each School, to be determined by the faculty of each School.
- d. Chair: Elected by committee members the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year.

4. College Standards Committee

- a. Purpose: To recommend to the FS modifications of policies, and to develop such new policies as may be necessary to promote excellence in scholastic affairs.
- b. Activities: To review and make recommendations to the Senate concerning all procedures including but not limited to pre-registration, registration and graduation. To review, discuss, and make recommendations to FS concerning all policies and procedures that affect academic standards and academic quality at Yavapai College, including quality of instruction, instructional standards, and academic best practices
- c. Membership: Voting: A minimum of one, maximum of two faculty members from each School, to be determined by the faculty of each School. Nonvoting: the Vice President/Provost or designee, the Registrar or designee, and the Director of Counseling or designee.
- d. Chair: Elected by the committee members at the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year.

5. Student Learning Outcomes Assessment Committee

- a. Purpose: To review and recommend college policies and procedures regarding assessment.
- b. Activities:
 1. Participate in professional development activities as needed to understand the assessment process and the role of representatives on the SLOA committee.
 2. Provide consultation and support for School deans and program assessment team leaders and faculty/staff in the development, implementation, use and dissemination of student learning outcomes assessments.
 3. Assist in planning, organizing, and facilitating activities on Assessment Day.
 4. Review program and institutional assessment documents and provide assistance

with any revisions of documents. Documents include curriculum maps, rubrics, assessment plans, and assessment reports.

5. Maintain the School's Canvas Assessment workspace and communicate assessment processes, deadlines, etc. with all members of their School.
 6. Assist faculty in writing reports summarizing assessment activities each year and post the reports from their School in the SLOA course shell for review.
 7. Provide suggestions for quality improvement. Support student outcomes assessment activities among the faculty and the SLOA committee.
 8. Conduct research in support of student outcomes assessment and keep abreast of the professional literature and accreditation standards.
 9. Attend scheduled SLOA meetings prepared with feedback and questions.
 10. If unable to attend a scheduled meeting, either (a) send written feedback, questions, and voting preferences (if a voting member) to the Chair before the meeting, or (b) send an alternate from the school or area represented to attend the meeting to provide feedback, questions, and a proxy vote.
- c. Membership: Voting (all members who are directly assessing students): A minimum of one, maximum of two representatives from each School, to be determined by the faculty of each School, one at large adjunct-faculty member, a representative from Student Development, a representative from the Library, and the General Education Coordinator. Non-voting advisory members shall include, the Dean of Instructional Support, appointed representative, a representative from Institutional Research and Effectiveness, and the Curriculum Committee Chair (unless representing a school).
- d. Chair: Elected by the committee members at the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year. The SLOA chairperson will serve two to three consecutive years. Representation of the SLOA chair should change each election cycle and rotate through the various Schools. Duties:
1. Work with the District Assessment Director to set the agendas for SLOA meetings and facilitate each meeting.
 2. Organize, distribute and post all SLOA meeting materials and maintain the SLOA course shell.
 3. Work with the SLOA Committee, Outcomes Assessment Director, General Education Coordinator, Deans and other faculty committee chairs to develop and coordinate institutional assessment processes.
 4. Communicate SLOA Committee program and institutional assessment processes with Deans, Faculty Senate, Faculty Association, other faculty committees and post SLOA meeting information in the Faculty Association course shell.
 5. Assist in planning, organizing, and facilitating activities for Assessment Day: agenda, presentations, materials for work sessions, etc.
 6. Work with District Assessment Director to set up School Canvas Assessment work spaces at the beginning of each year and post assessment information to help facilitate assessment activities.
 7. Attend Curriculum and General Education Advisory Committee meetings.
 8. Work with the General Education Coordinator, Curriculum Coordinator, Assessment Director, and Curriculum Committee Chair on processes and procedures related to curriculum and assessment including organizing professional development activities (Assessment Day).
 9. Write the End-of-Year Report for the SLOA Committee – submit to FA course

shell

6. Budget and Compensation Committee

- a. Purpose: To act as a liaison between faculty and administration regarding all aspects of the budget process and work with administration in authoring, implementing, and enforcing a philosophy of faculty compensation consistent with YC policies 2.17, Total Compensation, and 2.42, Compensation of Faculty and Staff.
- b. Activities
 - 1. Through regular and timely meetings with the VP/Provost and others involved in the budget process, the committee shall be an active participant in the development of the budget at every stage at which key decisions are made so as to communicate to the administration the faculty's perspective on such issues as long range budgetary policies, large scale expenditures, faculty salary increases and fringe benefits, including group insurance programs, retirement, tuition benefits and other benefits that are part of the compensation of the faculty.
 - a. Meet with the appropriate administrators to gain an understanding of the budget process.
 - b. Communicate the process and budget information to faculty.
 - c. Gather input from faculty to communicate back to administration during the budget process.
 - 2. Study all aspects of full time and part time faculty compensation
 - 3. Present recommendations regarding faculty compensation, including fringe benefits, to the Yavapai College President or designee.
 - 4. Alert the FS to administrative departures from established compensation policy and procedures whenever they occur.
- c. Membership: A minimum of one, maximum of two faculty members from each School, to be determined by the faculty of each School.
- d. Chair: Elected by committee members at the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year.

7. Peer Faculty Mentor Committee

- a. Purpose: To mentor and support all full-time provisional faculty participating in the peer review and mentor process.
- b. Activities:
 - 1. Establish and maintain Peer Faculty Mentor Committee teams for all full-time provisional faculty in the process.
 - 2. Coordinate Peer Faculty Mentor Committee meetings for each provisional faculty member each semester to facilitate their progress.
 - 3. Ensure each provisional faculty member's committee has followed established reporting procedures at the end of each semester and at the end of the faculty member's provisional period.
 - 4. Report to Senate at least once a semester, and recommend process improvements/modifications as necessary.
- c. Membership: A minimum of one, maximum of two faculty members from each School, to be determined by the faculty of each School.
- d. Chair, Peer Faculty Review Liaison. Elected by committee members the last meeting

of the fall semester in the preceding academic year to serve as chair the following academic year.

8. Developmental Education Committee

- a. Purpose: To review and recommend all policies, procedures, and curriculum related to pre-college-level courses and services for under-prepared students at the College. To make recommendations to the FS and administration as may be necessary to promote excellence in developmental education at the College.
- b. Activities: To review and recommend sequences of credit-bearing developmental math, English, and STU courses based upon College data, university transfer requirements, and student success rates; to review and recommend prerequisites; to review and recommend policies and procedures for matriculating students into developmental courses; to review and recommend placement instruments and placement scores; to keep updated on best practices across the nation.
- c. Membership: Voting: Two faculty members from math, two from English, one from the General Education disciplines, and one from the School of Career & Technical Education (CATE). Nonvoting: One representative from the Adult Basic Education program, one from Advising, one from the Learning Center, and an administrator who oversees developmental education.
- d. Chair: Elected by the committee members at the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year

9. Teaching and Learning Committee

- a. Purpose: To coordinate and promote excellence in teaching, learning, and student success at Yavapai College.
- b. Activities:
 1. Create and promote a culture of communication and collaboration at Yavapai College that improves student success through teaching and learning.
 2. Support innovative activities for innovative teaching and learning that positively affect student success.
 3. Provide consultation and support for faculty for teaching, learning, student success and innovation.
 4. Coordinate professional development activities for faculty within the College that support improvements in teaching, learning and student success.
 5. Report to Senate at least once per semester, and recommend improvements/modifications to policies/procedures as necessary.
- c. Membership:
 1. Eight faculty members will be chosen at large during Faculty Association elections.
 2. Faculty will serve two-year terms. These terms will be staggered so that no more than half of the committee members are first time members in any academic year.
 3. In the event all committee positions are not filled, the Faculty Senate can appoint interested faculty to the committee.
 4. Nonvoting members are appointed by Faculty Senate as needed/desired.

- d. Chair:
 - 1. Coordinate efforts to improve teaching and learning at the College.
 - 2. Coordinate committee activities with other Faculty Association committees.
 - 3. Elected by the committee members at the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year.

10. General Education Advisory Committee

- a. Purpose: To oversee and promote high standards in the General Education Curriculum at Yavapai College.
- b. Activities:
 - 1. Select General Education Coordinator and pass candidate on to FS for final approval;
 - 2. Oversee, review and evaluate revisions to criteria, descriptions and outcomes in all General Education categories at Yavapai College and send to Curriculum Committee with a recommendation;
 - 3. Review any changes to courses listed on General Education lists and pass to Curriculum Committee with a recommendation;
 - 4. Review any changes to the General Education component of any degree offered at Yavapai College and send to the Curriculum Committee with a recommendation;
 - 5. Assist in planning, organizing, and facilitating General Education Curriculum activities on Assessment Day;
- c. Membership: Voting: A faculty member to represent each of the state's AGEC Foundation General Education and Area Studies categories (Arts and Humanities, First Year Composition, Math, Science and Social and Behavioral Sciences), two faculty members representing occupational education from two different divisions Schools and campuses. Nonvoting: a representative from Student Advising, Curriculum Committee Chair, and SLOA Chair.
- d. Chair: General Education Coordinator: Elected by committee members the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year.
- e. Supplementary Committees/Work Groups
 - a. Ad hoc committees/work groups may be created by a majority of FA members voting for it, or by a majority of FS voting for it.
 - b. Membership elections and/or appointments of all existing standing committees shall be completed within the first month of the academic year, unless otherwise specified in the Constitution.

ARTICLE IV
AMENDMENT

This constitution may be amended by a 2/3 vote of a quorum (more than half the members), provided the proposed amendment shall have been presented in writing to each member of the FA at least 24 hours prior to the voting.

ARTICLE V
RELATIONSHIP TO NATIONAL AAUP

Section 1. The FA is authorized to speak on behalf of itself in promoting AAUP policies and principles.

Section 2. The FA is not a legal agent of the national AAUP and the AAUP is not a legal agent of the FA. Neither the AAUP nor the FA shall have the right or power to bind or obligate the other party in any manner. Neither shall be liable for any act, error, omission, debt, or other liability or obligation of the other party.