

**CONSTITUTION
OF THE
EASTERN OKLAHOMA STATE COLLEGE
FACULTY COUNCIL**

**ARTICLE I
Name**

The name of this organization shall be the Eastern Oklahoma State College Faculty Council (EOSCFC).

**ARTICLE II
Purpose**

The Faculty Council of Eastern Oklahoma State College, hereinafter referred to as EOSCFC, exists to:

- A. Promote professional rapport and facilitate communication between the faculty, the administration, the student body and the community.
- B. Advance inherent areas of faculty interest: professional growth and practices, faculty welfare, academic standards, institutional philosophy, student body academic achievement and student welfare.
- C. Enhance faculty participation in determining appropriate fiscal and instructional priorities, faculty–student classroom ratios, faculty teaching loads with concurrent non–classroom assignments, administrative–faculty supervisory ratios, support staff duties and authority, and administrative responsibilities including levels of authority.

**ARTICLE III
Membership**

- Section 1. Full membership in the EOSCFC shall consist of faculty members under written contract to Eastern Oklahoma State College who are in the following categories:
- A. Instructors—Includes full–time and part–time instructors on a 4/5 contract per semester whose primary responsibility is teaching. Release time for research, special grant, or committee appointments shall not exclude membership.
 - B. Full–time faculty on developmental leave.

- Section 2. Individuals who are not eligible for membership in the EOSCFC include the following categories:
- A. Any person who has an administrative function (defined by the President and the Board of Regents) over EOSCFC members, excluding division chairpersons (Reference Section 6B).
 - B. Any regular non-administrative professional staff member.
- Section 3. Elected or appointed division chairpersons whose primary responsibility is teaching are eligible for full membership and are entitled to the privileges listed under Section 6 of this Article.
- Section 4. Part-time instructors contracted for less than 4/5 position shall be classified as associate members and are entitled to the privileges listed under Section 6 of this Article.
- Section 5. Upon recommendation of the EOSCFC Executive Board (as defined in Article IV of this Constitution), and an affirmative vote of a majority, new categories of membership may be added.
- Section 6. Payment of EOSCFC dues entitles the aforementioned to the following:
- A. Faculty members as described in Section I of this Article: Full membership including voting rights, privileges and benefits.
 - B. Division Chairpersons as described in Section 3 of this Article: Full membership including voting rights, privileges, and benefits. However, division chairpersons may not serve as officers or members of the Executive Board.
 - C. Part-time instructors as described in Section 4 of this Article: Associate membership to include privileges and benefits. Associate members do not have voting rights.

ARTICLE IV
The Executive Board

The executive power of the EOSCFC is hereby vested in an executive board, which shall consist of the office of the chairperson elected at large from tenured faculty, and divisions alternately electing one representative serving a two-year term (as voted and unanimously passed on August 15, 1993 by EOSC faculty). The Executive Board shall:

Section 1. “Represent the faculty as a media for direct communication with the administration and the Eastern Oklahoma State College Board of Regents concerning faculty rights, benefits, salaries, dismissal, tenure, bilateral transfers, leaves, and all other subjects which directly affect the teaching faculty.”
(Professional Handbook)

The Communication Committee shall be appointed to represent the executive board in all communication.

At the request of a faculty member, special committees shall be appointed to evaluate the merits of the request regarding the faculty member’s concern as listed in Article II, Section 1C and Article IV this section, by any member of the EOSCFC.

All committees shall present written reports to the Executive Board which shall then determine the appropriate action to be taken. All interested parties shall then be notified of the Executive Board’s decision.

Section 2. Solicit the viewpoints of faculty on any matters which seem appropriate.

Section 3. Actions taken by the executive board shall not be construed to limit or deny the right of a faculty member to initiate or continue an individual inquiry.

Section 4. Members shall be elected in the spring to two-year terms by receiving a majority vote of faculty members within divisions to be represented. The term of office shall begin July 1. A vacancy should be filled by the division to complete the remainder of the term by the next regular EOSCFC Executive Board meeting.

Members of the EOSCFC shall be elected on a rotational basis according to the following schedule:

Agriculture	odd-numbered years
Behavioral and Social Sciences.....	odd-numbered years
Business	odd-numbered years
Language, Humanities & Education	even-numbered years
Nursing	even-numbered years
Science & Mathematics	even-numbered years

Section 5. Meetings of the Executive Board shall be at the call of the chairperson, or at the call of the majority of members of the Executive Board, or at the call of a majority of the EOSCFC. The Executive Board will meet at least once a month during the academic year.

Section 6. The duties of the Executive Board shall be:

- A. To make recommendations to the administration and the EOSC Board of Regents to be acted upon by the EOSCFC.
- B. To act upon matters of business concerning the faculty when it is impractical to call a meeting of the faculty.
- C. To offer advice on and consent to all standing committee assignments and chairmanships upon recommendation of the chairperson and the EOSCFC.
- D. To act as a coordinating body for activities of the EOSCFC.
- E. To assess annual dues and special fees with the concurrence of a majority of the EOSCFC.

ARTICLE V
Offices, Officers, and Duties

Section 1. The chairperson shall be elected at large from tenured faculty, and one representative elected from each division of the college. The duties of the chairperson shall be:

- A. To promote the interests of the EOSCFC by reporting to the college president and/or the Board of Regents for Eastern Oklahoma State College when necessary.
- B. To act as executive officer of the EOSCFC.
- C. To name all committees and to appoint committee chairmen with the advice and consent of the Executive Board of the EOSCFC.
- D. To appoint ad hoc committees and chairmanships.
- E. To serve as an ex-officio member of all committees of the EOSCFC.
- F. To appoint a parliamentarian subject to confirmation by a majority of the EOSCFC Executive Board.
- G. To cosign all duly authorized pay orders drawn upon the treasury of the EOSCFC.

- H. To suggest policies and make recommendations deemed necessary, to the EOSCFC, Executive Board of EOSCFC, and administration with EOSCFC approval.
- I. To preside at all meetings of the EOSCFC and meetings of the Executive Board.
- J. To deliver an annual message to the EOSCFC setting forth the priorities of the EOSCFC for the tenure of his/her office.
- K. To attend and/or appoint a delegate to attend Eastern Oklahoma State College Board of Regent's meetings.
- L. Help plan faculty meetings.

Section 2. The offices to be filled by election within the EOSCFC Executive Board shall be the vice chairperson and the secretary–treasurer.

Section 3. The duties of the vice chairperson of the EOSCFC shall be:

- A. To preside in the absence of the chairperson at meetings of the EOSCFC and the EOSCFC Executive Board.
- B. To assume the office of the chairperson of the EOSCFC in case of vacancy.
- C. To perform duties assigned by the chairperson of the EOSCFC.

Section 4. The duties of the secretary–treasurer of the EOSCFC shall be:

- A. To keep minutes of all meetings of the EOSCFC and the EOSCFC Executive Board and distribute minutes to all EOSCFC members within ten (10) days of all meetings.
- B. To maintain a complete and accurate roll of members of the EOSCFC.
- C. To assure maintenance of accurate records of all financial transactions concerning the EOSCFC.
- D. To cosign all duly authorized pay orders drawn upon the treasury of the EOSCFC.
- E. To submit an annual fiscal report to the April meeting of the EOSCFC.
- F. To ensure collection of all EOSCFC membership dues.
- G. To perform duties assigned by the chairperson of the EOSCFC.

- Section 5. The duties of the division representatives of EOSCFC shall be:
- A. To speak for their divisions before the EOSCFC.
 - B. To attend all meetings of the EOSCFC and the EOSCFC Executive Board or send designated representatives in their places.
 - C. To act as liaisons between the Executive Board and their division members.
 - D. To perform duties assigned by the chairperson of the EOSCFC.
- Section 6. The term of office for the faculty chairperson shall begin on July 1 of the year elected. The faculty chairperson shall be elected by secret ballot which shall list the names of all designated candidates and shall provide for write-in candidates. This election shall be held at a faculty meeting, or at a designated polling place, during the week containing the first Monday of April. If necessary, (when a simple majority of those casting ballots is not reached), a runoff election shall be held the following week. The vice chairperson and secretary-treasurer shall be elected at the first meeting of the Executive Board.

ARTICLE VI
Meetings

- Section 1. Meetings of the EOSCFC may be held at the call of the chairperson with the concurrence of a majority of the Executive Board. Members shall be given notice of at least two (2) days in advance of each meeting.
- Section 2. Emergency meetings of the EOSCFC may be called at the request of the chairperson, the Executive Board, or upon written notice to the Executive Board by a majority of the EOSCFC. Such meetings may be called with 24 hours advance notice providing reasonable notification of EOSCFC members is made.

ARTICLE VII
Committees

- Section 1. The standing committees for the EOSCFC shall be as follows:
- A. The benefits committee which has the duty to review and evaluate faculty benefits and make recommendations to the Executive Board.
 - B. The communication committee which has the duty to represent the Executive Board in all communications with the Eastern Oklahoma State College and Board of Regents.
 - C. The nomination and election committee has the duty to place in nomination at least two tenured faculty candidates for the office of faculty council chairperson.
- Section 2. Membership of these committees may be composed of any EOSCFC member and at least one member of the EOSCFC Executive Board.
- Section 3. Other standing committees may be formed by action of the Executive Board.
- Section 4. Special or ad hoc committees shall be formed by action of the Executive Board.
- Section 5. All committees must report in writing to the Executive Board.

ARTICLE VIII
Amendments

- Section 1. The constitution shall be amended by a two-thirds (2/3) vote of the EOSCFC who cast their ballots in a meeting. The total number of ballots cast must equal at least twenty-five (25) percent of the total voting members of the EOSCFC. Proposed amendments are to be submitted in writing to the Executive Board two (2) weeks prior to such vote and notice of such proposed amendment or amendments shall have been given to the EOSCFC at least one (1) week in advance of the date for such meeting.
- Section 2. Bylaws shall be added by a majority vote of those casting their ballots in a meeting of the EOSCFC. The total number of ballots cast must equal at least twenty-five (25) percent of the total voting members of the EOSCFC. Proposed bylaws must be submitted in writing both to the Executive Board and to the EOSCFC at least one (1) week in advance of the date for such meetings.

ARTICLE IX
Interpretation

Conflicts in interpretation of implementation of any article contained within this Constitution shall be resolved at an emergency meeting of the Executive Board. Any recommendation or interpretation by the Executive Board shall be brought before the EOSCFC for final resolution. A two-thirds (2/3) majority of those present and voting shall be required.

ARTICLE X
Ratification

Upon acceptance of this Constitution by two-thirds (2/3) vote of those voting within the EOSCFC, this Constitution shall be ratified.

BYLAWS

1. All Executive Board members shall be notified of all regular meetings twenty-four (24) hours in advance; emergency meetings, a minimum of one hour in advance. If the elected representative is not available, a designated representative may attend.
2. Dues shall be determined at the April meeting of the Executive Board, and payable by October 1. New faculty members will pay dues within two months of employment.
3. A quorum of the faculty council shall be a majority of the members.
4. Faculty members unable to vote at the designated time and place shall be able to vote by absentee ballot. Absentee ballots may be received from and returned (in a sealed envelope) to the Faculty Council Executive Board Secretary–Treasurer no sooner than three (3) days prior to and returned no later than twenty-four (24) hours before the Faculty Council election meeting. Idabel and McAlester faculty may request absentee ballots individually by signed faxed or e-mail requests and may return signed detachable votes by fax or e-mail. Signed absentee ballots shall be opened and together with faxed and e-mailed absentee ballots, added to the total ballots for counting after the voting is concluded. In the event of an emergency issue, voice, fax, or e-mail votes may be delivered to the EOSCFC secretary–treasurer no later than four (4) hours before the meeting.
5. A quorum of the Executive Board of the EOSCFC shall be a majority of members. A board member unable to attend a meeting shall send a designated representative in his/her place.
6. Standing committees as established in Article VII of the Constitution are:
 - the nominations and elections committee,
 - the communication committee,
 - the benefits committee.
 - a. Membership in each of these committees shall consist of at least three (3) members as per Article VII, Section 2.
 - b. Members shall be appointed (see Article V, Section 1C) no later than the second fall Executive Board meeting.
 - c. Committees shall meet as needed.
 - d. Committees work under the direction of the EOSCFC Executive Board.
7. An ad hoc or special committee may be created for a particular purpose and continues in existence until the work is completed and a final report is given. The ad hoc committee may not be created to do the work of an existing committee.

- a. Membership of an ad hoc committee shall consist of at least three (3) members as per Article V, Section 1C.
 - b. Members shall be appointed at the first executive board meeting after a request is made by a faculty member (see Article IV, Section 1) or at any executive board meeting requiring the establishment of an ad hoc committee (Article V).
 - c. Ad hoc or special committees shall present a written report at the next regularly-scheduled Executive Board meeting.
 - d. Ad hoc or special committees work under the direction of the EOSCFC Executive Board.
8. Recall of an EOSCFC Executive Board chairperson may be at the majority vote of those casting their ballots in a special meeting of the EOSCFC. Recall of an EOSCFC Executive Board representative may be at the discretion of the respective division.