

## **CONSTITUTION FOR THE FACULTY**

### **ASSOCIATION OF TRINITY VALLEY COMMUNITY**

#### **COLLEGE**

The Faculty Association of Trinity Valley Community College (Est. January 10, 1972) is the officially recognized body to represent faculty concerns to the Administration and Board of Trustees of Trinity Valley Community College.

#### **ARTICLE I. NAME**

The organization described shall be known as the Faculty Association of Trinity Valley Community College.

#### **ARTICLE II. PURPOSE**

The Faculty Association of Trinity Valley Community College shall be advisory and consultative in nature in order to help accomplish the primary objective of the college: effective instruction. The Association, through its Faculty Executive Council, shall also work to promote academic and vocational growth of the college, to foster

communication, cooperation, and fellowship among its members on all campuses, and to provide a direct channel for the presentations of faculty views and recommendations to the Administration and/or Board of Trustees.

### **ARTICLE III. MEMBERSHIP**

Membership is open to all Trinity Valley Community College personnel who are primarily:

1. instructors;
2. counselors;
3. professional librarians, and
4. directors.

Should a question arise as to the eligibility for membership in the Association, such question shall be referred to the Executive Board for its recommendation to the Association. The Association shall then vote either electronically or by secret ballot in a regular or called meeting. Membership will be determined by a majority vote.

### **ARTICLE IV. OFFICERS AND DUTIES**

## **Section 1 – Officers**

The officers of this Association shall be president, vice president, treasurer and secretary. Collectively, the officers and the faculty campus representatives shall comprise the Executive Council of the Association. Those serving as officers or campus representatives must be full-time faculty members who are in good standing with the college and the Association. Executive Council members cannot serve in a significant supervisory role, such as director or division chair.

## **Section 2 – Duties**

### **President**

The president shall preside over stated and called meetings of the Association; preside over the Faculty Executive Council; preside over executive committees; appoint special committees; serve as an ex-officio member of all special committees; represent the Association before the Administration and/or Board of Trustees; represent the faculty on special committees and at events as appropriate; and faithfully execute the duties of the office and decisions of the Association.

### **Vice President**

It is the responsibility of the vice president to assume the duties of the president in case of absence, resignation, promotion to a major supervisory position, or death. The vice president shall serve as an ex-officio member of all special committees created by the Association and serve as program chair for the Association.

### **Treasurer**

It is the responsibility of the treasurer to account for all Association funds and give an accounting of these funds in the form of a financial statement distributed to Association members at each general assembly meeting.

### **Secretary**

It is the responsibility of the secretary to take and record all minutes of the Faculty Executive Council, Executive Board, and Association meetings, and post the minutes to the Association website within ten workdays; develop agenda notices of all Executive Council meetings and all standing committee meetings; and circulate any properly submitted proposed amendment to the constitution.

### **Past-President**

Beginning with the end of a president's term, he/she shall serve in an ex-officio capacity on the Executive Council for one additional term. During that time, the former president shall serve as an advisor to the newly elected president. The past president can also serve on special committees, as appropriate.

## **ARTICLE V. COMMITTEES**

### **Executive Council**

The Association Executive Council meets when necessary to plan, implement, and recommend revisions of Association policies.

### **Special Committees**

These committees shall be created upon recommendations by the president or by appropriate motion from an Association member with the concurrence of a majority of Association members. These committees shall perform their assigned tasks and automatically dissolve.

## **ARTICLE VI. AMENDMENTS**

Proposed amendments to the constitution and by-laws must be presented at a stated or called meeting of the Association, and a copy of the proposed amendment(s) submitted to each member. The constitution may be amended by a vote of two-thirds of the members of the Faculty Association. Voting may be done by ballot at a general meeting of the Association or may be done by electronic voting as deemed appropriate by the Executive Council. If voting is done at a general meeting of the Association, the proposed amendment(s) shall be voted on at the next stated or called meeting, provided the next meeting is in occurrence at least three days after presentation of the proposed amendment(s).

## **ARTICLE VII. THE FACULTY EXECUTIVE COUNCIL**

### **Section 1. – Purpose**

It will be the purpose of the Faculty Executive Council to act as a representative body for the faculty of TVCC in pursuit of the purposes of the Faculty Association stated in Article II.

### **Section 2 – Members**

Each campus of TVCC recognized by the Vice President for Instruction will choose one

representative before spring commencement. For purposes of selection to this council, the campuses of TVCC are Athens, Terrell, Palestine, TVCC Health Science Center in Terrell, and the TVCC faculty members assigned full-time to the Texas Department of Criminal Justice. The term of office will be two years and begins with selection.

### **Section 3 – Meetings**

The Faculty Executive Council will meet at least once each month during the fall and spring semesters. Other meetings can be called by the president or upon petition of a majority of the Council members presented to the president. All meetings will include elected Faculty Association Executive Board Members. A quorum of two-thirds of the members of the Council is required to conduct business. The secretary will record and report the names of those members present and absent.

### **Section 4. – Agenda**

An agenda for each regular meeting shall be established with the secretary and the membership of the Association informed at least three days before a regular monthly meeting. The agenda will be posted on the Faculty Association Website three days prior to monthly meetings. New business not on the agenda may be introduced and discussed, but no action shall be taken until a later meeting unless a two-thirds majority of the Council membership agrees to a suspension of this rule. A formal agenda is not necessary when

a special meeting for emergency discussion and action is called.



## **BY LAWS**

### **ARTICLE I. Quorum**

One-third of the total Association membership present, shall be sufficient for the Association to conduct its business at a general assembly meeting.

### **ARTICLE II. Electronic Voting**

Voting by electronic method is permitted. An email vote (or electronic form) will be accepted if sent from the TVCC email address. Validity of such authorization expires following the posted deadlines for the specific issue for which electronic voting methods were provided.

### **ARTICLE III. Method of Voting**

#### **Section 1 – Voting on General Business**

Voting on general business matters shall be by show of hands, voice vote, electronic vote, or written ballot. A written ballot on any general business matter may be requested by any Association member. Such a request must automatically be accepted.

If the outcome of a voice or hand vote is in doubt, a written ballot vote may be requested by any Association member.

### **Section 2 – Voting on Amendments**

Amendment voting must be by written or electronic ballot. Ballots may be distributed either at association general assembly meetings or emailed to members by the secretary. An electronic vote will be accepted if using the TVCC email address. Ballots shall be counted in the presence of the Executive Council.

### **ARTICLE IV. Meetings**

The first Association meeting of an academic year shall be held within the first four weeks of the college fall semester. The remaining regular meeting dates shall be determined by the membership at the first meeting. The president shall, one week in advance, send written notice of the meeting time and place to all members.

The president of the Association may call special meetings at his/her discretion. A petition signed by two-thirds of the members of the Association may be used as an alternate method for calling special meetings. For all called meetings the president shall, one week in advance, send electronic notice of the meeting time and place to all

members.

## **ARTICLE V. Nomination and Election of Officers**

### **Section 1 – Nominations**

Elections for Association officers shall be held in the spring school semester. A slate of officers shall be nominated by the Executive Council. For each office the Executive Council will present at least one name.

### **Section 2 – Nominations from Association Members**

Nominations from the association members can take place during the call for nominations period. In addition, the nominee must provide a signed statement giving permission to have his/her name placed in the nomination.

### **Section 3 – Election of Officers**

During the spring semester, nominations and elections for the officers will take place electronically or at a called meeting. Officers shall be elected by a majority vote. Voting for officers shall be by electronic ballot or secret ballot in person if at a called meeting. In the event that no candidate receives a majority of the votes cast, a run-off election

between the two candidates receiving the most votes for that office will be held. The run-off election shall be held within one week after the votes are counted.

#### **Section 4 – Vacancy in Office**

In the event that a vacancy occurs in an office other than the presidency, a special election shall be called within four weeks to fill the vacancy. All applicable election procedures shall apply to the nominations and election of officers by special elections.

#### **Section 5 – Term of Office**

Term of office for all officers and campus representatives shall commence immediately upon the certification of the election results by the Executive Board. The term of service for all officers shall be two years. No officer shall serve more than one term in the same office.

#### **Section 6 – Qualifications of Officers**

All officers and/or nominees must be members of the Association during their tenure or when their names are placed in nomination.

#### **Section 7 – Removal from Office**

Articles of impeachment against an officer may be drafted at a stated or a called

meeting of the Association. Such articles may be presented by any member of the Association in good standing. Removal of an officer requires a three-fourths vote of the entire membership at a subsequent stated or called meeting. An officer who is impeached but not removed from office shall not be subjected to impeachment for the same charge again during the remainder of his or her term.

#### **ARTICLE VI. – Membership Cancellation**

Any member may at any time withdraw from the Faculty Association by giving a written notice of withdrawal to the Association president, who will then instruct the secretary to file the notice and strike the member's name from the roll.

#### **ARTICLE VII. – Dues**

Dues shall be \$15.00 per year for all members.

#### **ARTICLE VIII. – Dispensing of Funds**

The treasurer shall pay all bills and expenditures allowed by the Association. The president shall have the power to draw an order on the treasurer for any sum not to exceed \$800.00 for anyone expenditure.

**ARTICLE IX – Ratification**

Ratification of this constitution and by-laws shall be as specified in Article VI of the present constitution.

As Amended May 2020