

CONSTITUTION
UNIVERSITY OF MARY TEACHING FACULTY ORGANIZATION

ARTICLE I - NAME

The name of this organization shall be the University of Mary Teaching Faculty Organization, hereafter referred to as the UMTFO.

ARTICLE II - OBJECTIVES

The objectives of this organization shall include, but not necessarily be limited to these:

- A. To establish and maintain an effective voice for the teaching faculty.
- B. To promote the general welfare of the teaching faculty (includes salary, fringe benefits, teaching load, and working conditions).
- C. To promote faculty development (includes in-service, sabbatical leave, workshops, conferences).
- D. To promote and maintain academic excellence.

ARTICLE III - MEMBERSHIP

- A. All full and part time teaching faculty shall be eligible for membership and voting privileges.
- B. The president of the University shall be an ex officio member of the UMTFO.

ARTICLE IV - OFFICERS

- Section 1. Officers
The officers of the UMTFO shall be president, president elect or immediate past president, and recording secretary.
- Section 2. Qualifications
The officers shall be voting members of the UMTFO.
- Section 3. Election
The officers shall be elected by ballot at the March meeting of the academic year. The president elect will be elected every other year, at the March meeting of each even year. Ballots will be submitted by the voting membership.
- Section 4. Term of Office
The president elect shall be elected for a term of four years (one year as president elect, two as president, and one as immediate past president). All other officers

shall be elected for a term of one year. Newly elected officers shall assume office at the close of the business meeting when elected.

Section 5. In the event that an officer elected in the spring does not return in the fall, a special election for that position will be held at the September UMTFO meeting. During an academic year, should the president be unable to fulfill his/her responsibilities as stated in the constitution through sickness, death or for any reason, they shall be replaced by the president elect who shall serve out the remainder of the president's term and continue as president through the next two academic years. A special election will be held within thirty days of the change of offices so that the membership can select a president elect. The new president elect will serve out the remainder of the term and continue through the next academic year. If there is no president elect currently serving, a special election will be held within thirty days so that the membership can select a president. The new president will serve out the remainder of the two-year term.

In the event that the secretary of the organization is unable to fulfill the duties of the office, the president of UMTFO shall appoint someone from the organization to complete the term.

Section 6. The new president shall convene a meeting of the new and outgoing Faculty Council members prior to the close of each academic year. At that time, a business agenda for the coming year will be set.

ARTICLE V - MEETINGS

There shall be at least two (2) regularly scheduled meetings per academic year; the first is to be held no later than September 30 and the second, for the purpose of electing officers and other positions and for conducting official business, no later than March 31.

ARTICLE VI - QUORUM

The members present at a scheduled meeting shall constitute a quorum. Special meetings will require a quorum consisting of 20% of the total membership.

ARTICLE VII - AMENDMENTS

Proposed amendments to this constitution shall be submitted in writing to the Faculty Council at least 30 days prior to the council's meeting. The Faculty Council shall submit the proposed amendments to the UMTFO for approval. The UMTFO must pass the proposed amendments by two-thirds of the members present.

ARTICLE VIII - FACULTY COUNCIL

Section 1. Membership

The Faculty Council shall consist of the president, president elect or immediate past president, recording secretary, and six total delegates. One delegate will come from each academic school and one from UMTFO at large. If a school does not have a candidate for Faculty Council, the school forfeits its council membership seat for that two-year term. The position is opened to the UMTFO body at large for that two-year term.

Section 2. Qualification

Any voting member may be nominated for membership on the Faculty Council.

Section 3. Election and Term of Office

The at large delegates to the Faculty Council shall be elected by ballot during the March meeting of odd academic years. Schools will elect their Faculty Council representatives at their school meeting prior to the March UMTFO meeting. Representatives for the Liffrig Family School of Education and Behavioral Sciences and School of Engineering will be elected in odd academic years. Representatives for the Gary Tharaldson School of Business, School of Health Sciences, and School of Arts & Sciences will be elected in even academic years. In the event that Faculty Council representatives are unable to complete their term, elections would be held as described under Article IV, Section 5.

Section 4. Quorum

The number required for a quorum in the Faculty Council shall be a simple majority of the council membership.

Section 5. Meetings

Faculty Council will be open to all teaching faculty. Teaching faculty may participate in the discussion of council business but do not have voting privileges.

**BY-LAWS
OF
THE UNIVERSITY OF MARY TEACHING FACULTY ORGANIZATION**

ARTICLE I - DUTIES OF OFFICERS

Section 1. General

The duties of officers shall be such as their titles imply and as the by-laws state. Officers shall attend all scheduled UMTFO and Faculty Council meetings. Officers who are absent from more than three scheduled meetings per year may be asked by the Faculty Council to resign.

Section 2. Special Duties

A. The president shall:

1. Prepare and distribute an agenda 3 days prior to a meeting of the organization.
2. Call regularly scheduled meetings and such special meetings as deemed necessary.
3. Preside at meetings of the organization.
4. Act as liaison between the UMTFO and the administration of the University of Mary.
5. Serve as chairperson of the Faculty Council.
6. Routinely report on the business of Faculty Council to UMTFO.

B. The president elect or immediate past president shall:

1. Fulfill the duties of the president in the absence of the president at the UMTFO and the Faculty Council meetings.
2. Serve as a member of Faculty Council.
3. Serve as ex-officio member of all UMTFO committees.
4. Direct the work of each standing committee, with approval of the majority of Faculty Council and the president.
5. Assume the office of president at the close of the organization's last business meeting of the academic year.

C. The recording secretary shall:

1. Record, publish, and distribute the minutes of all meetings of the UMTFO and the Faculty Council.
2. Maintain a list of all voting members of UMTFO.

ARTICLE II - FACULTY COUNCIL

Section 1. Duties

The Faculty Council shall:

- A. Serve as liaison to the president of the University.
- B. Attend all scheduled UMTFO and Faculty Council meetings. Representatives who are absent from more than three scheduled meetings per year may be asked by the Faculty Council to resign.
- C. Attend to all business that occurs between any scheduled meetings of UMTFO.
- D. Assist the president of UMTFO with regular reporting of its major proceedings to the membership.
- E. Be responsible for addressing faculty welfare issues.

ARTICLE III - COMMITTEES

Section 1. General

- A. All standing committees shall be appointed by the president with majority approval of the Faculty Council.
- B. The number of members of each committee shall be determined by the Faculty Council.
- C. At the end of the academic year each committee shall submit a written report of the committee's activities to the UMTFO president and to be added to the repository of UMTFO documents.

Section 2. Nominating Committee

- A. The Nominating Committee shall present a slate of one or more candidate(s) for the office of president elect, recording secretary, and for each at large vacancy on the Faculty Council.

- B. The Nominating Committee shall facilitate election to Faculty Council offices and any at large seat(s) during the March UMTFO meeting of the academic year.
- C. The Nominating Committee shall facilitate election to Faculty Council during each academic school's meeting prior to the March UMTFO Meeting.
- D. The Nominating Committee shall present a slate of candidates for University committees.
- E. The Nominating Committee shall facilitate the election of UMTFO representatives to University committees during the April meeting of the academic year.
- F. The Nominating Committee shall, at the beginning of the academic year, submit to the Faculty Council a list of all UMTFO members serving on University and UMTFO committees.

Section 3. Faculty Development Committee

The Faculty Development Committee shall address all matters pertaining to the professional growth of the faculty.

Section 4. Policies, Procedures, and Protocols Review Committee

The Policies, Procedures, and Protocols Review Committee, composed of three at-large UMTFO members, is charged with reviewing any and all policies, procedures, and protocols (as outlined in the *Corporate Faculty Handbook*) that both directly and indirectly pertain to and/or impact teaching faculty. Policies, procedures, and protocols will be identified and reviewed based on immediate and/or long-term needs as chosen by the membership of UMTFO, any of its committees, or the Faculty Council. Any such review will be done in light of the organization's objectives as outlined in Article II of the UMTFO Constitution. The nature of this committee's work can inform and assist the work of any UMTFO group or entity.

Section 5. Salary and Benefits Committee

The Salary and Benefits Committee is composed of three UMTFO members appointed by Faculty Council to meet with the University of Mary administration and board of trustees. The purpose is to provide data, share information, and, when appropriate, present proposals concerning faculty salary and benefits. Two members will be appointed by Faculty Council as a representative to a rotating two-year term. The President of the UMTFO or an individual delegated by the President will also serve as a representative.

Section 6. Scholarship Committee

The Scholarship Committee is a standing committee composed of at least four teaching faculty . The purpose of the committee is to explore and undertake ways to raise money to maintain a student scholarship fund established in 1988. All moneys raised will be invested by the university with the interest earned used to establish the scholarship.

Section 7. Faculty Research Committee

The Faculty Research Committee is a standing committee composed of teaching faculty. The purpose of this committee is to build and promote a culture of research among faculty at the University of Mary. A minimum of four faculty are appointed to the committee, with a preference for representation from each school.

Section 8. Special Committees

The UMTFO president, with the approval of the Faculty Council, may appoint or dissolve *ad hoc* committees at any time deemed necessary.

ARTICLE IV - AMENDMENTS

Proposed amendments to the by-laws shall be submitted in writing to the Faculty Council at least 30 days prior to the council's meeting. The Faculty Council shall submit the proposed amendments to the UMTFO for approval. The UMTFO must pass the proposed amendments by two-thirds of the members present.

ARTICLE V - RULES OF THE MEETING

All business meetings shall be conducted according to the Robert's Rules of Parliamentary Procedures.

Amended October 13, 2010

Amended and Approved November 19, 2019