

**CONSTITUTION
OF THE
HILL COLLEGE FACULTY ASSOCIATION**

MISSION

In order to promote excellence in higher education, encourage more effective teaching and provide for professional growth and leadership, we, the faculty of Hill College, adopt the following constitution.

PURPOSE

The purpose of the Hill College Faculty Association is to encourage and promote professionalism and excellence in teaching. To promote the general welfare of the faculty; to give a voice to all faculty and provide the faculty the opportunity to participate in the decision making process and in the development, review, and implementation of Hill College policy. To encourage professional development and communication among faculty as well as promoting the general welfare of the college; to act as a medium through which the faculty communicates with the administration regarding any matters relating directly to the faculty; to provide a forum for the discussion of any and all issues that may directly or indirectly affect the faculty. And finally, to support the overall educational mission of Hill College for the benefit of students, faculty, staff, administration, and the community at large.

ARTICLE I: NAME, MEETINGS, QUORUM

Section 1: The name of this organization shall be the Hill College Faculty Association (henceforth called the Association).

Section 2: The Association members present and voting at regularly scheduled or special Association meetings shall constitute a quorum.

Section 3: The meeting agenda shall be determined by the Association president and published to the membership at least (7) school days before the scheduled meeting with the exception of staff development days or all-staff days.

Section 4: All general and special association and committee meetings will be open to all full-time Association members.

Section 5: Non members (guests) may attend meetings upon invitation by the Association.

ARTICLE II: MEMBERSHIP

Section 1: The membership of the Hill College Faculty Association shall consist of all full-time faculty members. All Hill College personnel designated with full-time faculty status shall be eligible for membership in the Association.

Section 2: All members of the Association shall be eligible to:

- a. run for the position of Association officer.
- b. vote in all Faculty Association matters.
- c. receive a copy of the constitution and by-laws of the Hill College Faculty Association.

ARTICLE III: GOVERNMENT

Section 1: The Association shall be governed by its elected officers in a manner consistent with the provisions of the constitution.

Section 2: The officers of this Association shall be the immediate past president, president, president-elect, secretary, and the treasurer.

Section 3: The president-elect and the treasurer shall be nominated and elected by the membership of the Association at the last business meeting of the spring semester and shall serve for a term of two years. Officers shall take office immediately upon election and shall serve until the election of a new set of officers.

Section 4: The executive committee shall be composed of the officers of the Association and the immediate past president of the Association who shall serve ex officio.

Section 5: The president shall be empowered to appoint any committee deemed necessary to carry on the business of the Association, including ad hoc committees and nominating committees.

Section 6: In the event an officer is unable to complete his/her term in office, acting leadership of the Association shall devolve in the following order:

President

President-Elect

Secretary

Treasurer

Section 7: In the event of a vacancy of an officer, the vacancy shall be filled by a special election to be called by the Association president and conducted by the Nominations and Elections Committee. The election of the new officer will be held prior to the next regularly called meeting of the Association.

Section 8: The rules contained in the current edition of *Roberts' Rules of Order*, shall govern the Association in all cases to which they are applicable and in which they do not conflict with any provision of the constitution. The rules governing the Association shall be enforced by the president-elect.

ARTICLE IV: OFFICERS AND ELECTIONS

Section 1: The term of office for all newly elected officers shall begin immediately upon their election in April and extend to the following April of the next calendar year.

Section 2: Election of the Association's general officers shall be held every other year prior to the Association's regularly scheduled annual spring semester meeting in April. The election shall be conducted by the Nominating and Elections Committee.

Section 3: Each Association officer shall be elected at large for a two year term of office by secret ballot of the voting membership of the Association. The president-elect shall become president at the end of his/her two year term. The treasurer shall become secretary at the end of his/her two year term. A new president-elect and treasurer will then be elected.

Section 4: The president shall be the official representative of the Association in its contact with government, civic, professional, business, and other organizations for the purpose of advancing the objectives of the Association.

Section 5: If any officer must resign or vacate their office prior to completion of the term the replacement officer will finish the remaining term and serve one more full term in that office.

The president shall:

1. Call and preside over all Association meetings.
2. Serve as ex-officio member of all committees.
3. Call special meetings of the Association when needed.
4. Delegate responsibilities to officers and members as necessary to carry out the duties and wishes of the Association.
5. Perform all other appropriate duties as may be assigned by the Association.

6. Act as an official representative of the Association whenever the need arises; the president may also assign a representative to act in his/her absence, as requested by the president. Appoint all Special Committees and assign their duties with the advice and assistance of the other Association elected officers.

The president-elect shall:

1. Preside at the Association meetings in the absence of the president.
2. Serve as chair of committees as directed by the president and the Association.
3. Assist the president in the carrying out of some duties and perform the duties of the president when the president is in absentia.
4. Assume all privileges and responsibilities as may be assigned by the president of the Association.
5. Become president after one full term as president-elect; in the event the president must vacate the position before completion of their term then the president-elect will complete the remainder of the president's term and be eligible for another full term as president.
6. Shall serve as parliamentarian of Association meetings. The Parliamentarian will maintain order at Association meetings by using the most current edition of *Robert's Rules of Order*.

The secretary shall:

1. Keep an accurate written record of the regular and special meetings of the Association, and have these records available for distribution to Association members within fifteen days after a meeting.
2. Distribute copies of the minutes to all members of the Association.
3. Serve as chair of committees as directed by president or the Association.
4. Maintain all official records, documents, and correspondence of the Association.
5. Carry out all correspondence including sympathy, greeting, get well cards, etc.
6. Perform other such responsibilities and duties as may be assigned by the president of the Association.
7. Maintain an updated roster of the membership of the Faculty Association.

The treasurer shall:

1. Receive and collect all monies that may be donated or contributed to the Association and deposit collected monies in the banking institution as directed by the Association. The treasurer shall pay any bills as authorized by this Association, maintain the Association account bank book for all Association funds.
2. Prepare a financial report for all regularly called Association meetings.
3. Give a monthly or annual report of the account of the Association funds to the Association as needed.
4. Sign all Association account checks.
5. Perform other such duties as the president or Association may assign.
6. Become secretary after one full term as Treasurer. In the event the secretary must vacate the position before completion of their term then the treasurer will complete the remainder of the term and will be eligible for another full term.

ARTICLE V: COMMITTEES

Section 1: The Executive Committee shall be a standing committee. It shall include the immediate past president who shall serve as ex officio, the president, the president-elect, treasurer and the secretary. Standing committee members shall take office at the beginning of the following academic semester according to the school's published schedule.

Section 2: The Travel Committee shall be a standing committee. It shall include the president-elect plus four additional faculty members including two representatives from each of the following fields of instruction: academic and technical. The members of the committee will be chosen from a general call for nominations to serve on the committee. The president-elect will serve as chairperson of the committee for the duration of their term as president-elect. Members of the committee (excluding the president-elect) shall serve a one year term. This committee will approve all full-time faculty professional travel requests.

- Section 3: The Faculty Compensation Committee shall be a standing committee. It shall include the chairperson, plus four faculty members including two from each of the following fields of instruction: academic and technical. The members of the committee will be chosen from a general call for nominations to serve on the committee. The Committee will designate its chairperson from among the Association members. Members of the committee will serve a one year term. This committee will focus primarily on matters pertaining to full-time faculty compensation, contracts, and benefits. Issues such as salary schedules, leave pay, adjunct pay, benefits, and other compensation issues that may impact or affect full-time faculty members may also fall under the purview of the committee.
- Section 4: The Nominations and Elections Committee shall be an ad hoc committee. It will be created no later than one month before the regularly scheduled spring Association meeting. It shall include the chairperson plus four faculty members including two from each of the following fields of instruction: academic and technical. The secretary will serve as chairperson of the committee and call the committee together as needed. The Nominating Committee will canvass for and recommend to the association candidate(s) for each general officer position as the position becomes vacant. The names of the candidates shall be published to the association members in writing at least (10) days prior to the election and the regularly scheduled spring semester Association meeting.
- Section 5: Special committees shall be assembled as needed by the officers of the Faculty Association. Committee purpose, size, and duration shall be determined by the officers of the Association. Membership and chairperson shall be designated by the Association president in conjunction with (advice and consent) of the Association officers. Special Committees shall report to the president and be collectively supervised by the Association officers.
- Section 6: All committees shall be empowered by the Association to investigate problems and proposals in the area of their jurisdiction and make recommendations for appropriate action to the Association. Committees will undertake specific action only at the direction of the association.
- Section 7: Members of the special committees may conduct business if at least 50% of the committee membership is present which shall constitute a quorum for the transaction of official business.

BYLAWS OF THE HILL COLLEGE FACULTY ASSOCIATION

ARTICLE I: BENEVOLENCE FUND

Section 1. The Benevolence Fund exists in order to minister to the Hill College faculty, staff, and administration in times of need. The fund is based upon collected donations and is disbursed in instances of death or hospitalization of a faculty member or immediate family. Association funds may also be disbursed for student scholarships, gifts, or for other special occasions and will be made at the discretion of the Association officers. All disbursements and payments shall be recorded by the treasurer and reported to the Association at the next regularly scheduled meeting.

Section 2. Members may choose to make a donation of a personally appropriate amount to the Hill College Faculty Association.

ARTICLE II: N.I.S.O.D. REPRESENTATIVES

The Association shall be responsible for the annual selection of NISOD faculty representatives selected from the membership of the Association.

ARTICLE III: ASSOCIATION MEETINGS

The Association meetings shall be held at the beginning of the fall and spring semesters and as called following regularly scheduled faculty development meetings. Meetings may also be called by the Association president if the need arises. Topics to be placed on the agenda for voting must be submitted to the association president (10) days prior to the meeting.

ARTICLE IV: BOARD MEETING REPRESENTATIVE

The Association shall select from its membership one representative to attend each Hill College Board of Regents meeting. This duty will be rotated on a monthly basis to different members.

ARTICLE V: LEADERSHIP CONFERENCE

Members of the executive committee shall be encouraged to attend the annual TCCTA leadership conference.

ARTICLE VI: RECALL

Section 1: Any elected official of the Hill College Faculty Association may be subject to recall upon petition by 25% of the membership of the Association.

Section 2: Upon presentation of petition, the president shall direct the secretary to call for a recall election within 30 days. Written notice of the election will be given at least seven (7) days prior to said election.

Section 3: The official may be removed from office by a two-thirds vote of the Association membership voting.

ARTICLE VII: RATIFICATION AND AMENDMENTS

Section 1: Ratification: This constitution and bylaws shall be amended and take effect immediately upon its ratification by a two-thirds majority of the faculty voting in a special election to be held within ten (10) school days following its presentation to the faculty, and including a meeting of the faculty for discussion of the amended constitution.

Section 2: The ratification election shall be conducted by and the results given to the Association members by the Association officers.

Section 3: Proposed amendments to the constitution shall be submitted to the executive committee at least ten (10) school days prior to the next called Association meeting for the purpose of discussion and consideration of the amendment by the membership.

Section 4: Ratification of an amendment shall require approval by a two-thirds majority of the membership voting and shall be binding immediately upon passage.

Section 5: All faculty members as defined in Article II, Section 1 of this constitution shall be eligible to vote for its ratification.

Section 6: All faculty members as defined in Article II, Section 1 of this constitution shall be eligible to vote on amendments to this constitution.

ARTICLE VIII: ADOPTION

This constitution shall be adopted and take effect immediately upon its approval by two-thirds of the membership of the Hill College Faculty Association who are present for the vote.