Bylaws of the
Faculty Council
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(Latest revisions, April 2015)

The Faculty Council was created under terms of Article 1, Section 5b. of the Charter of Organization of the General Faculty of Oklahoma State University.

In accordance with Article II, Section 2 of the Charter of Organization of the General Faculty of Oklahoma State University, the following Bylaws for the operation of the Faculty Council were adopted by the Faculty Council on February 9, 1971. These Bylaws reflect amendments made since 1971.

I. The President of the University

A. Shall receive recommendations of the Faculty Council and acknowledge receipt thereof by reporting at each regular Faculty Council meeting on action taken. The president or his/her designee shall make regular progress reports to the Faculty Council on recommendations he/she assigns to another group for study.

B. Is urged to be proactive and provide information necessary or helpful to the Faculty Council for the proper discharge of its functions, including information about any major policy changes which are to be recommended to the Board of Regents, or which any group advisory to the President may have under study.

II. Elected Officers of the Faculty Council

A. The Chair.
   1. Shall do what is necessary and proper to further the interests of the faculty.
   2. Shall preside at regular meetings of the Faculty Council and at all special meetings.
   3. Shall be responsible for providing sustained leadership to the Faculty Council and to its Executive Committee.
   4. Shall appoint special committees with the consent of the Faculty Council.
   5. Shall select the place of meeting of the Faculty Council.
   6. Shall, in consultation with the Executive Committee, prepare the agenda for the Faculty Council meetings. The Chair may require approval by a majority of the Faculty Council members present to consider any new business not included on the prepared agenda.
   7. Shall be responsible for advising the President of the University regarding the agenda for Faculty Council meetings.
   8. Shall take steps necessary to execute the actions of the Faculty Council.
   9. Shall provide liaison with the General Faculty, including a report on the business of the Faculty Council at the February meeting of the General Faculty and at other times as appropriate, and shall refer communications from members of the General Faculty to the appropriate committees.
   10. Shall advise the President of the University in the selection of faculty members to serve on administrative committees.
11. Shall, after specific action of the Faculty Council, interpret the official position of the General Faculty and the Faculty Council before such groups as may be appropriate.

B. The Vice-Chair.

1. Shall work closely with the Chair in order to become familiar with the duties of the Chair.
2. Shall serve as a member of the Executive Committee.
3. Shall assume the duties of the Chair in his or her absence.
4. Shall, if elected while serving the first or second year of a three-year term on the Faculty Council, continue to represent the area from which he/she was elected to the Faculty Council, until assuming the office of Chair.
5. Shall be a voting member of the Faculty Council, but in no event shall he/she have more than one vote.
6. Shall serve as Chair of the Nominating Committee in preparing the schedule of members and chairs of Standing Committees for action at the June meeting of the Faculty Council.

C. The Past-Chair.

1. Shall work closely with the Chair, Vice-Chair and Secretary to provide Faculty Council continuity.
2. Shall serve as a member of the Executive Committee.
3. Shall be a voting member of the Faculty Council, but in no event shall he/she have more than one vote.

D. The Secretary.

1. Shall distribute the agenda of each Faculty Council meeting to all councilors at least 72 hours before the meeting.
2. Shall be responsible for keeping a full set of minutes, including recorded reports of debates, which shall be made available to a member of the General Faculty on request.
3. Shall record the names of Faculty Council members present at each meeting.
4. Shall distribute the summary minutes of each Faculty Council meeting to the members of the General Faculty as soon as practicable after each Faculty Council meeting.
5. Shall, within 72 hours following each Faculty Council meeting, prepare and present to the President of the University a list of Faculty Council recommendations which require administrative action.
6. Shall prepare and present to each Faculty Council meeting a cumulative list of all Faculty Council recommendations to the Administration which are awaiting action by the President of the University. The list shall include the titles of the recommendations and the dates on which these were submitted to the President.
7. Shall carry on the necessary correspondence of the Faculty Council.
8. Shall, with the approval of the President of the University, employ secretarial assistance.

9. Shall make the physical arrangements necessary for the effective conduct of the business of the Faculty Council.

10. Shall be held responsible for the records and other physical property assigned to the Faculty Council.

11. Shall assist in providing liaison with the General Faculty.

12. Shall be a voting member of the Faculty Council, but in no event shall he/she have more than one vote.

E. Provision for absence.

1. In the absence of the Chair, the duties of that office shall devolve upon the Vice-Chair.

2. In the absence of the Vice-Chair, the duties of that office shall devolve upon the Chair of the Standing Committees of the Faculty Council in the order in which they are listed in these Bylaws.

3. In the absence of the Secretary, the duties of that office shall be assumed by a qualified substitute arranged for by the Secretary, if possible, or by the Chair.

III. Members of the Faculty Council.

A. Shall serve the University community as conscientious members of the academic profession, assigning a high priority to their responsibilities as Faculty Council members, bringing to the Attention of the Faculty Council such matters as they believe are in the best interests of the University, and shall be required to answer in no other place for their actions as Faculty Council members.

B. Shall endeavor to participate in all meetings of the Faculty Council. If, in any year of service a Faculty Council member accumulates four absences from regularly scheduled Faculty Council meetings, that member will automatically lose his or her Faculty Council position. The Secretary of the Faculty Council will then notify the Chair of the Faculty Council to provide a replacement for the vacant position as specified in Article III, Section E, Number 2b of the Bylaws of the General Faculty.

C. Shall convey to the Faculty Council all written communications from members of the General Faculty in their respective constituencies.

D. Shall provide information to their constituencies regarding activities of the Faculty Council.

E. May vote in the Faculty Council in person only.

F. May request reimbursement of expenses incurred in carrying out Faculty Council responsibilities.

G. May resign from the Faculty Council without prejudice.
IV. Meetings.

A. Regular meetings of the Faculty Council shall be held on the second Tuesday in each month except during the months of June and July. The Chair of the Faculty Council shall designate the meeting place, and shall notify the members of the Faculty Council by the most expedient means. Any change in the date or time of a regular meeting requires the consent of a majority of the elected Council members. This consent may be obtained when the meeting is called to order.

B. Special meetings of the Faculty Council may be called in accordance with the provisions of the Charter. Faculty Council members shall be notified in writing of the date and place of the meeting not less than 72 hours in advance of the meeting. In case of emergency, a meeting may be called without written notification; however, each available member shall be personally notified of the meeting in sufficient time to be able to reach the place of the meeting. A majority of the elected Faculty Council members must approve of the meeting when it is called to order.

V. Agenda.

A. The order of business shall include the following:
   1. Roll call
   2. Approval of minutes
   3. Approval of agenda
   4. Special reports
   5. President’s report to the Faculty Council on recommendations made by the Faculty Council and President’s comments on matters of interest to the faculty.
   6. Reports of standing committees
   7. Reports of liaison representatives
   8. Unfinished business
   9. New business
   10. Adjournment

B. The agenda shall include all unfinished business and such new business as is required by the Charter, suggested by the President, referred by the General Faculty, or submitted by a Faculty Council member.

C. The agenda shall be approved by the Faculty Council. The order of business may be changed thereafter only with the approval of the Faculty Council.

VI. Procedure.

A. Meetings shall be conducted in accordance with Robert’s Rules of Order, Revised.
B. The use of a secret, written ballot shall be mandatory in the following cases:
   1. When requested by an elected member of the Faculty Council.
   2. When two or more members of the Faculty Council have been nominated for the same position.
   3. When the existence or composition of a standing committee of the Faculty Council is involved.

VII. University Management.

A. Formulation of policies, procedures, and long-range plans. The Charter of the General Faculty charges the Faculty Council as the agency of the General Faculty, to be an essential participant in formulating and recommending policies, procedures, and long-range plans which determine the direction of the University. Such participation may be initiated as follows:
   1. By the Faculty Council and its committees. The Faculty Council and its committees should, without request from any other body, initiate and review University policies, procedures, and long-range plans.
   2. By faculty members. Members of the General Faculty who wish to make recommendations concerning policies, procedures, and long-range plans should communicate directly with the Faculty Council.
   3. By administrators. Recommendations by administrators may be brought before the Faculty Council through the President of the University. Recommendations shall be formally presented to the Faculty Council by its Chair.
   4. By students. Recommendations initiated by students may be brought before the Faculty Council by the President of the Student Association with the approval of the Student Senate.

B. Official approval of policies, procedures, and long-range plans. The Board of Regents and the Oklahoma State Regents for Higher Education have been granted the legal authority to give official approval to policies, procedures, and long-range plans. Recommendations formulated by the Faculty Council shall, at the President's discretion, be brought before the Board of Regents.

The President of the University is urged to bring proposals for major changes of policies or plans to the attention of the Faculty Council for their study and consultation before such changes are submitted to the Board of Regents.

The Chair of the General Faculty, at his or her discretion, shall represent the Faculty before the Board of Regents.

C. Implementation of policies, procedures, and long-range plans. The implementation of policy or translation of policy into day-by-day operations is the responsibility of administrators of the University. In the event that the President deems it necessary to create committees to assist in implementing policies, procedures, and long-range plans, the Faculty Council may advise the President in the selection of faculty members to serve on such committees.
D. **Communication within the University.** Effective management requires the broadest possible exchange of information and ideas. The Faculty Council shall actively cooperate in insuring that channels of communication are established and maintained.

VIII. **Committees.**

A. **General.**

1. The Faculty Council will exercise its functions with the assistance of two categories of committees: Standing Committees of the Faculty Council and Special Committees created by the Faculty Council.

2. The Standing Committees of the Faculty Council are its operating agents. They shall formulate and recommend actions and policies for approval by the Faculty Council. In addition, all but the Rules and Procedures Committee shall be available to consult with and advise administrators and other members of the University community on matters concerning participation of members of the General Faculty in the government of the university at all levels. Non-members with special qualifications may be asked to join in the deliberations of a committee, but in no case shall such specialists be entitled to vote.

3. Special committees may be created by the Faculty Council to consider particular problems. Such committees shall direct their reports to the Faculty Council for its approval.

4. Committees shall adopt their own rules of procedure and appoint such sub-committees as needed. A committee member may appeal to the Faculty Council against committee rules which he/she considers a violation of the spirit of the procedures of the Council.

B. **Standing Committees.**

1. Standing Committees of the Faculty Council are permanent committees. The chair and at least one other member of each of the Standing Committees shall be members of the Faculty Council nominated by the Nominating Committee and approved by the Faculty Council at its May meeting. A Standing Committee may be abolished by a vote of not less than two-thirds of the Faculty Council.

2. The term of membership of a Faculty Council member on a Standing Committee shall begin at the regular May meeting of the Faculty Council and shall continue for one year. Successive terms on the same committee shall be permitted.

3. Committee members shall be selected by the Faculty Council in accordance with the following procedure:

a. The Nominating Committee shall be composed of the current and newly elected officers of Faculty Council and the members of the Rules and Procedures Committee. The Chair of this committee shall be the current Vice-Chair of the Faculty. In addition this committee shall be available to consult with and advise administrators concerning participation of the General Faculty in committees of the University at all levels.

b. The Nominating Committee shall meet before May 1 and shall, at least 72 hours before the May Faculty Council meeting, present to the Faculty Council for its
approval a complete nominating schedule designating members and chairs of the Standing Committees. The Nominating Committee shall be guided by the following principles;

1. Each Faculty Council member shall serve on at least one of the Standing Committees.

2. Each committee shall be composed of members who represent different colleges, divisions, and campuses and in so far as possible whose terms expire in different years.

3. The Faculty Council Chair should not serve on any of the Standing Committees of the Faculty Council.

4. The Nominating Committee should give consideration to requests of Faculty Council members regarding committee assignments.

4. Faculty Council members may participate in deliberations of those committees and sub-committees of which they are not members. Upon proper written request, they are entitled to receive all information furnished committee members, particularly notification of calls for meetings. They are not entitled to vote at such meetings.

5. The Standing Committees of the Faculty Council shall be as follows:

   a. **Rules and Procedures Committee**: Four or more members from the Faculty Council. This committee shall be responsible for rules and procedures relating to faculty participation in University government at all levels. Its functions shall include the following:

      1. consideration of organizational problems of the General Faculty, and preparation of amendments to the Charter and Bylaws of the General Faculty and the Bylaws of the Faculty Council;

      2. preparation of regulations for faculty elections, and conducting and supervising such elections;

      3. recommendation of the creation or abolition of Faculty Council committees;

      4. recommendation of procedures for establishing new University committees, boards, and councils;

      5. recommendation of procedures for faculty participation in the government of the University, including the planning, management, and evaluation of college and departmental affairs;

      6. recommendation of procedures for faculty participation in the planning, operation, and evaluation of University agencies and programs not under the supervision of any college, such as research foundations, computer centers, printing and publishing agencies, development foundations, armed service training, public information agencies, and intercollegiate athletics;

      7. recommendation of procedures for faculty participation in administrative organization and reorganization at all levels, including creation and reorganization of departments, colleges, and other academic subdivisions of the University;

      8. recommendation of procedures for faculty participation in selecting administrative personnel;
(9) recommendation of procedures for faculty liaison with Boards of Regents and the Student Association. This committee shall also serve as part of the Nominating Committee of the Faculty Council.

b. Academic Standards and Policies Committee: Two or more members from the Faculty Council, two members from the General Faculty, one emeritus faculty member, two students, one representing undergraduates and one representing the Graduate and Professional Student Association. This committee shall formulate and recommend policies at all levels of instruction, both graduate and undergraduate including the following:

1. admission, retention, and graduation requirements;
2. university catalogs and the academic calendar;
3. incentives and academic awards to encourage scholarship;
4. instructional standards and procedures at all levels, on and off campus;
5. student employment and credit hour load regulations;
6. new curricula and programs;
7. academic counseling, tutoring, and honors programs.

c. Campus Facilities, Safety, and Security Committee: Two or more members from the Faculty Council, two members from the General Faculty, one emeritus faculty member, and two student members, one representing residential and one representing non-residential groups. The committee shall formulate and recommend policies and long-range plans pertaining to campus facilities, safety, and security, including:

1. the design, construction, and naming of new campus buildings.
2. the control of campus traffic and parking.
3. safety and security.
4. the assignment of space and equipment for office, classroom, laboratory, and living use, together with maintenance and repair thereof.
5. the establishment of new campuses and other off-campus facilities.
6. physical plant.

It shall also annually review contingency plans for handling campus emergencies.

d. Student Affairs and Learning Resources Committee: Two or more members from the Faculty Council, two members from the General Faculty, and one emeritus faculty member, two student members, including a graduate student representing the Graduate and Professional Student Association and an undergraduate student representing the undergraduate student body. This committee shall formulate and recommend policies and long-range plans concerning the Library, the Museum, and other learning resources. This committee shall formulate and recommend policies, procedures, and long-range plans pertaining to student concerns and activities common to all divisions of the University, such as those relating to guidance, awards, discipline, campus living areas, health, employment, loans, social and intramural athletic activities, and the distribution of scholarships and other financial awards and assistance. The
committee shall make recommendations concerning changes in student regulations.

e. **Long-Range Planning and Information Technology Committee:** Two or more members of Faculty Council, two or more members from the General Faculty, immediate past Chair of Faculty Council (ex officio), and current Vice-Chair of Faculty Council. This committee is devoted to an examination of the future of OSU and with the increasing role of information technology as it applies to the work of the academy. Ongoing discussions about the nature of the institution and its technological apparatus are in the domain of the committee. This committee should develop and continually update a faculty "agenda" for the university and regularly report to the Council about its discussions as well as about the acquisition, distribution, and use of information technology and the use of electronic media. This committee shall work with the Chair of Faculty Council in regularly reviewing committee structure and membership. Faculty development issues shall also be the responsibility of this committee.

f. **Budget Committee:** Two or more members from the Faculty Council, three members from the General Faculty, one emeritus faculty member, and the Faculty Council Vice Chair (ex officio). This committee shall formulate and recommend policies and long-range plans pertaining to the division of funds in the University. Its functions shall include the following:

1. the University budget, its preparation, and status;
2. salary surveys and studies;
3. recommendations and long-range plans relating to the division of funds and resources among various University programs and activities. In addition, it shall be available to consult with and advise the President of the University and other appropriate administrators on matters pertaining to the budget recommendations to be made to the Board of Regents and the division of funds and resources within the University.

g. **Faculty Committee:** Two or more members from the Faculty Council, three members from the General Faculty, and one emeritus faculty member. This committee shall formulate and recommend policies governing faculty status, including appointment, tenure, reappointment, dismissal, promotion, leaves, summer work, performance standards, employment, working conditions, work loads, research activities, and similar concerns of the members of the General Faculty. In addition, the committee shall be available to consult with and advise the President of the University on matters which require application or interpretation of policies concerning the Faculty not otherwise provided for within these Bylaws.

h. **Retirement and Fringe Benefits Committee:** Two or more members from the Faculty Council, three members from the General Faculty, and one emeritus faculty member. This committee shall formulate and recommend policies and long-range plans concerning retirement and fringe benefits, such as group insurance, tax-sheltered annuities, health services, recreation facilities, and tuition fees for faculty and staff members and their dependents. It shall recommend procedures to prepare personnel for retirement. It shall receive, review, analyze,
and make recommendations on irregular cases involving retirement and fringe benefits. It shall counsel individuals referred to it by the President of the University.

i. **Research Committee**: Two or more members from the Faculty Council, three members from the General Faculty, and one emeritus faculty member. This committee shall formulate and recommend policies concerning research activities at OSU. Some issues, which may fall into the domain of this committee would include: research productivity goals, research funding, intellectual property rights, patents, conflict of interest, distribution of indirect costs, awards for research activities, research centers, and cross-cutting research needs.

j. **Athletics Committee**: Two or more members from the Faculty Council, three members from the General Faculty, one emeritus member and two students, one male and one female, who are attending OSU on athletic scholarships. The Athletic Director, or his/her appointee(s) shall act as liaison to the Athletic Department. This Committee shall formulate and recommend policies regarding the role of organized athletics, both intramural and intercollegiate, in the life of the university. The committee shall particularly monitor and report on the sources and expenditure of Athletic Department funds and health of the academic programs undertaken by students who participate in intercollegiate athletics.

k. **Diversity Committee**: Diversity Committee: Two members from the Faculty Council, three members from the General Faculty, one emeritus faculty member, one undergraduate student and one graduate student. The composition of this committee should reflect the gender, sexual orientation, religious, and ethnic diversity of the campus. A representative from the Division of Institutional Diversity will be appointed by the Vice-President of Institutional Diversity to serve as a liaison between the Diversity Committee and the Division of Institutional Diversity. Committee members are encouraged to invite faculty from Colleges without representation on this committee to participate as non-voting members. This committee will work with Faculty Council Officers in reviewing committee structure and membership to ensure that the committee appropriately addresses diversity-related issues. The Diversity Committee shall review existing policies and processes related to the recruitment, retention, and inclusion of diverse faculty, particularly from underrepresented groups, on campus; and if needed, develop new guidelines, processes, or policy recommendations to enhance and/or promote diversity and inclusiveness on campus. Other functions of this committee shall include the following:

1. Annually review diversity data reports and summaries from the Vice-President of Institutional Diversity or designee,
2. Work collaboratively with the Division of Institutional Diversity and/or other members of the administration, to assess the inclusion of diversity-related issues in both curricular and non-curricular programming on campus,

6. **General Operating Procedures.**

   a. The chair of each committee shall report at each regular Faculty Council meeting all recommendations of the committee. In submitting a report, the chair may
recommend that the Faculty Council submit the matter to the General Faculty for a vote. Only recommendations approved by the Faculty Council shall be regarded as officially representing the opinion of the General Faculty and be presented to the Administration as such.

b. A committee should initiate studies of University policies and procedures which are within its jurisdiction. It shall also consider these policies and procedures when directed to do so by the Faculty Council or when requested to do so by an appropriate administrator.

c. Members of the General Faculty on the Faculty Council Standing Committees shall be appointed for terms of three years. Student members shall be appointed for terms of two years.

C. Special Committees.

1. Special Committees may be appointed by the Chair of the Faculty Council whenever necessary. This action shall be submitted to the Faculty Council for approval at its next meeting.

2. The term of a Special Committee shall expire when its final report is accepted by the Faculty Council.

IX. Executive Committee.

A. Membership. The Chair, the Vice-Chair, the Secretary, the Past-Chair and the chairs of the Standing Committees of the Faculty Council shall constitute the Executive Committee of the Faculty Council.

B. Meetings. The Executive Committee shall meet regularly, approximately a week before each monthly Faculty Council meeting and also upon call of the Chair.

C. Duties and responsibilities.

1. It shall assist the Chair in planning the agenda for Faculty Council meetings.

2. It shall discuss Faculty Council business, including long-range plans for the Faculty Council and for the General Faculty.

X. Dispute Resolution Committee.

Faculty members who feel that they have sustained a grievance which can be resolved only by a hearing before a dispute resolution committee may apply to the Faculty Council for formation of such a committee as detailed in Appendix Section E (Dispute Resolution Procedure) of the Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University.

XI. Amendments of Bylaws.

These Bylaws may be amended in any meeting of the Faculty Council by a majority of the elected members, provided that the proposed change has been submitted to the members of the Faculty Council at least 72 hours in advance of the meeting.
XII. Faculty Council Representatives on Certain Other Bodies.

Certain other bodies which perform advisory or supervisory functions in the University include Faculty Council representatives, either as full committee members or as non-voting liaison members. Liaison representatives shall be appointed by the Faculty Council Chair. Liaison representatives shall report regularly to the Faculty Council regarding activities of the assigned committee.