

## **BYLAWS OF THE FACULTY ASSEMBLY**

### **PREAMBLE**

The full-time and part-time faculty of the Alabama College of Osteopathic Medicine (hereafter referred to as ACOM) hereby establishes these Bylaws to provide a means for the faculty to participate in the development and achievement of the College's educational mission in a coordinated and collective manner. These Bylaws allow the faculty to address issues and concerns of ACOM in a participatory fashion. The Bylaws govern how the Faculty Assembly operates.

### **I. ORGANIZATION**

#### **A. ASSEMBLY**

1. The Faculty Assembly is the body of the faculty which, with its standing officers, is created to represent the faculty as a whole in accomplishing designated Faculty Assembly purposes.
2. The Assembly year is from July 1 through June 30.
3. The Assembly will conduct its business in accordance with these Bylaws and the Special Rules of the Assembly, if any. The Special Rules are adopted each Assembly year and must be in compliance with these Bylaws.

#### **B. MISSION AND VISION**

##### **1. Mission**

The ACOM Faculty Assembly enables faculty to work collectively to shape a positive direction for the College. It improves the welfare of faculty so they can perform their duties to the best of their abilities; thus, our students can learn to the best of their abilities.

##### **2. Vision**

Our members will be the best served members of any educational Assembly or Association. Faculty Assembly members will work collaboratively with each other and with all other groups in ACOM to enhance the mission of the Assembly and the mission of the College.

#### **C. PURPOSES OF THE ASSEMBLY**

1. To assist individual faculty in carrying out his or her instructional duties and responsibilities, to advance the professional interests of those faculty

- members, to maintain academic excellence in the curriculum and learning experiences, and to maintain the integrity of the educational program.
2. To serve as the exclusive representative of the faculty in working with the administration of the College on relevant issues, to maintain and strengthen the continuity of practices within the faculty domain, and to work to ensure and preserve academic freedoms.
  3. To exercise the powers, duties, and privileges of the Assembly in accordance with the governing bodies and laws of the United States, State of Alabama, the Board of Directors, and in the Faculty Assembly Bylaws.

## **D. MEMBERSHIP**

Faculty Assembly membership will consist of all ACOM faculty members except adjunct faculty and/or those who are members of the Dean's Cabinet.

1. Voting members of the Faculty Assembly will consist of all full- and part-time faculty with a workload of at least .1 FTE (Full Time Equivalent) within ACOM.
2. The Dean and Dean's Cabinet members will be welcome by invitation only to attend Faculty Assembly meetings and will have voice but no vote.
3. Adjunct faculty will be welcome, but not required, to attend Faculty Assembly meetings and will have voice but no vote.

## **E. DUTIES, RIGHTS, AND RESPONSIBILITIES OF MEMBERS**

1. Members have concomitant responsibilities to the Assembly to ensure that the greater good for all members of the Assembly is maintained.
2. Voting members are eligible to:
  - a. Vote on all issues determined by the Assembly.
  - b. Sign nominating petitions for Assembly officers if such are required.
  - c. The Assembly Vice Chair and Secretary will jointly maintain the official membership roster that clearly sets forth each member's membership status and they will update the roster at the start of each term. Each term's official membership roster will be used as the basis for determining voting eligibility as set forth above.

## **II. MEETINGS**

### **A. ASSEMBLIES**

1. A regular meeting of the Faculty Assembly will be held at least once per spring or fall term to:
  - a. Facilitate communication within the Assembly of standing officers and members alike.

- b. Allow for open discussion of issues important to members.
  - c. Allow for nonbinding resolutions on issues brought from the floor of the Assembly to be discussed with the Dean.
2. Notice of important communications, discussions, and nonbinding resolution adoptions will be available to all members within three business days of the Assembly meeting upon request.
3. An elections meeting will be held in May or June of each year for which the primary order of business will be election of officers for the following year.
4. Voting members who are actively participating by conference call or teleconference may vote without being physically present. Votes may not be submitted by proxy in advance.

## **B. SPECIAL MEETINGS**

Special meetings may be called:

1. At the discretion of the Chair of the Assembly.
2. At the joint request of the Vice Chair and the Secretary of the Assembly.
3. At the request of the Dean, through the Chair.
4. As a result of a petition signed by not fewer than twenty (20) percent of all members.

## **C. NOTICES OF MEETINGS**

A notice of all meetings, with agenda, will be distributed to each member not less than three (3) business days before the meeting.

## **III. OFFICERS AND AFFILIATE REPRESENTATIVES**

### **A. OFFICERS**

The standing officers of the Faculty Assembly are Chair, Vice Chair, and Secretary.

### **B. ELECTIONS AND TERMS**

1. Elections of officers for the following year will take place no later than June 15 of each year.
2. Both the Vice Chair and Secretary must have served as faculty at ACOM for a period of at least twelve (12) months prior to taking office. The Chair must have served as faculty at ACOM for eighteen (18) months prior to taking office.
3. All officers will be nominated and elected by written ballot during a scheduled elections meeting, as hereafter described.

4. For all election meetings, special election meetings, and recall election meetings, a quorum is required. This consists of fifty (50) percent of the voting faculty.
5. Officers are elected at large by members during a scheduled election meeting as set forth under Article I, Section D, number 4, Duties, Rights, and Responsibilities of Members.
  - a. Any voting member may nominate one other such member including himself or herself for a given office.
  - b. To be placed on the ballot, a nomination must be seconded by another voting member of the Assembly.
  - c. Each candidate will have the right to name one representative who is not a candidate to participate in counting the votes, and the Assembly will choose one other member to preside over the election using materials held by the Secretary for that purpose.
  - d. All voting members, including standing officers, are eligible to vote. For each office, the candidate receiving fifty percent plus one vote wins the office. In the event that no candidate receives this many votes, a runoff election will be held between the two candidates who received the most votes in the first round of voting. If this runoff election results in a tie, the winner will be the faculty member with the longest recent continuous period of employment at ACOM.
6. The term of office for all officers will be one year beginning on July 1 of each year following the election.

### **C. DUTIES OF THE CHAIR**

1. Preside at all regular meetings and special meetings of the Assembly unless such meeting should be involving his or her recall.
2. Represent the faculty at official college functions and make appropriate remarks when requested by the Dean of ACOM.
3. Together with the Vice Chair and the Secretary, will communicate with the Dean of the college on behalf of the Faculty Assembly.
4. Present communications from the Dean of the college and/or his/her representatives to the Assembly and/or faculty.
5. Establish the time, place, and agenda for special meetings between the Dean of the college and/or his/her representatives and the Assembly.
6. Coordinate meetings with new faculty members to orient and better integrate these members into the Assembly.
7. Perform the duties of either the Vice Chair or the Secretary in the absence or vacancy of either officer.
8. Perform any other duties as directed by the Assembly under the limits of the Bylaws and Special Rules.
9. Vote on Assembly issues only to break a tie.

## **D. DUTIES OF THE VICE CHAIR**

1. Perform the duties of the Chair of the Assembly in his/her absence.
2. Serve as Chair of the Faculty Handbook Committee.
3. Together with the Chair and Secretary, will communicate with the Dean of the college on behalf of the Faculty Assembly.
4. Perform other duties as mutually agreed upon with the Chair.
5. Keep an updated list of faculty eligible to vote in Assembly meetings.
6. Be a voting member of the Assembly, except when presiding over a meeting of the Assembly. In which case, vote on Assembly issues only to break a tie.

## **E. DUTIES OF THE SECRETARY**

1. Take responsibility for establishing the time, place, and agenda of regular meetings in coordination with the Chair and post such information in appropriate locations and to the voting members in coordination with the Vice Chair.
2. Take minutes at Assembly meetings and Assemblies and have minutes available to the Assembly membership in three days.
3. Keep an updated list of faculty eligible to vote in Assembly meetings.
4. Together with the Chair and Vice Chair, will communicate with the Dean of the college on behalf of the Faculty Assembly.
5. Distribute the approved minutes of the Assembly meetings and Assemblies.
6. Perform other duties as mutually agreed upon with the Chair.
7. Call special meetings of the Assembly in coordination with the Vice Chair.
8. Call election meetings once per year or as needed in coordination with the proposed election committee. Have on hand materials for secret balloting for election meetings in particular and for other meetings and Assembly issues as required.
9. Perform duties of the Chair of the Assembly in the absence of both the Chair and the Vice Chair of the Assembly.
10. Be a voting member of the Assembly, except when presiding over a meeting of the Assembly. In which case, vote on Assembly issues only to break a tie.
11. The permanent minutes of all Assemblies will be kept by the Secretary of the Faculty Assembly. Copies of these minutes will be distributed by the Secretary to the Assembly and the designated accreditation compliance officer and provided to Assembly members upon request.

## **F. VACANCIES**

1. In the event of a vacancy (resignation, recall, or disability/death) in the office of the Chair, if the remaining term is less than six months, the remaining Assembly Officers will appoint a new Chair who will serve for

the balance of the term to which appointed. If the remaining term is greater or equal to six months, a special election will be held to elect the new Chair who will serve only the balance of the current term. The Vice Chair will serve as Chair until the election results are ratified. In the event that the Vice Chair cannot serve, the Assembly will appoint an Acting Chair until the election results are ratified.

2. In the event of vacancies in the offices of Vice Chair or Secretary, if the remaining term is less than six months, the Assembly will appoint a new officer for the balance of the term to which appointed. If the remaining term is greater than or equal to six months, a special election will be held to elect the new officer who will serve only the balance of the current term. The Assembly will appoint a new officer to serve until the election results are ratified.

## **G. RECALL**

If, at any time, members of the Assembly believe they are being inadequately represented by one or more officers, a petition signed by at least thirty-five percent of the membership will allow the petition's originator to call a recall election meeting. The election will take place between two and three weeks from the time of filing the petition. An affirmative vote of at least fifty percent plus one of the total voting membership will be required for the office to be declared vacant. For this meeting the highest-ranking officer other than the one subject to recall will chair the meeting. If all officers are subject to recall, the originator of the petition will chair the meeting. If all officers are recalled, a special elections meeting must be scheduled immediately to take place between one and two weeks after the recall. In addition, one person (who cannot subsequently be a candidate for office) must be appointed immediately to chair the special elections meeting.

## **IV. AMENDMENT PROCESS**

### **A. PROPOSITION**

The Faculty Assembly may by majority vote propose amendments to these Bylaws. An amendment to these Bylaws may also be proposed by a petition which sets forth the proposed amendment, is signed by at least twenty percent of the eligible faculty, and is filed with the Chair.

### **B. ASSEMBLIES**

Within ten calendar days after filing, there will be a faculty meeting/assembly to discuss the proposed amendment(s). The proponents may accept amendments to their

proposed amendment(s). Alternative proposed amendments, signed by ten percent of the eligible faculty, may be filed with the Chair within five days after the forum.

### **C. PUBLICATION**

The Assembly will distribute the proposed amendment(s) to each member not more than fourteen calendar days after the faculty forum.

### **D. VOTING PROCEDURES**

Any proposed amendment(s) to these Bylaws will be voted on by all faculty. Balloting must take place within thirty calendar days of the faculty forum. An amendment will be considered adopted if it receives the affirmative vote of at least sixty percent of those voting on the amendment, providing at least fifty percent plus one of all faculty vote.

### **V. ENABLING CAUSE**

These Bylaws will become effective and supersede any previous Bylaws document immediately upon approval by the Faculty Assembly unless otherwise specified. These Bylaws will be considered adopted if they receive the affirmative vote of sixty percent of those voting, provided fifty-one percent of all members and participants vote in the referendum. Assembly officers elected under the provisions of the previous Bylaws will continue their elected term of office.