

# FACULTY SENATE CONSTITUTION

## CLARENDON COLLEGE ARTICLE I POWERS AND JURISDICTION

### Section 1: Purpose

The purpose of the Faculty Senate is to provide a forum for faculty to participate in institutional governance by providing input to the President and appropriate administration officials of Clarendon College and through the President to the Board of Regents on matters affecting the education, service activities, growth, and the general welfare of the college and its constituencies; and to promote the general welfare of the faculty.

### Section 2: Powers and Responsibilities

- A. Whereas during the 89th Texas Legislative Session in 2025, the Texas Legislature passed Senate Bill 37, which was subsequently signed into law by Governor Greg Abbott on June 20, 2025.*
- B. Whereas Senate Bill 37 relates to the governance of public institutions of higher education, including review of curriculum and certain degree and certificate programs, a faculty council or senate, training for members of the governing board, and the establishment, powers, and duties of the Texas Higher Education Coordinating Board Office of the Ombudsman.*
- C. Whereas Senate Bill 37, in Section 51.3522 of the Texas Education Code, authorizes the governing board of an institution of higher education to establish a faculty council or senate and sets forth the policy by which the governing board shall select its members.*
- D. Whereas the Board of Regents of Clarendon College adopts the following policies in accordance with Section 51.3522, of the Texas Education Code:*

1. The faculty senate must adequately represent each college and school of the institution, and
  - a. Require the members to be faculty members;
  - b. Limit the number of members to no more than 60, with at least two representatives from each college or school, including:
    - i. One member from each college or school appointed by the chief executive officer of the college; and
    - ii. The remaining members elected by a vote of the faculty of the member's respective college or school.
2. The faculty senate is advisory only and may not be delegated the final decision-making authority on any matter.
3. The faculty senate shall represent the entire faculty of Clarendon College and advise the administration regarding matters related to the general welfare of the institution.
4. The faculty senate may not issue any statement or publish a report using the institution's official seal, trademark, or resources funded by the institution on any matter not directly related to the faculty senate's duties to advise the institution's administration.
5. Service on the faculty senate is an additional duty of the faculty member's employment. Members of the faculty senate are not entitled to compensation or reimbursement of expenses for their role as members of the faculty senate unless the expense is on behalf of and approved by the institution of higher education.
6. A member of the faculty senate appointed by the chief executive officer of the college in accordance with Section (1)(b)(i) may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term. A member of the faculty senate elected by a vote of the faculty of the member's respective college or school serves a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.
7. A faculty member serving on the faculty senate may be immediately removed from the senate for failing to conduct the member's responsibilities within the senate's parameters, failing to attend senate meetings, or engaging

in other similar misconduct. A member of the faculty senate may be removed on the recommendation of the institution's Vice President of Academic Affairs and approval by the President.

8. The chief executive officer of Clarendon College shall appoint a faculty senate president, vice president, and secretary from the members of the faculty senate.

9. The presiding officer of the faculty senate shall preside over meetings of the faculty senate and represent the senate in official communications with the institution's administration.

10. The faculty senate shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures prescribed by the chief executive officer of the college.

11. The faculty senate shall broadcast over the Internet live video and audio, as applicable, of each open meeting of the faculty senate if more than 50 percent of the members of the senate are in attendance.

12. The faculty senate shall adopt rules for establishing a quorum.

13. The following shall be made available to the public on the Clarendon College Internet website not later than the seventh day before a meeting of the faculty Senate:

- a. An agenda for the meeting with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote; and
- b. Any curriculum proposals reviewed by the senate that will be discussed or voted on at the meeting.

14. The names of the members in attendance must be recorded at a meeting in which the faculty senate conducts business related to:

- a. A vote of no confidence regarding an institution administrator; or
- b. Policies related to curriculum and academic standards.

15. These policies may not be construed to limit a faculty member of Clarendon College from exercising the faculty member's right to freedom of association protected by the United States Constitution or the Texas Constitution.

## **ARTICLE II COMPOSITION**

### **Section 1: Faculty Eligibility**

Individuals eligible for Faculty Senate shall consist of all Clarendon College full-time contract faculty.

### **Section 2: Faculty Membership**

- 1) Each Division – Science and Health, Liberal Arts, and Career Technical shall select Three (3) individuals from each division to represent in the coming Academic year. The College President shall also select three (3) individuals to be officers: the Chair, Vice Chair, and Secretary. This 12-member body shall conduct the business of the Senate.

## **ARTICLE III ORGANIZATION**

### **Section 1: By-laws and Regulations**

The Senate shall have the power to organize and to make all by-laws and regulations necessary for its own proceedings.

### **Section 2: Officers**

Officers of the Faculty Senate shall be appointed by the President of the College Annually.

- A. *Officers*- The officers of the Senate shall include a Chair, Vice-Chair, and Secretary.

- B. **Chair**- The Chair shall preside over meetings of the Senate.
- C. **Vice-Chair**- The Vice- Chair shall assume the duties of the Chair in the absence of the Chair.
- D. **Secretary**- The Secretary's duties will include, but not be limited to, the preparation and distribution of agenda materials for the Senate, the certification of election results, the preparation and distribution of records of Senate actions, and the documentation of Senate meeting minutes.

## **FACULTY SENATE BY-LAWS**

### **II. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all questions of parliamentary procedure.

### **III. Meetings**

- 1) At the last regularly scheduled meeting of each academic year, the Senate shall establish frequency and regular time and location for its meetings to be held the following academic year.
- 2) Regular Senate meetings will be open to the community.
- 3) Each Senate meeting will be Zoomed from a Clarendon College location designated by the Chair of the Faculty Senate. Members in that location are considered physically present at the meeting. Attendees on Zoom are considered virtual.
- 4) All meetings will be recorded in Zoom, and will be posted to the Faculty Senate webpage for at least 2 years.

- 5) At any meeting, the presence of 50% Senate membership shall constitute a quorum. The Secretary of the Senate shall take attendance of members present at each meeting to be documented in the minutes.
- 6) A brief time at the beginning of each scheduled meeting, an opportunity for non-voting individuals to address the Senate.
- 7) Special meetings of the Senate may be called by the Chair or upon the request of at least 25% of membership (4 members minimum).  
Announcement of special meetings must be made with sufficient time to develop an agenda.
- 8) Meetings shall follow the Texas Open Meetings Act procedures with posting of agenda items Seven (7) days prior to the scheduled meeting.

#### **IV. Appointment of Officers**

- 1) No later than four weeks prior to the last regularly scheduled meeting of the academic year, the President of the College shall appoint three candidates each for office of Chair, Vice- Chair, and Secretary.
- 2) If a vacancy occurs in the office of the Chair, the Vice-Chair shall assume the office. The Senate shall then select a member to serve as Vice-Chair for the remainder of the academic year. This election will be conducted in the same manner as election of offices stated in paragraph 3 of this section, as will any other office vacancy other than the Chair.
- 3) A faculty member serving on the faculty senate may be immediately removed from the senate for failing to conduct the member's responsibilities within the senate's parameters, failing to attend senate meetings, or engaging in other similar misconduct. A member of the faculty senate may be removed on the recommendation of the institution's Vice President of Academic Affairs and approval by the President.

- 4) Membership rules and participation shall be governed by the College President and the Elected Board of Regents As outlined in Texas SB-37 (2025)

**V. Assumption of Office**

- 1) Newly elected officers shall assume their duties in office at the first meeting following the election.
- 2) Outgoing officers shall transfer Faculty Senate documents to the newly elected officers.

**VI. Action of the Senate**

- 1) Unless otherwise stipulated in the Constitution or By-laws, all actions of the Faculty Senate shall be adopted by a majority vote of those present and represent a quorum.
- 2) Only in the case of a tie vote shall the presiding officer vote. In this case, the presiding officer shall cast a deciding vote in the event of a tie.
- 3) Online Voting—By default, voting by the Faculty Senate will be done in regularly scheduled meetings. But in cases of time sensitive constraints or implementation deadlines the Faculty Senate may vote for issues electronically, either via email or an online form.
  - I. A motion to online vote for time-sensitive issue must originate from either a standing committee or an ad hoc committee
  - II. The committee may present a motion in such cases to the Senate via electronic means.
  - III. When online voting is necessary, motions considered and voted on will follow the processes in Robert’s Rules of Order.

## **VII. Amendment of the By-laws**

- 1) Any member of the Senate may submit proposed amendments to the By-laws to Faculty Senate officers to be considered at the next regular meeting. This inclusion must be submitted in writing and in advance of the meeting.
- 2) Amendments presented must be adopted by a two-thirds majority of those present and represent a quorum.

## GENERAL PROCEDURE FOR SENATE MEETINGS

- 1) A notice announcing each meeting , Seven (7) days prior shall include the agenda for that meeting and the minutes for the previous meeting and shall be sent to each Senate member, to all Deans, the Vice President, and to the President. Minutes shall be made available to the Board of Regents upon request.
- 2) Order of Business
  - I. General public address
  - II. Call to order
  - III. Approval of minutes
  - IV. Announcements
  - V. Addition or changes to the agenda
  - VI. Consideration of agenda items
  - VII. Adjournment
- 3) Agenda Formation

Items to be considered by the Senate should be submitted in advance to the **Faculty Senate officers**, which is responsible for setting Senate agenda. Items of business to be submitted for inclusion in the agenda shall be accompanied by documentation and explanation appropriate for the information of the Senate membership. It will be the responsibility of the Executive Committee to exclude from the proposed agenda items which, in its judgment, lack legitimate sponsorship or adequate documentation, and to defer items which are not urgent. Additions to or changes in the agenda may be proposed from the floor at a Senate meeting but must be approved by a majority vote of the membership present before an agenda item will be considered. All such business added to the agenda may be considered and acted upon at the same meeting except that business which the presiding officer judges to be minor in nature or requires an opportunity for investigation prior to final action.