

**Kilgore College Faculty Association
Constitution and Bylaw, Revised April 5, 2024**

Constitution of the Faculty Association
Preamble
<p>The accomplishment of the goals of any educational institution depends on the successful interaction of the administration, the faculty and the students. It is the faculty which carries out the institution's primary function, the education of students, and it is the proximity to both students and administration which puts the faculty in an advantageous position to assess student and institutional needs. Therefore, it is prudent and necessary that the faculty play a role in planning, policy-making, and decision-making processes of that institution.</p> <p>In order to best address the needs of the students, the faculty and the administration of the institution, it is essential that faculty members be involved and informed. In order to promote faculty participation in the planning, policy-making and decision-making processes of the institution, a constitution is herein established for a Faculty Association.</p>
ARTICLE I – Name
<p>The name of this organization shall be Kilgore College Faculty Association, hereinafter referred to as the "Faculty Association."</p>
ARTICLE II – Purposes
<p>The purposes of the Faculty Association shall be to represent the interests of the faculty in their relations with the college administration and the Board of Trustees; to serve as a forum for the exchange of ideas and information; to provide opportunities for professional growth and development among the faculty; and to provide for active participation in the planning, policy-making and decision-making processes of the institution.</p>
ARTICLE III – Membership

Bylaws of the Faculty Senate
<p>In accordance with the Constitution of the Faculty Association</p>
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Bylaws of the Faculty Senate

Section 1. Regular.
All faculty as defined in the by-laws will be regular members in the Faculty Association.

(a) Definition of Faculty: Regular membership in the Faculty Association is open to individuals employed by Kilgore College who hold academic appointments, engage in professional duties related to the educational mission of the institution, and contribute to the diverse educational offerings of the college. Faculty members include, but are not limited to, instructors, professors, lecturers, administrators with teaching responsibilities, adjunct faculty, and individuals involved in the instruction of workforce education. Workforce educators may include professionals contributing to technical, vocational, or specialized educational programs distinct from general education.

(b) Ineligibility: Individuals in roles solely focused on administrative or non-teaching duties are ineligible for regular membership. Specific eligibility criteria may be further defined in accordance with the policies and guidelines set forth by Kilgore College and regional higher education accrediting bodies.

Section 2. Honorary.
Persons who have contributed significantly to the Faculty Association, but who are not eligible for regular membership may be voted honorary membership by majority vote of the Faculty Senate. An honorary member will be entitled to all privileges of membership except those of voting and of holding office.

In accordance with the Constitution of the Faculty Association.

ARTICLE IV – Dues

Bylaws of the Faculty Senate

Section 1. Regular Members.
No dues will be assessed for purposes of membership in the Faculty Association.

In accordance with the Constitution of the Faculty Association.

Section 2. Honorary Members.
No dues will be assessed for honorary members.

In accordance with the Constitution of the Faculty Association.

ARTICLE V – Meetings

Bylaws of the Faculty Senate

Section 1. Regular Meetings:
Members of the Faculty Association are invited to attend all Faculty Senate meetings.

In accordance with the Constitution of the Faculty Association

Section 2: Additional Meetings:
While there is no mandatory requirement for regular full meetings, the President may call additional Faculty Association meetings as deemed necessary to address significant matters or concerns. Notice of such meetings will be provided in a timely manner, and efforts will be made to accommodate the majority of faculty members.

ARTICLE VI – Faculty Association Senate

Section 1. Name.
The name of the council of representatives of the Faculty Association will be the Faculty Association Senate, hereinafter referred to as the “Senate.”

Section 2. Purposes.
The purpose of the Senate is to provide the means by which Faculty Association members can participate in the planning, policy-making and decision-making processes of the college.

**ARTICLE VII –
Faculty Association Senate Members**

Section 1. Membership.
Senate members will be elected by the members of the Faculty Association according to the procedure described in the by-laws. The duty of the Senators is to represent the members of the Faculty Association.

In the event that a Senator must be absent from a Faculty Association Senate meeting, the Senator will designate a representative as an alternate.

In accordance with the Constitution of the Faculty Association

Bylaws of the Faculty Senate

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(a) Designation of Departments/Areas: For purposes of this section, “Department” means any instructional unit of the College with a Department Chair. “Area” means a multiple-department area of representation under a Department Chair, Director, or Program Leader. This includes the areas of Dual Credit and Adjunct Faculty. The Executive Committee shall review the college organizational structure each spring to determine fair faculty representation and submit the representational “units” to the Senate and/or the Faculty Association at the earliest time possible.

(b) Selection of Senators. Departments/Areas will elect Senators before the end of the spring semester. In the event there is no volunteer for a Department/Area Senator position, the Department/Area Chair will appoint a Senator.

(c) Term of Service. Senators will serve 2-year terms. Faculty Association members are not prohibited from serving more than a single term as Senator.

(d) Representation. Senators shall be elected from the Department/Areas as designated by the Executive Committee and as determined by the following formula:
(i) One Senator will be elected for every Department/Area.
(ii) Departments/Areas with 7 or more members will be allowed one (1) additional Senator.

Section 2. Duties and Responsibilities.
The duty of the Senators is to represent the members of the Faculty Association. In the event that a Senator must be absent from a Faculty Association Senate meeting, the Senator will designate a representative in accordance with the bylaws.

(a) Expectations of Service. The duties of Senators will include the following:
(i) To attend no less than 75% of the Faculty Senate regular meetings per semester.
(ii) To represent the interests and concerns of the Department/Area to the Senate.
(iii) To make recommendations for committee appointments from the Department/Area.
(iv) To appoint and report a proxy to the Faculty Senate Secretary as representative of their Department/Area when unable to attend Senate meetings in accordance with the bylaws.
(v) To participate in discussions brought before the Senate and to vote as a representative of the Department/Area.
(vi) To communicate regularly with the members of the Department/Area with regard to issues before the Senate.
(vii) To serve as an ex-officio member of a committee when appointed.

Section 3. At-Large Members:
The President may appoint up to three (3) at-large members to address immediate or specialized needs within the Faculty Association and the Faculty Senate. These at-large members must receive approval from the Faculty Senate and will serve a term corresponding to that of the appointing President. At-large members may be selected from any member of the Faculty Association, irrespective of Senate membership. At-large members from the same division may not serve concurrent terms. At-large members are not members of the Executive Committee and do not have voting privileges on the Faculty Senate.

In accordance with the Constitution of the Faculty Association

ARTICLE VIII – Officers

Section 1. Definition and Responsibilities of the Executive Committee.
The Executive Committee, consisting of the President, President-Elect, Secretary, and Immediate Past President, collectively represents the Faculty Association in interactions with the Board of Trustees and Administration.

Section 2. Election.
The President-Elect will be elected by all members of the Faculty Association. The Secretary shall be elected by all members of the Faculty Senate.

Section 3. Term.
Officers' terms of office shall be for one twelve-month academic year. A President-Elect who succeeds to the presidency will serve for the remainder of the term vacated and will thereafter serve as President for one full term. The President and President elect shall take office at the end of the spring semester.

Section 4. Vacancies.
In the event of a vacancy in the office of the President, or should the President no longer qualify as a Faculty Association member, the President-Elect will succeed to the presidency. In the event of a vacancy in the office of President-Elect, or should the President-Elect no longer qualify as a Faculty Association member, the Senate by majority vote shall fill the vacancy from its membership until a special election can be held. This special election will be held within two months. In the event that both offices of President and President-Elect are vacated, the Immediate Past President shall preside until a special election can be held. Such a special election will be held within two months. In the event of a vacancy in the office of Secretary, the President shall appoint an individual to fill the vacancy, in the office of the Immediate Past President shall remain unfilled.

Bylaws of the Faculty Senate

(a) Commitment: The Faculty Senate Presidency is a three-year commitment for President-Elect, President, and Immediate Past-President.
(b) Voting Period. The Officer voting period must be announced at the meeting prior to voting and must be published one month in advance on the Faculty Association and Senate Organization page.
(c) Restrictions. Officers may not serve as Department/Area representatives simultaneously.

(a) Election Announcement. The Officer voting period must be announced at the meeting prior to voting. Additionally, the voting period must be published no less than thirty (30) days in advance on the Faculty Association and Senate organization page.
(b) Limitations. Officers may not serve as Department/Area representatives simultaneously.

(a) Terms of Service. The Faculty Senate Presidency is a three-year commitment for the positions of President-Elect, President, and Immediate Past-President, as specified in the Constitution of the Faculty Association. The Secretary shall serve for a term of one (1) year.

In accordance with the Constitution of the Faculty Association

Section 5. Removal of Officers.
 An officer may be removed from their position for reasons including but not limited to malfeasance, nonfeasance, or behavior contrary to the best interests of the Faculty Association. The removal process may be initiated by a written petition signed by a simple majority vote of the Faculty Senate. Upon initiation of the removal process, an investigation shall be conducted to examine the allegations against the officer. The investigation may be carried out by an ad-hoc committee appointed by the President or an independent body designated by the Faculty Senate. A two-thirds majority vote of the Faculty Senate members shall be required to remove an officer from their position. In the event of the removal of an officer, the vacancy shall be filled according to the procedures outlined in Section 4 of this Article.

ARTICLE IX – Powers, Duties, and Responsibilities of Officers

Section 1. President.
 The President will prepare the agenda and preside at all meetings of the Faculty Association and Senate, oversee appointment of all committee members, with consent of the Senate, and shall enforce parliamentary procedures at all meetings pursuant to Robert’s Rules of Order. The President shall be the official spokesperson of the Faculty Association and, in consultation with the Executive Committee, approve all formal communications and statements of policy issued in the name of the Faculty Association and the Faculty Senate.

In accordance with the Constitution of the Faculty Association

Bylaws of the Faculty Senate

(a) Meetings and Institutional Coordination. In accordance with the Constitution of the Faculty Association, the President of the Faculty Senate, shall prepare the agenda, preside at all meetings, oversee committee appointments, and enforce parliamentary procedures.

(b) Delegation of Presidential Responsibility. In the event that the President of the Faculty Senate cannot attend a meeting requiring faculty representation, responsibility shall be delegated in the following order:

- (i) President-Elect
- (ii) Immediate Past President
- (iii) Secretary
- (iv) the Chair of any Standing Committee
- (v) a member of the Faculty Senate
- (vi) a member of the Faculty Association to be approved by a majority vote of the Faculty Senate Executive Committee.

(c) Continuity and Documentation: The President, when delegating this responsibility, shall consult with the designated individuals in advance, ensuring awareness of the meeting's agenda and purpose. Clear communication shall be maintained between the President and the designated representative, outlining expectations and any specific matters to address. The designated representative, upon attending the meeting, shall keep records of discussions, decisions, and any relevant

	<p>information. The notes must be provided to the Executive Committee within 48 hours for documentation and dissemination.</p>
<p><u>Section 2. President-Elect.</u> The President-Elect will preside over the meetings of the Senate, and of the Executive Committee in the absence of the President. The President-Elect will assist the President as needed. The President-Elect will direct their efforts toward the development of an adequate understanding of the activities of the Faculty Association in order to provide continuity of those activities during their term as President. The President-Elect will automatically assume the duties of the President for the next year. The President-Elect will interact with the Administration and the Board of Trustees as directed by the President or the Executive Committee.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 3. Secretary.</u> The Secretary will be responsible for maintaining accurate minutes of the meetings and for distributing copies of the minutes or other records of the official proceedings of the Senate and/or the Executive Committee. The Secretary will maintain a file of minutes, correspondence, policy decisions, committee reports and other records of the Faculty Association and Senate for the duration of their term of office and turn over these files to archives at the end of their term of office. The Secretary will interact with the Administration and the Board of Trustees as directed by the President or the Executive Committee.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 4. Immediate Past President.</u> The Immediate Past President will provide advice and counsel concerning the operation and the activities of the Faculty Association and Senate and will serve as a member of the Executive Committee. The Immediate Past President will interact with the Administration and the Board of Trustees as directed by the President or the Executive Committee.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 5. Appointed Officers.</u> The President may appoint any officer he/she deems necessary for the organization and management of the Faculty Association and Senate, subject to the approval of the Senate. Appointed officers will serve a term corresponding to that of the President who appointed them. Appointed officers may come from any member of the Faculty Association regardless of whether they are a Senate member or not. With the exception of the Secretary, appointed officers are not members of the Executive Committee.</p>	<p>In accordance with the Constitution of the Faculty Association</p>

ARTICLE X – Committees

Bylaws of the Faculty Senate

Section 1. Executive Committee.
 The Executive Committee will consist of the elected officers of the organization and will exercise general managerial authority and responsibility over the activities of the Faculty Association. The Executive Committee will establish policies of the Senate consistent with the Constitution, and the By-laws, and will carry out any responsibilities as may be directed by the membership of the Faculty Association.

In accordance with the Constitution of the Faculty Association

Section 2. Standing Committees.
 Memberships on Standing Committees will be by appointment from the general membership of the Faculty Association. Faculty Association members are limited to service on two committees at one time. The President will examine and direct issues to the proper standing committee(s) of the Faculty Association. If an issue does not fall under the duties and responsibilities of any of these committees, then an ad hoc committee may be formed by the President with the consent of the Senate. Standing committees are defined in the by-laws.

- (a) *Governance.* The Governance Committee is tasked with reviewing, proposing, and providing advice on policies, procedures, rules, and constitutional amendments within the Faculty Association. This includes, but is not limited to, ensuring adherence to established guidelines and suggesting changes or updates as needed. The President of the Faculty Senate will direct inquiries to the committee and specify a timeframe for their response. Additionally, the Governance Committee Chair shall serve as the parliamentarian for the Faculty Senate, responsible for answering questions and assisting the President in adhering to the constitution, bylaws, and Robert's Rules of Order.
- (b) *Academic Affairs.* The Academic Affairs Committee shall oversee academic standards, admissions, and curriculum development. This committee, in alignment with the Academic Affairs Committee at Kilgore College, will recommend changes to academic criteria, oversee admission policies, and propose new programs and courses.
- (c) *Instructional Support Services.* The Instructional Support Services Committee shall oversee matters related to facilities, grounds, equipment, and library and media services that support instruction. This includes making recommendations for improvements and enhancements to these services.
- (d) *Institutional Effectiveness.* The Institutional Effectiveness Committee shall be responsible for monitoring and addressing accreditation requirements and institutional effectiveness. This includes conducting regular assessments and preparing for accreditation reviews.
- (e) *Professional Development.* The Professional Development and Continuing Education Committee shall

Section 3. Committee Chairs.
Each committee will select a chair and/or officers from its membership.

Section 4. Committee Reports.
Timely reports shall be presented to the Faculty Senate by each committee chair.

**ARTICLE XI –
Faculty Senate Meetings and Procedures**

Section 1. Regular Meetings.
The Faculty Senate President shall convene regular meetings in accordance with the provisions outlined in the bylaws. The first regular meeting will be called within the first four weeks following the beginning of the Fall and Spring semesters, and additional meetings will be scheduled as determined by the President of the Senate.

oversee initiatives related to faculty and staff professional development and continuing education. This includes recommending programs and activities that enhance skills and knowledge.

In accordance with the Constitution of the Faculty Association

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Bylaws of the Faculty Senate

(a) Convening Meetings. The Faculty Senate shall convene regular meetings in accordance with the Constitution of the Faculty Association. Additional regular meetings will be scheduled by the President of the Senate, with at least one week's notice provided for all regular Senate meetings. All other Faculty Senate meetings, including emergency meetings, may be called by the President with a minimum notice of 24 hours.

(b) Quorum Requirement: A quorum for Faculty Senate meetings shall consist of a simple majority, defined as more than 50% of the total Senate membership. This minimum number must be present, either in person or electronically, to conduct official business during Senate meetings. If a quorum is not reached, the meeting may proceed for informational purposes, but no official decisions or votes may take place.

(c) Appointment of Proxies: Senate members unable to attend a meeting shall appoint a proxy to represent them. Proxies may be any eligible Faculty Association member from the Department/Area that the Faculty Senator represents. The designation of a proxy must be in writing to the Faculty Senate Secretary before the meeting. A proxy may only represent one absent Senate member and can cast votes on behalf of the absent member. The Senate President shall ensure that proxies are recognized and their votes recorded during the meeting. Members of the Faculty Senate Executive Committee are not eligible to serve as proxies on behalf of another Senator, even if they serve in the same Department/Area.

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Section 2. Privileges.
 While all members of the Faculty Association are welcome to attend Faculty Senate meetings, speaking privileges during discussions shall be limited to Senate members. Additionally, only Senate members shall have voting privileges, except for amendments to this Constitution, which shall require the participation of the entire Faculty Association membership

Section 3. Concerns and Communication:
 Faculty members are encouraged to bring their concerns, suggestions, or inquiries to the Faculty Senator(s) representing their Department/Area. The Faculty Senator shall serve as a liaison between the Faculty Association and its members within the Department/Area they have been elected or appointed to represent, ensuring that the diverse voices and perspectives of the faculty are effectively communicated to the Senate in a timely manner.

(d) Agenda Submission Process: Senators may submit agenda items to the Faculty Senate President for consideration at least two (2) days before each regular meeting.

(e) Meeting Minutes: Accurate minutes shall be maintained and made available to all members within seven (7) days after each meeting. Faculty Senate Meeting must be recorded and minutes must be posted on the Faculty Association and Senate Organization page within one week's time and shall remain published for a minimum of one year.

(f) Electronic Participation: Senators may participate electronically in decision-making processes of the Faculty Senate, subject to a two-thirds majority vote for all actions or considerations presented. The voting period shall initiate no earlier than 72 hours before the notification of a vote and conclude no later than seven (7) days afterward.

(h) Handling of Absences: In the absence of the President, the Officers of the Faculty Senate shall assume leadership responsibilities during meetings in accordance with the Constitution of the Faculty Association. In the absences of the Secretary, the President may appoint a member of the Executive Committee to perform the duties of the Secretary.

(g) Special Presentations or Reports: Committee chairs, administrative representatives, or guest speakers may present special reports or presentations during designated agenda items at the invitation of the Executive Committee.

In accordance with the Constitution of the Faculty Association

(a) Question and Answer Session: A designated portion of all Faculty Senate meetings shall be reserved for questions and answers from Senate members.

Section 4. Amendments to Meetings and Procedures:
Any amendments or modifications to the rules governing Faculty Senate meetings and procedures shall be proposed and adopted through the process outlined in the bylaws.

Article XII – Amending the Constitution

Section 1. Petitions to Amend. An amendment to this Constitution will be proposed by a written petition of at least twenty-five (25) Faculty Association Members, which must be submitted to the President. The proposed amendment will be distributed to the Faculty Association membership electronically.

Section 2. Passage of Amendments. For Purposes of discussion, debate, or revision, the proposed constitutional amendment will be considered at a called meeting of the Faculty Association to be held at least two weeks following initial distribution to the Faculty Association membership. Passage will be by a two-thirds majority vote of the Faculty Association members present and voting.

ARTICLE XIII – By-Laws of the Faculty Senate

Section 1. Changes. The Faculty Senate shall have the authority to make its own by-laws for the conduct of its business. By-laws will be voted on by Senators at regular Senate meetings, and a two-thirds vote of the entire Senate will be required for passage of revisions.

(a) Changes to Meetings and Procedures of the Faculty Senate: Any amendments or modifications to the rules governing Faculty Senate meetings and procedures shall be proposed, discussed, and adopted through a process to begin with the Governance Committee as outlined in these bylaws. A simple majority of Senators are required to make changes to the meetings and procedures of the Faculty Senate.

Bylaws of the Faculty Senate

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