The Constitution of the Woodbury University Faculty Association

Preamble
Recognizing that the faculty of a university are the primary force in its academic enterprise, that the mission of Woodbury University is to provide the highest level of professional and liberal arts education in its undergraduate and graduate programs, and that the Bylaws of Woodbury University set forth the mechanism for the faculty to organize a governing structure to best meet its duties and responsibilities, the members of the faculty of Woodbury University do hereby constitute the Woodbury University Faculty Association.

Article I. Name
The name of this organization is the Woodbury University Faculty Association. Throughout this document this organization is also referred to as WUFA.

Article II. Purpose
The purpose of the Woodbury University Faculty Association is, in cooperation with university administration, (1) to work for the general welfare of Woodbury University, its faculty and its students, (2) to review periodically the academic governance, policies and mission of the university, (3) to maintain and review the WUFA Constitution, Bylaws, and Policy Book, and (4) to perform the duties and to exercise the responsibilities delegated to the faculty by Article VIII, Sections 4, 5, 6, and 7 of the Bylaws of Woodbury University.

Article III. Organizational Powers
Section 1. WUFA elects the Senate from among its membership to serve as its representative body. On behalf of WUFA, the Senate receives and reviews proposed faculty and university policy changes, oversees faculty elections and the appointment of non-elected faculty committees, advises the administration with regard to admissions and academic standards, oversees an annual faculty financial review with respect to the university’s mission and academic and educational goals, and assesses and makes recommendations to the administration regarding academic resources.

Section 2. WUFA recognizes higher faculty-based units within the university and accords them representational interests in major committees and the Senate. In this document, “divisions” refers to the faculty-based units defined in the WUFA Bylaws.

Article IV. Membership
The membership of the Woodbury University Faculty Association consists of all those whose current contract is subject to review by the Faculty Personnel Committee, and all adjunct faculty with a current letter of appointment whose primary responsibility at Woodbury University is teaching.

Article V. Senate
Section 1. The Senate, as the elected representative body of WUFA, acts in the interests of WUFA.

Section 2. The President of WUFA serves as the President of the Senate and as Dean of Faculty.
Section 3. The Senate is composed of the President, one Senator from each division, and three at-large Senators. Senate membership is constituted such that no division has an absolute majority.

Section 4. The officers of the Senate serve as the Executive Committee of WUFA.

Section 5. A Senator’s term of office is two years, or less in the case of filling a vacancy. No one may serve more than two consecutive terms as a Senator. An exception is made for a two-term Senator who is then elected President.

Article VI. Officers

The Executive Committee of WUFA and the officers of the Senate are as follows: (1) President, (2) Vice-President, (3) Secretary. No more than two officers may be from any one division.

Section 1. Term limits
A. The President’s term of office is two years, or less in the case of filling a vacancy. The President may not serve more than two consecutive terms.
B. The Vice-President’s and Secretary’s term of office is one year, or less in the case of filling a vacancy. There is no term limit for these offices.

Article VII. Structure and Operations

Section 1. Organization
WUFA consists of the faculty membership described in Article IV. WUFA elects its President and a Senate described in Article V. WUFA’s Executive Committee comprises the officers of the Senate, described in Article VI. WUFA organizes standing and ad hoc committees, listed in Article IX. The duties of the Senate and members of the Executive Committee, and the membership and charges of WUFA committees, are defined in the WUFA Bylaws.
A. The quorum for meetings of WUFA is 40% of the full-time faculty, including proxies.
B. The quorum for meetings of the Senate is two-thirds of the Senate.

Section 2. Organizational Documents
A. The document establishing and defining WUFA, its responsibilities, its Senate and its committees is the Constitution of the Woodbury University Faculty Association.
B. The document supporting the Constitution through enumeration of the practices and policies of WUFA, and the definition of the duties of the Senate and WUFA committees, is the Bylaws of the Woodbury University Faculty Association.
C. The document that tracks decisions of WUFA, its Senate and its committees, and records how policies are put in practice, is the Policy Book of the Woodbury University Faculty Association.

Section 3. Voting Process
All members of WUFA have equal voting privileges.
A. In Presidential, Senate and committee elections, voting is conducted by electronic balloting overseen by an ad hoc Elections Committee. The committee makes available the option of a paper ballot for members requesting it.
B. For legislative issues introduced and debated in a WUFA meeting, the usual method of voting is by show of hands, counted by the President and verified and recorded by the Secretary.
C. When a legislative issue or policy change proposal requires a vote before the next scheduled WUFA meeting, an electronic ballot may be used if 40% of the full-time faculty so petition the Secretary.
Section 4. Selection Process
All WUFA members may be elected to the Presidency, the Senate and WUFA committees, provided they hold a current faculty contract during the term of their election and service and meet committee membership requirements where noted. WUFA members as a whole elect the President and the at-large Senators. WUFA members of each division elect their division Senator. Committee selection is defined in Article IX.

No WUFA member holds more than one elected office at a time.

A. The President is elected by WUFA from its membership during the spring semester. The president-elect observes Executive Committee and Senate meetings until he/she assumes the office of President at the beginning of the following fall semester.

B. The Vice-President and Secretary are elected by the Senate from among its members at the first meeting of the Senate each fall semester, and assume their offices immediately.

C. Senators are elected during the spring semester. At-large Senators are elected in even-numbered years, and division Senators in odd-numbered years. Senators begin their two-year terms in the fall semester following their election.

D. Members of elected committees are elected during the spring semester and begin their two-year terms in the fall semester following their election.

E. Mid-term vacancies
i. If the office of the President becomes vacant, the Senate appoints an ad hoc Elections Committee, a special election is held, and the new President takes office as soon as possible. In the interim, the Vice-President acts as President. However, if the office becomes vacant within one month preceding the normal Presidential election, a special election is not held. The newly elected President serves the remainder of the predecessor’s term. If that remainder is one year or less, then s/he serves an additional year.

ii. If the office of the Vice-President or Secretary becomes vacant, the Senate elects a new officer at its next meeting. The new officer serves until the first meeting of the following fall semester.

iii. Vacancies in the Senate and on committees are filled as described in the WUFA Bylaws.

Article VIII. Legislative Process

Section 1. Rules of Conduct
WUFA conducts its business and meetings according to Robert’s Rules of Order Newly Revised, except when Robert’s conflicts with the WUFA Constitution, Bylaws, or Policy Book, in which case the WUFA document holds precedence.

Section 2. Relationship of Senate to WUFA
While the Senate acts on behalf of WUFA to recommend and act on policy and procedure, WUFA holds authority. Senate decisions are conveyed to all WUFA members via minutes or other publication and have tacit WUFA approval. However, WUFA may call for the review and reconsideration of any Senate decision by petition of 25% of WUFA membership. The WUFA Bylaws describe the details for petition.

Section 3. Meetings
A. WUFA
i. Regular meetings: WUFA meets at least once during each of the fall and spring semesters, at times that minimize conflict with teaching responsibilities.

ii. Special meetings: The WUFA President calls a special meeting to take place within fourteen days after receipt of a written request originating with (a) ten members of WUFA; (b) the Senate; or (c) the President of Woodbury University.

iii. Notification: At least seven days before every WUFA meeting, the Secretary notifies all WUFA members of the meeting location, time, agenda and supporting materials.

iv. WUFA has reasonable access to administrative assistance from the Faculty Center or the Office of Academic Affairs.
B. Senate
i. Regular meetings: The Senate meets as often as is necessary, and at least once during the first three weeks of each of the fall and spring semesters. A calendar of regular meetings is determined at the first meeting of each semester.
ii. Special meetings: The Senate President or a simple majority of the Senate may call a special meeting.
iii. Notification: The Secretary notifies all WUFA members the calendar of regular meetings within seven days of its determination. The Secretary provides notice of each regular meeting to all WUFA members at least seven days before the meeting, and provides the agenda and supporting materials at least three days before the meeting. The Secretary notifies all WUFA members of special meetings with as much advance notice as possible and includes the agenda and supporting materials.
iv. The Senate has reasonable access to administrative assistance from the Faculty Center or the Office of Academic Affairs.
v. Observers: WUFA members may attend all Senate meetings as observers. Questions or comments may be conveyed to a Senator prior to the meeting.
vi. Invitations to speak: The Senate may invite anyone to speak at a regular or special meeting. Advance invitations are published in the agenda.

Section 4. Proposals
WUFA, its Senate and its committees are responsible for continually monitoring faculty and university policies. Any WUFA member or committee may present policy recommendations to the Senate through the Vice-President, as may non-faculty members of the university community. The Senate debates and makes recommendations on proposals. The Senate may also send proposals to a committee or task force for review and recommendation.

Section 5. Communication with the Board of Trustees
The WUFA President communicates to Woodbury University’s Board of Trustees and its subcommittees on behalf of WUFA.

Article IX. Standing and Ad hoc Committees
All WUFA committees consist of at least one member from each of the teaching divisions (defined in WUFA Bylaws).

Section 1. Standing Committees
A. Elected
Faculty Personnel Committee

WUFA members who are subject to review by the Faculty Personnel Committee elect the members of the Faculty Personnel Committee for a two-year term. Members may not serve more than two consecutive terms. The members of the Faculty Personnel Committee must have regular full-time faculty contracts.

B. Appointed
Curriculum Committee
Educational Planning Committee
Faculty Development Committee
Academic Appeals Committee

In the fall as soon as is practicable, the Senate appoints members to open positions on standing appointed committees for a renewable two-year term. The Senate makes every effort to ensure continuity on the appointed committees.
Section 2. Ad hoc Committees
On an as-needed basis, the Senate appoints members to WUFA's ad hoc committees including the Elections Committee, the Faculty Personnel Appeals Committee, the Termination for Cause Committee, and the Financial Analysis Committee. The Senate may appoint other ad hoc committees and task forces as needed. The term of service is determined by the charge given to the committee.

Article X. Impeachment, Censure, Removal
Any member of WUFA who has been elected or appointed to an office, the Senate or a committee may be censured or removed from that position by vote of the appointing or electing body. The appointing or electing body must clearly state in writing the reason(s) for censure or removal, the reasons being given to the party being censured or removed and placed in the records of the appointing or electing body. Reasons for censure or removal do not enter the record until the body has voted to censure or remove.

There is no censure or removal from WUFA.

Section 1. WUFA membership
Membership in WUFA is granted by virtue of one’s faculty contract and primary responsibilities. Membership is retained until one is no longer reviewed by the Personnel Committee or one is no longer an adjunct faculty whose primary responsibility at Woodbury is teaching. Faculty on sabbatical and on leave, who remain subject to Personnel Committee review, remain WUFA members. Emeriti faculty are not members of WUFA.

2. Elected by WUFA
The President, an at-large Senator, or an elected committee member may be censured or removed from office by a majority vote (greater than 50% of WUFA membership voting to remove). Censure or removal from office requires an impeachment, set in motion by a petition filed with the Vice-President (or Secretary, if the Vice-President is being impeached) and signed by 25% of WUFA membership. In case of impeachment, a Special Meeting of WUFA is called during which the petitioners may present their argument and the impeached party may respond and present his or her case. Voting to censure or remove the incumbent is done by electronic ballot and requires verification that the vote is cast by a WUFA member, but the actual vote is secret. An ad hoc committee oversees the vote and reports the results to the Vice-President. Censure takes the form of a public statement of WUFA disapproval. Removal takes effect immediately.

3. Elected by division
A division Senator may be censured or removed from office by a majority vote (greater than 50%) of the WUFA members in that division. The division must notify the Senate of its intended action at least seven days before a vote is taken.

4. Elected by Senate
The Vice-President or Secretary may be removed from the Executive Committee without losing their Senator status by a two-thirds vote of the Senate.

5. Appointed committee member
An appointed committee member may be removed from office by a two-thirds vote of the Senate.

Article XI. Amendments
**Section 1. Constitutional Amendments**
Any 25% of WUFA members, or a simple majority of the Senate or any WUFA committee, may submit a proposed amendment to this Constitution in writing to the Vice-President. The proposed amendment appears on the agenda of the next WUFA meeting, and the body of the proposal and reasons for it are provided to all WUFA members with the agenda. At the meeting, an affirmative vote by a simple majority of members present and subsequently ratified by 60% of the members who vote by electronic ballot will result in amending this Constitution.

**Section 2. Amendments to the Bylaws**
The Bylaws may be amended by a two-thirds vote of the Senate. Proposed amendments to the Bylaws are published pre-vote in the Senate agenda, and approved amendments are published in the minutes.

**Article XII. Review and Ratification**

**Section 1.** WUFA has the sole power to approve this Constitution. This Constitution takes effect when an affirmative vote by a simple majority of the members present at a WUFA meeting, the agenda of which includes ratification of the Constitution, is supported by 60% of the members who subsequently vote to ratify in an electronic ballot.

**Section 2.** This Constitution is a living document, and it is the responsibility of WUFA to review it periodically. The Senate appoints an ad hoc task force to review the Constitution every third fall semester following its ratification.