

# LOYOLA CONFERENCE ACADEMIC SENATE

## BY-LAWS Revised February 2007

### 1. PURPOSE

The governance of Loyola College requires a collegial and consultative structure, appropriate assignment of responsibilities, and informed participants. These goals are addressed structurally with two Governance Bodies and an Executive Committee. The Loyola Conference and the Academic Senate are endowed with the formal authority to make policy recommendations to the College President and the Board of Trustees. The Executive Committee of the College Governance System is responsible for administering the processes and providing timely information to the College Community.

- 1.1 The Loyola Conference is charged with College-wide issues, such as strategic planning, resource allocation, and administrative policy. The administrators, faculty, staff, and students who serve on the Loyola Conference monitor progress of the College toward its mission and goals and set and approve College-wide budgets, policies, and programs with the objective of improving the effectiveness of the College.
- 1.2 The Academic Senate is charged with establishing and maintaining the academic excellence of Loyola College. The Academic Senate monitors academic conduct and approves programs, policies, and resource utilizations with the objective of improving the educational effectiveness of the College.
- 1.3 The Executive Committee is charged with maintaining an open and efficient flow of policy-making processes. The Executive Committee facilitates the flow of issues and proposals from the College community to the College's Governance Bodies and committees, while also making information on the actions and operations of these Bodies available to the College community. It will oversee the maintenance of all Loyola Conference, Academic Senate, and committee documents and facilitate research on past actions of the College.

## 2. MEMBERSHIP

### 2.1 *Loyola Conference:*

Chief Academic Officer  
Vice President for Administration  
Vice President for Business and Finance  
Vice President for Student Development  
Vice President for Development and College Relations  
Vice President for Enrollment Management  
Dean, College of Arts and Sciences  
Dean, Sellinger School of Business and Management  
Academic Administrator with responsibilities for graduate programs and services  
Director of Campus Ministry  
Chair of the Academic Senate and Chair of the Faculty  
Chair of Faculty Affairs Committee and Vice-Chair of the Faculty  
Chair of the Faculty Compensation Committee  
Faculty Representatives (Elected for three years); One from each academic area of the College (see Section III of the Faculty Handbook), one representing Graduate Programs, and two at-large  
President, Undergraduate Student Government Association  
Vice President, Undergraduate Student Government Association  
Graduate Student (Selected by the AS/LC Executive Committee)  
Staff Representative (Office Support Staff, Elected for two years)  
Staff Representative (Service Staff, Elected for two years)

### 2.2 *Academic Senate:*

Chair of the Academic Senate and Chair of the Faculty (At large from the faculty)  
Chair of Faculty Affairs Committee and Vice-Chair of the Faculty  
Chief Academic Officer  
Dean, College of Arts and Sciences  
Dean, Sellinger School of Business and Management  
Academic Administrator with responsibilities for graduate programs and services  
Vice President for Student Development and Dean of Students  
Dean of First-Year Students and Academic Services  
One Faculty Representative from each academic department, elected by the department for two years  
Military Science Representative  
Director of Academic Affairs, Undergraduate Student Government Association  
Graduate Student (Selected by the AS/LC Executive Committee)

2.3 *Terms:* Terms for all members of the Governance Bodies begin on July 1, and end when a new member takes office or when a status change makes the member ineligible. Replacement of a member, when necessary, should be made by the constituent group in a timely fashion. By majority vote, a Governance Body may challenge the eligibility of a member, requiring the constituency to reconsider their choice. The decision on representation rests with the constituent group.

### 3. ORGANIZATION

#### 3.1 *Chair:*

3.1.1 The Loyola Conference Chair is the Chief Academic Officer.

3.1.2 The Academic Senate Chair and Chair of the Faculty is a tenured faculty member, elected by the tenured and tenure-track faculty for a term of two years. He or she has the authority to assemble the entire faculty, and will do so at least once a semester. Nominations and election will be conducted by the Faculty Affairs Committee in the spring of the second year of the term of the Chair, or upon the resignation of the Chair.

3.2 *Secretary:* A secretary will be elected from the membership of each Governance Body at the first meeting of the year. The secretary shall assure that accurate attendance and minutes are taken, and that the actions of the Body are communicated to the President, the other Governance Body, the proper committee, or other appropriate groups or individuals.

3.3 *Committees:* The work of the Governance Bodies will be performed primarily through committees. These committees will be charged with developing proposals into motions to be considered by a Governance Body. At least one member of each Academic Senate committee should be a member of the Academic Senate.

3.3.1 *The Executive Committee:* The Executive Committee shall consist of, from each Governance Body, the Chair, one administrator, and one faculty member. The faculty member and administrator from each Body will be named by the Chair and approved by the Body. The Executive Committee sets schedules and agendas and proposes organizational and procedural motions. The Executive Committee shall maintain a current list of committees, including charge, charter, composition, and current membership.

3.3.2 *Standing Committees:* Standing committees monitor college processes, make decisions when authorized by the Governance Body, serve as fora for issues, and propose and/or carry forth motions. Standing committees may be created, disbanded, recomposed in membership (including term length), or altered in their charges by a motion that follows the normal three-step procedure (See 4.1 Proposals). The other Governance Body may request a reconsideration of the nature or composition of a committee by majority vote at a meeting after the consideration vote. If the other Governance Body requests reconsideration, a 2/3 vote in the original Body is required for altering the nature or composition of a committee. A current list of committees, their composition, and their charges is to be attached to these by-laws.

- 3.3.3 **Advisory Committees:** Committees created by units of the College to advise and/or conduct business for that unit may have status similar to standing committees such as the capability of proposing actions to the Governance Bodies, having members chosen in the same manner as standing committee members, and reporting annually or at appropriate times to one or both Governance Bodies. Advisory committees differ from standing committees in that they report primarily to the unit they serve and have their charge and composition determined by that unit.
- 3.3.4 **Ad Hoc Committees:** An ad hoc committee (including a committee of the whole) may be created to address a single issue or disbanded by majority vote of those present at a meeting of a Governance Body. An ad hoc committee may be created by the Chair between meetings when, in the Chair's opinion, an issue cannot be assigned appropriately to an existing committee. The Faculty Affairs Committee shall select all faculty members who serve officially as faculty representatives on ad hoc committees established by the Senate, Conference, and the College.
- 3.3.5 **Membership on Committees:** Standing committee members are chosen for each academic year (or in keeping with a committee's particular rotation schedule) in the prior Spring by the submission of selections for each committee from the Faculty Affairs Committee, the Staff Council, the Student Government Association, and the appropriate administrative offices. The list of members is compiled by the Executive Committee and presented at the May meeting. The Governance Body may accept the slate or remand in whole or part to the respective constituency. The constituent group will inform the Governance Body of any adjustments to which the constituency agrees. Once a committee is composed, the replacement of a member unable to continue serving requires the action or approval by the constituent group and notification to the Body.
- 3.3.6 **Faculty Affairs Committee:** The Faculty Affairs Committee conducts faculty elections, submits faculty selections for committees, and addresses issues concerning faculty rights and welfare.

#### **4. BUSINESS**

- 4.1 *Proposals:* Any member of the College community may submit a proposal for consideration by the College. The document should be directed to the Executive Committee. Proposals should include the name and office or mailing address of its author(s), a clear statement of the rationale and objectives of the proposal and an assessment of its impact. The Executive Committee will assign a number to the proposal and direct it to the appropriate committee or Governance Body.
- 4.1.1 **Activation:** Registration of a proposal by the Executive Committee and subsequent distribution to the College community constitutes a proposal's activation. Committees developing new proposals through the course of

their work should also report such developments to the Executive Committee.

4.1.2 **Consideration:** When a proposal is brought to the floor of the Body as a motion, its consideration has begun. The consideration may be continued beyond a particular meeting by extending discussion to a subsequent meeting or remanding the issue to committee. The proposal will remain in the consideration stage by a Governance Body until the membership votes to approve or reject it. Upon approval, the proposal is placed on the next meeting's agenda for decision.

4.1.3 **Decision:** At its next meeting, at least two weeks later, the Body votes on the motion in unaltered form. A motion that receives an affirmative vote and is not challenged by the other Governance Body has then passed and is directed to the President of the College. A proposal that is amended at this meeting reverts to the consideration stage and may be decided upon at the next meeting.

4.2 ***Expedited Proposals:*** The Executive Committee may consider certain proposals worthy of an expedited course of action. Proposals unanimously agreed by the Executive Committee as being non-controversial or urgent may be put on the agenda for an Expedited Vote. This means that the College may take action immediately, in anticipation of and affirmative final decision. Expedited decision requires two-thirds (2/3) affirmative vote of the Body.

4.3 ***Committee Reports and Decisions:*** Each Committee shall submit a report to the concerned Governance Body in the spring of each year. Such report will outline issues considered and actions taken. Decisions made by committees, where such decisions are within their charge, should be reported in a timely fashion to the Executive Committee. The Executive Committee may decide to bring the decision as formal motion to the floor, to place it on the agenda as an expedited proposal, or to assume that notification is sufficient.

## **5. CONFLICTS OF ACTION OR JURISDICTION**

5.1 ***Jurisdiction:*** When a proposal has been considered in both the Loyola Conference and the Academic Senate, the Executive Committee may decide to permit both Bodies to continue their deliberations, or (unanimously) to permit one Body to continue while the other Body delays action.

5.2 ***Conflict Resolution:*** Normally, the actions of either Body will be forwarded to the President.

5.2.1 If, during consideration or after decision by one Body, the other Body finds that provisions of a motion relevant to its own charge may require modification, or if it has a different motion touching upon the same issue in process, it may stop the motion for up to one month. The delaying Body may ask the originating Body to consider one or more reasonable

alternatives. The original Body may accept one of the alternatives, refer the issue back to committee, withdraw the motion, or request a joint committee of the two Bodies to consider the motion.

- 5.2.2 A joint committee to reconcile differences between the two Bodies is selected by the Chairs of the two Bodies and is composed of a limited and equal number of representatives from the Conference and the Senate.
- 5.2.3 The joint committee reports to the originating Body, which may approve the joint committee's compromise, its own original motion, or no motion. Approved motions go to the other Body, which may forward them to the President of the College without comment or may, by two-thirds vote, add comments relevant to its charge.

## 6. MEETINGS

- 6.1 *Regular Meetings:* Meetings of the Loyola Conference and Academic Senate will be scheduled prior to the start of each semester by the Executive Committee. A minimum of three meetings should be scheduled for each Body during each semester. Changes in meeting dates may be made by the Executive Committee, and notice of schedule changes must be given seven (7) days prior to an old date and ten (10) days prior to a new date.
- 6.2 *Special Meetings:* Special meetings of a Governance Body may be scheduled if the Executive Committee or at least twenty percent (20%) of the member of that Body find that business must be conducted prior to the next regular meeting.
- 6.3 *Agendas:* Meeting agendas will be set by the Executive Committee. The Chair will distribute the agenda to the members seven (7) days prior to a regular meeting or special meeting (when possible) to the members of both Bodies and to individuals presenting business at the meeting. The Minutes of the last meeting(s) will be distributed seven (7) days prior to a regular meeting.
- 6.4 *Old Business:* Old business would include proposals ready for decision and those receiving additional consideration, reports from committees, and discussions of issues from prior meetings.
- 6.5 *New Business:* Motions proposed by committees are placed on an agenda as New Business. New issues or proposals should be directed to the Executive Committee rather than being presented at a meeting. Committees should also bring issues broached at their meetings to the attention of the Executive Committee. However, a member of the Body may broach an issue at a meeting, with permission of the Chair, for the sake of timeliness.
- 6.6 *Voting:* There will be no voting by written proxy, and no person may exercise more than one vote. A motion (except where otherwise specified in these by-laws) passes with a majority of the members (or substitutes) present and voting.

- 6.7 *Conduct of Meetings:* Attendance of 50% of the members or substitutes constitutes a quorum. Extension into class time requires a majority vote of the members. *Robert's Rules of Order* will apply for procedures that are not specified in these by-laws.

## **7. ELECTIONS**

- 7.1 *Faculty Representatives:* Elections will be conducted by the Faculty Affairs Committee. All tenured and tenure-track faculty members within a designated constituency are eligible to be candidates, and only tenured and tenure-track faculty members within that constituency may vote. For purposes of faculty representation on the Loyola Conference, departments are grouped into academic areas.
- 7.2 *Staff Representative:* Elections will be conducted by the Staff Council and representatives will serve staggered terms.
- 7.3 *Student Representatives:* All undergraduate members serve *ex officio*. Graduate student representatives will be selected by the Executive Committee.

## **8. AMENDMENTS TO THESE BY-LAWS**

Amendments to the by-laws may be made following the procedures of a formal motion, but must be published to the administration, faculty, staff, and student government at least forty-five (45) days in advance of final vote, and require a three-fifths (3/5) vote of the members of both Bodies for passage.