Graduate Faculty Senate Bylaws

Preamble

A graduate program requires a competent graduate faculty interacting freely with qualified graduate students in a climate, which fosters intellectual growth and exploration. The maintenance of such a climate requires partnership and effective communication within the community among faculty, students, and administrators. It requires that an idea generated in any part of the community be transmitted quickly to the appropriate body where it should receive expeditious consideration and action.

In order to promote democratic processes without sacrificing flexibility, faculty organization must provide for: 1) the mechanisms for communication between individual faculty members, administrative officers, and students; 2) a policy-making body which is truly representative of the faculty, being elected by them and large enough to represent the various interests; 3) a representative nucleus of this body small enough to act in emergency and to provide for constant interaction with administrative officers, faculty, and students. To affect these ends, the Graduate Faculty Senate and the Executive Committee thereof are constituted.

Article 1. Graduate Faculty Senate

SECTION 1. Functions and Responsibilities

A. The Graduate Faculty Senate shall be the chief legislative and policy-formulating body for the Graduate Faculty of the University of Missouri-Columbia. It shall exercise these responsibilities subject only to the following limits:

1. The Graduate Faculty retains the right to approve new members of the Graduate Faculty.
2. The Graduate Faculty retains the responsibility for recommending candidates for graduate degrees.
3. The Graduate Faculty reserves the right to review, change or rescind any legislation, which is enacted by the Senate. Such action shall be initiated by written petition signed by 30 or more members of the Graduate Faculty and submitted to the Graduate Dean within 30 days after the minutes of such legislation have been published. Upon such petition a special meeting of the Faculty shall be called. Notice of the meeting, together with a complete statement of the legislation and the specific change to be voted on shall be mailed or emailed to each member of the Graduate Faculty no less than two weeks before the meeting. A simple majority of the voting members is required for all amendments or rescissions.
B. Within these limits, the Senate shall be responsible for changes of policy or new policies including but not limited to:

1. New courses, degree or certificate programs.
2. Changes in courses or degree/certificate programs.
3. Deletions of courses or degree programs.
4. Membership in the Graduate and Doctoral Faculty.
5. Regulations for admission of students to the Graduate School.
6. Academic standards for graduate education.

**SECTION 2. Membership**

A. All qualified members of the Graduate Faculty are eligible for election to membership in the Graduate Faculty Senate.

B. Each graduate department and each graduate degree-granting area program shall be affiliated with the Graduate Faculty Senate. Senate representation will be affiliated as follows:

- Agriculture, Food & Natural Resources 2
- Arts & Science 3
- Business/Accountancy 1
- Education/Information Science & Learning Technologies 2
- Engineering 1
- Nursing/Health Professions/Medicine/Veterinary Medicine 1
- Human Environmental Sciences/Social Work 1
- Journalism, Law, and Public Affairs 2
- Directors of Graduate Studies, elected at large 2
- President of the Graduate Student Association 1
- Total 16

C. In those instances in which a member of the Graduate Faculty is a member of more than one graduate department or is simultaneously a member of a graduate department and a graduate degree-granting area program, that member must designate the unit to which the member wishes to be assigned for purposes of representation in and election to the Graduate Faculty Senate.

D. Senators shall be elected by Graduate Faculty members of each member unit in the manner stipulated in Article 1, Section 6 during March of each year.

E. The normal term of office of a Senator shall be three years with the Senators serving staggered terms in such a manner that approximately one-third of the Senate will be elected each year.

F. In April, the Senate will hold a special meeting of all newly-elected and current Senators, chaired by the President of the current Senate. In the course of this meeting the Senate will nominate candidates for President, Vice President, Chairs of the two Standing Committees and members-at-large. Nominations will be followed by a ballot to elect officers for the ensuing year. The chair of each Standing Committee of the current Senate shall conduct the election of a chair for the newly-constituted committee by May 1, either by convening a meeting of the newly-appointed members of his/her respective committee or by soliciting nominations and conducting the election by e-mail. The current chair will forward the name of the new chair to the Vice-President for the ensuing year. The new officers and committee chairmen will arrange for an orderly assumption of duties from their counterparts at the expiration of the latters' terms of office.
G. Elections shall be conducted only for: 1) those seats being vacated because of the end of the term of office, or 2) vacancies created by resignations or other reasons.

SECTION 3. Term of Office

A. The term of office for each newly constituted Senate as a corporate body shall begin on the first day after the end of the academic semester in which the elections took place and shall continue until the last day of the next winter semester.

B. The term of office for each newly constituted Senate as a corporate body shall begin on the first day after the end of the academic semester in which the elections took place and shall continue until the last day of the next winter semester.

SECTION 4. Organization of the Senate

The Senate shall be organized according to the following elements:
A. Executive Officers. The executive officers shall consist of a President and a Vice President.

B. Executive Committee. The Executive Committee shall include the President, the Vice President, the chairmen of Standing Committees, one Senator elected at-large from the Senate, and a representative of the Graduate Student Association. The last Past-President shall be a nonvoting ex officio member of the Executive Committee.

C. Standing Committees. Standing Committees of the Senate shall be the following:
   Academic Affairs Fellowships and Awards. The method of selection, duties, and responsibilities of these standing committees is detailed in Article 3.

SECTION 5. Executive Officers

A. The President for the ensuing year will be elected by the Senate at the regular meeting of the Senate in April. The newly-elected President will assume office on the first day after the end of the academic semester in which the elections took place.

B. Vice President for the ensuing year is also elected by the Senate at the regular meeting of the Senate in April. The Vice President will assume office on the first day after the end of the academic semester in which the elections took place and shall 1) be responsible for the communications of the Senate, including coordinating the GFS Newsletter, 2) assist the President as needed, 3) Chair a joint meeting of all Directors of Graduate Studies and the Senate at least once a year using that forum to present, discuss, and seek advice about matters that have come before the GFS and/or its Executive Committee and 4) be responsible for conducting election of senators in March and presiding over election officers at the April meeting. If the Vice President is unable to complete all or part of the designated term of office, then the President shall conduct an election at the next regular meeting of the Senate to elect an interim Vice President. The interim Vice President will perform the duties of the Vice President until the term of the regular Vice President ends. The Senate will then elect both a President and a Vice President for the ensuing year at the regular meeting of the Senate in April.
C. Term of Office. The term of office of the President and Vice President shall be one year and no person may serve more than three consecutive terms.

D. Recall. An executive officer may be removed from office for negligence of duty or impropriety in office.

1. Such action shall be initiated by presentation of a petition to the Member-at-Large, stating the charge and requesting removal of said executive officer from office.

2. The petition will be signed by not less than one-third of the Senate.

3. The Member-at-Large will validate all signatures on the petition and to call a special meeting of the Senate in not less than 14, nor more than 28, days after receipt of the petition.

4. The Member-at-Large will conduct the hearing, read the charge, allow discussion and conduct and validate a recall vote from the Senate by mail ballot within seven days of the hearing. The executive officer subject to recall will be immediately informed of the ballot result by letter from the Procedures Committee and immediately relieved of duty in event of a two-thirds majority vote of the Senate.

5. If an executive officer is relieved of duty, this officer shall be replaced by the procedure indicated in Part A and/or Part B of this section A. A president removed from office shall not serve as an ex officio member of the Executive Committee.

SECTION 6. Election of Senate Members

A. Time of Election. Election of members of the Senate for the ensuing year shall be held during the month of March each year.

B. Elections. During the month of March each year Vice President shall conduct the election of new members of the Senate. The Vice President shall be responsible for the following:

1. Secure a certified list of the members of the Graduate Faculty in each unit as of February 1.

2. Notify respective schools/colleges or Directors of Graduate Studies for which Senate seats must be filled and hold elections. Vacancies may be due to the following: a) seats filled by incumbents whose terms are expiring or b) seats to be vacated for other reasons including incapacitation, retirement, resignation from Senate, termination of appointment with the University, leave of absence, etc. Each school/college/director of graduate studies with representation on the Senate shall
a. send letters soliciting nominations from all members of the Graduate Faculty, in which there
are vacancies as well as from departments and graduate programs.

b. secure the consent of nominees to have their names on the ballot and to serve if elected,

c. solicit a brief biographical statement from each nominee and circulate those statements with
the ballots,

d. arrange for the collection and counting of the ballots within two weeks of their circulation,

e. and submit decisions of the election on or before April

f. The Vice President will notify the newly elected Senators of their participation at the end of
the April meeting.

SECTION 7. Meetings
Regular monthly meetings of the Senate shall be routinely scheduled during the academic year
by the President of the Senate. Special meetings of the Senate shall be called by the President of
the Senate. The President of the Senate shall, with deliberate speed, call special meetings of the
Senate upon petition of five Senators or at the direction of a majority of the members of the
Executive Committee or at the direction of a majority of the members voting at a regular Senate
meeting.

SECTION 8. Presiding Officer
The presiding officer of the Senate shall be the President of the Senate or a representative whom
the President shall designate.

SECTION 9. Quorum
A quorum shall consist of a number of Senators equal to one-half of elected members of the
Senate.

SECTION 10. Voting Membership
The voting membership shall consist of the Senators or their designated substitutes, and the
representative of the Graduate Student Association.

SECTION 11. Attendance at Meetings
The meetings of the Senate will normally be open to the Dean and Associate Deans of the
Graduate School and any interested member of the University faculty or any interested graduate
student.
Non-voting participation and discussion by nonmembers shall be at the discretion of the
President of the Senate.

SECTION 12. Order of Business
The normal order of business at any regular meeting of the Senate shall be as follows:
1. Call to order
2. Approval of minutes of the last meeting
3. Acceptance of the agenda
4. Special business for the day
5. Unfinished business
6. Reports of committee
7. Other new business
8. Resolutions
9. Adjournment

SECTION 13. Agenda
The agenda for a regular meeting of the Senate shall be distributed to members of the Senate at least four days prior to the meeting. Any item on the agenda which involves a motion to be presented before the Senate for a vote shall be identified as such.

SECTION 14. Substitute Motions and Amendments to Motions
Substitute motions or amendments which alter significantly the substance of any motion on the agenda shall require the same previous notice as the original motion. Substantive amendments presented from the floor will therefore have the effect of delaying the vote on the main motion until the next succeeding meeting of the Senate. The President shall determine whether an amendment is substantive.

SECTION 15. Parliamentary Authority
The business of the Senate shall be conducted under Robert's Rules of Order, unless contrary requirements are specified elsewhere in these rules.

SECTION 16. Substitutes
A Senator who is unable to attend a meeting of the Senate must send a substitute. Failure to attend GFS meetings on a regular basis without providing a substitute may be construed as negligence of duty. However, a senator who is unable to serve for more than a semester will be replaced during the period of his or her absence by a member elected by academic unit, i.e, school or college in a special election coordinated by the Vice President. An elected substitute will serve out the term of office if the original Senator does not return before this term has expired.

SECTION 17. Recall
A Senator may be removed from office for negligence of duty or impropriety in office.

1. Such action shall be initiated either by members of the GFS or by members of the Graduate Faculty in the elected unit who shall present a petition to Member-at-Large. This petition shall state the charge and request the removal of the Senator from office.

2. The petition shall be signed either by not less than one-third of the Senate or by one-third of the Graduate Faculty from the Senator’s elected unit.

3. The Member-at-Large shall validate all signatures on the petition and direct its chair to call a
special meeting of the Senate in not less than 14, nor more that 28, days after receipt of the petition.

4. The Member-at-Large shall conduct the meeting, read the charge, allow discussion, and conduct and validate a recall vote from the Senate by mail ballot within seven days of the meeting.

5. The Senator subject to recall shall immediately be informed of the ballot result by letter from the Member-at-Large and immediately relieved of duty in the event of a two-thirds majority vote of the Senate.

6. A Senator who is relieved of duty shall resign from the Senate immediately. A substitute shall be elected by the Sector within 21 days in a special election conducted by the Member-at-Large.

**ARTICLE 2. Executive Committee**

**SECTION 1. Duties and Responsibilities**

A. The Executive Committee shall serve as preliminary review committee for proposed changes of policy.
B. The Executive Committee shall convey their suggestions for policy decisions to the Senate, and to its Standing Committees.
C. The Executive Committee shall have the authority to act as a representative body of the Senate in emergency situations as stated in the Preamble.
D. The Executive Committee shall determine if it should convene at either a regular interval or on an as necessary basis. A meeting can be called at any time the President deems necessary.
E. The Executive Committee shall promote coordination of policy and administration by acting as an intermediary between the Senate and the Graduate Dean. This function shall include these responsibilities:

1. Receive recommendations from the Dean regarding changes in policy which would better enable the Graduate School to perform its function.
2. Suggest to the Dean ways of improving the ongoing implementation of Graduate Faculty policy.
3. Inform the Dean of pending or completed actions of the Senate in order to ensure that policy decision.
4. Assist the Dean in making policy decisions where these require the interpretation of Graduate Faculty or Senate rules or by-laws.
5. Identify problems and direct appropriate committees to consider them.
6. Appoint ad hoc committees where conditions warrant their creation.
7. Review recommendations of the Academic Affairs Committee for on the approval of new graduate degree programs, certificate programs, new graduate degrees, and dual masters degree programs.
8. Appoint non-members of the Senate to Standing and Sector ad hoc Committees as appropriate.
SECTION 2. Membership

The Executive Committee shall consist of:
A. The President and Vice President of the Senate who shall serve as Chair and Vice Chair, respectively, of the Executive Committee.

B. The Chair of each of the Standing Committees.

C. A Member-at-Large.

D. One graduate student representative designated by the Graduate Student Association.

E. The last past president shall be a non-voting ex officio member.

SECTION 3. Election

A. The election of the Chair and Vice Chair is provided for in Article 1, Section 4.

B. Chairs of the Standing Committees and the Member-at-Large shall qualify as members of the Executive Committee.

C. A request for the designation of a graduate student to serve on the Executive Committee will be made to the Graduate Student Association at the end of winter semester. Upon certification by that body, the student so chosen shall become an official member of the Executive Committee.

ARTICLE 3. Standing Committees

SECTION 1. The Election and Composition of Standing Committees

Members of the Standing Committee shall be chosen by the Senators at the April meeting of the Senate, as provided for in Article 1, Section 2F.

A. New elected officers shall be responsible for identifying a slate of 5 committee members for each of the standing committees to be approved by the GFS by electronic ballot or by a voice vote at the first meeting of the next year. In developing the slate of nominees, attention shall be paid to distributing representatives on the committees among schools and colleges.

B. If necessary to meet needs for broad disciplinary representation, additional members of the Graduate Faculty may be appointed to the Fellowship and Awards Committee. Under no circumstances may 2 faculty from the same department or area serve on the same standing committee and the number of nonsenate members shall never exceed the number of senate members on a committee. Nonsenate members serving on a Senate Committee may not vote on policy matters.
SECTION 2. Duties and Responsibilities of Standing Committees

A. The Committee on Academic Affairs shall be responsible for considering questions on policy and for making recommendations to the Senate regarding general Graduate School degree requirements, standards and procedures for admission to the Graduate School, curriculum and course offering, and degree programs. It shall also be responsible for making recommendations to the Senate regarding methods of encouraging scholarly endeavor and faculty development.

The Academic Affairs Committee shall be responsible for:

1. Review and approval of proposals for new courses, degree and certificate programs. Substantive changes in existing courses and degree programs shall also require action by the Academic Affairs Committee.
2. Routine curriculum changes such as changes in course titles and course numbers will be approved by the Chair of the Academic Affairs Committee.
3. The Academic Affairs Committee shall seek additional evaluation and input regarding course changes and deletions when these changes have the potential to impact degree programs other than those of the proposing unit.

B. The Fellowships and Awards Committee shall be responsible for advising on policies regarding graduate student fellowships and awards and will generally serve as the fellowship and awards selection committee. Where necessary for reasons either of workload or assurance of broad disciplinary representation, additional ad hoc members may be appointed to the committee by the Vice Provost for Advanced Studies and Dean of the Graduate School.

C. All other responsibilities not designated by the Senate will be handled by the Senate as a whole or an ad hoc committee.

ARTICLE 4.

SECTION 1.
All other business of the Senate related to student appeals and membership issue will be dealt with by ad hoc committees appointed by the President.

ARTICLE 5. Amending the By-Laws

SECTION 1. Advance Notification

Proposed change(s) in the By-Laws shall be sent in writing by the Vice President to each member of the Graduate Faculty Senate two weeks prior to action thereon by the Senate. The communication shall include a copy of the By-Laws in question and the proposed change(s).
SECTION 2. Voting Procedures

The adoption of an amendment will require an affirmative vote of a majority of members present and voting, provided that no less than one-half of the membership of the Senate exercise their vote.

SECTION 3. Amendments from the Floor

In consideration of proposed amendments presented with advance notification, motions from the floor which would affect major substantive changes shall have the effect of postponement of adoption until a subsequent meeting when the rule of advance notification, as provided for in Article 5, Section 1, will have been fulfilled for the proposed modification.

SECTION 4. Ratification of By-Law Changes

By-law changes approved through the process outlined in sections 1 through 3 shall not go into effect until ratified by Graduate Faculty eligible to vote. A simple majority of faculty participating in a mail or electronic ballot shall be required for ratification.