

## CHAPTER THIRTEEN

### THE LOYOLA UNIVERSITY NEW ORLEANS SENATE

#### CONSTITUTION

**PREAMBLE:** The accumulation of human knowledge has resulted in an ever increasing specialization within academic disciplines as well as a specialization within administrative functions. In the modern university, which requires such divisions, there arises a new need for coordination and communication among these divergent elements in the interest of goals common to them all.

Whereas, it is the province of the academic disciplines to preserve, teach and advance human knowledge, and whereas it is the province of administrators to provide an environment conducive to such activities, and to direct their operation, continuous liaison is essential in order to resolve problems created by specialization.

The University Senate provides a forum in which all viewpoints can be presented, and its success requires open-minded, willing cooperation of all sectors of the University toward its goals. Thus the University Senate can both resolve problems which may arise within the academic disciplines and harmonize the specific functions of administrative and faculty specialists.

Therefore, we adopt these articles:

- I. NAME:** The name of the body constituted in this document shall be THE LOYOLA UNIVERSITY NEW ORLEANS SENATE.
- II. PURPOSE:** The University Senate is an advisory body whose function is to assist the University in matters that the Senate deems appropriate concerning the whole University.
- III. LIAISON WITH UNIVERSITY BOARD OF TRUSTEES:** The Administrators or President's Council are requested to notify the Senate in writing as to what action has been taken on the recommendations of the Senate.
- IV. MEMBERSHIP:**

**Section A.** The University Senate shall consist of the following members:

- 1. Administrators**

The following administrators shall be members of the Senate *ex officio*:

The President of the University  
The Provost and Vice President for Academic Affairs

**2. Faculty**

Representatives shall be elected from those full-time members of the faculty with at least one year academic service to the University. From the College of Arts and Sciences there shall be elected at least one representative from each department of the College. The representative shall be elected by the members of the department, school, or college represented. Faculty representatives from each school, college, or department shall be elected in an exact ratio of six to one, based on the number of full-time faculty positions scheduled for the next academic year, according to the Provost and Vice President for Academic Affairs. Fractions of one-half or greater shall be entitled to one additional representative. No school or college shall have less than two representatives. In addition, librarians and military personnel who have faculty status, or the equivalent, shall each elect to the Senate a representative in accordance with the same ratios as for other representatives.

**3. Former Chairperson of the Senate**

Upon expiration of his term of office as elected Chairperson of the Senate, in the event that he is not re-elected to the Senate or does not continue as a member in his administrative capacity, a Chairperson shall remain a member of the Senate for one year following the expiration of his term of office.

**4. Alternates**

Any member of the Senate may, in writing, appoint a proxy, with voting privileges, to attend meetings in his absence. No one person may represent by proxy more than one other person. The proxy shall present to the Secretary his written appointment as proxy.

Elected members of the Senate must appoint as proxy a member from the same school, College, or department he represents or any other elected member of the Senate.

**5. Floor Privileges**

Any member of the Senate may request approval for floor privileges for a non-member to address the Senate.

**Section B. Term of Office.** The term of office for faculty representatives shall be two years, except that those representatives elected in the first election year after the adoption of these amended articles shall be designated one-year and

two-year representatives, as determined by drawing lots. One half of those elected shall serve for but one year; the remainder, for two years.

The by-laws shall specify the number of absences without proxy appointed and the kind of meetings (e.g., regularly scheduled) after which an elected member would be disqualified and when his vacancy will be filled by a special election of the department and/or College which that Senator represents.

**Section C. Procedure for Electing Senators.** Elections shall be held each year in April, or as soon thereafter as possible. All full-time faculty members scheduled to return the next academic year, according to the Provost and Vice President for Academic Affairs, shall vote for representatives from their own school, college or department. The ballot shall contain the names of all those eligible for membership and willing to serve, from the school, college or department thereof, and the number of representatives to be elected. In case of a tie, a run-off will be held. Vacancies shall be filled by special election within the school, college or department thereof in which the vacancy occurs.

A meeting shall be called on the second Thursday in May or as soon thereafter as possible, after membership elections are completed, for the purpose of electing new Senate officers. The terms of new and re-elected members shall begin at that meeting.

**Section D. Quorum.** A minimum of twelve voting members, present in person, shall constitute a quorum.

## **V. OFFICERS:**

**Section A. Personnel.** The University Senate shall have the following officers: the President of the University shall be Honorary President of the Senate; from the body of the Senate shall be elected a Chairperson, Vice Chairperson, and a Secretary. These three elected officers, with the addition of two members elected from the Senate body, shall comprise the Executive Council of the Senate.

The Executive Council shall be empowered to make decisions for the Senate at such times when it is impossible to gather a quorum.

**Section B. Method of Election.** The three elected officers and two additional members of the Executive Council shall be elected by a simple majority of the entire Senate membership.

**Section C. Term of Office.** The three elected officers and two additional members of the Executive Council shall serve one year, with the privilege of re-election.

## **VI. MEETINGS**

**Section A. Regular Meetings.** The schedule of regular meetings shall be determined by the Senate. At least one meeting a month shall be held during the academic year.

**Section B. Special Meetings.** A special meeting may be called by the Honorary President, the Chairperson, or by any five members of the Senate through the request of a member of the Executive Council.

## **VII. COMMITTEES:**

### **Section A. Delegation of Powers**

1. Any matter within the jurisdiction of the Senate may be delegated to committees which shall be responsible to the Senate.
2. Committees shall be of two kinds, standing or *ad hoc*.
3. The duties of each committee shall be specified by the Chairperson at the time of formation of the committee or in the By-laws.
4. No member of the Senate shall be appointed to more than one committee until such time as all members of the Senate are serving on one committee.

### **Section B. Reports**

1. An *ad hoc* committee shall make a written report to the Senate on the completion of its duties.
2. Standing committees shall present interim reports as they deem necessary or at the request of the Senate.
3. The Chairperson may request any committee to distribute reports to the entire Senate membership.

### **Section C. Standing Committee**

There shall be at least one standing committee.

**University Elections Committee.** This committee proposes nominees for University and Senate committees and offices of the Senate. The University Elections Committee shall be composed of seven members, one selected from each of the following areas: Arts and Sciences, Business Administration, City

College, University Libraries, and Music; and the Chairperson of the Senate shall serve as a member *ex officio*.

**VIII. BY-LAWS:**

The Senate is empowered to adopt and amend By-laws for its operation by vote of a simple majority of the entire Senate membership.

The By-laws cannot be amended unless the proposal is presented at a regular meeting and voted on at a subsequent regular meeting.

**IX. AMENDMENT OF THE CONSTITUTION:**

The Constitution may be amended by a two-thirds majority of the entire membership.

Proposed amendments to the Senate Constitution may be voted upon by mail ballot, but only after they have been discussed at a previous meeting and if so authorized by a majority of the Senate members present and voting at a previous meeting.

**X. JURISDICTION OF THE CONSTITUTION:**

Insofar as this document alters the nature of the present Faculty Council and insofar as it constitutes a University Senate, this document shall supersede the By-laws of the Faculty Council.

**XI. EFFECTIVE DATE:**

This document shall be effective on October 11, 1968, the date determined by the President and Board of Trustees of Loyola University New Orleans.

**XII. PROVISION FOR CONTINUITY:**

The existing Faculty Council and all of its officers and committees shall continue in effect until their successors are elected.

**BY-LAWS OF THE UNIVERSITY SENATE**

1. All meetings, except executive sessions, shall be open to all members of the University.
2. Final action on any resolution presented at a given meeting shall be delayed for at least one meeting.
3. Except in the case of emergency meetings, there shall be requirement of at least three days notice for meetings as to time and place and agenda.
4. The following shall be the procedure for meetings:

- a) Report of Officers and Committees
- b) Unfinished Business
- c) New Business

5. Temporary suspension of any By-law may be accomplished by a two-thirds vote of the members present at a given meeting.
6. An executive session may be requested by any member of the Senate, but it must be approved by a majority of those present.
7. The Senate shall follow Robert's Rules of Order except where they are in conflict with the Constitution.
8. Membership in the Senate will be forfeit when a member misses three regularly scheduled meetings in succession without a proxy. The Secretary will inform the Chairman of such absences, and the Chairman will call for an election by so instructing the University Elections Committee.
9. After the elections, it will be the duty of the Secretary of the previous year to distribute to all members of the Senate and to the President, the Provost and Vice President for Academic Affairs and the Editor of the *Maroon* a copy of the Constitution and By- laws, and a list of Senate committee memberships that incorporates all changes made during the previous year.
10. If in any semester a member has a class scheduled at the same time as the regular Senate meeting or if a member is on sabbatical or other leave, the department or College shall elect an alternate for that semester.

Amended September 1976, October 1978, February 1980