

Revised UFS Constitution and Bylaws
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FLORIDA ATLANTIC UNIVERSITY FACULTY CONSTITUTION AND BYLAWS

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FLORIDA ATLANTIC UNIVERSITY FACULTY CONSTITUTION AND BYLAWS

The Florida Atlantic University Faculty Constitution and Bylaws are established by the faculty to define faculty governance of the University. In establishing them, it is recognized that authority for operation of the university is vested in the President of the University, by law and by the policies of the FAU Board of Trustees; at the same time it is recognized that faculty plays an essential role in the development of the policies and practices by which the university fulfills its academic mission. The goal of faculty governance, and of these bylaws, is to maintain the respect and communication between faculty and administration that make it possible for the university to function.

Article I. Name

The name of the organization is the University Faculty Senate (UFS).

Article II. Purpose

The UFS is the governance body concerned with matters of general university educational and administrative policy at Florida Atlantic University. The UFS, as elected representatives of the faculty, has authority over curriculum, admissions standards and degree programs, subject to the veto power of the President of the University. Actions of the UFS regarding academic policy are sent to the President of the University for approval. (A courtesy copy is also sent to the responsible Vice President or Division head.) Such actions become University policy within one month of formal notification by the UFS to the President of the University unless vetoed.

The UFS may also consider and provide advice to the President of the University and Board of Trustees on other issues of general faculty concern, including academic calendar, registration, schedule, university honors, university budgeting, athletics, strategic planning and any organizational or policy change that significantly impacts the faculty and students of the University.

Article III. Members

Section A. Definition of UFS Faculty

The UFS faculty is composed of all individuals holding full-time, tenured or tenure-earning positions with the ranks of Professor, Associate Professor, and Assistant Professor, and all librarians with faculty status. In addition, the President of the University, the University Provost, , and the deans of colleges are members of the University faculty. The University Provost's office provides a current list of University faculty as described above to the UFS on request.

The UFS shall consist of members from Colleges, the Library, and non-voting (Ex Officio) members, as follows:

Section B. College Members

The faculty of each college will elect one member for each 20 faculty or major fraction, with the condition that any campus with 10 or more faculty from the college must have at least one of the members. For purposes of this section, the Library is considered a college.

Section C. Ex Officio Members

The following individuals shall automatically become members of the UFS at the first fall meeting if they do not hold an elected seat on the UFS:

1. the Chairs, or elected faculty representatives, of the following UFS Standing Committees:
 - a. Academic Freedom and Due Process Committee;
 - b. Academic Planning and Budget
 - c. Admission and Retention Committee;
 - d. Assessment Committee;
 - e. Athletics Committee;
 - f. Distance Education Committee;
 - g. Graduate Council;
 - h. Graduate Programs Committee
 - i. Honors and Awards Committee;
 - j. Library Advisory Committee;
 - k. Promotion and Tenure Committee;
 - l. Research Committee;
 - m. Undergraduate Programs Committee;
2. the Chair or designated representative of each College Faculty Assembly;
3. the President of the UFS;
4. the President-Elect or Past-President of the UFS.

Section D. Nonvoting Members

The President of the University and the University Provost shall be nonvoting members of the UFS.

Section E. Eligibility and Term of Office

All members of the faculty shall be eligible for election as members of the UFS. Election to the UFS shall be for a two-year term, with half of the membership elected each year. The term of each UFS member, unless chosen as a replacement to fill an unexpired term, shall begin at the April meeting of the UFS. Units electing members to UFS shall submit the names of newly elected members to the UFS President by April 1 each year. Replacements for members on leave of absence, including sabbatical leave, shall serve for the duration of the leave only.

Article IV. Officers and Staff

Section A. President

The President of the UFS shall preside over UFS meetings and UFS Steering Committee meetings. The term of office is two-years, beginning and ending at the close of the last regular meeting of the academic year. Duties of the President include:

1. serving as member of the FAU Board of Trustees;
2. serving as member of the FAU Foundation Board;
3. serving as FAU representative to the Advisory Council of Faculty Senates;
4. presiding over the election of the President-Elect and of UFS-elected committee members;
5. notifying each unit that elects members to UFS early in the Spring term of the positions to be filled and receiving results of those elections;
6. performing other duties as determined by UFS.

Section B. President-Elect or Past-President

The President-Elect or Past-President shall act in the absence of the President. The term of each office is

one year, beginning and ending at the close of the last regular meeting of the academic year. At any given time the UFS will have one of these officers, but not both, since the President serves a two-year term. Duties of the President-Elect or Past-President include:

1. serving as FAU representative to the Advisory Council of Faculty Senates (ACFS);
2. serving as liaison to College Faculty Assemblies;
3. serving as chair of the Academic Planning and Budget Committee performing other duties as determined by the President and UFS.

The Committee on Committees shall present a slate of nominees for President-Elect at the penultimate meeting of the academic year in alternate years with additional nominations from the floor, if any. The official results of the vote shall be officially announced at the final meeting of academic year. In contested elections, the vote shall be by electronic ballot and election shall be by a majority of votes cast. If no candidate receives a majority, there will be a run-off between the two candidates receiving the greatest number of votes. The President shall not serve as President-Elect.

A vacancy in the position of President-Elect shall be filled promptly and in the same manner. A vacancy in the position of Past-President shall be filled promptly by the election of a member of the Steering Committee to serve the remainder of term of the Past-President. The election procedure shall be the same as for the President-Elect. In the event that no member of the Steering Committee is available to serve, a member of the Senate may be elected.

Section C. **Administrative Staff Assistant**

The Staff Assistant is selected by the President and is not a member of the UFS. Duties of the Staff Assistant include:

1. preparing and distributing minutes of all UFS meetings and Steering Committee meetings;
2. organizing and distributing the agenda of all UFS meetings and Steering Committee meetings;
3. maintaining attendance records and all other official records of UFS business;
4. maintaining the UFS web site;
5. performing other duties as determined by the President and the UFS.

Article V. Meetings

Section A. **Meetings**

The UFS shall meet at least twice per semester. The last regular meeting of the academic year shall be held in April, when possible. Meetings shall be available to all campuses by video conferencing. Special meetings may be called by the UFS President or upon petition by fifteen percent of the UFS membership. Notice and agenda of meetings shall be available on a timely basis to all university faculty.

Section B. **Quorum**

A quorum shall consist of thirty-three percent of the voting UFS membership.

Section C. **Non-Member Privilege**

Any member of the faculty, administration, staff, or student body shall have the right to attend meetings of the UFS and to have the floor upon recognition by the presiding officer.

Article VI. Committees

University level faculty committees shall be designated as (A) Standing Committees and (B) Special Committees.

Section A. UFS Standing Committees

The following Standing Committees shall be established to facilitate the operation of the UFS. All Standing Committee members, unless otherwise specified and except those who are ex officio, shall serve two-year, staggered terms. Committee members shall be selected or elected near the end of spring semester and, except for members of the Steering Committee, assume office at the beginning of the fall semester. Steering Committee members shall assume office immediately at the conclusion of the meeting at which they are elected. A quorum for each Committee shall be thirty-three percent of the voting members unless otherwise stipulated. Each Standing Committee shall keep minutes and report to the UFS in writing at least once each semester. Proxies are permitted only where indicated.

1. Steering Committee

a. Responsibilities

The Steering Committee shall be responsible for the orderly operation of the UFS. It shall prepare the agenda for UFS meetings, oversee the operation of other UFS Committees, and consider other issues within the jurisdiction of the UFS and offer advice on such matters. All actions of other UFS Committees shall be reported to the Steering Committee for submission to the UFS. The Committee shall include on the agenda any item of business requested in writing by at least five members of the UFS or at least ten Faculty members as defined in this document. Such an item must be placed on the UFS agenda no later than the second meeting after it has been submitted to the Committee.

b. Membership

The Steering Committee shall consist of the Officers of the UFS (President and President-Elect or Past President), and six UFS members elected annually to two year staggered terms by the UFS. The President of the UFS shall chair the Steering Committee and the Administrative Staff Assistant shall serve as secretary of the Committee.

c. Meetings

The Committee shall meet sufficiently in advance of each UFS meeting to prepare and distribute on a timely basis the notice and agenda for the UFS meeting. The Committee shall meet on the call of the President of the UFS at such other times as necessary to fulfill its responsibilities.

d. Emergency Powers

The Steering Committee may act on behalf of the UFS on matters of extreme urgency. A quorum for consideration of such action will be fifty percent of elected Steering Committee members. Emergency policy decisions made by the Steering Committee must be submitted to the full UFS for ratification at the next meeting of the UFS.

2. Academic Planning and Budget Committee

a. Responsibilities

The Academic Planning and Budget Committee, in consultation with the Provost, shall be responsible for the planning of academic programs, the academic calendar, related support activities, and budget policies for submission to the UFS. In particular, the Committee will review new and revised degree proposals for their budgetary impact and report to Steering, before the proposal is presented to the UFS.

b. Membership

The Academic Planning and Budget Committee shall consist of six faculty elected by the UFS, the President-Elect or Past-President of the UFS, the University Provost and CFO, both *ex officio* — nonvoting. The Chair of the committee shall be the President-Elect or Past-President of the UFS.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

3. Committee on Committees

a. Responsibilities

The Committee shall be responsible for the orderly functioning of the faculty committee structure and coordinate the operations and membership of all faculty committees as defined. The Committee shall maintain contact with the committees on which faculty serve to assure good communications with the UFS. The Committee shall have the responsibility to recommend to the UFS the approval, addition, deletion, or reclassification of any faculty committee. The Committee shall function as the Nominating Committee for UFS elections. In consultation with the President of the University or designee, the committee shall prepare a slate of nominees for membership on the Athletics Committee. The Committee shall report all policy recommendations to the UFS.

b. Membership

The Committee on Committees shall consist of six faculty elected by the UFS. The President of the UFS shall appoint the Chair of the Committee.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

4. Academic Freedom and Due Process Committee

a. Faculty Policies and Responsibilities

It is the policy of Florida Atlantic University to support academic freedom and responsibility in teaching, research, and other creative activities, and service. Faculty members have a right to scholarly inquiry, including the selection of instructional materials, without censorship or fear of retaliation. Faculty members have a responsibility to conduct scholarly inquiry in an objective and professional manner, which includes the acknowledgment of a variety of scholarly opinions. Faculty members have a responsibility to determine grades in accordance with University and Board of Trustees policies.

b. Committee Responsibilities

The Academic Freedom and Due Process Committee shall review, mediate, and advise with respect to all complaints of violation of academic freedom or due process, which are appropriate for its consideration and which are not currently under consideration by another body. The Committee shall attempt to mediate voluntary settlement of all complaints. If voluntary settlement cannot be accomplished, the committee shall deliberate and issue a statement of its findings and recommendations.

c. Administration Responsibilities

The University Administration shall cooperate with the Committee by providing information, not otherwise restricted by law, relating to complaints under consideration by the Committee. The Committee may request information including documents, correspondence, electronic media, or personal appearance at meetings of the Committee.

d. Membership

The Academic Freedom and Due Process Committee shall consist of one faculty member from each college, one member from the Library, and one non-voting member from the University Administration. The method of selection of the college member shall be determined by the individual college. If a regular Committee member from a college is unable to attend a meeting, the member may designate a proxy. The Committee shall elect its chair from among the college members.

e. Meetings

The Committee shall meet as often as necessary to complete its business.

5. Admission and Retention Committee

a. Responsibilities

The Committee shall consider undergraduate admissions appeals for hardship and special talent exceptions, and recommend action to the Director of Admissions. It shall also consider and recommend to the UFS policies and procedures relating to undergraduate admission, retention and recruitment.

b. Membership

The Admission and Retention Committee shall consist of one faculty member from each FAU college. In addition, the Director of Admissions (or his/her designee) and the Director of Retention (or his/her designee) shall serve as ex officio, non-voting members. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

6. Assessment Committee

a. Responsibilities

The Committee shall advise the UFS on all matters relating to the assessment of job performance of faculty and administrators. The Chair of the Committee shall report to the UFS at least once each year.

b. Membership

The Committee on Assessment shall consist of one faculty member from each College. The President of the UFS shall appoint the chair of the committee.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

7. Athletics Committee

a. Responsibilities

The Athletics Committee shall advise the University Athletics Board and the UFS on academic matters relating to the intercollegiate athletics program.

b. Membership

The Athletics Committee shall consist of six to nine members from the faculty at large. Membership on the Committee shall be for a term of one year. The Faculty Athletic Representative shall serve ex-officio. The Committee Chair shall be elected annually by the members of the Committee.

Prior to the April meeting of the UFS a slate of nine nominees shall be presented to the President of the University who shall select a minimum of six members from this slate to form the UFS Athletics Committee. If the selection has not been made prior to the start of the fall term, then all UFS nominees shall serve until the University Presidential selection is made. The Committee members shall serve as the UFS representatives on the University Athletics Board. The University Athletics Board shall be constituted in accordance with NCAA guidelines.

c. Meetings

The Committee shall meet as part of the University Athletics Board and as often as necessary to complete its business.

8. Distance Education Committee

a. Responsibilities

The Committee shall consider all issues that impact the offering of FAU courses and degree programs that employ technologies for delivery of course materials at a distance. It shall also consider and recommend to the UFS policies and procedures relating to the support, assignment and evaluation of faculty efforts in this area. The committee shall examine Intellectual Property policies and procedures that impact faculty and distance learning.

b. Membership

The Distance Education Committee shall consist of one faculty member from each FAU college, one member from the Library, with additional faculty representation, if needed, to cover all major campuses. Two non-voting members shall represent the Provost's Office. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

9. Honors and Awards Committee

a. Responsibilities

The committee shall be responsible for making recommendations on honors and awards given to faculty, students and others, as directed by the UFS, including, but not limited to:

- (1) honorary degrees;
- (2) faculty honors and awards;

- (3) faculty emeritus status;
- (4) university-wide student honors and awards granted by the faculty.

b. Membership

The Honors and Awards Committee shall consist of one member from each college. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

10. Library Advisory Committee

a. Committee Responsibilities

The Committee shall seek and encourage faculty participation in formulating policy, adding and improving services, and expanding the offerings and holdings of the Library. It may review and make recommendations concerning:

- (1) Library policies, services and products;
- (2) collections and acquisitions;
- (3) electronic services within the Library, including archiving, access and availability;
- (4) innovative products and services that will provide improved access to resources;
- (5) other Library issues of concern to the faculty.

b. Membership

The Library Advisory Committee shall consist of one faculty member from each College and one member from Library faculty and, one member shall represent the Office of the Provost. The method of selection of the members shall be determined by the individual units. If a regular Committee member is unable to attend a meeting, the unit may designate a proxy. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business. The Committee shall elect its chair and secretary from among its members. The secretary shall record and preserve minutes of all meetings and distribute them to the faculty and library staff.

11. Promotion and Tenure Committee (P & T)

a. Responsibilities

The P & T Committee shall consider all recommendations for persons seeking to be awarded faculty tenure and/or promotion at Florida Atlantic University and advise the University Provost accordingly. It shall recommend to the UFS general policies, procedures and criteria affecting the promotion and tenure process.

b. Membership

The P & T Committee shall consist of a tenured faculty member from each college. The method of selection of the college members shall be determined by the individual colleges. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business. A quorum for the Committee shall be one less than the number of members of the Committee.

12. Research Committee

a. Responsibilities

The Research Committee shall review policies regarding budget allocations for research, including those for research centers and institutes, and provide advice to the Vice President for Research. It shall review applications for the establishment of new centers and institutes; applications for university-wide research grants and international travel grants; and recommendations for the "Researcher of the Year" award. It shall also review and recommend procedures relating to these programs and other research issues. In addition the committee shall review and recommend faculty for full year and one semester sabbaticals.

b. Membership

The Research Committee shall consist of one faculty member from each college and one member from the Library faculty. The Vice President for Research shall also be a nonvoting member of the committee. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

13. Undergraduate Programs Committee (UPC)

a. Responsibilities

The UPC shall review all proposals and recommend approval or, for cause, disapproval for

- (1) Introducing, changing, or terminating undergraduate courses;
- (2) introducing, changing, or terminating undergraduate degree programs, majors, specializations, concentrations, areas of emphasis, and tracks;
- (3) introducing, changing, or terminating undergraduate minors, Honors-in-the-Major programs, or certificates.
- (4) University-wide policy concerning undergraduate programs including but not limited to
 - (a) general education requirements;
 - (b) the lower-division core;
 - (c) university-wide writing programs;
 - (d) university-wide honors programs;
 - (e) grading, attendance, and related academic policies.

Committee action shall be communicated in writing to the college or other unit initiating the proposal. If disapproval is recommended, the specific grounds for action shall be included in the report. Recommendations of the Committee shall be forwarded to the UFS for review and appropriate action. A report of the UFS action shall be sent to the Office of Academic Affairs.

b. Membership

The UPC shall consist of one faculty member from each college offering undergraduate courses. In addition, three nonvoting members shall represent the Office of the Registrar, the Office of Admissions, and the Library. The method of selection of the college members shall be determined by the individual college. If a regular Committee member from a college is unable to attend a meeting, the college may designate a proxy. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

14. University Graduate Council (UGC)

a. Responsibilities

The UGC shall review all proposals and recommend approval or, for cause, disapproval for

- (1) introducing, changing, or terminating graduate courses;
- (2) introducing, changing or terminating graduate degree programs, majors, specializations, concentrations, areas of emphasis, and tracks;
- (3) introducing, changing or terminating graduate certificates;
- (4) university-wide graduate curriculum policies.

Committee action shall be communicated in writing to the college or other unit initiating the proposal. If disapproval is recommended, the specific grounds for action shall be included in the report. Recommendations of the Committee shall be forwarded to the UFS for review and appropriate action. A report of the UFS action shall be sent to the Office of Academic Affairs.

b. Membership

The UGC shall consist of two faculty members elected from each college offering graduate degree programs. The term of each UGC faculty member shall be determined by their college, with the proviso that the terms of the two members from a college will not expire in the same year. In the absence of a regular member at a UGC and/or subcommittee meeting, the college may designate a proxy. Two student representatives (one doctoral student and one masters student), elected by the Graduate Student Association at FAU, shall also be members of the UGC,. The Dean of Graduate College will serve as an ex officio, non-voting member of the UGC. The Committee shall elect its chair from among the college members. The chair will be elected for a one-year term. Subcommittees of the UGC shall elect chairs from among their membership who are members of the UGC. The Chairs will be elected to one-year terms.

c. Meetings

The Council shall meet as often as is necessary to complete its business, but no less than once in the Fall and Spring semesters. A UGC meeting may be called by the Chair of the UGC or a subcommittee chair.

d. Subcommittees of the UGC

The UGC will execute certain responsibilities through two additional subcommittees, as follows:

(1) Graduate Programs Committee (GPC):

(a) Responsibilities

The GPC shall review and recommend approval or, for cause, disapproval of proposed new graduate courses directly to the UFS. It shall also review and recommend approval or, for cause, disapproval of new graduate degree programs to the UFS. Committee action shall be communicated in writing to the college initiating the proposal for the new course or program. If disapproval is recommended, the specific grounds for action shall be included in the report.

(b) Membership

The GPC shall consist of one UGC graduate faculty member from each college offering graduate courses, and one member from the Library. In addition, the Dean for Graduate Studies shall be ex officio and non-voting. The Committee shall elect its chair from among the college members. The chair will be elected for a one-year term.

(c) Meetings

The Committee shall meet as often as is necessary to complete its business, but no less than monthly during the academic year.

(2) Graduate Due Process Committee:

(a) Responsibilities

The Graduate Due Process Committee shall review the graduate petitions processes of the colleges offering graduate programs, ensuring that each college has a procedure affording graduate students due process for student appeals, including dismissal of students from graduate programs. The Committee shall recommend policies for review of appeals by graduate students from college academic actions.

(b) Membership

The Graduate Due Process Committee shall consist of one UGC graduate faculty member from each college offering graduate courses, and one graduate student member from the UGC. In addition, the Dean for Graduate Studies shall be ex officio and non-voting. The Committee shall elect its chair from among the college members. The chair will be elected for a one-year term.

(c) Meetings

The Committee shall meet as often as necessary to complete its business.

Section B. Special Committees

The UFS or its President may establish Special Committees for any purpose it deems appropriate. Such Committees will be dissolved following the last regular meeting each academic year unless established with fixed terms.

Section C. Election of Committee Members

Members of the Steering Committee, Academic Planning and Budget Committee, and Committee on Committees shall be elected at the penultimate regular meeting of each academic year from a slate of nominees prepared by the Committee on Committees with additional nominees from the floor, if any. The official results of the vote shall be officially announced at the final meeting of academic year. In contested elections, the vote shall be by electronic ballot and election shall be by a plurality of votes cast.

Section D. Filling Committee Vacancies

Vacancies on committees shall be filled as quickly as possible following the same procedure originally used to fill the position. Replacements on the Steering Committee, Academic Planning and Budget Committee, Committee on Committees, and Athletics Committee shall serve for the remainder of the vacated term.

Article VIII. College Faculty Assemblies

Section A. **Purpose**

Each college shall establish a faculty assembly for purposes of faculty governance at the college level. The assembly shall be primarily concerned with:

1. matters of college educational policy, including curriculum, admissions, and degree programs;
2. matters of general college faculty interest, including tenure, hiring policies, and promotion;
3. student affairs;
4. administrative matters of general college interest, including college organization and the coordination of academic programs at multiple sites.

The assembly shall be advisory to the Dean in matters of planning and budgeting.

Each college assembly shall be responsible for the election of the college members of the UFS, defined above. The election of members shall be in the Spring term each year and shall be completed by April 1.

Section B. **Membership**

Membership and voting rights in the college assembly shall be determined by the faculty of the College.

Section C. **Bylaws**

Each college faculty assembly shall adopt written Bylaws, approved by the faculty of the college, that guarantee and define faculty participation in the determination of college policies. The college bylaws shall define college assembly officers, meeting schedules, and committee structure, which shall include, at a minimum, a promotion and tenure committee and undergraduate and graduate programs committees.

Article IX. Support

Section A. **Administrative Support**

The University shall provide adequate support for the operation of the UFS and the Campus Faculty Senates. Administrative support will include:

1. Fifty (50) percent release time for the President and twenty-five (25) percent for the President-Elect/Past-President of the UFS during the academic year, and a one course release for each during the summer;
2. sufficient administrative support for UFS operation and record-keeping;
3. travel funds for Advisory Council of Faculty Senates activities and duties;
4. expenses incurred by the President for FAU Board of Trustees or FAU Foundation Board activities;
5. office supplies and relevant equipment.

Article X. Parliamentary Authority

Section A. **Parliamentary Authority**

The UFS and its committees shall operate according to the latest edition of Robert's Rules of Order, Newly Revised.

Article XI. Proposal of Amendments

Section A. **Proposal of Amendments**

Amendments may be proposed by either of the following methods.

1. Faculty Petition

An amendment to the Florida Atlantic University Faculty Constitution and Bylaws may be proposed by a petition signed by ten percent of the faculty members of Florida Atlantic University presented to the President of the UFS for adoption.

2. UFS Action

An amendment to the Florida Atlantic University Faculty Constitution and Bylaws may be proposed by a Special Bylaws Committee appointed by the President of the UFS. The Special Committee shall review the need for amendment, and, if appropriate, draft a proposal to be presented for adoption.

Section B. **Adoption of Amendments**

Amendments to the Florida Atlantic University Faculty Constitution and Bylaws may be adopted by either of the following methods.

1. By Vote of Florida Atlantic University Faculty

Amendments to this Constitution and Bylaws shall become effective upon approval by a majority vote of the UFS faculty by ballot, provided that the UFS has placed the amendment on its agenda for consideration at a regular meeting and has invited all faculty through two weeks advance notice to attend the meeting of the UFS to participate in the discussion.

2. By Vote of the UFS

Amendments to this Constitution and Bylaws shall become effective upon approval by a two-thirds vote of members present at a UFS meeting, provided:

- a. written notice of the pending amendment is provided to all faculty members at least two weeks in advance of the meeting at which the amendment is considered and
- b. the proposed amendment is on the UFS meeting agenda.