

# CONSTITUTION OF THE UNIVERSITY SENATE

*Revised September 2006*

## ARTICLE I. PURPOSE AND ORGANIZATION

The University of Maine at Presque Isle shall establish a University Senate to provide an integrated structure of University governance that shall involve the campus constituencies in the policy making process. This shall be accomplished by a representative governing body of the campus constituencies.

The campus constituencies shall be defined as faculty, staff (professional, clerical, physical plant) and students.

The name of this organization shall be the University Senate of the University of Maine at Presque Isle.

The Board of Trustees of the University of Maine System is the legal governing body of the University of Maine System. Nothing within this constitution shall be construed as granting to the constituent bodies the authority to act outside the policies of the Board of Trustees.

## ARTICLE II. MEMBERSHIP.

The composition of the University Senate shall be: eight (8) faculty representatives, three (3) staff representatives (one professional, one clerical, one physical plant), three (3) student representatives, and the Vice President for Academic Affairs. Ex-officio members shall be the Vice President for Administration and Finance, Vice President for Enrollment Management and Student Services, and the Registrar. Ex-officio members shall be non-voting members unless elected as Senators.

Senators shall report to their constituencies as required by those constituencies.

Five (5) representatives, one (1) from each constituency of the Senate, shall be elected as alternates to the University Senate. Alternates shall serve as voting members in the event of Senator absences. Alternates must attend Senate meetings on a regular basis. When voting, alternates maintain the same privileges and rights as standing Senators. Under normal circumstances, notification of absence by a standing Senator must be made to the Senate president, along with the name of an alternate representing the absent Senator's constituency, one week prior to the meeting. Alternates shall serve a one-year (1) term and shall be selected in the same manner as standing Senators.

## ARTICLE III. OFFICERS

The officers of the University Senate shall be a President and a Vice President, who shall serve one-year (1) terms, which are renewable. Officers shall be elected by a majority of the whole University Senate membership. Only elected Senators are eligible to serve as University Senate officers. In the event that the President cannot fulfill his/her term, the Vice President shall preside over the next meeting with a new election for President to be held as the first order of business. In the event that the Vice President cannot fulfill his/her

term, the President will hold an election for Vice President at the next meeting as the first order of business.

#### ARTICLE IV. MEETINGS

##### Section A. Schedule.

The University Senate shall hold four (4) regular meetings each semester. Additional meetings may be called by the Executive Committee of the University Senate.

##### Section B. Procedures.

A majority of the whole membership shall be required to constitute a quorum. Once a quorum has been established, a majority of voting members is required to pass a motion, which becomes a recommendation. Non-members of the University Senate may attend University Senate meetings, but may participate only upon request of the presiding officer. The body shall follow Robert's Rules of Order.

##### Section C. Official Record of the University Senate.

University Senate proceedings shall be recorded by a Secretary provided by the University Administration. The University Senate Official Record, as recorded by the Secretary and approved by the University Senate, shall constitute the official record of University Senate proceedings. The minutes of each University Senate meeting shall be made available to members of the campus constituencies.

#### ARTICLE V. POWERS.

The University Senate shall be the official body, authorized by the University of Maine System Board of Trustees, to make recommendations to the President of the University regarding the campus mission, policies, budgetary planning, and other matters. All recommendations of the University Senate shall go, in writing, to the President of the University for action. The President of the University shall notify the University Senate in writing of his/her action on all recommendations.

If the President of the University should not approve a recommendation, the recommendation shall be returned to the University Senate with written reasons for disapproval. Upon receipt of written reasons for disapproval, the University Senate President shall undertake to resolve the issue through consultation with the President of the University. Should consultation fail to resolve the issue, the University Senate, upon a two-thirds (2/3) vote of the whole membership, shall select three (3) Senators to meet with the University President and another person of his/her choosing to resolve the matter.

#### ARTICLE VI. UNIVERSITY SENATE EXECUTIVE COMMITTEE.

## Section A. Membership.

The University Senate Executive Committee shall consist of the University Senate President, The University Senate Vice President and the Vice President for Academic Affairs. The University Senate President shall chair the Executive Committee.

## Section B. Functions.

The University Senate Executive Committee shall bring before the University Senate issues of concern and shall be open to suggestions of items to be included on the agenda of meetings from any member of the University community. The University Senate Executive Committee shall call meetings of the University Senate; prepare and publish the agenda for each meeting; and communicate with appropriate University administrators and Senate committees. The University Senate Executive Committee shall communicate to the University Senate information received during periods of recess.

# ARTICLE VII. COMMITTEES OF THE UNIVERSITY SENATE.

## Section A. Standing Committees.

The University Senate shall have the following Standing Committees: Distinguished Lecture Series, Information Services, Planning and Budget, Student Life, and University Day/Service Learning.

### 1. Membership.

Each Standing Committee shall be composed of the following members:

- Distinguished Lecture Series which shall include 1 administrator, 3 faculty, 2 staff and 2 students.
- Information Services Committee which shall include three (3) faculty, one (1) staff person, one (1) student and one additional ex-officio – the Director of Instructional Technology and Support Services.
- Planning and Budget Committee which shall include three (3) faculty, one (1) staff person, and one (1) student;
- Student Life Committee which shall consist of two (2) faculty, one (1) staff person and two (2) students;
- University Day/Service Learning Committee which shall include two (2) faculty, one (1) representative from each of the other three (3) assemblies, and two (2) community members who have participated in service learning projects. The Committee Chair shall be a faculty Senator and committee membership shall be for 3-year rotating terms. Community membership will come from recommendations by faculty who has conducted service learning activities.

Additional non-voting ex-officio members may be included at the discretion of the committee. No member of the University community shall serve, except as ex-officio, on more than one (1) Standing Committee.

The chair of each Standing Committee shall be an elected Senator of the University Senate. Standing Committee Chairs shall be elected by the University Senate at its first regular meeting in April. The Standing Committee Chair shall accept nominations from the appropriate campus constituencies to fill the remaining Standing Committee seats and bring them before the University Senate for approval before the end of the academic year

A rotation of staff personnel, according to staff assemblies shall be implemented. The rotation shall be Professional, Clerical and Physical Plant with each staff member serving a two-year (2) term before rotating off the Standing Committee (exception being the University Day/Service Learning Committee). Each staff member will be nominated by the specific assembly and approved by the University Senate before the end of the academic year. (In order to implement the rotation, sitting staff person members, as of September 2003 shall retain the present committee membership for two (2) years). If a staff person resigns from a Standing Committee the staff assembly next in the rotation order shall nominate a member, which will be approved by the University Senate at the next regularly scheduled University Senate meeting.

## 2. Functions.

Each Standing Committee shall carry out its function as determined in the By-Laws and by the University Senate. Standing Committees shall report to the University Senate. Members of a Standing Committee may submit a minority report. A copy of the Standing Committee report shall be included with the University Senate agenda.

## 3. Sub-Committees.

Standing Committees may establish sub-committees and their membership with approval of the University Senate.

## Section B. Ad Hoc Committees.

### 1. Membership.

The Senate Executive Committee shall establish Ad Hoc Committees, determine the number of their membership, and appoint a Senator as chair of the committee upon approval of the University Senate. The Chair of Ad Hoc Committees shall be a Senator who is not a chair of any University Senate Standing Committees. Ad Hoc chairs shall solicit committee members from the campus constituencies. Additional non-voting ex-officio members may be included at the discretion of the committee. Appointees for Ad Hoc Committee membership shall be brought before the University Senate for approval.

### 2. Functions.

Each Ad Hoc Committee shall carry out its charge as determined by the University Senate. Ad Hoc Committees shall report to the University Senate. Members of an Ad Hoc

Committee may submit a minority report. A copy of the Ad Hoc Committee report shall be included with the University Senate agenda.

## ARTICLE VIII. AMENDMENTS, BY-LAWS, AND RATIFICATION

### Section A. Amendments

An amendment to this Constitution may be proposed to the University Senate Executive Committee by an Ad Hoc Committee appointed for that purpose or by petition of four (4) members of the University Senate. The University Senate Executive Committee shall include a copy of the proposed amendment, together with explanatory materials with the University Senate agenda. This initial presentation to the University Senate shall constitute a first reading.

The proposed amendment cannot be voted on until the following regularly scheduled meeting. A two-thirds (2/3) vote of the whole University Senate membership shall be required for University Senate approval of an amendment. The amendment shall be adopted when approved by the President of the University.

### Section B. By-Laws.

A By-Law may be approved, amended, or deleted by a two-thirds (2/3) vote of the whole University Senate membership. A By-Law may not alter the substance of this Constitution. A proposed By-Law cannot be voted on until the regularly scheduled meeting following the initial reading. A By-Law shall be adopted when approved by the President of the University.

### Section C. Ratification.

The Constitution of the University Senate of the University of Maine at Presque Isle shall be ratified when approved by the Faculty Council, Student Senate, Professional Staff, Clerical Staff and the Physical Plant Staff, by a majority vote of the whole membership of each body defined in the By-Laws; recommended by the President of the University to the Chancellor; approved by the Chancellor; and placed on file in the Clerk's Office.

## BY-LAWS

1. University Senate members shall be elected for two-year (2) terms, which are renewable. One-half (1/2) of the University Senate seats shall be filled in annual elections held in the second academic week of March. The new Senators shall assume their duties at the first regular meeting in April. At the same April meeting, new officers and Standing Committee Chairs shall be elected.

In the original election four (4) faculty Senators, one (1) Senator from the constituent staff groups, and one (1) student Senator shall be elected for a one-year (1) term; four (4) faculty Senators, two (2) Senator from the constituent staff groups, and two (2) student Senators shall be elected for a two-year (2) term. Each of the campus constituencies shall determine

the manner of selection and the length of the initial terms of their Senators. The Vice President for Academic Affairs shall be a permanent member of the University Senate.

2. Faculty Senators shall be full-time regular or part-time regular faculty members and representative of major academic units.
3. Staff Senators shall be representative of Professional, Clerical and Physical Plant constituencies.
4. Student Senators shall be selected according to representative principles determined by the Student Senate.
5. In accordance with By-Laws 1-4 above, temporary vacancies shall be filled by an acting Senator elected by the constituent body; permanent vacancies shall be filled by a new Senator elected by the constituent body to fill the vacancy. Elections shall be held within thirty (30) academic calendar days of the vacancy.
6. A Senator who fails to perform his/her Senate functions is subject to recall by a three-fourths (3/4) vote of the whole membership of the constituency he/she represents.
7. The functions of the Standing Committees shall be:

A. Distinguished Lecture Series Committee

As a standing committee of the University of Maine at Presque Isle University Senate, the Distinguished Lecturer Series Committee would be responsible for procuring speakers who would broaden the scope and understanding of the university and outlying communities.

B. Information Services Committee

The Information Services Committee shall review, in cooperation with the Director of Information Services, all matters and policies affecting the Library and information technology resources and make recommendations to the University Senate. The present "Student Technology Fee Committee" becomes a sub-committee of the "Information Services Committee". The composition of the Student technology Fee Committee would remain the same: Two (2) faculty, two (2) students, the Director of Instructional Technology & Support Services, an ex-officio representative from Information Services and the Director of Information Services (ex-officio).

C. Planning and Budget Committee.

The Planning and Budget Committee shall create, review, and recommend approval of the mission, goals, objectives, and budgetary priorities of the University.

D. Student Life committee

The Student Life Committee shall consider matters concerning student life, residential life, non-academic student conduct and extra-curricular activities and make recommendations to the University Senate.

E. University Day/Service Learning Committee

The University Day/Service Learning Committee shall plan, organize and provide oversight to service learning activities and University Day, an annual day-long conference designed to highlight student work. Service learning shall exist as a component within the general curriculum and these activities shall be highlighted during University Day. Activities of University Day will represent, as much as possible, all programs and services of the University.

8. Constituent Groups

A. Faculty Assembly

All full-time regular and part-time regular faculty shall be members of the Faculty Assembly, which shall meet twice a semester. The Faculty Assembly shall elect, from among the elected faculty Senators, a Faculty Assembly Chair. The Faculty Assembly Chair shall convene meetings of the Faculty Assembly. During these meetings, Faculty Senators shall discuss issues before the University Senate, answer questions, and conduct Faculty Assembly polls when needed. The Chair of the Faculty Assembly shall communicate University Senate actions to the faculty.

B. Staff Assemblies

1. Professional Staff Assembly

All full-time regular and part-time regular members of the professional staff shall be members of the Professional Staff Assembly. This body shall meet twice a semester and elect a chair who shall convene the Professional Staff Assembly, preside over the process of electing a University Senator, and convene additional meetings of the Professional Staff Assembly as are necessary.

The Professional Staff Senator shall share with the professional staff issues discussed before the University Senate, answer questions, and conduct Professional Staff Assembly polls when needed. The Professional Staff Senator shall communicate to the University Senate the concerns of the professional staff. Professional Staff representatives on Standing Committees shall report to all staff assemblies on the deliberations of the committee.

2. Clerical Staff Assembly

All full-time regular and part-time regular members of the clerical staff shall be members of the Clerical Staff Assembly. This body shall meet twice a semester and elect a Chair who shall convene the Clerical Staff Assembly, preside over the process of electing a University Senator, and convene additional meetings of the Clerical Staff Assembly as are necessary.

The Clerical Staff Senator shall share with the clerical staff issues discussed before the University Senate, answer questions, and conduct Clerical Staff Assembly polls when needed. The Clerical Staff Senator shall communicate to the University Senate the concerns of the clerical staff. Clerical Staff representatives on Standing Committees shall report to all staff assemblies on the deliberations of the committee.

3. Physical Plant Staff Assembly

All full-time regular and part-time regular members of the physical plant staff shall be members of the Physical Plant Staff Assembly. This body shall meet twice a semester and elect a Chair who shall convene the Physical Plant Staff Assembly, preside over the process of electing a University Senator, and convene additional meetings of the Physical Plant Staff Assembly as are necessary.

The Physical Plant Staff Senator shall share with the physical plant staff issues discussed before the University Senate, answer questions, and conduct Physical Plant Staff Assembly polls when needed. The Physical Plant Staff Senator shall communicate to the University Senate the concerns of the physical plant staff. Physical Plant Staff representatives on Standing Committees shall report to all staff assemblies on the deliberations of the committee.

C. Student Senate

The Student Senate shall conduct elections of Student Senators to the University Senate. The Student Senators shall share with the Student Senate issues discussed before the University Senate, answer questions, and conduct student polls when needed. The Student Senators shall communicate to the University Senate the concerns of the Student Senate.

Amendment:

Proposed Plan for Reporting and Implementing Presidential Actions on University Senate Recommendations:

The following plan is intended to outline a follow-up procedure for University Senate recommendations to the University President. It lends specificity to the Constitution, thereby facilitating consistent follow through. It is not meant to replace any articles or by-laws.

Step 1. Recommendation is forwarded to appropriate administrative office for approval. Recommendations that have been approved by the University Senate will be signed by the

University Senate President and forwarded to the appropriate administrator within five working days of the Senate meeting at which the recommendation was made. For example, recommendations for curriculum changes will be forwarded to the Vice President for Academic Affairs; recommendations for campus safety issues will be forwarded to the Vice President for Business and Finance, etc.

Step 2. Recommendation is approved or not approved by appropriate administrator. The administrator in receipt of the Senate recommendation will approve or not approve the recommendation and forward it to the University President within two weeks of receiving the document. Reasons for not approving a recommendation shall be submitted in writing along with the Senate's recommendation to the President.

Step 3. President of the University approves or does not approve the recommendation. Within two weeks, the President of the University shall notify the University Senate of his/her action on the recommendation by signing the form attached to the document and returning it to the President of the Senate. In the case of non-approval of a recommendation, follow Step 5. Within two weeks, the President of the University shall notify the University Senate of his/her action on the recommendation by signing the form attached to the document and returning it to the President of the University Senate, with an implementation plan if requested by the Senate.

Step 4. Approved recommendations are activated by appropriate office. Campus-wide policies will be distributed to all constituencies through the President's Office. Other policies will be acted upon by the appropriate administrator's office in a timely fashion. For instance, curricular policies will be instituted through the Office of Academic Affairs in the next appropriate semester. Safety policies will be enacted through the Business and Finance Office as soon as arrangements can be made.

Step 5. Unproved recommendations are returned to University Senate. Follow procedure in Article V.; paragraph 2, of the University Senate Constitution.

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**University Senate Constitution approved by the Chancellor, J. Michael Orenduff on April 12, 1994.**

**University Senate Constitution Revisions acted upon by the University Senate on Friday, April 16, 1999.**

**University Senate Constitution Revisions acted upon by the University Senate on Friday, December 10, 1999.**

**University Senate Constitution Revisions acted upon by the University Senate on Friday, September 13, 2002.**

**University Senate Constitution Revisions acted upon by the University Senate on Friday, December 12, 2003.**

**University Senate Constitution Revisions acted upon by the University Senate on Friday, February 27, 2004.**

**University Senate Constitution Revisions acted upon by the University Senate on Friday, April 29, 2005.**

**University Senate Constitution Revisions acted upon by the University Senate on September 23, 2005.**

**University Senate Constitution Revisions acted upon by the University Senate on September 12, 2006.**

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