

**Ballot Vote:** Voting representatives (or designated alternates) of member associations can be asked to vote by ballot (email is acceptable) on issues for which a 30-day notice has been provided. Thirty-day notice will be provided by email to voting representatives and by posting the proposition on the MAFS webpage.

### Section 3

**Standing Committees:** Standing committees will consist of the following:

1. Executive Committee: The Executive Committee shall consist of the President, Vice President, Secretary/Treasurer, Immediate Past President, and Member-at-Large.

Charges:

- A. Establish a regular working/consulting relationship with the Department of Higher Education
  - B. Create a model for better transactions between senate/council executive committees of MAFS members and their administrations.
  - C. Draft bylaws for MAFS constitution.
  - D. Call, create agenda for, and conduct biannual and other meetings of the Association.
  - E. Establish and prescribe the functions of standing committees, appointing members, and designating chairs to serve for one year.
2. Committee on Nominations: A Nominating Committee of at least three members chaired by the Past President will present a slate of nominations to MAFS.  
Charges:
    - A. Provide a slate of candidates willing to run for President, Vice President, Secretary/Treasurer and Member-at-Large of MAFS
    - B. Determine whether requirements of serving as present or past members of a faculty senate are satisfied.
    - C. Publish slate of potential candidates 30

### Section 4

**Election of Officers:** A Nominating Committee of at least three members chaired by the Immediate Past President will present a slate of nominations to MAFS at least thirty days prior to its annual spring meeting. Additional nominations may be made at the time of the election. Officers will be elected in the spring (term beginning the following August) and serve MAFS for the following two years. The At-Large-Member shall serve a two-year term and be elected in the same manner and time as the other officers. The Nominating Committee will be selected by the members during the fall meeting prior to the spring election.  
**Parliamentarian:** The Executive Committee shall designate a parliamentarian who will serve the MAFS at the pleasure of the Executive Committee .

### Section 5

**Meetings:** Biannual meetings of MAFS will be convened by the second week of October and of February.

**Presidents of Missouri Association of Faculty Senates**

Bert Helm 1993/94  
Jeanie C. Crain 1994/95  
Ken Luebbering 1995/96  
Garry Gordon 1996/97  
Rhonda Ridinger 1997/98  
Susan A. Morgan 1998/99  
Rick Althaus 1999/2000  
Jeanie C. Crain 2000/2001  
Candy Young 2001/2002  
Paula Kemp 2002/2003  
Bob Yates 2003/2004  
Craig Roberts 2004/2005  
Laura Widmer 2005/2006  
Cheryl Riley 2006/2007  
Cheryl Riley 2007/2008  
Michael Cobb 2008/2009  
Michael Cobb 2009/2010  
Stephanie Chamberlain 2010/2012



Missouri Association of Faculty Senates

# CONSTITUTION



Missouri Association of Faculty Senates  
Department of Higher Education  
15 Amazonas Drive  
Jefferson City, MO 55109

[www.mafs.org](http://www.mafs.org)

**The Purpose of the Missouri Association of Faculty Senates is to strengthen the faculty component of college/university governance, share information, concerns, and governance procedures, provide leadership training for people involved in faculty governance, and work with government agencies for the betterment of higher education.**

Founding Meeting: February 20, 1993

Constitution Ratification: October 29, 1993

Constitution Revision: 10/94, 10/97, 10/2003, 10/2005, 2/2006, 2/2010

# Missouri Association of Faculty Senates

# CONSTITUTION

## Article I

**Name:** This organization shall be known as the Missouri Association of Faculty Senates or MAFS.

**Purpose:** The purposes of the MAFS are the following:

- Strengthening the faculty component of college and university governance
- Sharing information, concerns, and governance procedures
- Providing leadership training for people involved in faculty governance
- Working with government agencies for the betterment of higher education

## Article II

**Membership:** MAFS is composed of the elected faculty senates, councils, or equivalent groups of the public universities in the state of Missouri who join. Such groups who join MAFS are referred to in this document as Associated Senates.

## Article III

**Advisory Council:** The Advisory Council shall consist of the Past Presidents. The Advisory Council is purely an advisory body. This Council will meet with the Executive Committee and participate in planning and discussion of all issues involving the Missouri Association of Faculty Senates. It shall be the responsibility of the Advisory Council to provide 1) perspective and 2) continuity in the activities of the Association.

**Officers:** The officers of MAFS shall be a President, Vice-President, Secretary/Treasurer, Past-President, and member-at-large. Each serves a two-year term and may be re-elected. If the President is re-elected to a subsequent term, the Past-President will continue to serve in that capacity for another term. The officers must be present or past members of a faculty senate. **No officer will be the voting representative for his/her Associated Senate.** Should the President be unable to serve, the Vice President will fulfill the term of President. If vacancies occur in other offices, the Executive Committee will appoint a replacement to complete the term.

## Article IV

**Calling and Conducting Meetings:** Meetings shall be held biannually at a time specified in the bylaws. Additional meetings may be held as needed. The Executive Committee shall arrange for the agenda of the biannual and other meetings in such a manner that all Associated Senates have the opportunity to place items on the agenda for discussion. The Executive Committee may call a meeting. The Executive Committee, current voting representatives, or alternates may propose items for action at biannual meetings. One present or past member of an Associated Senate shall be designated by that senate as the voting representative of that Associated Senate. An alternate shall be designated in the same way. All past voting and alternate voters are encouraged to continue to attend the meetings of MAFS. Meetings shall be open.

## Article V

**Dues:** Annual dues are approved by a majority vote of the voting representatives of the Associated Senates. Each Associated Senate is expected to provide the annual dues to the Secretary/Treasurer. Dues collected shall be held by the Secretary/Treasurer, who will account for all receipts and expenditures at the biannual meetings.

## Article VI

**Committees:** The MAFS may establish such standing committees as it deems advisable and shall prescribe the functions of such committees. One such committee shall be the Executive Committee. Standing committee chairs shall be designated by the Executive Committee and shall be appointed from present or past voting representatives and designated alternates of the MAFS for one-year terms. No person shall chair more than one committee at a time. **Executive Committee:** The Executive Committee shall consist of the President, Vice-President, Secretary/Treasurer, Immediate-Past-President, and Member-at-large. **Ad Hoc Committees:** The Executive Committee may establish ad hoc committees as needed.

## Article VII

**Rules of Order:** The rules contained in the current edition of Robert’s Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order MAFS may adopt.

## Article VIII

**Bylaws:** The Executive Committee is charged with the drafting of bylaws for MAFS and may establish an ad hoc committee for this purpose. The bylaws shall contain: 1) provisions for committees and their responsibilities; 2) procedures for the calling and conducting of MAFS meetings and elections, and 3) provisions for such other matters of organization and procedures as may be necessary. Bylaws must be approved by a majority vote of the voting representatives of the Associated Senates.

## Article IX

**Constitution:** Any proposed amendments to the constitution require a two-thirds vote by voting representatives of the Associated Senates following a 30 day written notice.

# Bylaws

## Section 1

**Quorum:** A quorum will be required for the transaction of business. A quorum will consist of a majority of voting representatives (or designated alternates) of Associated Senates.

**Member:** For the purposes of interpreting Robert’s Rules, a “member” is a “voting representative” (or, if appropriate, a “designated alternate”).

**Responsibilities for Voting Representative and Designated Alternate Voting Representative**

1. Represent and vote for institutional senate/council.
2. Serve as MAFS liaison to senate/council.
3. Establish link from institutional senate/council web page to MAFS.
4. Keep current voting representative and designated alternate identified (provide email address) on web page.
5. Notify MAFS of senate/council changes in voting representative and designated alternate.

**Designated Alternate**

1. Attend and represent senate/council in absence of voting representative.
2. Discuss and shape direction for MAFS meetings, activities, and business.

## Section 2

**Voting:** Each Associated Senate is entitled to one vote. Each Associated Senate shall designate the voting representative or alternate entitled to cast that senate’s vote.

1. Voting at biannual meetings may be by voice, hand, or by ballot vote.
2. Routine and operational voting can occur without a 30-day notice.
3. Voting representatives or alternates may vote at biannual meetings to authorize that motions be formally written, that 30 day notice be provided, and that decisions be determined by electronic vote.

**Abstentions:** Association issues are decided by a majority vote – defined as more than half of the votes cast, ignoring abstentions.