ARTICLE I

Functions

The authority vested in this constitution has been delegated by the University Faculty Senate.

SECTION 1

The Penn State Beaver Faculty Congress has the following functions:

(a) Legislative Function

To serve as the principal legislative body representing the Penn State Beaver faculty. Its actions are decisive on all matters that pertain to the academic interests of the Campus, and all academic matters that concern the faculties of more than one college, subject to the revision and all orders of the University Faculty Senate and of the President of the University. Among the matters within the legislative jurisdiction of the Senate are:

(1) Instructional programs
(2) Courses and programs of study
(3) Academic admissions standards
(4) Graduation requirements
(5) Scholarships and honors

(b) Advisory and Consultative Function

To act as an advisory and consultative body, both via its corporate whole and any of its constituent parts, to the Campus Executive Officer on any matter that may affect the attainment of the educational objectives of Penn State Beaver.

SECTION 2

The Penn State Beaver Faculty Congress interprets its legislation.

SECTION 3

In questions concerning legislative jurisdiction, the power of decision rests with the University Faculty Senate and the President of the University.
SECTION 4

The Penn State Beaver Faculty Congress has the authority to redelegate responsibility in areas listed in SECTION 1 according to such procedures as established by the Beaver Faculty Congress.
ARTICLE II

Membership

SECTION 1

The membership of the Penn State Beaver Faculty Congress consists of all full-time faculty, including instructors and all professorial ranks and equivalent ranks as defined in the Policy Manual (HR-21), librarians, and the Advisor/Consultant of the Division of Undergraduate Studies at the Penn State Beaver.

SECTION 2

The Campus Executive Officer is a voting ex-officio member. The Campus Executive Officer appoints two additional voting members.

SECTION 3

The Student Government selects two members annually as voting members.

SECTION 4

The part time faculty may select two representatives annually from its ranks as voting members.

SECTION 5

The privilege of membership shall be extended to such other persons as the existing membership deems appropriate by a majority vote of the existing membership.
ARTICLE III

Officers

SECTION 1

The officers of the Penn State Beaver Faculty Congress consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. They are from the Congress membership.

SECTION 2

The duties of the Chairperson are to chair faculty meetings, to distribute an agenda prior to faculty meetings, to execute the legislative will of the faculty, and to invite persons other than the teaching faculty responsible for liaison between the faculty and other organized bodies whenever necessary. The Chairperson shall appoint a Parliamentarian from the Beaver Campus faculty to serve during his/her term of office.

SECTION 3

The duties of the Vice-Chairperson shall be to preside during the absence of the Chairperson and to attend campus and college meetings when appropriate.

SECTION 4

The duties of the Secretary are to record the minutes of the meetings, to make available the minutes of the meetings to the faculty, to serve as the custodian of the records, and to attend campus and college meetings when appropriate.

SECTION 5

The duties of the Treasurer are to conduct the financial affairs of the organization and to attend campus and college meetings when appropriate.

SECTION 6

The Chairperson, Vice-Chairperson, Secretary, and Treasurer are elected annually during the last two weeks of the Spring Semester. Nominations are from the floor at the April meeting of
the membership. A committee appointed by the Chairperson conducts the election by mail on a secret written ballot and reports the results to the faculty within five days following the election.

SECTION 7

The term of office for the officers is one year and begins at the outset of the academic year immediately following their election.
ARTICLE IV
Meetings

SECTION 1
Regular meetings occur each month from August to May, inclusive. Regular meetings from September to May, inclusive, are scheduled at the discretion of the Chairperson.

SECTION 2
The Secretary gives written or e-mail notice of meetings to the faculty no later than one week in advance.

SECTION 3
All meetings are conducted according to whatever is the current edition of Robert’s Rules of Order.

SECTION 4
Special meetings are called by the officers upon the written request of a majority of the faculty.

SECTION 5
A quorum consists of one-third of the membership.

SECTION 6
A secret ballot form of voting on any motion before the Congress is conducted at a meeting if requested by fifteen percent (15%) or more of the entire membership.

SECTION 7
A secret mail ballot form of voting for the entire membership on any motion before the Congress is conducted if requested by twenty-five percent (25%) or more of the entire membership. Such requests must be made at an official Congress meeting.
ARTICLE V

Method of Amendment

SECTION 1

Amendments to the Bylaws of the Constitution of the Penn State Beaver Faculty Congress may be adopted at any meeting of the faculty by a two-thirds vote of those present, provided that the amendments have been presented in writing at a preceding meeting.
ARTICLE VI
Committees

SECTION 1

NOTE: The position of Chair of any standing committee of the Penn State Beaver Faculty Congress is held only by a full-time faculty member of the Penn State Beaver faculty.

Committees established by the Penn State Beaver Faculty Congress:

1. **Executive Committee of the Penn State Beaver Faculty Congress**

   Membership consists of the four elected officers of the Penn State Beaver Faculty Congress and of the Chairpersons of the following committees of the Congress: the Campus Advisory Committee, the Academic Affairs Committee, and the Student Affairs Committee. Terms of office commence at the beginning of the academic year immediately following the members’ election. The Chair of the Penn State Beaver Faculty Congress shall be Chair of the Executive Committee. The Committee meets as needed during the academic year and reports its activities to the Penn State Beaver Faculty Congress, if appropriate, at regular monthly meetings.

   **Duties**

   The duties of the Executive Committee are to coordinate the legislative, advisory, and informational duties of the Faculty Congress by charging Congress's Committees with agenda and action items brought to, or initiated by, them. This includes, but is not limited to, the following matters:

   • to provide liaison with the Executive Officer of the Campus,
   • to review, coordinate, and discuss means for implementing legislation,
   • to investigate, devise, evaluate, and recommend to the Executive Officer the adoption and implementation of policies and procedures in academic affairs that speak to particular needs and conditions of the Campus,
   • to recommend to the Executive Officer the implementation of Senate policies in accordance with local needs and conditions,
• to assist faculty members in matters of student discipline and in communicating with the administration of the Campus and University,

• and to appoint members of Standing Committees. (Faculty members volunteer for committees each Spring, are appointed by the Executive Committee, and assume office at the commencement of the academic year immediately following their appointment. The term of office is two academic years. Faculty may be interviewed before appointment to a committee.)

Emergency Procedures

The Executive Committee is empowered to take the initiative in fulfilling its duties in emergency situations without prior approval in a faculty meeting.

Reporting

The Executive Committee must make a written report to the Faculty prior to the next meeting of the Faculty Congress, and any decision of the Committee may be overruled by a majority vote of the faculty.

Change in Membership

Any member of the Executive Committee can be removed from office by a three-fourths majority vote of the Faculty Congress. If a vacancy occurs in the Committee, a special election must be called within three months to elect a member to complete the term of office to which the vacancy pertains.

2. Campus Advisory Committee

Membership

The Committee consists of six members: The Campus Executive Officer and five faculty members appointed by the Executive Committee.

Purpose

The purpose of the Committee is to advise the Campus Executive Officer concerning matters pertaining to the objectives of Penn State Beaver. This includes, but is not limited to, the following matters:
• to provide advice concerning recruitment and retention of students,
• to provide advice concerning resource planning and budgetary matters,
• to provide advice concerning community campus relations,
• to provide advice concerning business-related matters such as campus safety and security, campus environmental control, and the campus physical plant,
• and to provide advice concerning other matters referred to by the Executive Committee of the Faculty Congress or the Campus Executive Officer.

Duties

The Committee meets as necessary during the academic year and reports its activities to the Penn State Beaver Faculty Congress, if appropriate, at regular monthly meetings.

3. Academic Affairs Committee

Membership

The Committee consists of seven members: The Director of Academic Affairs, five faculty members appointed by the Executive Committee, and one student member appointed by the SGA President.

Purpose

The purpose of the Committee is to advise the Office of Academic Affairs concerning academic matters pertaining to the faculty. This includes, but is not limited to, the following matters:

• to provide advice concerning the scheduling of courses,
• to provide advice concerning the possible impact of new courses and programs of study,
• to provide advice concerning the hiring of new faculty,
• to provide advice concerning technology issues,
- to provide advice concerning the implementation of Senate rules and policies in the area of Resident Instruction to fit local needs,
- and to provide advice concerning other matters referred to by the Executive Committee of the Faculty Congress or the Director of Academic Affairs.

The Committee establishes guidelines for any new academic programs and courses proposed for Penn State Beaver. The guidelines must be consistent with University Policy. The Committee also recommends to the Faculty Congress any new proposed academic programs on Campus, as well as changes to existing programs.

The Committee monitors the growth and viability of the Library facility and acts as a liaison between the Library and the Faculty and/or Administration. It also advises concerning the distribution of funds earmarked for the purchase of books and materials for the General Collection to the Academic Units.

The Committee establishes a standing subcommittee to deal with technology issues. The technology subcommittee interacts with information and technology staff for the following reasons:

- to intervene on behalf of faculty members who have not had their technology service requests completed in a timely fashion,
- to stay abreast of new developments in technology as they apply to academia and make recommendations on adopting new systems, or modifying current systems in order to incorporate these new advances into the classroom,
- to suggest technology workshops that could be provided to support the needs of the faculty,
- to provide advice on the campus master technology plan,
- and to provide advice on the use of student computer fees.
Duties

The Committee meets as necessary during the academic year and reports its activities to the Penn State Beaver Faculty Congress, if appropriate, at the regular monthly meetings.

4. Student Affairs Committee

Membership

The Committee consists of eight members: One administrator appointed by the Executive Officer, four faculty members appointed by the Executive Committee, and three students appointed by the SGA President.

Purpose

The purpose of the Committee is to advise the Office of Student Programs and Services on matters of concern to the faculty. This includes, but is not limited to, the following matters:

- to provide advice on student affairs planning and programming,
- to provide advice on cultural planning,
- to provide advice on student awards,
- to provide advice on student life and communication,
- and to provide advice on other matters referred to by the Executive Committee of the Faculty Congress or the Office of Student Programs and Services.

Duties

The Committee meets as necessary during the academic year and reports its activities to the Penn State Beaver Faculty Congress, if appropriate, at the regular monthly meetings.