PENN STATE BEAVER FACULTY CONGRESS
- - CONSTITUTION - -

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 Chancellor 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 professional ranks and equivalent ranks as defined in the Policy Manual (AC-21), librarians, and the Advisor/Consultant of the Division of Undergraduate Studies at the Penn State Beaver campus.
SECTION 2
The Chancellor is a voting *ex-officio* member. The Chancellor 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, provided the total number of student members nor the total number of the administrative and appointed members does not exceed ten percent (10%) of the total number of full-time members.

ARTICLE III
Officers

SECTION 1
The officers of the Penn State Beaver Faculty Congress consist of a Chairperson, Vice-Chairperson, and Secretary elected 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 create and distribute both nomination and election ballots, and to attend campus and college meetings when appropriate.

SECTION 5
The Chairperson, Vice-Chairperson, and Secretary are elected annually during the Spring Semester. Nominations will be collected via an anonymous electronic ballot from all full-time faculty. Election results will then be shared via email within five days following the election.
SECTION 6
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 will occur at least three times during both the Fall and Spring semester.

SECTION 2
The Secretary gives notice of meetings to the faculty 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.

SECTION 8
All meetings will include a report from the University Faculty Senate as part of the standard order of business.

ARTICLE V
Method of Amendment

SECTION 1
A periodic review of this Constitution will be conducted to evaluate whether current practice aligns with these documents.

SECTION 2
Amendments to 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.
SECTION 3
Successful amendments shall be communicated to the Executive Director of the University Faculty Senate. An amendment shall take effect upon ratification by the University Faculty Senate.

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, including instructors and all professional ranks and equivalent ranks as defined in the Policy Manual (AC-21).

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 Executive 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 Chancellor of the Campus,
- to review, coordinate, and discuss means for implementing legislation,
- to investigate, devise, evaluate, and recommend to the Chancellor 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 Chancellor the implementation of University Faculty 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 Congress meeting.

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

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 Executive 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 The Chancellor and the Executive Committee.

Purpose
The purpose of the Campus Advisory Committee is to advise the Chancellor 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 Chancellor.

Duties
The Chancellor’s Advisory 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 Academic Affairs Committee consists of seven members: The Director of Academic Affairs, five faculty members, and one student member appointed by the Student Government Association President.

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

The Academic Affairs 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 Academic Affairs 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 Academic Affairs 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 Student Affairs Committee consists of eight members: One administrator appointed by the Chancellor, 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 Student Affairs 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.

Revised June 10, 2019
Ratified by Senate Council January 14, 2020