

CONSTITUTION OF THE JOHN BROWN UNIVERSITY FACULTY

(1958, 1976, 1996, 2004)

ARTICLE I: NAME

The name of this organization shall be the John Brown University Faculty.

ARTICLE II: OBJECTIVES

- Section 1. To work together to expedite the basic task of John Brown University which is *“To provide Christ-centered education that prepares people to honor God and serve others by developing their intellectual, spiritual, and professional lives.”*
- Section 2. To promote the professional interest of the Faculty, to stimulate improvement in teaching and to foster cooperation and unity among the Faculty and other groups in the University.

ARTICLE III: MEMBERSHIP

- Section 1. Membership in this organization shall consist of all members of the Faculty and designated administrative officers of the University. The Faculty shall be interpreted as meaning instructors, assistant professors, associate professor and full professors on a full or part-time basis.
- Section 2. The privilege of voting in meetings of this organization shall be limited to the membership.

ARTICLE IV: OFFICERS AND DUTIES OF THE OFFICERS

- Section 1. The officers of this organization shall be: a chair, who is the President of the University; a vice-chair, who is Vice President for Academic Affairs; and a secretary, who is the Vice President for Academic Affairs' Administrative Assistant.
- Section 2. The duties of the chairman shall be to approve the agenda for and to preside at all meetings of this organization, to appoint all Faculty committees except those elected by the Faculty, and to vote in case of a tie.
- Section 3. The duties of the vice-chairman shall be to prepare agenda for the meetings, to give leadership in the affairs of this organization, and to perform the functions of the chairman in the event of his absence.
- Section 4. The duties of the secretary shall be to record and file the minutes of the meetings, to distribute copies of minutes of previous meetings to all members prior to consideration of such minutes for approval, to be the official correspondent for this organization and to distribute an agenda prior to each meeting. At the end of a term of office, all records shall be permanently deposited with the vice chairman of this organization.

ARTICLE V: FUNCTIONS

- Section 1. The powers and responsibilities of this organization shall be those delegated to it by the Board of Trustees.
- Section 2. The organization shall determine the policy of the University concerning scholastic requirements for admission and/or dismissal, curricula and individual courses to be offered, the

nature of the academic degrees to be conferred, including honorary degrees, requirements for graduation, bases for scholastic awards and honors, and the calendar of academic work.

Section 3. The organization shall certify candidates for academic degrees to the President of the University.

Section 4. The organization shall establish instructional policies and procedures relating to such matters as grading systems, student absences, special testing programs, the granting or withholding of credits or marks, administration of examinations, and discipline in academic affairs.

Section 5. The organization shall consider and make appropriate recommendations regarding any matter relative to the welfare of the University.

ARTICLE VI: MEETINGS

Section 1. Typically, three faculty meetings will be held each semester. Meetings may be called or postponed at the discretion of the chairman.

Section 2. Informal meetings may be held when appropriate.

Section 3. Minutes of meetings shall constitute the compendium of select educational policies governing the University.

ARTICLE VII: AMENDMENTS

This constitution may be amended, using written ballot, by a two-thirds vote of all voting members present in any meeting at which a quorum is present, the proposed amendment having been distributed to the entire faculty, in writing, at least two weeks prior to formal consideration of the amendment.

BYLAWS OF THE JBU FACULTY

1. The first regular meeting of each academic year shall be held during the week immediately preceding the opening of the Fall semester.
2. Regular meetings shall be scheduled on a day and time convenient to the faculty as determined by the chair in consultation with the vice chair.
3. The agenda shall be distributed prior to meetings.
4. Fifty percent of the voting members shall constitute a quorum for the transaction of business.
5. The latest edition of Robert's Rules of Order shall be used in the interpretation of parliamentary procedure.
6. The order of business shall be:
 - a. Prayer of invocation
 - b. Consideration of approval of minutes of previous meeting(s)
 - c. Report by the President of the University or the vice chairman
 - d. Question Period
 - e. Old business
 - f. New business
 - g. Special reports or program
 - h. Adjournment
7. Legislation by this organization shall be preceded by discussion and recommendation by an appropriate committee regarding the matter to be affected.
8. Student participation in the deliberations of the various faculty committees shall be encouraged, and, if possible, regular schedules of committee meetings shall be established in order to permit the appointment of students whose schedules will permit them to meet with the respective committees at their regularly scheduled meeting times. Frequencies of meetings of committees shall be subject to modification in order to meet abnormal situations which may arise.
9. The Faculty Development Committee shall make recommendations to the chair for the scheduling of special reports and programs for the meetings of this organization. The chair in consultation with the vice-chair shall act on these recommendations.
10. These bylaws may be amended by a two-thirds vote of the voting members present in any meeting at which a quorum is present.