

# ARIZONA FACULTIES COUNCIL BYLAWS

As Amended June 15, 2023

## Article 1: Purpose

The purpose of the Arizona Faculties Council (“AFC”) is to act as a coordinating body for the faculty governments of the University of Arizona, Arizona State University, Northern Arizona University, and it will:

- Promote communication among the faculties of the three universities by sharing information and seeking input on concerns affecting the three state universities.
- Help ensure that higher education in Arizona contributes to the common good through a process of shared governance.
- Monitor issues of common concern to the faculties of the three universities on both a statewide and national level and bring forward for discussion relevant issues.
- Provide information and serve as liaison between the collective faculty bodies and the Arizona Board of Regents (ABOR) and its staff.
- Coordinate services and/or activities that require a cooperative effort.
- Promote dialogue and civil engagement with the university faculties, the ABOR, the citizens of the State of Arizona, and state governing bodies.
- Research issues of mutual educational concern for the faculties of the three universities and bring such issues forward for discussion.
- Perform such other functions as may be mutually agreed upon and authorized by the AFC members.

## Article 2: Membership

Membership in the AFC shall be composed of the elected leadership from each of the Arizona universities.

For the University of Arizona this will include its faculty chair, vice-chair, and secretary; for Arizona State University this will include the Senate president, the past Senate president or secretary, and the current campus presidents from each of its campuses (Downtown, Polytechnic, Tempe, and West), and for Northern Arizona University this will include its president, vice-president, and past president. If a university maintains a campus that offers degree programs by full time faculty and that faculty is not represented in the university’s shared governance bodies, that campus will have one representative to the AFC. If the past

president or chair of the AFC is rotating off their university's AFC representation, they will continue to serve as an ex-officio non-voting member of the AFC.

### **Article 3: Officers**

#### *Section 1 Officers:*

*Chair:* The Chair, by default the individual university senate President or Chair, serves as the representative of the AFC and is responsible for coordination and communication of issues related to the AFC's purpose as stated above. The Chair is charged with carrying out the purpose of the AFC in a way that represents the mutually agreed upon concerns of the AFC. The Chair shall be responsible for meeting arrangements; presiding at meetings; preparing and distributing an agenda; calling both regular and special meetings; and representing the views of the AFC to the Board of Regents and other outside bodies. The Chair may delegate these duties as necessary to any member of the AFC.

*Vice-Chair:* The Vice-Chair will assist the Chair as needed and perform such duties as assigned by the AFC. In the absence or unavailability of the Chair, the Vice-Chair shall assume such duties and responsibilities of the Chair as circumstances warrant. The Vice-Chair may succeed to the position of Chair in the following year.

*Section 2 Selection:* The offices of Chair and Vice-Chair of the AFC may not be held by persons from the same university, and they shall be rotated among the three universities. The Chair will rotate consecutively between the universities, with the Vice Chair position filled from the succeeding university's delegation.

Any member of the AFC can serve in the positions of Chair and Vice-Chair (Though the default for the Chair is the Senate President or Chair of the individual campus). The Chair and Vice-Chair will be **confirmed** at the June regular meeting. If any officer resigns, their campus will appoint a replacement for the remaining duration of the term in accordance with that campus's constitution and bylaws.

*Section 3 Term of Office:* Officers will serve from July 1 to June 30, regardless of the individual university faculty senate term.

### **Article 4 : Meetings**

*Section 1 Regular Meetings:* The AFC meets virtually with board staff for a briefing prior to ABOR committee meetings; after the board book is published for a regular ABOR meeting and before the board meeting; and in person the day of the board meeting

*Section 2 Special Meetings:* Special virtual meetings may be held at the call of the Chair, or at the call of one member from each campus and three other members from any campus described in Section 3 (Quorum) through notice given the Chair. Call to such special meetings shall be given at least 10 working days in advance and all members of the AFC shall be invited.

*Section 3 Quorum:* A quorum for any regular voting action of AFC shall be one member

from each university and an additional three members. Absent members may send an alternate to represent them in person or electronically, and to vote in matters coming before the AFC.

*Section 4 Voting:* Voice voting will be the normal method of voting, but a secret ballot may be used if requested by 3 members.

*Section 5 Rules:* When appropriate, the current edition of *Robert's Rules of Order*, newly revised, shall prevail unless otherwise specified in these bylaws.

*Section 6 Support:* Each university will host the AFC meetings that are held at its campus and arrange for the necessary support needed to conduct the business of the AFC, including the taking of minutes.

*Section 7 Attendance:* Upon approval by the members, other leaders from each university may be invited to attend AFC meetings.

#### **Article 7: Agenda**

*Section 1 Agenda Items:* Members may place items on the agenda by notifying the Chairperson at least five days before a regular meeting. Other items may be considered at the meetings from the floor under new business.

*Section 2 Agenda Distribution:* Agendas will be furnished to members at least one day prior to the scheduled meeting.

#### **Article 8: Bylaws**

*Section 1 Bylaws:* The AFC is authorized to create and amend the bylaws of the organization.

*Section 2 Proposals:* Proposals to amend these bylaws must be heard at a meeting of the AFC and voted on at a later meeting. Proposals to amend must be distributed to the membership prior to the regular meeting at which they are discussed.

*Section 3 Adoption:* A two-thirds vote of the full membership of the AFC is required to amend the bylaws. An electronic ballot may be used to ensure a quorum.

#### **Article 9: Dissolution of Organization**

*Section 1 Dissolution:* AFC can only be dissolved with a two-thirds vote of the full membership. A quorum is necessary to entertain a vote to dissolve the AFC. A mailed or electronic ballot may be used if a quorum is not physically present.