

**ARIZONA FACULTIES COUNCIL  
BYLAWS  
Revised April 28, 2004**

**Article 1: Purpose**

The purpose of the Arizona Faculties Council (herein called AFC) is to act as a coordinating body for the faculty governments of the University of Arizona, Arizona State University, Northern Arizona University and their various campuses. Specifically, AFC, working with the respective faculty governments, will:

- Promote communication among the faculties of the three universities.
- Monitor issues of common concern to the faculties of the three universities on both a statewide and national level.
- Provide information and serve as liaison services to the Arizona Board of Regents (ABOR) and its staff.
- Coordinate services and/or activities that can be more efficiently maintained through a cooperative effort.
- Promote and improve the status of the faculties and universities with the ABOR, the citizens of the State of Arizona and its governmental bodies.
- Research issues of mutual educational concern for the faculties of the three universities.
- Perform such other functions as may be authorized by the AFC members.

**Article 2: Definitions**

- University: A public university and its campuses under the supervision of the ABOR.
- Campus: A university location that offers degree programs by full-time faculty.

**Article 3: Membership**

Membership in the AFC shall be composed of duly appointed representatives from each of the Arizona university campuses. The number of representatives from each campus is based on the number of full time faculty at the campus and shall be as follows:

<100 faculty

100 – 199 faculty

200+ faculty

1 representative

2 representatives

3 representatives

The faculty government of each campus shall designate the faculty representatives who, along with the designees from the other campuses, shall represent the university in the AFC. Each campus shall determine terms of service for its representative(s) on the AFC. The names of the representatives to serve on the AFC for the coming academic year shall be communicated to the AFC by the final meeting of the current academic year.

#### **Article 4: Officers**

##### *Section 1 Officers:*

*Chair:* The Chair shall be responsible for meeting arrangements; presiding at meetings; prepare and distribute agenda; calling both regular and special meetings, and representing the AFC to the Board of Regents and other outside bodies. The Chair may delegate these duties as necessary. The Chair must be tenured or continuing appointment.

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

*Secretary/Treasurer:* The Secretary/Treasurer shall be responsible keeping records of all proceedings of the organization; and distributing to the membership minutes of all meetings; collecting and expending funds as directed, maintaining records of such transactions and preparation of an annual report, and maintaining the currency of the university/campus officer appointment rotation schedule.

*Section 2 Rotation:* The offices of Chair, Vice-Chair, and Secretary/Treasurer of the AFC shall be rotated among the campuses of the three universities, such that each university and each campus will be represented. The AFC may vote to alter the rotation if a campus asks for a change in its place in the rotation. If a university has more than one campus, the campuses of that university will determine its campus' rotation in filling the AFC offices.

*Section 3 Appointment of Officers:* Specific faculty to serve as officers are appointed by their respective campus and announced by the appropriate campus at the last meeting of the AFC each academic year to serve for the coming year. If any officer resigns, their campus will appoint a replacement for the remaining duration of the term.

*Section 3 Term of Office:* Officers will serve from July 1 to June 30.

#### **Article 5: Board of Directors**

Section 1: The Officers of the AFC shall also serve as the Board of Directors of the AFC.

Section 2: The Board of Directors shall govern the administrative and financial structure of the AFC.

Section 3: The Board of Directors shall meet at least once each semester. The Secretary/Treasurer shall be responsible for assuring that minutes of these meetings are created and kept on file. Any member of the Board of Directors may request a special meeting.

### **Article 6: Meetings**

*Section 1 Regular Meetings:* There shall be no less than four regular meetings of AFC in each academic year. The first meeting of the academic year shall be called as soon as practical following the beginning of the fall semester at the three universities. The meetings will coincide with the meetings of the ABOR.

*Section 2 Special Meetings:* Special meetings may be held at the call of the Chair, or at the call of one member from each campus and two 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.

*Section 3 Quorum:* A quorum for action of AFC shall be at least one member from each university and two other representatives from any other campus. Absent members may send an alternate to represent them and to vote in matters coming before the AFC.

*Section 4 Voting:* The Chair shall decide the method of voting; however a secret ballot shall be ordered upon the request of three 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 AFC 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.

### **Article 7: Agenda**

*Section 1 Order of Business:*

The Order of Business for regular meetings may include:

A. Call to Order

- B. Approval of minutes
- C. Report from the Chair
- D. Report from the Vice-Chair
- E. Report from Secretary/Treasurer
- F. Committee Reports
- G. Old business
- H. New business
- I. Adjournment

*Section 2 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 3 Agenda Distribution:* Agendas will be furnished to members at least three days 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 published in writing 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. A mailed or electronic ballot may be used if a quorum is not present.

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

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

