

**EASTERN WYOMING COLLEGE FACULTY SENATE CONSTITUTION  
DRAFTED FEBRUARY 17th, 2015 CE**

**PREAMBLE:**

In recognition of the right and necessity to represent faculty members' interests and their desire to assemble to promote the mutual welfare of the common faculty and the community college system, the Eastern Wyoming College Faculty Senate has been established. It shall be the purpose of this senate to strengthen communication and cooperation among all faculty members, and endeavor towards a more informed, responsible, and active community college faculty dedicated to advancing the interests of higher education and the instruction thereof.

**ARTICLE 1. NAME**

**SECTION 1.**

The organization will be called the Eastern Wyoming College Faculty Senate, referred to henceforth in this document as the EWCFS.

**ARTICLE 2. MEMBERSHIP**

**SECTION 1. SENATORS**

**A. ELIGIBILITY**

Any Eastern Wyoming College employee who is employed at least three-quarters-time in an instructional role of at least 50% is eligible to campaign and be elected as a senator in the EWCFS. Should a duly elected senator become ineligible to serve or be no longer defined as a voting member of the EWCFS a special election shall be organized by the EWCFS and a new senator elected from within the departmental cluster (3-1-d).

**B. NOMINATION**

The senators will be nominated from each of the departmental clusters (2-1-c), to elect no more than nine (9) senators. If a departmental cluster chooses not to nominate a senator, nomination for that seat will be opened up to at-large membership by any member of the EWCFS. The nomination period will begin immediately preceding the acceptance or amendment of the findings of the ad-hoc membership committee (2-1-f) and terminate seven days prior to the scheduled election.

**C. DEPARTMENTAL CLUSTERS**

Departmental cluster may be restructured by a majority vote by the senate. The departmental clusters will be reviewed on an annual basis by the ad-hoc membership committee (2-1-d).

- I. Math and Science
- II. Education and Social Sciences
- III. Art, English, Communication, and Criminal Justice
- IV. Veterinary Technology
- V. Welding and Cosmetology
- VI. Agriculture and Business
- VII. Health Technology and PE
- VIII. Douglas Campus

**D. ELECTIONS**

Eligible faculty will be elected for a term of two (2) calendar years to begin the last Thursday in the month of April. If the senator was elected through the process of nominating an at-large senator in the absence of nominations in a

departmental cluster, the term will be reduced to one (1) year. After one year, the unrepresented departmental cluster will have the option of making a nomination. Any member of the EWCFS may nominate an individual for election. Nominations must be accepted by the nominated individual to be placed on the ballot. An ad- hoc membership committee of three (3) representatives will be formed in early April to determine individuals eligible for election and eligible voters based on the eligibility outlined in this document. The findings of this committee may be accepted or overridden by a majority vote of the senate body.

All Eastern Wyoming College employees who are employed at least three-quarters-time in an instructional role of at least 50% are considered constituents of the EWCFS and are eligible to vote for a representative within their departmental cluster.

Senators shall be elected within their departmental cluster (2-1-e) by a majority vote of all participating eligible voters within their cluster. Elections shall be held during on the last Thursday in the month of April.. The date and time of elections shall be scheduled by the ad- hoc membership committee.

## **SECTION 2. OFFICERS**

The EWCFS shall elect officers following an election of representatives. The representatives will nominate officers for the following roles from within themselves and elect by majority vote. Officers will serve as faculty representatives to various committees as designated by the senate body.

### **A. PRESIDENT**

The President shall be the presiding executive officer for the organization responsible for conducting meetings in concordance with parliamentary procedure (3-3), representing the EWCFS at each of the Eastern Wyoming College Board of Trustees meetings, and shall be a non-voting member of the governing body of representatives with the exception of casting a vote in the event of a tied vote between all other eligible representatives.

### **B. VICE PRESIDENT**

The Vice President shall serve as proxy for the president in his/her absence, assuming all duties and responsibilities. The vice president shall be responsible for any other duties befitting a vice president as assigned by the president and agreeable to the body of representatives.

### **C. SECRETARY / TREASURER**

The Secretary / Treasurer shall serve as the official recorder for all meetings and the organizer of the official agenda for all meetings. They are charged with keeping the official minutes, record-keeping for the organization's expenditure account, monitoring and enforcing parliamentary procedure (3-3) and any other duties assigned that befit a secretary / treasurer agreeable to the body of representatives.

## **SECTION 3. TERMS OF OFFICE**

Terms of office are two calendar years for each senator exempting the inaugural year. The office of President shall be occupied no more than two consecutive terms by any individual.

## **ARTICLE 3. MEETINGS**

### **SECTION 1.**

The elected senators shall meet at their earliest convenience following a general election to elect officers and commit to a regular meeting schedule of no less than one (1) meeting per month during the regular academic year. Additional meetings may be scheduled as needed.

The governing body will hold a meeting with all eligible faculty at least once every semester, with more meetings scheduled as needed by the Senate and faculty.

### **SECTION 2. QUORUM**

A quorum for the transaction of such business as may regularly come before the body of the senate shall be no less than five (5) elected senators including no less than one (1) officer. All senators shall strive to attend each meeting making it a priority in their scheduling and shall notify the senate at the earliest convenience of their absence from any future meeting.

### **SECTION 3. PARLIAMENTARY PROCEDURE**

The parliamentary procedure for all regular and special EWCFS meetings shall be Robert's Rules of Order.

## **ARTICLE 4. AMENDMENTS**

### **SECTION 1.**

#### **A. SUBMISSION OF PROPOSAL**

A proposal to amend this constitution shall be submitted in written documentation by any member to any elected senator.

#### **B. PRESENTATION OF PROPOSAL TO SENATE**

Any elected senator may present a proposal to amend this constitution by placing the proposal on the agenda through the President or Secretary / Treasurer. The proposal may then be presented to the senate for discussion. Eligible voters will be invited to comment on the proposal during the meeting in which it is placed on the agenda.

#### **C. RATIFICATION**

In order to amend the existing constitution, voting will be done online via the Canvas portal for the Faculty Senate. In case of technical issues or due to personal preference, an eligible faculty member can also email their vote to Faculty Senate Leadership (President, Vice President, and Secretary). One vote per each eligible faculty member. The Faculty Senate Leadership is responsible for ensuring there is a module for this election for the senators to vote. Those who haven't voted or want to change their current votes will be able to do so with the condition that they attend the Faculty Senate meeting (either in-person or online) in which the votes and the results of this amendment will be finalized. For the ratification to pass, a majority vote of two-thirds (2/3) is required from all participating voters. For example, if eighteen (18) individual faculty members voted, there will have to be at least 12 supporting votes for the amendment to pass.

## **ARTICLE 5. BY-LAWS**

### **SECTION 1.**

The By-Laws of the EWCFS shall constitute a body of rules that shall apply to the

operation of the EWCFS and may be subject to change by a majority vote by senators in any regular or special meeting.

#### **ARTICLE 6. RATIFICATION**

This document shall be enacted upon the approval and vote of a majority of eligible voters as defined heretofore, emblematically designated by the signatures of their duly elected senators of the inaugural year of the EWCFS, 2015CE.

Tim Anderson  
Tom Andersen  
Michael DeMers  
Ray DeWitt  
Heidi Edmunds  
Colleen Mitchell  
Monte Stokes  
Sherri Warren  
Gwendolyn Yung

#### Updated:

- 12/4/2019 – KJMS
- 01/07/2025 – Amendment made to “Article 4 – Amendments, Section 1.C – Ratification” [Koc & Audette]