

APPENDIX A

**OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
FACULTY AND STAFF ASSOCIATION**

CHARTER

This charter of organization is adopted to promote the effectiveness of Oklahoma State University Institute of Technology in the discharge of its responsibilities to the people it serves and to provide a means by which the faculty and staff may be utilized more fully in the execution of the educational mission of this institution.

**OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
FACULTY AND STAFF ASSOCIATION**

CONSTITUTION

PREAMBLE

Effective communication between faculty, staff, and administrators is essential for providing an atmosphere of mutual respect and confidence which is necessary for the efficient functioning of the institution and the goals set forth in this document. It is recognized that faculty, staff, and administrators have distinct functions and interests, and that each group also has certain rights and responsibilities. There is a mutuality of purpose to maintain a viable educational experience for the students and a positive working environment for all employees.

The objective of this organization is to ensure that this institution maximizes its human resources, and in the interest of efficiency and harmony, this Association is established for the purpose of providing a forum for dialogue and exchange of rationale between faculty, staff, and those with administrative responsibilities. It is intended such a forum will allow recommendations concerning policies and procedures and effective communication with the administration on ideas that might provide a more positive environment for students, faculty, staff, and administrators.

ARTICLE 1. NAME AND OFFICE

A. The name of this Association shall be the Faculty/Staff Association of Oklahoma State University Institute of Technology, hereinafter referred to as the Association.

1. Selected from within the Association shall be a group designated as the Faculty/Staff Council; hereafter referred to as the Council.
2. The Council shall represent the Association as prescribed in the Constitution.

B. The office of the Association shall be on the campus of Oklahoma State University Institute of Technology, in the city of Okmulgee.

ARTICLE 2. MEMBERS AND OFFICERS

A. The Association shall consist of qualified personnel herein described as faculty and staff members who comply with the following:

1. Faculty – Full-time Instructors, Division Chairs, and Assistant Division Chairs,
2. Staff -
 - a. Counselors who are academically trained for this responsibility and whose prime obligations are to Oklahoma State University Institute of Technology, in a counseling capacity.
 - b. Librarians
 - c. All other permanent staff working 75 percent full-time, including the President and Vice Presidents.

- B. Members of the Council shall be elected by the members of the Association, in accordance with Article 4, Section A. Eligibility for Council member shall be restricted to those members who have completed their probation period for employment.
- C. The President of Oklahoma State University Institute of Technology
 - 1. Shall serve as President of the Faculty/Staff Association.
 - 2. Shall serve as a nonvoting ex-officio member of the Council.
- D. Officers
 - 1. The officers of the Council shall be a Chair, Chair-Elect, Secretary and a Treasurer. The Secretary and Treasurer shall be elected by the Council for a term of one year, beginning with the fall semester following the election. The Secretary and Treasurer may be re-elected by the Council, but not to exceed two (2) full terms in succession.
- E. One (1) faculty member shall be elected as, "Faculty Representative, Oklahoma State University Faculty Council."
 - 1. The Faculty representative shall be elected by the Council members and shall serve concurrently on the Council and Oklahoma State University Faculty Council.
 - 2. The Faculty representative shall have the same voting privileges as other members of the Council.
 - 3. Length of term on the Council shall be determined by the term set for the membership on the Oklahoma State University Faculty Council and shall end when membership on the Oklahoma State University Faculty Council ends.
 - 4. The Faculty representative shall serve according to the terms of the Charter and Bylaws of the Faculty Council of Oklahoma State University, Stillwater.
 - 5. The Faculty representative shall not serve as an officer or chair a committee of the Council.
 - 6. The Faculty representative shall report to the Council at its scheduled monthly meeting and shall serve as a liaison to all Council Committees with the exception of the Staff Advisory Committee.
- F. One (1) Staff member shall be elected as "Staff Representative, Oklahoma State University Staff Advisory Council."
 - 1. The Staff representative shall be elected by the Council and shall serve concurrently on the Council and the Oklahoma State University Staff Advisory Council.
 - 2. The Staff representative shall have the same voting privileges as other members of the Council.
 - 3. Length of term on the Council shall be determined by the term set for membership on the Oklahoma State University Staff Advisory Council and shall end when membership on the Oklahoma State University Staff Advisory Council ends.
 - 4. The Staff representative shall serve according to the terms of the Charter and Bylaws of the Staff Advisory Council of Oklahoma State University, Stillwater.
 - 5. The Staff representative shall meet the requirements for membership on the Oklahoma State University Staff Advisory Council according to the Charter and Bylaws of the Staff Advisory Council of Oklahoma State University, Stillwater.
 - 6. The Staff representative shall not serve as an officer or chair committees of the Council but shall report to the Council at its scheduled monthly meeting and shall serve as a liaison to all Council committees with the exception of the Faculty Advisory Committee.

ARTICLE 3. PURPOSE AND FUNCTIONS OF THE COUNCIL

- A. The Council shall acknowledge its special responsibilities to the Association. The purpose of the Council shall be to advance the well being and effectiveness of Oklahoma State University Institute of Technology and its employees. The Council shall also act, subject to Association approval, on matters delegated to the Association by the President of Oklahoma State University, and the Board of Regents on any matter of general concern to the Association or the institution. Such advice shall be given when these officials request it, or advice may also be offered on the initiative of the Council or of the Association. Finally, the Council shall seek to assure that representatives of the Association shall have a voice in the formulation, revision, and implementation of university policy.

- B. As the official representative of the Association, the Council must be responsive to the will of the Association and attentive to the views of each segment, whether those views are expressed by the elected representative or through the process of petition.

ARTICLE 4. MEMBERS AND OFFICERS OF THE COUNCIL

- A. The Council shall consist of representatives of the Association with the following exceptions:, Vice-Presidents, Division Chairs,, and Assistant Division Chairs who teach less than four (4) student contact hours per day, and Executive Team (E-Team) members not mentioned above. The President of Oklahoma State University Institute of Technology shall serve as a nonvoting ex-officio member.
- B. The officers of the Council shall be a Chair, Chair-Elect Secretary and Treasurer. The Chair and Chair-Elect shall be elected alternately from the faculty and staff members of the Council by the elected Council membership. The Secretary of the Council shall also serve as the Secretary of the Association. The Chair, Chair-Elect, Secretary and/or Treasurer may be re-elected by the Council, but not to exceed two (2) full terms (years) in succession.
- C. The Council shall have a membership of 26. Thirteen (13) members of the Council shall be elected from the faculty, and thirteen (13) members shall be elected from the staff. No department shall have more than two (2) members on the Council unless there is a department in which no faculty or staff members will accept nomination; then nominations can be accepted from the other departments to fill the ballot.
- D. Council members shall take office beginning with the fall semester of the year in which they are elected and shall serve for three (3) years. Approximately one-third of the Council members shall be elected each year.
- E. A vacancy shall occur upon death, resignation, or nonattendance. Nonattendance shall be defined as an unexcused absence from six consecutive Council meetings.

ARTICLE 5. AMENDMENT OF THE CONSTITUTION

- A. An amendment to the Constitution shall be submitted to the Association for approval when it is recommended by a simple majority of the Council at a regular Council meeting or when it is presented to the Secretary in a petition signed by at least 20 percent of the Association and received by the Council at a regular meeting.
- B. The Council Chair shall set the date of the election which shall be held within forty-five (45) days after the date of distribution of the proposed amendment to the Association by the Secretary. The proposed amendment to the Constitution must be distributed to the Association members within seven (7) days after approved by the Council. The Chair shall also appoint members to supervise the election and counting of the ballots.
- C. An amendment shall be ratified by two-thirds majority of those voting.
- D. A quorum shall be present to hold the election.
- E. A quorum shall consist of 30 percent of the Association.

ARTICLE 6. RATIFICATION OF THE CONSTITUTION

This Constitution goes into effect when ratified by two-thirds of those voting.

Ratified on December 1, 1992

Amended July, 1999

Amended May 17, 2006

Amended August 30, 2011