

Charter and Bylaws of the College of Education and Human Sciences

PREFACE

“The basic functions of a university are to advance, evaluate, preserve, and transmit knowledge and to foster creative capabilities. These functions are performed by a community of faculty, students, and administrators, who are free to exercise independent judgment in fulfilling their educational responsibilities. The government of a university should be designed to allow this community to select and carry out its responsibilities with maximum effectiveness and integrity.” (Preamble to the Charter and Bylaws of the General Faculty of Oklahoma State University, 2018).

The purpose of faculty governance in the College of Education and Human Sciences (CEHS) is to provide an opportunity for faculty to formulate guidelines and processes through which equitable decisions are made to support the instructional, research, and extension/outreach missions of the college. Further, CEHS faculty endorse a shared governance philosophy that “attempts to balance maximum participation in decision making with clear accountability” (Olson, 2009, paragraph 17). Faculty, staff, and student participation is essential though the responsibility for key decisions ultimately rests with college and university administrators and the Oklahoma A&M Board of Regents. The overarching goal of this approach is to assure that faculty, staff, and students have a voice through established committees and councils. The shared governance process should support and be aligned with the vision, mission, and goals of CEHS.

This Charter of the faculty of the College of Education and Human Sciences is therefore adopted to promote the effectiveness of the college in the discharge of its responsibilities, and particularly to provide the most effective and inclusive means for utilizing the competencies of the members of the faculty for formulating, recommending, and executing the educational policies, procedures, guidelines, and long-range plans of the college.

ARTICLE I: THE COLLEGE FACULTY

A. Composition

1. All CEHS benefits-eligible faculty at both the Stillwater and Tulsa campuses have the privilege of voting in elections and on items meriting faculty-wide vote. This includes faculty with the academic rank of instructor or above.

Further, college faculty have the right and obligation to recommend items for meeting agendas and provide input on matters under consideration.

2. Complete records of the current membership of college faculty shall be kept by the Office of the Dean.

B. Functions and Responsibilities of the College Faculty

1. The college faculty shall fulfill its duties through standing committees, councils, and, when appropriate, through ad hoc committees. College faculty are directly concerned with the welfare of the academic community and shall therefore participate in formulating and recommending practices, policies, and procedures in matters affecting the welfare of the college, such as the following:
 - a. Educational practices, policies, and procedures relating to admissions, courses, curricula, academic standards, schedules, degrees, undergraduate and graduate programs of instruction, university and college library resources, research, and extension and outreach.
 - b. Academic program and student services practices, policies, and procedures including academic freedom, extracurricular activities, advisement, counseling, health and welfare, and safety and security.
 - c. Personnel practices, policies, and procedures directly affecting members of the college faculty (e.g., workload and apportionment, sabbatical leave, academic freedom, personnel actions), and other factors affecting college faculty professional wellbeing and morale.
 - d. Long-range planning involving the vision, mission, goals, development, and growth of the college, including academic programs, research and other scholarly activities, extension and outreach, and allocation of resources (including physical space and allocation of funds to support the functions of the college).
 - e. Fostering and supporting a modern institutional culture that prioritizes inclusion and that equitably supports the social, academic and professional achievement of its stakeholders.
2. The college faculty shall consider matters referred to it by the Dean, the Leadership Team, the OSU Faculty Council, the CEHS councils and committees, and members of the college faculty.

C. Organization

1. The college faculty shall adopt *Bylaws* as it considers necessary to perform its functions.
2. The college faculty shall adopt CEHS policies and procedures necessary to perform its functions (e.g., workload apportionment, sabbatical policy).
3. The following groups shall be in place to facilitate college functions and guide the practices, policies, and procedures in matters affecting the welfare of the college. Councils are structured to represent a particular group. Committees are organized by focus or mission.
 - a. Leadership Team (Article II, Section A)
 - b. Faculty Advisory Council (Article II, Section B)
 - c. Staff Advisory Council (Article II, Section C)
 - d. Student Advisory Council (Article II, Section D)
 - e. Curriculum Committee (Article II, Section E)
 - f. Faculty Development and Research Committee (Article II, Section F)
 - g. Student Affairs Committee (Article II, Section G)
 - h. Equity and Inclusion Committee (Article II, Section H)
4. The councils and standing committees mentioned above shall permanently exist until these bylaws are amended (Article III) due to the continuous flow of issues relating to those councils and committees. Ad hoc committees may be created by the Dean, councils, or standing committees to address specific issues and report their findings and any recommendations to the Dean, council, or standing committee from which they originated. Upon completion of their discrete task, ad hoc committees may be discharged from their duties and dissolved by the Dean or chair of the originating council or committee.

D. Governance Structure

1. The governance structure of CEHS shall consist of faculty, staff, students, and administration as represented by their respective, corresponding governing committees: The Leadership Team, the Faculty Advisory Council, the Staff Advisory Council, the Student Advisory Council, the Curriculum Committee, the Faculty Development and Research

Committee, the Student Affairs Committee, and the Equity and Inclusion Committee.

2. Communication between faculty, staff, and students, governing committees, and the Leadership Team shall be bi-directional for matters pertaining to the governing of the college. Faculty, staff, and students should bring proposals and matters of interest to their representatives from their respective governing committees who shall, in turn, report back to their constituents on matters consequential to the governing of the college.
3. General Meetings
 - a. General meetings shall occur at least once per semester of the academic year, and at other times upon the request of the Dean, the Faculty Advisory Council, or by the petition of one-third (1/3) of the college faculty. Announcements of general meetings of the college faculty shall be provided by the Faculty Advisory Council at least one week in advance of the meeting. The purpose and agenda for meetings will be provided in meeting announcements.
 - b. Robert's Rules of Order (Revised) will be the Parliamentary authority for general faculty meetings.
4. College-wide voting
 - a. Items up for faculty vote must first be presented at General Meetings with an opportunity for discussion among faculty, staff, and administration. Items up for vote should be considered far-reaching and consequential to CEHS Faculty (e.g., changes to the CEHS Bylaws or Handbook).
 - b. Within two (2) business days of the General Meeting in which an item is discussed that will go up for a vote, a summary (e.g., minutes) of the issue or recording of the meeting shall be provided to faculty.
 - c. No earlier than one (1) week but no later than two (2) weeks after the summary or recording is disseminated, a faculty-wide vote will be initiated. Voting will occur electronically and shall be open for one (1) week. The Faculty Advisory Council will oversee the vote and communicate the results to CEHS faculty and staff. One-third (1/3) members of benefits-eligible faculty shall constitute a quorum for an election to be considered valid. Two-thirds (2/3) of the vote is required for passage.

ARTICLE II: COMMITTEE STRUCTURE

A. Leadership Team

The Leadership Team shall consist of the Dean, Associate Deans, Director of Marketing and Communication, Director of the Business Office, Department and School Heads, and chairs of CEHS councils and standing committees. The Leadership Team shall schedule monthly meetings during the academic year. Ad-hoc meetings may be scheduled as needed. During monthly meetings, chairs of councils and standing committees may provide a report and/or solicit feedback.

B. Faculty Advisory Council

The primary purposes of the Faculty Advisory Council (FAC) are to: 1) advise the Dean regarding matters important to faculty and CEHS, 2) serve as a conduit for faculty concerns and ideas to be raised to the Dean, and 3) disseminate information relevant to EHS faculty in each unit.

1. FAC Responsibilities and Functions

- a. To serve as an advisory representative body for the faculty to the Dean in such matters that may include but are not limited to: 1) the development and implementation of policies and procedures that may directly affect the faculty (e.g., reappointment, promotion, and tenure documents; workload and apportionment); 2) current challenges, barriers, opportunities and innovations; 3) long-range planning; and 4) faculty professional welfare and morale.
- b. Keep the college faculty fully informed of its actions and proceedings through reports at the general college faculty meetings and/or by ensuring college-wide access to minutes of FAC meetings.
- c. Consider matters referred to it by the Dean, administrators in the college, standing committees in the CEHS, or members of the college faculty.
- d. Initiate studies on matters of concern to the college faculty and make recommendations to the Dean, the college faculty, and to the OSU Faculty Council.
- e. Establish and/or recommend the addition and/or removal of CEHS standing committees to the Dean, faculty, staff, and/or students.
- f. Establish and appoint members to serve on ad hoc committees as necessary to fulfill the functions and responsibilities of the FAC.

- g. Coordinate college-wide faculty votes (see Article I, Section D.3.c).

2. Composition.

- a. The college faculty shall elect one, tenure-track representative from their respective academic units to serve a three-year term. Elections shall occur no later than April 15th and results reported to the FAC Chair no later than April 25th.
- b. College faculty will elect one at-large representative for a three-year term from among the academic unit nominees. Each academic unit (i.e., department, school) may nominate one faculty member who holds a renewable appointment (e.g., instructor, lecturer, teaching professor, research professor, professor of professional practice, or Extension Specialist) to serve as the at-large representative. Nominees shall be sent to the FAC no later than April 1st. Nominees may provide a brief paragraph conveying their interest in serving. The FAC shall hold an election no later than April 15th. The period of voting shall be seven days. The FAC shall announce results no later than April 25th.
- c. Faculty serving as school or department heads, members of the Dean's administrative team, including associate and assistant deans, faculty with interim administrative appointments, or faculty with administrative appointments at the University are ineligible to serve on the FAC.
- d. Academic units shall elect representatives to ensure continuity within the committee, with approximately a third of the units electing representatives each year on a tri-annual rotating basis. In Year One of implementation of these bylaws, the following academic units shall elect a representative: Design Housing and Merchandising, and Human Development and Family Sciences. The At-Large Member shall be elected in Year One. In Year Two the following academic units shall elect a representative: Teaching, Learning, and Educational Sciences; Community Health Sciences, Counseling, and Counseling Psychology; and Educational Foundations, Leadership, and Aviation. In Year Three the following academic units shall elect a representative: Kinesiology, Applied Health, and Recreation; and Nutritional Sciences.
- e. The officers of the FAC are the Chair, Vice-Chair, and Secretary.
- f. The Vice-Chair and the Secretary shall be elected by members of the FAC no later than the end of the first week of the academic year.

- g. The Vice-Chair will succeed as Chair immediately following the last regularly scheduled meeting of the spring semester.

3. FAC Officer and Member Responsibilities

a. Chair.

1. The Chair will develop and distribute the agenda for any scheduled FAC meetings to all members of the committee and any administrative, staff, or student liaisons at the discretion of the chair. A CEHS representative to the OSU Faculty Council shall receive a standing invitation to FAC meetings.
2. The Chair shall, in cooperation with the Dean, develop an agenda for all CEHS General Faculty meetings. The Chair shall distribute the agenda for the general college meetings to faculty, staff, administrators, and other relevant parties. In the event a regularly scheduled general college meeting is canceled or rescheduled, it is the responsibility of the Chair to notify the invited parties.
3. The Chair shall conduct all FAC and general college meetings.
4. The Chair shall represent the FAC to the Leadership Team.
5. The Chair will be responsible for conducting an orientation for incoming members of the FAC each year, including a review of the CEHS Charter and Bylaws.

- b. The Vice-Chair shall fulfill all functions of the Chair when the Chair is unable to fulfill their responsibilities (e.g., represent the Chair on the Leadership Team when the Chair is unable to attend).

c. Secretary.

1. The Secretary shall work with the Chair to schedule FAC and general college meetings.
2. The Secretary shall record minutes of all FAC and general college meetings and work with Information Technology to assure they are stored so that all CEHS faculty and staff have access.
3. The Secretary shall coordinate all elections up for a faculty-wide vote and disseminate the results to administration, faculty, and staff.

- d. All FAC Members shall communicate with their respective units by:
 - a) informing faculty of upcoming meetings and foreseeable agenda items,
 - b) soliciting topics or concerns to bring to the FAC, and
 - c) communicating back to faculty topics of interest discussed during FAC meetings. The At-Large Representative is expected to visit each academic unit at least once per academic year.

4. Meetings

- a. The FAC shall schedule monthly meetings except during the months of June and July. The first meeting of the academic year shall be during the first week of classes in August. Ad-hoc meetings may be scheduled as needed.
- b. Chairs of councils and committees, members of the Leadership Team, or faculty members may request to attend meetings.

C. Staff Advisory Council

The Staff Advisory Council serves as a space where staff can provide input on college policy, processes, and long-range planning.

1. Responsibilities and Functions

- a. To serve as a representative body for CEHS staff.
- b. To facilitate communication and cooperation between CEHS administration and staff.
- c. Determine the professional development needs of staff, and devise opportunities for staff development and professional growth.
- d. Make recommendations to the Leadership Team on matters such as the development and implementation of policies and procedures that may directly affect staff, staff professional development needs, and the determination of appropriate staff awards.
- e. To serve as the selection committee for CEHS staff awards.

2. Composition

- a. The Staff Advisory Council shall consist of seven at-large staff, employed at an FTE of .75 or greater, elected for a two-year term from nominees serving in academic programs and student services,

- departments/schools, research and graduate studies, business and operations, marketing and communications, or other areas.
- b. Terms shall be staggered so that approximately half of the members are elected each year.
 - c. Student employees are not eligible for representation on Staff Advisory Council. Staff who are employed at an FTE of .75 or greater are eligible to vote for at-large members.
3. The Staff Advisory Council shall elect a Chair who will attend the Leadership Team meeting once per month.
 4. Staff Advisory Council representatives will meet monthly during the fall and spring semesters; non-committee members may attend if called on by the Chair. Ad-hoc meetings may be scheduled as needed.

D. Student Advisory Councils

The Student Advisory Council shall include two separate groups: The Undergraduate Student Advisory Council and the Graduate Student Advisory Council.

1. The responsibilities and functions of the Undergraduate and Graduate Student Councils shall be to:
 - a. Serve as the voice of the undergraduate and graduate student bodies within CEHS, particularly as they pertain to policies and protocols directly impacting the lives of students.
 - b. Act as liaison between students, faculty, and staff within CEHS.
 - c. Serve as the governing body of all undergraduate and graduate CEHS student organizations.
 - d. Increase awareness among student organizations of college and university matters pertaining to undergraduate and graduate education.
 - e. Develop activities that enhance the professional development of students in CEHS.
2. The Undergraduate and Graduate Student Advisory Councils shall each consist of Presidents from undergraduate and graduate student

organizations based within the college as well as three At-Large members elected from students enrolled in degree programs associated with CEHS. At-large terms are one year.

3. The Undergraduate and Graduate Student Advisory Councils shall each elect a Chair who will attend the Leadership Team meetings. Members shall share information with the student organizations they represent. At-Large members shall share information with their respective undergraduate and graduate student bodies.
4. The Undergraduate and Graduate Student Advisory Councils shall each select representatives who will attend the Curriculum Committee, Student Affairs Committee, and Equity and Inclusion Committee meetings.
5. The Undergraduate and Graduate Student Advisory Councils shall each meet monthly during the fall and spring semesters; non-committee members may attend if called on by the Chairs. Ad-hoc meetings may be scheduled as needed.

E. Curriculum Committee

The Curriculum Committee conducts reviews and makes recommendations on undergraduate and graduate course/program actions, program modifications, and degree sheets put forth by each Department and School within CEHS.

1. Responsibilities and Functions
 - a. Assure that course/program actions, program modifications, and degree sheets are appropriate to CEHS programs.
 - b. Assure that course/program actions, program modifications, and degree sheets benefit students.
 - c. Assure that proposed courses do not duplicate current course offerings.
 - d. Ensure that course/program actions, program modifications, and degree sheets contain sufficient supporting documents for review by the Instruction and Graduate Councils.
2. Each Department and School shall elect one, tenure-track representative to serve a two-year term on the Curriculum Committee. Elections shall occur no later than April 15th and results reported to the Curriculum Committee

Chair no later than April 25th. Academic units shall elect representatives in alternate years to ensure continuity within the committee. The following academic units shall elect a representative in odd-numbered years: Community Health Sciences, Counseling, and Counseling Psychology; Design, Housing, and Merchandising; Educational Foundations, Leadership, and Aviation; and Human Development and Family Sciences. The following academic units shall elect a representative in even-numbered years: Kinesiology, Applied Health, and Recreation; Nutritional Sciences; and Teaching, Learning, and Educational Sciences.

3. In odd-numbered years, college faculty will elect one at-large representative for a two-year term from among the academic unit nominees. Each academic unit (i.e., department, school) may nominate one faculty member who holds a renewable appointment with an instructional emphasis (e.g., instructor, lecturer, teaching professor, professor of professional practice) to serve as the at-large representative. Nominees shall be sent to the FAC no later than April 1st. Nominees may provide a brief paragraph conveying their interest in serving. The FAC shall hold an election no later than April 15th. The period of voting shall be seven days. The FAC shall announce results no later than April 25th.
4. The Curriculum Committee shall include a representative from the Undergraduate and Graduate Student Advisory Councils.
5. The Curriculum Committee shall each elect a Chair who will attend the Leadership Team meeting once per month.
6. Meetings shall be scheduled so that actions, program modifications, and degree sheets the Curriculum Committee approves can be included on the agenda for Instruction and Graduate Council meetings. Ad-hoc meetings may be scheduled as needed.

F. Faculty Development and Research Committee

The Faculty Development and Research Committee (FDRC) provides a platform for faculty discourse on matters pertaining to faculty development and scholarship (including research, instruction and outreach) in the college. This includes promoting a culture of scholarship excellence and cultivating a mentoring culture within the college. In executing responsibilities and functions, the FDRC works in close coordination with the Associate Dean for Research and Graduate Studies.

1. Responsibilities and Functions

- a. Recommend, sponsor, and/or conduct professional development activities for faculty, staff, and/or graduate students to enhance scholarship within the College.
 - b. Provide recommendations for policies, procedures, and guideline documents for scholarship to the Leadership Team.
 - c. Provide recommendations to the Leadership Team regarding investments for the College's research infrastructure (e.g., new research centers and institutes, facilities, resources, and services).
 - d. For the purpose of being informed, review annual reports submitted by College research centers and institutes.
 - e. Provide advocacy and support for initiatives led by the Office of the Vice President for Research.
 - f. Promote the infusion of research results in teaching and community engagement.
 - g. When requested by the Dean, utilize an objective process for providing recommendations for College-level faculty awards.
2. Each Department and School shall elect one, tenure-track representative to serve a two-year term on the FDRC. Elections shall occur no later than April 15th and results reported to the FDRC Chair no later than April 25th. Academic units shall elect representatives in alternate years to ensure continuity within the committee. The following academic units shall elect a representative in odd-numbered years: Community Health Sciences, Counseling, and Counseling Psychology; Design, Housing, and Merchandising; Educational Foundations, Leadership, and Aviation; and Human Development and Family Sciences. The following academic units shall elect a representative in even-numbered years: Kinesiology, Applied Health, and Recreation; Nutritional Sciences; and Teaching, Learning, and Educational Sciences.
3. In even-numbered years, college faculty will elect one at-large representative for a two-year term from among the academic unit nominees. Each academic unit (i.e., department, school) may nominate one faculty member who holds a renewable appointment (e.g., instructor, lecturer, teaching professor, research professor, professor of professional practice, or Extension Specialist) to serve as the at-large representative. Nominees shall be sent to the FAC no later than April 1st. Nominees may

provide a brief paragraph conveying their interest in serving. The FAC shall hold an election no later than April 15th. The period of voting shall be seven days. The FAC shall announce results no later than April 25th.

4. The FDRC shall each elect a Chair who will attend the Leadership Team meeting once per month.
5. The FDRC shall meet at least twice a semester. Ad-hoc meetings may be scheduled as needed.

G. Student Affairs Committee

The Student Affairs Committee addresses matters pertaining to the benefit of undergraduate and graduate students in the college. This includes areas such as scholarships and student recognition.

1. Responsibilities and Functions
 - a. Coordinate student travel and other awards in support of student scholarships.
 - b. Provide recommendations for policies, procedures, and guideline documents for supporting student research and other types of scholarship to the FAC.
 - c. Recommend, sponsor, and/or conduct professional development activities for undergraduate and graduate students to enhance and support research and scholarly productivity within the college.
 - d. Evaluate and provide advocacy and support for initiatives brought by the Undergraduate and Graduate Student Councils.
 - e. Serve as the selection committee for student scholarships.
 - f. Serve as the selection committee for college-level student awards.
2. Composition
 - a. Each academic unit (school or department) shall elect one, tenure-track representative to serve a two-year term on the Student Affairs Committee. Elections shall occur no later than April 15th and results reported to the Student Affairs Committee Chair no later than April 25th. Academic units shall elect faculty representatives in alternate years to ensure continuity within the committee. The following academic units shall elect a representative in odd-numbered years:

Community Health Sciences, Counseling, and Counseling Psychology; Design, Housing, and Merchandising; Educational Foundations, Leadership, and Aviation; and Human Development and Family Sciences. The following academic units shall elect a representative in even-numbered years: Kinesiology, Applied Health, and Recreation; Nutritional Sciences; and Teaching, Learning, and Educational Sciences.

- b. In odd-numbered years, college faculty will elect one at-large representative for a two-year term from among the academic unit nominees. Each academic unit (i.e., department, school) may nominate one faculty member who holds a renewable appointment (e.g., instructor, lecturer, teaching professor, research professor, professor of professional practice, or Extension Specialist) to serve as the at-large representative. Nominees shall be sent to the FAC no later than April 1st. Nominees may provide a brief paragraph conveying their interest in serving. The FAC shall hold an election no later than April 15th. The period of voting shall be seven days. The FAC shall announce results no later than April 25th.
 - c. The Student Affairs Committee shall include a representative from the Undergraduate and Graduate Student Councils.
 - d. When selecting student scholarships and student award recipients, student committee members will not be involved.
3. The Student Affairs Committee shall each elect a Chair who will attend the Leadership Team meeting once per month. The Chair must be a tenure-track faculty.
 4. The Student Affairs Committee shall meet at least twice a semester. Ad-hoc meetings may be scheduled as needed.

H. Equity and Inclusion Committee

The primary purposes of the Equity and Inclusion Council are to: 1) provide recommendations to the Leadership Team, including the Associate Dean for Equity and Inclusion, regarding matters related to equity and inclusion important to staff, students, faculty and administration in CEHS; 2) serve as a conduit for concerns, potential solutions and innovative ideas related to equity and inclusion to be raised to Leadership Team, including the Associate Dean for Equity and Inclusion and the Dean, and 3) disseminate information relevant to equity and inclusion in each

academic and administrative unit within CEHS. 4) Identify and resolve barriers to equity and inclusion through the completion of committee initiatives.

1. Responsibilities and Functions

- a. Create educational or professional development programming related to equity, and inclusion.
- b. Provide recommendations based on identified best practices to administration, faculty, staff, and students to promote a culture of inclusive excellence.
- c. Publicize equity- and inclusion-related events within and across the College.
- d. Provide central access to faculty, staff, and students to express equity- and inclusion-related concerns.
- e. Provide additional programs or engagements that the committee or college stakeholders deem relevant and needed.
- f. Review the University's Diversity Action Plan annually to ensure the College aligns its efforts with the University's recommendations.

2. Each academic unit (school or department) shall elect one, benefits-eligible faculty member to serve a three-year term on the Equity and Inclusion Committee. Elections shall occur no later than April 15th and results reported to the FAC Chair no later than April 25th. Academic units shall elect representatives to ensure continuity within the committee, with approximately a third of the units electing representatives each year on a tri-annual rotating basis. In Year One of implementation of these bylaws, the following academic units shall elect a representative: Design Housing and Merchandising, and Human Development and Family Sciences. In Year Two the following academic units shall elect a representative: Teaching, Learning, and Educational Sciences; Community Health Sciences, Counseling, and Counseling Psychology; and Educational Foundations, Leadership, and Aviation. In Year Three the following academic units shall elect a representative: Kinesiology, Applied Health, and Recreation; and Nutritional Sciences.

3. College staff will elect up to five at-large representatives for three-year terms. Eligible nominees shall be employed at an FTE of .75 or greater, serving in academic programs and student services, departments/schools, research and graduate studies, business and operations, marketing and communications, or other areas. Nominees shall be sent to the FAC no later

than April 1st. Nominees may provide a brief paragraph conveying their interest in serving. The FAC shall hold an election no later than April 15th. The period of voting shall be seven days. The FAC shall announce results no later than April 25th.

4. Undergraduate and Graduate Student Advisory Councils shall select representatives to attend Equity and Inclusion Committee meetings.
5. Other unelected CEHS faculty, staff and students may attend Equity and Inclusion Committee meetings and contribute to the work of the committee as non-voting members.
6. The Equity and Inclusion Committee shall each elect a Chair who will attend the Leadership Team meeting once per month.
7. The Equity and Inclusion Committee shall meet at least three times a semester. Ad-hoc and subcommittee meetings may be scheduled as needed.

I. Terms

1. Committee terms shall run from May 1st to April 30th.
2. Electable council and committee members shall serve no more than two consecutive terms in the same council or committee.
3. Vacancies
 - a. In the event a faculty committee member is unable to complete their term (e.g., on leave, promotion to administration), they shall contact their Department or School Head so that an alternate can be chosen to complete the term.
 - b. Student and staff committee vacancies occurring mid-term will remain unfilled until the next election.
 - c. In the event the vacating committee member is an officer, the committee shall elect a new officer from those currently serving in their respective committee.

ARTICLE III: AMENDMENTS

Requests to amend the Bylaws may be made by the FAC or by the petition of a member or members of the college faculty. Proposed amendments must be presented in writing to CEHS Faculty no less than one week before the General Meeting in which they will be discussed. Voting will be conducted in accordance with the protocol described in Section I, Article D, Part 4.