

**CONSTITUTION OF THE  
COLLEGE OF EDUCATION CONGRESS**

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Studied and Approved by the  
College of Education Congress

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# CONSTITUTION

Revised and Adopted 2007

College of Education

INDIANA STATE UNIVERSITY

## A Constitution for Faculty Governance of the College of Education

### PREAMBLE

The purpose of this Constitution is to provide the basis for faculty governance of the College of Education of Indiana State University.

The following are the underlying principles of this Constitution:

1. This Constitution is for faculty governance of the College of Education within the framework of the Constitution and By-Laws of the Faculty of Indiana State University.
2. This Constitution provides for participation in governance of the College of Education by faculty and administration of the College, faculty of other schools within the University, students, alumni, and alumnae.
3. The authority for policy making resides primarily with the faculty of the College of Education and its representative body, the College of Education Congress, in cooperation with administrative leadership. This Constitution permits operational decisions by administrative personnel to be made consistent with policy. In situations in which policy has not been defined, reliance for immediate policy development and implementation will be placed upon decisions by administrative personnel.
4. This Constitution ensures that the faculty and its representative body will have an advisory and evaluative relationship with respect to administrative responsibilities in the implementation of policy, and provides means by which the faculty and its representative body shall be informed of policy decisions and their manner of implementation.
5. All participants in representative bodies designated by this Constitution are entitled to voice and vote, except that the Dean, when he or she serves ex officio on any representative body, shall have voice but no vote.
6. Meetings of representative bodies engaged in policy making shall be open. Grievances and/or matters of selection and retention of personnel may be discussed in closed executive sessions. Decisions made and vote count shall be a matter of public record.

**ARTICLE I. THE FACULTY OF THE  
COLLEGE OF EDUCATION**

*Section 1. The College of Education Congress*, defined in Article II hereinafter, is the representative body of the College of Education faculty.

*Section 2. The Executive Committee* of the College of Education Congress shall consist of the Chairperson, Vice-Chairperson and Secretary of the Congress, with the Parliamentarian serving as an alternate for any of the other three officers.

*Section 3. The Voting Faculty of the College of Education Defined*. For the purpose of governance, the term "*voting faculty of the College of Education*" is defined to include those persons who:

3.1 are appointees of academic rank in a department of the College of Education, except for any of the following appointments: emeritus, emerita, visiting, special purpose or part-time temporary, or acting appointees,

AND

3.2 are listed on the University payroll as receiving salary from accounts listed on the budget of the College of Education,

OR

3.3 (*in the case where Article I, Sections 3.1 and 3.2 inappropriately exclude an appointee*) are explicitly identified by the College of Education Congress to be

3.31 actively engaged in the work of the College of Education

AND

3.32 unrepresented in the plan of governance of the University faculty by any other subsidiary administrative unit, school or college.

*Section 4. Department Defined*. For the purpose of governance, a "*department*" is defined as a major academic subdivision, however titled, of the College of Education, to which faculty are assigned, which may now exist or be created.

*Section 5. Faculty Authority*

5.1 *Policy Formulation*: The College of Education Congress shall have authority to formulate policy for the College of Education regarding:

5.11 the curriculum and requirements for the granting of academic degrees

5.12 the facilitation of teaching and research

- 5.13 the structure of the College with reference to academic matters
- 5.14 standards for admission and retention of students
- 5.15 faculty conduct and discipline
- 5.16 faculty appointments, retention, tenure, and promotion
- 5.17 freedom of expression and academic freedom
- 5.18 aspects of student life which relate directly to educational processes
- 5.19 College of Education research and service obligations to private or public agencies.

5.2 Consent: The College of Education Congress shall have the authority to advise on and consent to the selection and retention of the chief administrative officer of the College of Education.

5.3 Review: The authority of the College of Education Congress to review shall include:

- 5.31 implementation of policy decisions
- 5.32 recourse for individuals affected by policy decisions or their implementation.

5.4 Advisory: The College of Education Congress shall have the authority to advise on:

- 5.41 College of Education Budgets
- 5.42 benefits, including salaries, insurance, retirement, and leaves extended to the faculty
- 5.43 student conduct and discipline in the College of Education
- 5.44 the physical facilities of the College of Education and campus development pertinent thereto
- 5.45 the academic calendar.

*Section 6. Source of Authority.* The source of formal authority for the government of the faculty of the College of Education is the Constitution of the Faculty of Indiana State University. This Constitution provides:

6.1 The source of all authority exercised by the Board of Trustees, the Administration, the University Faculty, and the Students is the Constitution of the State of Indiana and the Laws passed thereunder. The authority of the University Faculty to participate in the determination of the policies of Indiana State University shall be within the limitations of the policies established by the Board of Trustees in the exercise of its constitutional authority.

6.2 Each college is guaranteed a representative form of government (*Article VIII, Section 1, Constitution of the Faculty of Indiana State University*).

6.3 Each college will submit an acceptable plan of internal government consistent with the Constitution and By-Laws of the Faculty of Indiana State University (*Article VIII, Section 2*),

AND

6.4 Each college shall be autonomous in matters of internal policy subject to the provisions of the University Faculty Constitution and By-Laws and to the actions of the University Faculty and Faculty Senate pursuant to the University Faculty Constitution and By-Laws (*Article VIII, Section 3*).

*Section 7. Scope of Authority*

7.1 The authority of the faculty assembled shall be superior to that of any of its subsidiary organizations. The means by which this authority may be exercised is defined in Article I, Section 8 of this Constitution.

7.2 The authority of the faculty does not include that authority which is appropriately and specifically held by any of the following bodies:

7.21 the Faculty Senate of Indiana State University

7.22 the Student Government Association of Indiana State University and any subsidiary of that organization which may in the future officially represent student government of the College of Education .

7.23 the internal governing bodies of the other schools and colleges of Indiana State University

7.24 the Teacher Education Committee of Indiana State University.

7.3 In the case of any conflict between the faculty government of the College of Education and the organizations named in Article I, Section 7.2, the faculty of the College of Education reserves the right to appeal to appropriate governing bodies if internal resolution within the College of Education cannot be achieved.

*Section 8. The Exercise of Authority*

8.1 Meetings

8.11 Quorum and majority vote of the faculty defined: One-third (1/3) of the voting members of the faculty of the College of Education shall constitute a quorum, except at an extraordinary meeting, which shall require two-thirds (2/3) of the voting faculty for a quorum. Matters requiring a vote of the faculty shall be decided by a greater than fifty percent (50%) majority of voting members of the faculty voting, except in the case of a

vote to override a Dean's veto, which requires a majority of greater than two-thirds (2/3) of voting members of the faculty.

8.12 *Ordinary Meetings*: The faculty of the College of Education shall hold at least two (2) ordinary meetings during each academic year. Ordinary meetings of the College of Education faculty may be called by the Dean of the College of Education, by the Executive Committee of the Congress, or on petition of ten (10) percent of the voting members of the College of Education faculty to any member of the Executive Committee of the Congress. Ordinary meetings shall be announced by the Dean or by the Secretary of Congress at least one (1) week in advance. Actions requiring a vote by the faculty require that a quorum of one-third (1/3) of the voting faculty be present and such actions shall be confined to the passing of resolutions and the introduction of legislative proposals to be voted on by the entire voting faculty of the College of Education by mail ballot as defined in Article I, Section 8.2.

8.13 *Extraordinary Meetings*: The Dean or the Executive Committee of the College of Education Congress shall have the power to determine that an emergency exists in order to convene the faculty. An extraordinary meeting will also be called by the Executive Committee of Congress on petition of fifteen (15) percent of the voting members of the faculty to any member of the Executive Committee of Congress. Notice of the extraordinary meeting shall be in writing and include an agenda for the meeting. There shall be at least one working day between delivery of the notice of the meeting and the meeting itself. Whoever initiates the calling of the meeting is required to present evidence that each voting member of the faculty was informed of the meeting or if that was not possible, of the reason it was not possible.

Upon determination that the two-thirds (2/3) quorum required for an extraordinary meeting is present, whoever initiated the calling of the meeting shall present a motion calling for an extraordinary meeting of the faculty. Discussion on the motion shall be confined to the information upon which the judgment was made that an emergency exists. If the faculty assembled votes to hold an extraordinary meeting, the group assembled shall have the power to consider and vote only on the matter or matters on the agenda for the meeting.

If an extraordinary meeting is called and fewer than two-thirds (2/3) of the voting faculty are present, but there is a one-third (1/3) quorum of the voting faculty, actions shall be confined to the introduction of legislative proposals concerning the matter or matters on the agenda for the meeting, and which are to be voted on by the entire voting faculty by mail ballot. Without a quorum, no action may be taken.

8.14 The Dean of the College of Education shall preside over meetings of the faculty. In his or her absence, his or her designate shall preside.

8.2 *Faculty Vote by Mail Ballot*: Within one (1) week of a faculty meeting at which legislative proposals have been introduced, the Secretary shall prepare a ballot for the purpose of a vote on the measure and send it to each member of the voting faculty as defined in Article I, Section 3. Ballots shall be returned to the Secretary within two (2) weeks of the date on which they were sent. Ballots shall be counted and recorded in the presence of the Executive Committee of the College of

Education Congress. Proposals in question shall be determined by a majority of greater than fifty percent (50%) of valid votes cast.

8.3 Executive Authority: The authority of the faculty will ordinarily be exercised by Congress as outlined in Article II and III of this Constitution and in the By-Laws.

8.4 Faculty Veto: The faculty shall have the power to veto, no later than thirty (30) days following official publication of the minutes, any action of the College of Education Congress.

8.41 An ordinary or extraordinary meeting of the College of Education faculty shall be called as provided for in Article I, Section 8.12 or Article I, Section 8.13 for the purpose of discussing the Congressional action in question.

8.42 The voting procedure determined by the type of meeting called (ordinary or extraordinary) shall be followed to determine the will of the faculty.

8.5 Dean's Veto: The Dean of the College of Education shall have the power to veto no later than thirty (30) days following official publication of the minutes any action of the College of Education Congress. In matters requiring approval by the Dean, failure on the part of the Dean to give the required approval within thirty (30) days of action by Congress shall constitute a Dean's veto.

8.51 An ordinary or extraordinary meeting of the College of Education faculty may be called as provided for in Article I, Section 8.12 or Article I, Section 8.13 for the purpose of discussing the Dean's veto.

8.52 The voting procedure determined by the type of meeting called (ordinary or extraordinary) shall be followed to determine the will of the faculty except that a two-thirds (2/3) majority of the voting faculty is required to override a Dean's veto. In no case may the Dean veto a duly constituted vote by the faculty which overrides a Dean's vote.

## **ARTICLE II. ORGANIZATION OF THE FACULTY GOVERNANCE**

### *Section 1. Relationship and Function*

1.1 *Relationship*: As stated in Article I, Section 6, Subsection 6.3, the authority of the faculty will ordinarily be exercised by a governing body as outlined in Article II and III of this Constitution and in the By-Laws. The name of this governing body shall hereinafter be called College of Education Congress. The relationship of the College of Education Congress to the University Faculty and Faculty Senate is described in Article I, Sections 6 and 7 of this Constitution.

1.2 *Function*: The College of Education Congress shall constitute the representative governing body of the faculty of the College of Education. The authority of the College of Education Congress shall include the power to formulate policy, give consent, exercise review, and provide advice as outlined in Article I, Section 5 of this Constitution.

### *Section 2. Structure and Composition*

2.1 *Membership*: All members of the College of Education Congress shall have voice. Only faculty and administrative representatives shall have vote, save the Dean who will not vote. The College of Education Congress shall be composed as follows:

2.11 The Dean of the College of Education--ex officio.

2.12 *Faculty Representatives*: Two faculty members from each College of Education department.

2.13 *Administrative Representative*: One member of the faculty of the College of Education who is currently serving on administrative appointment as department chairperson.

2.14 *Other Faculty Representative*: One faculty member, whose academic appointment is outside the College of Education, who teaches special methods courses to students on a teaching curriculum.

2.15 One undergraduate student enrolled in a teaching curriculum.

2.151 One graduate student enrolled in a master's, specialist, or doctoral program in the College of Education.

2.16 One graduate of the Indiana State University College of Education who neither is nor has been a faculty member of Indiana State University.

2.2 *Terms*: Faculty representatives shall serve two years. Each department will elect one new representative each year to serve a two-year term.

The administrative representative shall serve one year and be elected by the Administrative Council.

All other members, with the exception of the Dean, shall serve one-year terms.

With the exception of the Dean, no person shall serve more than four consecutive years.

### 2.3 Manner of Election

2.31 Departmental Faculty Representatives: At the beginning of the 1992 fall semester each department shall elect one person for a one-year term and one person for a two-year term. In subsequent years each department shall elect one person for a two-year term at the first department faculty meeting of the academic year.

2.32 The Administrative Representative: At the beginning of the fall semester the Administrative Council shall elect for a one-year term one member of the faculty serving an administrative appointment as department chairperson.

2.33 Other Representatives: The Executive Committee of the College of Education Congress shall nominate and present to Congress an undergraduate student, a graduate student, and a special methods faculty member for confirmation as representatives. The Alumni Association shall select an eligible alumna or alumnus as representative.

2.4 Vacancies: In the case of a vacancy of a representative selected by a unit, the unit will be responsible for filling the seat with an eligible representative within thirty (30) days.

2.5 Quorum: A quorum shall consist of one half of the voting membership of the Congress.

2.6 Meetings: The new Congress shall hold its first meeting in September and at least monthly throughout each academic year. The times and dates of regular meetings shall be determined at the beginning of each semester.

## **ARTICLE III. OPERATING PROCEDURES OF THE COLLEGE OF EDUCATION CONGRESS**

### *Section 1. Officers of the College of Education Congress*

1.1 The officers of the College of Education Congress shall be a Chairperson, a Vice-Chairperson, a Secretary who will also serve as the Secretary to the College of Education Faculty, and a Parliamentarian. The Chairperson, the Vice-Chairperson and the Secretary shall constitute the Executive Committee of the College of Education Congress with the Parliamentarian serving as an alternate on the Executive Committee for any of the other three officers.

1.2 The officers shall serve for one year but may be re-elected.

1.3 The officers shall be elected by the Congress at the first meeting of the academic year following its election, that is, the organizational meeting specified in Article II, Section 2.4 above. This election shall be conducted by the Chairperson of the Congress for the previous year or, in his or her absence, another officer from the previous year.

### *Section 2. Meetings*

2.1 The Congress shall meet at least once each calendar month, September through May, at a regularly designated place and time. The Congress may also meet during the months of June, July, and August.

2.2 Additional meetings of the Congress may be called by the Chairperson, the Dean, the Executive Committee of Congress, or by a petition to any member of the Executive Committee from three (3) or more members of the Congress.

2.3 Congress meetings shall be open to members of all components of the College of Education community except when the need for executive session arises to discuss grievances and/or matters of selection and retention of personnel, as provided in the Preamble to this Constitution, Section 6.

### *Section 3. Agenda and Minutes*

3.1 An agenda for each meeting of the Congress shall be compiled by the Executive Committee of Congress. This agenda shall be published and distributed to the faculty of the College of Education and to special methods faculty, and to all representatives to Congress at least four (4) week days prior to each regular or special meeting, except in emergencies. One (1) copy of the agenda of each meeting of the Congress shall be distributed to each component unit represented on the Congress other than faculty. The agenda shall serve as the official order of business for the meeting of Congress. Any changes or additions to the agenda must be approved by a two-thirds (2/3) majority of Congress members present at the meeting and voting.

3.2 Minutes of the Congress shall be published and distributed to members of the Congress and faculty of the College of Education and to special methods faculty. One (1) copy of the minutes of each meeting of the Congress shall also be distributed to each component group represented in the Congress.

3.3 Copies of minutes of each meeting of the Congress and voting records of congressional elections shall be retained in the offices of the Dean and the Secretary of the Congress. These duplicate records are the official records of the College of Education Congress.

*Section 4. Quorum.* One-half (1/2) of the elected membership of the Congress shall constitute a quorum.

*Section 5. Approval of Motions.* A motion before the Congress is passed when a quorum is present and when approved by a greater than fifty percent (50%) majority of those present and voting.

*Section 6. Rules of Procedure.* The Congress shall adopt rules of procedure acceptable to the majority of those Congress members present and voting at each annual organizational meeting, that is, the meeting at which the officers of Congress are elected for the academic year. The Congress will function according to these rules at all subsequent meetings during that academic year and the following summer. Rules of procedure may be amended or suspended at any meeting by a fifty percent (50%) majority of members of Congress present and voting.

*Section 7. Committees*

7.1 The Congress shall create such ad hoc or standing committees as are necessary to provide for the implementation of faculty authority as is outlined in Article I, Section 5.

7.2 In all matters pertaining to the rights of faculty members, such as Article I, Section 5, Subsections 5.15, 5.16, committees concerned with implementing policy and review (*Article I, Section 5.3*) shall be comprised only of the faculty members of the College of Education.

7.3 In all matters pertaining to the rights of students, such as Article I, Section 5, Subsections 5.14 and 5.18, committees concerned with implementing policy and review (*Article I, Section 5.3*) shall include students enrolled in a teaching curriculum or graduate program, respectively.

**ARTICLE IV. AMENDMENTS,  
BY-LAWS AND ADOPTION PROCEDURES**

*Section 1. Amendments:* Amendments to this Constitution require approval by a two-thirds (2/3) majority of the Congress and by a greater than fifty percent (50%) majority of the members of the faculty of the College of Education voting on the amendment in accordance with Article I, Section 6.2.

*Section 2. By-Laws:* By-Laws to this Constitution shall be initiated by the Congress, approved by a two-thirds (2/3) majority of the Congress and by a greater than fifty percent (50%) majority of the members of the faculty of the College of Education voting on the By-Laws in accordance with Article I, Section 6.2.

*Section 3. Adoption and Revision of this Constitution*

3.1 This third revision (2007) of the Constitution shall become effective upon approval by a two-thirds (2/3) majority of the Congress and by a greater than fifty percent (50%) majority of the voting members of the faculty of the College of Education voting on the revision. The responsibility for distribution of the proposed Constitution and supervision of the voting on the Constitution resides with the Secretary of the College of Education Congress.

3.2 A decision to review this entire Constitution for possible revision may be made by the Dean of the College of Education, the Executive Committee of Congress, or by vote of a greater than fifty percent (50%) majority of Congress. Any review shall be conducted in a manner specified by Congress.