

BY-LAWS OF THE FACULTY ASSEMBLY  
OF THE CATHOLIC UNIVERSITY OF AMERICA

Approved May 7, 2018

PROLOGUE

The heart of a university consists of its faculty. As John Henry Newman said so well, the faculty consists of “an assemblage of learned [persons], zealous for their own sciences, and rivals for each other, for the sake of intellectual peace adjusting together the claims and relations of their respective subjects and investigations. They learn to respect, to consult, and to aid each other. Thus is created a pure and clear atmosphere of thought which the student also breathes.”

To provide a forum for discussion and to provide a means for concerted action, the ASSEMBLY OF THE FACULTY OF THE CATHOLIC UNIVERSITY OF AMERICA is hereby organized. Its aim is to bring the faculties of the various Schools of the University together and assist them in initiating dialogue and exchange of ideas on issues that are of interest and importance to the faculty and to the University as a whole.

I. NAME

The NAME of this body shall be “The ASSEMBLY of the Faculty of the Catholic University of America.”

II. AIMS

This ASSEMBLY envisions its role as one of service to the Catholic University of America: to aid its search for truth and to foster its progress in excellence. To this end, the ASSEMBLY shall endeavor:

- 1) To consider matters of general concern to the University, deliberating upon them and accordingly recommending to the appropriate authorities measures for the common good.
- 2) To stimulate and to give expression to interdisciplinary communication and collaboration among the schools of the University.

III. MEMBERS

All full-time faculty members of the several Schools of the University qualify for membership. By participating in a meeting or a vote or other action of the Faculty ASSEMBLY, a qualified person is automatically admitted as a member.

IV. OFFICERS

The officers shall be a President and President-elect, who together with elected representatives from the ecclesiastical, professional, and arts and sciences faculties, form an Executive BOARD.

The President of the ASSEMBLY and the President-elect shall be *ex officio* Chairperson and vice-Chairperson of the Executive BOARD. The Executive BOARD will elect one of its members as a Secretary and other officers that are necessary to carry on its business.

The President shall be elected by the faculty at large the year prior to his term of office. The President-elect will serve as Vice-Chairperson of the Executive BOARD and shall exercise the usual functions of such offices.

The Executive BOARD shall be constituted of one representative each from the ecclesiastical, professional, and arts and sciences faculties. The term of office for the Chairperson, Vice-Chairperson and members of the Executive BOARD, shall be two years. One-half of the Executive BOARD shall stand for re-election each year. In the case of temporary vacancies due to sabbatical leave, sick leave and similar causes, the executive BOARD shall have the power to name substitutes who will serve on an interim basis not to exceed one year. Members of the BOARD shall not succeed themselves immediately.

Nominations for the President-elect and members of the executive BOARD shall be by the Nominating committee, which shall circulate a slate of the candidates for each open position. Elections should be held at the beginning of the Fall semester and will be by written ballot. Write-in candidates are recognized.

#### V. MEETINGS

Regular Meeting shall be held two times during the academic year, one each during the Fall and Spring semesters. The call for a Regular Meeting shall be issued not less than one week before the date it is to be convened. Special Meetings shall be called by the President upon written request of ten members.

A quorum of the ASSEMBLY shall be 30 members.

Meetings shall be conducted according to *Robert's Rules of Order*, but the ASSEMBLY may suspend them by a 2/3 vote, a quorum being present.

A written agenda shall be circulated at least one week before a regular meeting. In the event of a special meeting, the reason for the meeting shall be announced with the call. Meetings shall begin with the approval of the agenda, which requires a 2/3 vote, a quorum being present.

Motions of substance intended for action at the ensuing meeting shall be listed in it. Motions of substance made from the floor shall not be formally acted upon (although discussion is in order immediately), until the next meeting and shall appear upon the agenda for it. The ASSEMBLY may overrule this provision by a 2/3 vote, a quorum being present. Any five members, on written request to the Executive BOARD, may have a motion included in the agenda for the next meeting.

#### VI. EXECUTIVE BOARD

There shall be an Executive BOARD, representative of the ecclesiastical, professional, and arts and sciences faculties of the University, consisting of the Chairperson, Vice-Chairperson, and one elected representative from the ecclesiastical, professional, and liberal arts faculties. The BOARD shall hold regular monthly meetings during the academic year and special meetings at the call of the Chairperson. A quorum of the BOARD shall be a simple majority of its members. The functions of the BOARD are:

- 1) To set up the agenda for meetings, to issue the call for them, to receive and to transmit to the Faculties reports and information of general concern.
- 2) To assist in carrying out the actions of the ASSEMBLY and to make progress reports with respect thereto.
- 3) To issue all formal statements on behalf of the ASSEMBLY only upon authorization of the ASSEMBLY, itself.
- 4) To act on behalf of the ASSEMBLY in emergencies in matters requiring immediate action when it is not feasible to call a special meeting, such action to be reported to the ASSEMBLY for confirmation at the next meeting.

- 5) To act as Committee on Committees for the ASSEMBLY. The BOARD's members shall themselves be eligible for membership on any committee. The BOARD shall set up such committees as the ASSEMBLY directs.
- 6) To fill, *pro tem*, any vacancies among its own members until the next election.

#### VII. COMMITTEES

There shall be a Nominating Committee, selected by the BOARD two months before the annual elections. Nominating Committee members are not debarred from being candidates for office by membership on it. The number and composition of other Standing and Special Committees shall be determined by the ASSEMBLY. Committee members may be nominated from the floor and then appointed by the Executive BOARD, who may also appoint other members in the absence of contrary instructions from the floor. The Chairperson is *ex officio* a member of all committees except the Nominating committee. The quorum for a committee is a majority.

#### VIII. AMENDMENTS

An amendment to these By-Laws must be proposed at one meeting and appear on the written agenda for the next one, at which it may be passed by a 2/3 majority, a quorum being present.