

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 Chair and Chair-Elect shall be elected by the Council for a term of two years, beginning with the fall semester following the election.

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

Amended July 16, 2013

APPENDIX B

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY FACULTY/STAFF ASSOCIATION

BYLAWS

1. ELECTION OF COUNCIL MEMBERS

- A. All elections for Council members shall be by secret ballot. Absentee ballots may be obtained four (4) days prior to the election from the Chair of the Election Committee. The absentee ballots must be cast at least one (1) day prior to the day of the election. Absentee ballots will be tallied on the day of the election.
- B. Each year, the Chair shall appoint a committee of three Council members to supervise the nomination and election of the Council members. (At the original election, these duties shall be assumed by the committee elected to draft this Constitution). The election of Council members shall take place during the week between the summer and fall semesters.
- C. The Election Committee shall announce the dates of the election at least one month in advance and shall in its announcement solicit nominations from the faculty and the staff. Nominations shall be petitioned for Council members; the petition shall be signed by at least one (1) Association member and shall be in the hands of the Election Committee by 4:30 p.m., seven (7) days before an election.
- D. If seven (7) days before an election the committee shall not have received two valid nominations for each vacancy, the committee shall propose names of Association members to make up the deficiency.
- E. At a meeting of the Association, Council members shall be elected by secret ballot, and each Association member shall be permitted to vote for as many candidates as there are vacancies to be filled. Candidates receiving a majority of the votes cast shall be declared elected. The remaining positions shall be elected by a runoff election among the top candidates. The number of candidates in the runoff election shall be one greater than the number of positions to be filled.
- F. Filling Vacancies - If the Office of Chair becomes vacant, the Chair-Elect shall assume the post of Chair and shall serve for the remainder of the term of office. When the office of the Chair-Elect, Secretary, Treasurer or any other Council seat is vacant, the Chair shall appoint, upon approval of the Council, a Faculty or Staff member to fill the vacant Council seat. The appointee shall complete the term of the person whom he/she is replacing.

2. MEETINGS

A. Meetings of the Faculty/Staff Association

1. Meeting of the Association shall be called by the President of the Association or the Council Chair. There shall be at least one meeting of the Association each semester, and special meetings shall be called by a majority of the Council, or by a petition signed by ten (10%) percent of the Association.
2. A quorum shall consist of thirty (30%) percent of the members of the Association.
3. In the absence of the President of the Association, he/she will appoint a designated representative to preside.
4. All Association meetings shall be conducted according to Robert's Rules of Order.

B. Meetings of the Council

1. The Council shall hold regularly scheduled meetings at 11:30 a.m. on the third (3rd) Tuesday of each month at the discretion of the Chair.
2. Special meetings may be called at the written request of (1) the President, (2) Council Chair, or (3) three Council members.
3. A quorum shall consist of a simple majority of members of the Council.
4. The Chair of the Council shall preside at meetings of the Council. If he/she is absent, the
Chair-Elect shall preside. If both the Chair and the Chair-Elect are absent, the Treasurer or Secretary shall preside while the Council elects a Chair pro-tem.

C. Rules for Voting by E-mail – Faculty/Staff Council (hereafter called “the Council”) only

1. All participants must have access to email to participate in the e-vote.
2. A minimum notice of three (3) days shall be provided to all participants via email by the Council
Secretary or other officer designated by the Chair.
3. Motions to be voted on by email must be answered with a simple yes, for the motion or no, against the
motion. No conditions (i.e. “as long as....” or “only if...”) may be stipulated in the vote.
4. The Chair shall develop the time frame for discussion of the motion and the e-vote.

5. A majority of current Council voting members must participate in an email vote for the vote to be
considered valid. The current majority is fourteen (14).
6. The number of votes required to approve a motion will be a majority of votes cast. The minimum
number is eight (8).
7. Voting Council members may not change the subject line of the email to ensure votes are received,
identified and counted.
8. The email ballot shall allow a Council member to check that he or she is in favor of or opposed to the
particular action.
9. The Secretary or other officer designated by the Chair shall tally the votes and report the result of the
vote to the Council, including the number of votes cast for and against the motion. This report shall be
submitted to the Council members via email.
10. The chair shall announce the results of the vote at the next regularly scheduled meeting of the Council.
11. If a motion fails by an email vote, it may not be moved again until the next regularly scheduled
meeting of the Council.

D. The Agenda

1. Before each regular meeting, the Chair shall prepare an agenda clearly setting forth each subject to be discussed by the Council and shall provide each member of the Council with a copy of the agenda at least seven (7) days prior to the regularly scheduled meeting.
2. Items shall be placed on the agenda at the request of any member of the Council or of ten (10%) percent of the Association. When an Association member feels that the Council should discuss a subject, he/she shall ask one of the Council members to place it on the agenda. In the event that no Council member is willing to bring up the matter, the Association member may require the Council to discuss the subject by presenting it to the Secretary as a petition signed by at least ten (10%) percent of the Association at least seven (7) days before a regularly scheduled meeting of the Council under the provisions of Section B-2 of this article.

2. The requirement that the agenda be provided shall in no way prohibit the Council from discussing any matter which shall arise, but the body shall not vote on any matter not announced in the agenda, unless it is routine business, without the unanimous approval of the Council members present.

E. The Meeting Reports

Within five (5) working days following each regular session or special session, the Secretary shall provide each member of the Council with a written report of the meeting. An Association member may request perusal of the minutes of any meeting of the Council.

3. REFERENDUM

The Association shall have the power to nullify any Council decision. The Association members may require a special meeting of the Association by presenting to the Secretary a petition protesting a particular action of the Council. To be valid, the petition must contain the signatures of at least ten (10%) percent of the Association and must be in the hands of the Secretary within 21 working days of the time the disputed decisions have been made. When such a valid petition has been received by the Secretary, the President of the Association shall call a meeting of the Association within a reasonable time and notify all members at least one week beforehand. Within a week after the Association has discussed the matter, the Secretary shall poll the Association by secret ballot. The Chair shall appoint three tellers: one Council member, one petitioner, and one disinterested member of the Association. If a majority of the Association members vote to nullify the decisions, the action of the Council shall be void.

4. COMMITTEES

A. General

1. The Council will exercise its function with the assistance of two categories of committees: Standing Committees of the Association and Special Committees created by the Association.

2. The Standing Committees of the Association are its operating agents. They shall recommend actions and policies for approval by the Council. In addition, all but the Rules and Procedures Committee shall be available to consult with and advise administrators and other members of the Oklahoma State University Institute of Technology community on matters

concerning participation of faculty and staff in the government of the university at all levels. Nonmembers with special qualifications may be asked to join in deliberations of a committee, but in no case shall specialists be entitled to vote.

3. Special committees may be created by the Council to consider particular problems. Such committees shall direct their reports to the Council for its approval.

4. Committees shall adopt their own rules of procedures and appoint such subcommittees as needed. A committee member may appeal to the Council against committee rules when he/she considers a violation of the spirit of the procedures of the Council.

B. Standing Committees

1. Standing Committees of the Association will be appointed by the Election Committee and approved by the Council. A Standing Committee may be abolished by a vote of not less than two-thirds of the Association.

2. The term of membership on a Standing Committee shall begin at the fall meeting of the Association and shall continue for one year. Successive terms on the same committee shall be permitted.

3. Committee members shall be approved by the Council in accordance with the following procedures:

a. The Election Committee shall be composed of the members of the Rules and Procedures Committee and two or more members of the Association. The Chair of the Council shall serve as ex-officio of this committee.

b. A committee nominating schedule designating members and Chairs of the Standing

Committees will be submitted by the Election Committee in the agenda for the Fall Association meeting. The Election Committee shall be guided by the following principles:

(1) Each committee shall be composed of members who represent different subject matter groups and insofar as possible whose terms expire in different years.

(2) The Chair of the Council shall not serve on any of the Standing Committees of the Association, except the Election Committee.

(3) The Election Committee should give consideration to requests of Association members regarding committee assignments.

(4) The committee Chair shall serve an additional year as a member of the committee.

4. Association members may participate in the deliberations of those committees and subcommittees of which they are not members. Upon proper written request, they are entitled to receive all information furnished committee members, particularly notification of calls for meetings. They are not entitled to vote at such meetings.

5. The Standing Committees of the Association shall be as follows:

a. Rules and Procedures Committee shall consist of two or more members from the Council. This committee shall be responsible for rules and procedures relating to faculty and staff participation in Oklahoma State University Institute of Technology government at all levels.

Its function shall include the following:

- (1) Consideration of organizational problems of faculty and staff and preparation of amendments to the Charter, Constitution and Bylaws of the Association;
- (2) Preparation of regulations for Association elections, and conducting and supervising such elections;
- (3) Recommending the creation or abolition of Association Committees;
- (4) Recommending procedures for establishing new Oklahoma State University Institute of Technology institutional committees, boards, and councils;
- (5) Recommending procedures for faculty and staff participation in the government of the university;
- (6) Recommending procedures for faculty and staff participation in administrative organization and reorganization at all levels, including creation and reorganization of departments;
- (7) Recommending procedures for faculty and staff participation in selecting administrative personnel;
- (8) Recommending procedures of faculty and staff liaison with the President of Oklahoma State University, the Board of Regents, and the Oklahoma State University Faculty and Staff Advisory Councils.

The committee shall also serve as part of the Election committee of the Council.

b. Faculty Advisory Committee shall consist of two or more Faculty members from the Council and three or more Faculty members from the Association. The functions of this Committee shall include but are not necessarily limited to the following:

- (1) Recommending policies, governing faculty status; including appointments, reappointments, dismissals, promotions, leaves, performance standards, employment working conditions, workloads, research activities and similar concerns of the Faculty.
- (2) Shall be available to consult with and advise the President on matters which require application or interpretation of policies concerning the Faculty not otherwise provided for within the Bylaws.
- (3) Shall work in conjunction with the Executive Vice-President, Academic Affairs, recommending policies concerning professional development of faculty in areas of continuing education, seminars, workshops, conferences, etc.

(4) The committee shall appoint a Faculty Awards and Recognition Sub-Committee consisting of three (3) faculty members, one (1) staff member, one (1) student senator, and one (1) former Outstanding Faculty member.

a. This sub-committee will be responsible for:

i. Screening all faculty nominees according to established guidelines.

ii. Requesting and accepting nominations for the award. Nomination forms will be distributed the first Monday in March and must be returned no later than the first Monday in April.

iii. The selection process will begin the first week of April by sending letters to all nominees and a final decision will be made by the first Monday in May.

iv. Contact the Faculty/Staff Council Chair with winner.

v. Contact OSUIT Fiscal Services with winner's name.

vi. Present the award at the Annual Employees Banquet consisting of a \$500 cash award along with a gift.

vii. The Sub-Committee shall not be bound to select an Outstanding Faculty recipient if no nominee demonstrates the goals as established within the guidelines as received from the Faculty Advisory Committee.

viii. Publish criteria for the award as deemed necessary.

ix. Recommend procedure changes to the Council as deemed necessary.

c. Staff Advisory Committee shall consist of two or more non-faculty members from the Council and three or more non-faculty members from the Association.

The functions of this committee shall include but are not limited to the following:

(1) Recommending policies governing staff status including appointments, reappointments, dismissals, promotions, leaves, performance standards, employment working conditions, work load and similar concerns of the staff.

(2) Shall be available to consult with and advise the President on matters which require application or interpretation of policies concerning the staff not otherwise provided within the Bylaws.

(3) Shall work with the Vice-President, Academic Affairs, in recommending policies concerning professional development of the staff in the areas of continuing education, seminars, workshops, conferences, etc.

(4) The committee shall appoint a Staff Awards and Recognition Sub-Committee consisting of three (3) staff members, one (1) faculty member, one (1) student senator, and one (1) former Outstanding Staff member.

a. This sub-committee will be responsible for:

i. Screening all staff nominees according to established guidelines.

ii. Requesting and accepting nominations for the award. Nomination forms will be distributed the first Monday in March and must be returned no later than the first Monday in April.

iii. The selection process will begin the first week of April by sending letters to all nominees and a final decision will be made by the first Monday in May.

iv. Contact the Faculty/Staff Council Chair with winner.

v. Contact OSUIT Fiscal Services with winner's name.

vi. Present the award at the Annual Employees Banquet consisting of a \$500 cash award along with a gift.

vii. The Sub-Committee shall not be bound to select an Outstanding Staff recipient if no nominee demonstrates the goals as established within the guidelines as received from the Staff Advisory Committee.

viii. Publish criteria for the award as deemed necessary.

ix. Recommend procedure changes to the Council as deemed necessary.

d. Policies and Benefits Committee shall consist of one faculty member and one non-faculty member from the Council and three or more members from the Association.

The functions of this committee shall include, but are not limited to the following:

(1) Reviewing current fringe benefit and personnel policies (also proposed new policies), making recommendations for proposed changes as they affect faculty and staff including recommending policies and long-range plans concerning retirement and fringe benefits, such as group insurance, tax-sheltered annuities, health services, recreation facilities, and tuition fees for faculty, staff and their dependents.

e. Public Relations Committees shall consist of two or more members from the Council and three or more members from the Association. The functions of this committee shall include, but are not limited to the following:

(1) Shall work in conjunction with the Public Information Office and will be responsible for keeping the University community informed of all activities of the Council through whatever channels of communication are necessary.

5. GENERAL OPERATING PROCEDURES:

A. The Chair of each committee shall report at each regular Council meeting all recommendations of the committee. Only recommendations approved by the Council shall be regarded as officially representing the opinion of the Association and be presented to the Administration as such.

B. A committee should study and monitor university policies and procedures which are within its jurisdiction. It shall also consider these policies and procedures when directed to do so by the Council or when required to do so by an appropriate administrator.

C. Special Committees:

(1) Special committees may be appointed by the Chair of the Council whenever necessary.

(2) The term of a Special Committee shall expire when its final report is accepted by the Council.

(3) Special Grievance Committee: Faculty or Staff who feel that they sustained a grievance which can be resolved only by a hearing before a grievance committee may apply to the Council for formation of such committee. Such committee shall consist of three members appointed by the Chair of the Council and three members appointed by the Administration.

6. OSU INSTITUTE OF TECHNOLOGY PRESIDENT

A. Shall receive recommendations of the Council and acknowledge receipt thereof by reporting at each regular Council meeting on action taken. He/she shall make regular progress reports to the Council if he/she assigns its recommendations to another group for study.

B. Shall provide information necessary or helpful to the Council and Association for the proper discharge of its functions, including information about any major policy changes which are to be recommended to the President of Oklahoma State University, the Board of Regents, or which any group advisory to the President may have under study.

Ratified on December 1, 1992

Amended May 17, 2006

Amended August 30, 2011

Amended July 16, 2013

Amended August 28, 2016

Amended August 30, 2022