

Virginia Tech Administrative and Professional Faculty Senate Constitution and Bylaws

Approved by the Virginia Tech Board of Visitors on June 6, 2023

Administrative and Professional Faculty Senate Constitution

Article I: Name

The name of this organization is the Administrative and Professional Faculty Senate (hereinafter referred to as the A/P Faculty Senate) of Virginia Polytechnic Institute and State University.

Article II: Authority

1. The A/P Faculty Senate derives authority from the University Council Constitution and Bylaws through the voice and intentions of the Administrative and Professional Faculty (hereinafter referred to as A/P Faculty), as described in the Faculty Handbook.
2. The existence of the A/P Faculty Senate does not preclude the existence of or the right of any university employee to belong to any other organization.

Article III: Purposes

The purposes of the A/P Faculty Senate are to:

1. Serve as the representative body for the A/P Faculty employees of the university.
2. Act in an advisory capacity to the University administration and governance structure.
3. Appoint or recommend A/P Faculty representatives to University Council, University Council Cabinet, Commissions, Committees, and ad hoc committees as appropriate.
4. Provide a medium for the exchange of information between A/P Faculty and the university community.
5. Foster a spirit of unity and cooperation.
6. Provide referrals for individual concerns and problems to appropriate organizations or personnel.
7. Accept and share responsibility with the administration, staff, faculty, and students in all efforts to attain the stated goals of the University.

The A/P Faculty Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the Staff Senate, Faculty Senate, Graduate and Professional Student Senate, and Undergraduate Student Senate, the university and senate commissions, and their related committees, and the University Council. Domains of responsibility for each senate are outlined in Article VII of the University Council Constitution. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council, the university commissions formulate and recommend policies directly to University Council. All senates have at least one commission assigned to them. The University Council makes policy recommendations to the president. Final authority rests with the president of the university and the Board of Visitors. Because these bodies constitute a legislative system, their function, relationships, and the processes they hold in common are defined in the University Council constitution and bylaws. All aspects of the A/P Faculty Senate not defined in those documents are defined in the A/P Faculty Senate constitution and bylaws.

A/P Faculty Senate policy recommendations are advanced in the form of resolutions as described in Article III of the University Council Bylaws.

Article IV: Membership

1. The A/P Faculty Senate will initially consist of thirty voting senators elected from among the following constituent areas, as defined in the faculty handbook, at the university: Extension, Research, Academic Support, Student Affairs, Athletics, General Professional, and General Administrative.
2. There will be six possible non-voting members representing university organizations:
 1. One representative from the Staff Senate,
 2. One representative from the Faculty Senate,
 3. One representative from the Undergraduate Student Senate,
 4. One representative from the Graduate and Professional Student Senate,
 5. Past-President of A/P Faculty Senate, if no longer serving as a senator,
 6. The senior university administrator responsible for Human Resources or their designee.

Article V: Term of office

1. The term of office for A/P Faculty Senators will be three years. Each term will begin on July 1.

2. Terms will be staggered to permit the election of approximately one-third of the Senate body each year. Transfer of a member from one constituent area to another will result in the member completing out the current academic year representing the constituent area to which they were elected. The selection of a replacement for that individual by their constituent group to complete the remainder of the three-year term of office will occur during the annual senator election process. The transferred member will automatically become an alternate in the new constituent area for the remainder of their three-year term unless there is an open permanent position in the new constituent area.
3. Movement of a member within the same constituent area will not affect their unexpired term on the A/P Faculty Senate.
4. A senator may be reelected for up to two consecutive three-year terms. There are no restrictions on serving as an alternate.
5. Vacancies may occur as a result of termination of employment, transfer, retirement, resignation, or by a majority vote of the A/P Faculty Senate to remove a senator following three consecutive unexcused absences from regular meetings during any calendar year.
6. The retiring President of the A/P Faculty Senate will serve as a non-voting advisor to the Executive Committee for one year. If their elected term as a senator has expired, they will serve as a non-voting member of the A/P Faculty Senate and Executive Committee.

Article VI: Elections

Elections by the A/P Faculty Senate will be conducted in accordance with the A/P Faculty Senate Constitution and Bylaws.

Article VII: Officers

Section 1: Titles

The four officers of the A/P Faculty Senate are the president, vice president, secretary/treasurer, and parliamentarian.

Section 2: Term of Office

1. Officers will be elected annually by the A/P Faculty Senators. Officers must be current A/P Faculty Senators; Senator alternates may not serve as an officer. Each term will begin at the end of the June regular meeting.

2. If a mid-year A/P faculty role or senior administration reporting structure change occurs such that the constituent group the officer represents changes, the officer may complete out the academic year representing the constituent group to which they were elected and thereby also completing the year in the officer role.
3. Officers will be eligible for re-election but may not serve more than two consecutive terms in the same office.
4. The A/P Faculty Senate may, by a two-thirds vote of the A/P Faculty Senate membership eligible to vote and present at the meeting, remove any officer.
5. In the event an officer, excluding the president, will take office and for some reason be unable or unwilling to complete their term of office, a special meeting will be called and a special election held to fill the vacated office for the remainder of the vacating officer's term.
6. In the event that the president for some reason is unable or unwilling to complete their term of office, the Bylaws address how the vacancy is to be handled.
7. The immediate past president of the A/P Faculty Senate shall serve as an advisor to the Executive Committee for one year. If their elected term as a senator has expired, they shall serve as a non-voting member of the A/P Faculty Senate and Executive Committee.

Article VIII: Commission on Administrative and Professional Faculty Affairs

Section 1: Description

All policy recommendations from the A/P Faculty Senate must first be advanced and approved by the Commission on Administrative and Professional Faculty Affairs before they are voted on by the Senate.

Though CAPFA is part of the Senate, its charge and membership are maintained within Article VIII of the University Council Constitution and cannot be altered directly by the Senate. The charge and membership of CAPFA are repeated here for convenience.

Section 2: Charge

To study, formulate, and recommend to the A/P Faculty Senate policies and procedures affecting the working conditions of administrative and professional (A/P) faculty. Areas for consideration include morale of administrative and professional faculty; procedures for appointing, non-reappointing, evaluating, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational and personal leave, and extra-university professional activity; and matters of equity and diversity that affect A/P

faculty. The Commission is also responsible for reviewing allegations of unprofessional or unethical conduct against an A/P Faculty member and grievances advanced to the level of the Executive Vice President and Provost or the Vice President for Human Resources and for advising these administrators prior to their taking action.

Section 3: Membership

- The A/P Faculty Senate Vice President will Chair CAPFA
- Vice President for Human Resources or designee
- Associate Director for Field Operations & Administration, VCE or designee
- Vice Provost for Faculty Affairs or designee
- One academic dean selected by the Council of College Deans
- Three elected A/P representatives from general administration
- Two elected A/P representatives from Extension
- Three elected A/P representatives from academic support areas
- One elected A/P representative from student affairs
- One faculty senator elected by the Faculty Senate
- One staff senator elected by the Staff Senate
- One representative from the Graduate and Professional Student Senate
- One representative from the Undergraduate Student Senate

Article IX: University Council, Commissions, and Committees

Senators and A/P Faculty representatives to the University Council, University Council Cabinet, and commissions will be elected by the A/P Faculty Senate by simple majority vote of the A/P Faculty Senate eligible to vote and present at the meeting. Nominations for election may include A/P Faculty Senators-elect.

Senators from the General Administrative constituent area will not be able to represent the A/P Faculty Senate on University Council.

Nominations of senators and A/P Faculty employees requested by the president or other administrator of the university to serve on university standing or ad hoc committees will be approved by a majority vote of the A/P Faculty Senate. Nominations may include Senators-elect. Terms of appointment and responsibilities are prescribed in the Constitution and Bylaws of the University Council.

Senators and A/P Faculty representatives to the University Council, University Council Cabinet, Commissions, or Committees will

1. Represent the position of the A/P Faculty Senate and A/P Faculty in the discharge of responsibilities,
2. Bring matters of A/P Faculty concern before the respective University Council, University Council Cabinet, commission, or committee.
3. Inform the A/P Faculty Senate of pertinent matters to be considered and actions taken by either
 1. Forwarding copies of meeting minutes to the secretary/treasurer within ten business days after approval of minutes by the respective University Council, University Council Cabinet, Commission, or Committee, or by
 2. Summarizing discussions and actions taken at meetings of each University Council, University Council Cabinet, Commission, or Committee and forwarding to the secretary/treasurer within ten business days after each meeting if no official minutes are kept at the meeting.

Article X: Committees

The A/P Faculty Senate will form the following committees. The charge of each will be defined in the bylaws.

1. An Executive Committee consisting of the president, vice president, secretary/treasurer, parliamentarian, chair of each Senate standing committee, and the past-president of the A/P Faculty Senate serving in a non-voting advisory capacity.
2. Three standing committees:
 1. Policies and Issues,
 2. Communications, and
 3. Elections and Nominations.
3. The President of A/P Faculty Senate may designate standing, special, and/or ad hoc committees as approved by the A/P Faculty Senate.

Article XI: Quorum

A quorum of the Senate or one of its committees is defined as a majority of the total eligible voting membership of the Senate or committee, respectively. A quorum is required at all A/P Faculty Senate and committee meetings in order to conduct business. Meetings may be held without a quorum, but votes cannot be taken.

Article XII: Initial Adoption of the Constitution and Bylaws

The initial adoption of the Constitution and Bylaws was ratified by a simple majority vote of the Commission on Administrative and Professional Faculty Affairs' voting members and by the University Council, President of the University, and Board of Visitors. The initial Constitution and Bylaws were approved by the Board of Visitors on March 22, 2021.

Article XIII: Amendments to the Constitution or Bylaws

Section 1.: Development

Amendments to the constitution require a CAPFA resolution; amendments to the bylaws do not. Proposed amendments to the A/P Faculty Senate Constitution and Bylaws must be submitted to the Executive Committee for review and clarification. Upon approval by the Executive Committee, amendments to the constitution proceed to the CAPFA prior to review and vote in the Senate, amendments to the bylaws proceed directly to the Senate.

Section 2: Approval of Amendments to the Constitution

Amendments to the constitution become effective upon the following sequence of actions:

1. An affirmative majority vote by the CAPFA.
2. An affirmative vote of two-thirds (2/3) of the senators present and voting, provide that a quorum has been reached.
3. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
4. Approval by the president of the university.

Section 3: Approval of Amendments to the Bylaws

Amendments to the bylaws become effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached.

Section 4: Notice of Proposal

Notice of proposal to amend the Constitution and/or bylaws shall be given in the A/P Faculty Senate agenda and considered at no fewer than two meetings of the A/P Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. The

proposed amendment shall be distributed with the agenda.

Article XIV: Corrections to the Constitution and Bylaws

Corrections of typographical/grammatical errors and updating terminology, where appropriate, are permitted without going through the amendment process for both the Constitution and Bylaws. These corrections should be noted in the changelog.

Administrative and Professional Faculty Senate Bylaws

[approved by A/P Faculty Senate February 15, 2023]

Article I: Duties of officers, senators, and non-voting members

Section 1: Officers

All officers are responsible for ensuring a smooth transition to their successor and an orderly transfer of official records.

1. The President will
 1. Preside at all regular and special meetings.
 2. Enforce all regulations and policies.
 3. Preside over the Executive Committee.
 4. Prepare the organizational chart of the Administrative and Professional Faculty Senate (hereinafter referred to as the A/P Faculty Senate).
 5. Submit the budget at the July regular meeting for approval each year.
 6. Call special meetings.
 7. Prepare an agenda for the Secretary to distribute to the Administrative and Professional Faculty (hereinafter referred to as A/P Faculty) Senators and non-voting members seven days prior to the next regular meeting.
 8. Authorize disbursement of funds. (Such disbursements will be made by the Secretary/Treasurer.)
 9. Designate chairs of the standing committees in consideration of committee recommendation.
 10. Serve as a member of University Council.
 11. Serve as a member of University Council Cabinet.
 12. Serve as the A/P Faculty representative to the Board of Visitors.
 13. Establish ad hoc committees as approved by the A/P Faculty Senate, appoint members and designate chairs of these committees as appropriate.
 14. Perform other such duties as associated with this office.
 15. Ensure a smooth transition to the president-elect at the end of the president's term and an orderly transfer of official records.

2. The Vice-President will
 1. Preside in the absence of the President.
 2. Serve as the principal assistant to the President.
 3. Serve as Chair of the Commission on Administrative and Professional Faculty Affairs.
 4. Serve as a member of University Council.
 5. Coordinate legislative activity.
 6. Fulfill any term vacated by the President.
 7. Perform other such duties as associated with this office.

3. The Secretary/Treasurer will
 1. Conduct a roll call, record attendance and advise the President if a quorum is present at the beginning of each meeting.
 2. Prepare minutes of all A/P Faculty Senate meetings and maintain them as permanent records.
 3. Distribute copies of the minutes to each member within ten days after meetings. The use of electronic mail is encouraged whenever possible.
 4. Distribute copies of agenda and information packages to each member within seven days prior to the next regular meeting. The use of electronic mail is encouraged whenever possible.
 5. Maintain all records of the A/P Faculty Senate including
 - Fiscal records,
 - Mailing lists (electronic and campus),
 - List of senators including term of office, and
 - List of senators serving on the University Council, University Council Cabinet, commissions, and committees including term of office.
 6. Make authorized disbursements of funds. Submit quarterly financial reports of expenditures to the Executive Committee. Both the President and the Secretary/Treasurer will authorize all payments.
 7. Perform other such duties as required by this office.
 8. Receive and retain the summaries and/or minutes from Councils, Commissions, and Committees on which A/P Faculty serve.

4. The Parliamentarian will
 1. Advise the President on parliamentary procedures in accordance with the parliamentarian authority used by University Council.

Section 2: A/P Faculty Senators

1. The A/P Faculty Senators will

1. Make informed decisions.
2. Vote on matters brought before the A/P Faculty Senate.
3. Serve on at least one standing committee.
4. Serve on University Council, University Council Cabinet, commissions, and committees when appointed.
5. Communicate to their constituent area on issues brought before the A/P Faculty Senate.
6. Seek opinions of their constituent area on pertinent matters concerning the A/P Faculty Senate.
7. Represent the position of their constituent area and be accountable to their constituent area.

2. The Alternate Senators should

1. Attend A/P Faculty Senate meetings whenever possible.
2. Vote only when their senator is absent.
3. Serve on University Council, University Council Cabinet, commissions, and committees when appointed.
4. Fill any vacant seat as Senator for their constituent area should the vacancy arise outside of the election cycle.

All members will attempt to attend meetings of University Council, University Council Cabinet, commissions, and committees to which they are assigned. If unable to attend the member will send an alternate if possible.

Article II: Elections

1. The elections process for A/P Faculty Senators, from the constituent areas will be conducted and monitored by the Elections and Nominations Committee before March 31 each year.
2. The number of Senators elected will be from the following constituent areas:
 - Extension: 3 Senators,
 - Research: 3 Senators,
 - Academic Support: 6 Senators,
 - Student Affairs: 3 Senators,
 - Athletics: 3 Senators,
 - General Professional: 9 Senators and,

- General Administrative: 3 Senators

Each constituent area will elect a minimum of one alternate to serve on the A/P Faculty Senate.

3. The Elections and Nominations Committee will accept nominations on a rolling basis and begin taking nominations for President, Vice President, Secretary/Treasurer, Parliamentarian, representatives to the University Council, Commissions, Advisory Councils, and Committees and other appointments at the February regular meeting.
4. Permission must be obtained from candidates before names are placed on the election ballot.
5. Election of officers will be held by April 1. Election and/or nomination of representatives to the University Council, Commissions, Advisory Councils, and Committees and other appointments will be completed by June 1.
6. A majority vote of those present and voting will be necessary to elect officers and/or representatives. In case no candidate receives a majority, the candidate receiving the fewest votes will be removed from each successive ballot until one candidate receives a majority. In the event of a two-way tie, the Executive Committee will select a method for tie breaking.
7. All those elected will assume responsibilities at the end of the June regular meeting.
8. The Vice President will automatically be nominated for the office of the President when a vacancy in that office will be slated to occur. If the Vice President's term on the A/P Faculty Senate is expiring or the VP refuses the nomination then the Elections and Nominations Committee will be charged with finding another nominee from among the members of the Executive Committee or Past Presidents of the A/P Faculty Senate whose terms on the Senate are not expiring. If no member of the Executive Committee or a Past president will accept the nomination, the Election and Nominations Committee will open nominations for President up to the current Senators.
9. If a position becomes vacant, an alternate from the same constituent area will be asked to fill the vacancy to complete the year of the person vacating. A permanent replacement will be decided during the annual election.

Article III: Committees

1. Executive Committee
 1. Screens proposals from A/P Faculty for A/P Faculty Senate consideration,
 2. Acts on behalf of the A/P Faculty Senate between regular meetings. All such actions will be reported for confirmation at the next Senate meeting,

3. Approves, by majority of those eligible to vote and present at the meeting, initial composition, changes and additions to the membership of standing committees made by the President,
4. Implements the rules and regulations of the A/P Faculty Senate,
5. Assists in interpreting the intent of the A/P Faculty Senate Constitution and Bylaws,
6. Determines if a senator's absence from a regular meeting is excused,
7. Assists the President in preparing the budget,
8. Meets at least once a month prior to the regular Senate meeting.
9. Addresses occasional changes to the regular meeting schedule of the A/P Faculty Senate.
10. Is sensitive to the inclusion of employees who are representative of the various types of full and part-time A/P Faculty employees, occupational classifications, and organizational units.

2. Standing Committees

1. General Guidelines

1. Members of standing committees will be appointed by the President and approved by a majority vote of the Executive Committee. The President will also designate a chair for each standing committee.
2. Unless requested by the senator, membership on a standing committee will not change during the senator's term of office.
3. Each member of the A/P Faculty Senate will serve on at least one standing committee.
4. Minutes will be kept for each standing committee meeting. Each standing committee will also submit an annual report of its activities and any pending matters to the Executive Committee at the June Executive Committee meeting.
5. The scope of the charges of the standing committees will be established by the A/P Faculty Senate in accordance with the bylaws.
6. Standing committees will establish goals, objectives, and priorities. They have the authority to investigate, carry out activities necessary to perform their charges, prepare reports, offer recommendations, and make parliamentary motions.
7. Standing committees may establish subcommittees to address specific issues as needed. Membership of subcommittees will consist of members of the respective standing committee. Chairs of subcommittees will be appointed by the chair of the respective standing committee.

8. Standing committee chairs will convene their committees no less frequently than once a month unless approved by the Executive Committee.
9. At the end of each term, each committee chair will provide to the respective incoming chair appropriate information to facilitate continuity (e.g., charges, goals, unfinished business, investigatory materials, past and pending parliamentary motions).
 - a. Policies and Issues Committee - Primary Responsibilities
 1. Manages the collection and compilation of feedback on resolutions submitted to the A/P Faculty Senate.
 2. Serves as a link between the A/P Faculty Senate and the Office of Human Resources and/or University Administration in general on personnel and related matters.
 3. Brings to the A/P Faculty Senate's attention changes in policies and procedures that may affect A/P Faculty and advises the Senate on these issues. This includes monitoring the activities of the University Council, University Council Cabinet, commissions, and committees that may affect A/P Faculty.
 4. Provides assistance to A/P Faculty in obtaining educational leave, tuition waivers, and other educational opportunities.
 5. Oversees voting on proposed amendments to the Constitution and Bylaws of the A/P Faculty Senate.
 - b. Communications Committee - Primary Responsibilities
 1. Coordinates communications to employees and the university community and supports the executive committee in matters pertaining to the Board of Visitors and the Virginia State Legislature as to the mission of the A/P Faculty Senate.
 2. Communicates information to A/P Faculty concerning new employee orientation, employee training and development, incentives and rewards, benefits, retirement planning, and related matters utilizing university and non-university media and/or other appropriate means as needed.
 3. Interfaces with university and non-university media sources to provide information on A/P Faculty Senate activities when appropriate.
 4. Fulfills communications needs of the A/P Faculty Senate as requested by the President or Executive Committee.

- c. Elections and Nominations Committee - Primary Responsibilities
 1. Coordinates and monitors the A/P Faculty Senate elections process. Ensures that the A/P Faculty Senate Constitution and Bylaws are followed and deadlines are observed when electing Senate members, officers, and representatives to the University Council, University Council Cabinet, commissions, and committees.
 2. Compiles a list of nominations for A/P Faculty Senate officers and representatives to the University Council, University Council Cabinet, commissions, and committees as needed.
 3. Makes recommendations to the President for the appointment of members and chairs to A/P Faculty Senate committees.

Article IV: Meetings

1. Regular meetings of the A/P Faculty Senate will be held on the 3rd Wednesday of each month. Occasional conflicts to this schedule, such as University holidays or inclement weather, will be addressed by the Executive Committee.
2. The A/P Faculty Senate will invite the President of the University to meet with the Senate at least once each academic year.
3. All meetings will be open to the university community unless the A/P Faculty Senate approves a motion to enter into closed session. However, a person who is not an A/P Faculty Senate member may not participate in the discussion unless recognized by the President of the Senate.

Article V: Procedures

1. A/P Faculty employees may submit items to any senator for inclusion in the agenda of the next regular A/P Faculty Senate meeting. A senator wishing to have an item (or items) included on the agenda of a regular meeting may submit the item(s) to the President of the A/P Faculty Senate. The President will then decide whether items should be included on the next regular meeting agenda or passed to the appropriate Senate committee.

Article VI: Parliamentary Authority

1. The parliamentary authority used by University Council shall govern the business proceedings of the A/P Faculty Senate, cabinet, and standing committees except when otherwise specified in the Constitution and Bylaws.

Article VII: Approval of Amendments to the A/P Faculty Senate Bylaws

1. Notice of any proposal to amend the Bylaws shall be given in the agenda. An affirmative vote of the majority of the Senators present and voting, provided that a quorum is reached, is required for adoption.