

# Indiana University School of Social Work Constitution and By-Laws<sup>1</sup>

## IUSSW Constitution

### I. Purpose

This Constitution sets forth the minimal principles of governance for the Indiana University School of Social Work. It recognizes that there are collective and independent interests within the School community, which includes the faculty, the students, the professional and clerical staff, the alumni, and the professional community. While there is considerable interdependence among these stakeholders, there are also independent interests and needs. All the stakeholders in the School are governed by its mission and contribute to its achievement, subject to the limitations imposed by the policies and procedures set forth in the Indiana University Academic Handbook or the Indiana University/Purdue University at Indianapolis Faculty Handbook and subject to the right of review by appropriate governing bodies within the University and by appropriate external bodies when their prerogatives are affected.

Operating principles shall be based on the concepts of reciprocity, mutual respect, civility and openness.

### II. School Assembly

#### A. Purpose

The purpose of the School Assembly is to provide a forum within which the stakeholders, through direct participation or through representation, can exercise their traditional responsibility for the School Mission and the general policies and procedures of the School.

#### B. Authority

The School Assembly shall have authority for defining and monitoring the School Mission, identifying fiscal issues, nurturing and overseeing a sense of community, and providing an ongoing forum for discussion and action on those issues of mutual concern not under the authority of the Faculty Senate.

#### C. Membership

All full-time faculty, all full-time professional, administrative and clerical staff, and representatives of the student and alumni associations shall be voting members of the School Assembly.

#### D. Presiding Officer

The Dean shall chair the School Assembly.

#### E. Meetings

The School Assembly shall meet no less than once each semester. Additional meetings may be called as prescribed in the By-Laws.

### III. Faculty Senate

#### A. Purpose

---

<sup>1</sup> Revised April 1998 to add Budgetary Affairs Committee

The purpose of the Faculty Senate is to provide a forum within which the faculty can exercise its traditional responsibility for the development and maintenance of the academic standards of the School. This includes matters directly related to the curriculum, and the conferring of degrees, and to faculty selection, retention, promotion and tenure.

**B. Authority**

The Faculty Senate has authority in the following areas:

1. Standards of admission, retention, and graduation of students.
2. Determination of the curriculum.
3. Standards and procedures concerning faculty selection, retention, promotion, and tenure.
4. The conferring of degrees.
5. Standards and procedures for governing Faculty Senate.
6. Establishment of student standards of conduct.
7. All educational policies.
8. Election of the Faculty Advisory Council.
9. Other matters that specifically relate to academic standards.

**C. Membership**

All tenured, tenure track, and non-tenure track faculty, adjunct and visiting instructional personnel with full-time appointments, shall be voting members of the Faculty Senate.

**D. Presiding Officer**

The presiding officer shall be the Chair of the Faculty Senate, who is to be elected from among those tenured faculty members with less than half-time administrative appointments. The term of office shall be two years. The Chair may serve no more than two consecutive terms.

**E. Meetings**

The Faculty Senate shall meet no less than once each semester. Additional meetings may be called as prescribed in the By-laws.

**IV. Standing Committees**

**A. Academic Program Committees**

**1. Definition**

The Academic Program Committees include the BSW, MSW, and Ph.D. Committees.

**2. Purpose**

For its respective program, each committee shall be responsible for monitoring and evaluating the program, developing proposals to modify the program's curriculum or educational policy, and identifying pertinent issues for consideration by appropriate bodies at the School.

3. Membership

a. Composition

Each Academic Program Committee shall include:

- (1) The Program Directors and full-time members of the faculty who are designated biennially as the programs faculty on the basis of their current or anticipated teaching or other assignments and who are elected to the Committee according to the School of Social Work By-laws.
- (2) Administrative staff directly involved with the program.
- (3) Two students elected by the program's Student Association.

b. On the basis of their teaching, administrative, or other responsibilities, full-time members of the faculty may serve on more than one Academic Program Committee.

c. Members of the Academic Program Committees shall serve for a two-year term.

4. Chair

Each Academic Program Committee shall elect its chair from among its tenured voting members for a two-year term, and no one shall be elected to this position for more than two consecutive terms.

B. Promotion and Tenure Committee

1. The purpose of the Promotion and Tenure Committee, as the School's Unit Committee, is to conduct reviews of faculty to provide the basis for advising and recommending to faculty and the Dean of matters of faculty retention, tenure and promotion. The Promotion and Tenure Committee also reviews, as appropriate, School of Social Work policies and procedures dealing with the faculty review process and submits recommendations for revisions to the tenure track and tenured members of the Faculty Senate for approval.

2. Membership

The Promotion and Tenure Committee shall consist of seven faculty members elected by the tenured and tenure track members of the Faculty Senate from among the eligible tenured faculty holding the rank of Associate Professor or above. Administrative officers with 50% or more administrative responsibilities and candidates for promotion and/or tenure shall not be eligible for election to this committee. All members of this Committee must have served on the faculty of the School of Social Work for at least one year at the time of their election. Terms of office shall be two years, with three members elected in odd numbered years and four members elected in even numbered years. No member shall serve more than two consecutive terms. The composition of the committee, in order to reflect diversity, shall include at least one ethnic minority of color, two women, and two men.

3. Chair

The Committee shall elect its chair from among its members at its first meeting convened

by the Chair of the Faculty Senate. The Chair will serve a one year term.

**V. Ad Hoc Committees**

The Dean shall have the authority to appoint ad hoc committees. Other ad hoc committees may be established by majority vote of the School Assembly or the Faculty Senate.

**VI. Advisory Group to the Dean**

**A. Staff Advisory Council**

**1. Purpose**

The purpose of the Staff Council is to provide a forum within which support staff may discuss, review and make recommendations relevant to their rights and responsibilities as employees of the School of Social Work. These include, but are not limited to, such matters directly related to School and University staff personnel policies, staff development, technology equipping skills such as the use of computers or new office technology, affirmative action, and the general quality of the work environment at the School.

**2. Membership**

The Staff Advisory Council shall consist of all Clerical and Professional/Administrative employees whose role and function relate directly to matters of maintenance and support of the educational program of the School of Social Work.

**3. Organization**

The Council shall determine procedures for its own organization including the method for determining its chair, matters or issues for its agenda, and provisions for advising the School administration or the Dean about issues to be brought before the School Assembly or the Faculty Senate.

**B. Student Advisory Council**

**1. Purpose**

The purpose of the Student Advisory Council is to provide a forum within which students may discuss, review and make recommendations concerning their rights and responsibilities as students of the School of Social Work. These include, but are not limited to, matters relating to disciplinary procedures, academic conduct, campus-wide regulations, student governance, affirmative action and the general quality of student life and the educational environment. This statement of purpose shall in no way be construed as interfering with the students' right to organize and communicate with faculty and administration through their separate and independent organizations.

**2. Membership**

The Student Advisory Council shall be comprised of eight members, three BSW students, four MSW students, and one Ph.D. student. The selection of Student Advisory Council members shall be carried out by the several student organizations according to their own procedures within thirty days of the beginning of the Fall Semester.

3. Organization

The Student Advisory Council will be responsible for establishing procedures for its operation, facilitating the selection of students to membership on the various school committees as determined by the School Constitution and Bylaws, and advising the School

C. Faculty Advisory Council

1. Purpose

The purpose of the Faculty Advisory Council shall be to serve in advisory, consultative and Facilitative roles to the Dean, the Faculty Senate, and School Assembly. The committee shall advise and consult in matters including, but not limited to, School policy, budget Affirmative and action and organizational structure.

2. Membership

The Faculty Advisory Council shall consist of five persons elected from among the membership of the Faculty Senate for a two-year term. Members may succeed themselves for a second term.

3. Organization

The Dean shall serve as chair and a non-voting member.

**VII. Ex-officio Membership**

The Dean of the Indiana University School of Social Work shall be a non-voting, ex-officio member of all Committees of the Indiana University School of Social Work.

**VIII. Officer and their Duties**

1. The Officers shall include Chair of the Faculty Senate and Faculty Secretary/Treasurer\*
2. All officers shall be elected for a two-year term by the Faculty Senate from among full-time, Tenured faculty and shall serve for no more that two consecutive terms.
3. Duties of the Chair shall be:
  - a. To preside at all meetings of the Faculty Senate or to appoint a pro-tem Chair in the Chair's absence;
  - b. To designate and announce the time and place for regular or special meetings of the Faculty Senate
  - c. To promulgate an agenda for all meetings of the Faculty Senate.

~~4. Duties of the Secretary/Treasurer shall be:\*~~

- ~~a. To provide for the recording and distribution of minutes of the Faculty Senate meetings~~

- ~~b. To conduct all school wide elections~~
- ~~e. To collect dues and pay bills, (or delegate said collection and payment to the School's Account Manager) in accordance with policies established by the Faculty Senate;~~
- ~~d. To maintain a record of collections and disbursements; and~~
- ~~e. To develop and recommend policies governing the purpose and use of the faculty fund to the Faculty Senate.~~

4. Duties of the Secretary shall be:

- a. To record, and to provide for the distribution of, minutes of the Faculty Senate meetings;
- b. To conduct all faculty elections with the exception of the Faculty Secretary. By virtue of this responsibility, the Secretary shall be ineligible for any position the election of which he/she conducts.

5. Duties of the Treasurer shall be:

- a. To collect dues and pay bills, [or delegate said collection and payment to the School's Account Manager,] in accordance with policies established by the Faculty Senate;
- b. To maintain a record of collections and disbursements;
- c. To develop and recommend policies governing the purpose and use of the faculty fund to the Faculty Senate;
- d. To conduct the election of the Faculty Secretary.

(This section was adopted at some time in the past.)

**IX. Amendments**

- a. The Constitution may be amended at any meeting of the School Assembly.
- b. Prior notice of the intention to propose an amendment shall be given to the members of the School Assembly in writing at least 20 calendar days prior to the date of the meeting. Copies of the Proposed Amendment shall accompany the notice. Amendments to the Constitution require a favorable two-thirds vote of the members present, provided a quorum is met.
- c. Unless otherwise specified by a provision, all revisions and/or amendments to the Constitution become effective upon adoption by the School Assembly
- d. Authority over the constitutional provisions of the Promotion and Tenure Committee shall reside solely with the Faculty Senate. In proposing any changes in this provision for the Promotion and Tenure Committee the Faculty Senate shall follow the same procedures as any other Constitutional Amendment.

## IUSSW By-Laws<sup>2</sup>

### I. Election Procedures:

#### *Election of the chair of the Faculty Senate and the Secretary/Treasurer of the Faculty:*

1. Subject to the provisions and limitations identified in the Constitution, eligible members of the Faculty Senate may be self-nominated or nominate any other eligible member of the Senate to run for the offices of Chair of the Faculty Senate or Secretary/Treasurer of the Faculty.
2. No one individual may serve as Chair of the Faculty Senate and Secretary/Treasurer simultaneously.
3. Any member of the Faculty Senate may nominate individuals eligible to run for an open position by completing the appropriate form available in the Office of the Dean;
4. The nomination form must be signed by both the candidate and the person making the nomination. The candidates signature indicates a willingness to serve in the position if elected;
5. The incumbent Secretary/Treasurer of the Faculty shall manage the nomination process and conduct the elections;
6. The Secretary/Treasurer of the Faculty shall notify members of the Faculty Senate of the nomination process by the first Monday in March;
7. All nominations must be submitted to the Secretary/Treasurer by the third Monday in March;
8. Election ballots listing all eligible nominated candidates shall be sent to the members of the Faculty Senate by the forth Monday in March;
9. Ballots must be returned to the Secretary/Treasurer by the second Monday in April. The candidate receiving the highest number of votes for a given office shall be declared the winner;
10. In the event of a tie, a run-off election shall be conducted by the Secretary/Treasurer to be completed no later than the third Monday in May.

#### *Election of members to serve on the Promotion and Tenure Committee and the Faculty Advisory Council:*

1. Ballots listing all eligible candidates for the election of the Promotion and Tenure Committee and the Faculty Advisory Council shall be distributed to all eligible voting members of the Faculty Senate by the first Monday in April;
2. All ballots must be returned by the third Monday in April;
3. With respect to the Faculty Advisory Council, two members shall be elected during even numbered years, and three members shall be elected during odd numbered years;
4. The elections shall be conducted by the Secretary/Treasurer of the Faculty.

#### *Election of committee chairs:*

---

<sup>2</sup> Adopted February 4, 1994

1. Committees shall elect one of their members to serve as chair;
2. The election of committee chairs shall take place at the first committee meeting of the academic year;
3. The meeting at which the election of the chair takes place shall be convened, and the election conducted by the most recent chair; or the chair's designee;
4. The person conducting the election is not eligible to vote unless they are a current member of the committee.

## **II. Special Meetings:**

*The following bylaws pertain to the convening of special meetings of the Faculty Senate and the School Assembly:*

1. Special meetings may be called at the initiation of the chair or any five members of the body;
2. Members must be notified in writing of the purpose, time and place of all special meetings;
3. Notification of all special meetings must occur at least one week prior to the time of the meeting, unless the purpose for the meeting is deemed an emergency by the chair;
4. In the case of emergency meetings, written notification shall be supplemented by reasonable efforts to contact the membership by phone, phone-mail, and/or e-mail.

## **III. Definition of a Quorum**

A quorum for the School Assembly, the Faculty Senate, and all committees shall require at least 50% plus one of the voting members.

## **IV. Parliamentary Procedure:**

In the absence of special rules or bylaws, all constituted bodies shall use the most recent revision of Roberts Rule of Order to guide parliamentary procedure.

## **V. Amendments to the Bylaws:**

These bylaws may be amended at any meeting of the School Assembly provided that the proposed amendment has been distributed to the members of the Assembly at least ten (10) calendar days prior to the meeting.