

CONSTITUTION AND BYLAWS OF THE LIBRARY FACULTY OF INDIANA STATE UNIVERSITY

The purpose of this Constitution is to set forth the role the Library Faculty shall have in establishing the goals and philosophy of Indiana State University Library, and in formulating and implementing the policies of the Library.

ARTICLE I. The Library Faculty.

Section 1. Source of Authority. The authority of the University Library Faculty is established by the Constitution of the Faculty of Indiana State University under Article I, Section 1.; Article III., Section 1., Paragraph 245.3.1.1.2.; and Article VIII, Sections 1., 2., and 3.

Section 2. Definition of Library Faculty. All appointees holding professional librarian rank shall constitute the faculty of the Indiana State University Library.

Section 3. Voting Members. All members of the Library Faculty as defined under Article I, Section 2 of this constitution, excepting emeritus, visiting, adjunct, part-time, temporary, or acting faculty members, shall be voting members of the Library Faculty.

Section 4. Meetings.

A. Regular Meetings. The Library Faculty shall hold two (2) regular meetings during each academic year. The first meeting shall be held during the first six (6) weeks of the academic year, and the Dean of Library Services shall report at this meeting the current status of the Library. The second meeting shall be held during the month of May, at which the Library Faculty Assembly and its committees shall report on their activities for the academic year.

B. Special Meetings. Special meetings of the Library Faculty may be called by the Dean of Library Services, or the Library Faculty Assembly, or must be called by the Secretary of the Library Faculty Assembly on petition of ten (10) percent of the voting members of the Library Faculty, or as provided in 245.5.2 of the Constitution of the Faculty of Indiana State University.

C. Notice. Meetings of the Library Faculty shall be announced by the Secretary of the Library Faculty Assembly at least one (1) week in advance, except in emergencies.

D. Presiding Members. The Dean of Library Services, or his/her designate, shall preside over the Library Faculty meetings. In his/her absence if the Dean fails to appoint a designate, the Chairperson of the Library Faculty Assembly shall preside.

E. Officers. The officers of the Library Faculty Assembly shall serve as the officers of the Library Faculty.

F. Quorum. One-third of the voting members of the Library Faculty shall constitute a quorum.

G. Actions. Substantive actions shall be confined to the passing of resolutions and the introduction of legislative proposals to be voted on by physical or electronic ballot.

Section 5. Library Faculty Vote. Within two (2) weeks after a Library Faculty meeting in which legislative proposals have been introduced, the Secretary of the Library Faculty Assembly shall prepare a ballot for the purpose of voting on the proposals and mail it to each voting member of the Library Faculty.

A. Ballots. Ballots shall be returned to the Secretary of the Library Faculty Assembly within two (2) weeks of the date on which they were mailed by the Secretary. Ballots shall be counted and recorded in the presence of the Executive Committee of the Library Faculty Assembly.

B. Majority Vote. The proposal in question shall become effective upon approval by a majority of those voting, and by at least forty (40) percent membership of the Library Faculty.

ARTICLE II. Legislative Authority of the Library Faculty.

Section 1. Means of Exercising Authority. The legislative authority of the Library Faculty will normally be exercised by the Library Faculty Assembly and by the committees of that body as outlined in Article IV and the bylaws of this constitution. Library Faculty may, however, exercise its legislative authority directly in faculty meetings and votes as provided for in Article I, Section 5, and Article II, Section 4 of this constitution.

Section 2. Primary Authority. The Library Faculty Assembly, in the areas of its primary authority, shall forward its recommendations to the Dean of Library Services. Subject to the limitations of Article I, Section 1 of this constitution, the Library Faculty shall have the authority to formulate policy governing:

1. Development of library services and resources.
2. Definition of service obligations to private or public agencies.
3. The facilitation of librarianship and research.
4. Faculty conduct and discipline.
5. Faculty appointment, retention, tenure, and promotion.
6. Freedom of expression and academic freedom.
7. The necessary and proper implementation of the foregoing.

Section 3. Advisory Authority. The Library Faculty is properly concerned with and should actively participate in decisions made on other matters that may affect the internal policies stated in Article III, Section 2 of this constitution. Therefore, the Library Faculty shall have

authority to advise on all matters of library policy and decision, particularly those matters dealing with:

1. Selection and removal of the principal library administrative officers and department heads, as well as the creation or abolition of such offices.
2. Library budgets.
3. Library Faculty benefits, including salaries, insurance, retirement, and leaves.
4. Research or service obligations to private or public agencies.
5. Library patron conduct.
6. Library physical facilities.
7. Library calendar.

Section 4. Library Faculty Veto. The Library Faculty shall have the power to veto any action of the Library Faculty Assembly. The procedure shall be as follows:

1. A Library Faculty meeting shall be called by petition as provided in Article I, Section 4, Paragraph A, or Article I, Section 5, Paragraph B of this constitution, for the purpose of discussing the Library Faculty Assembly action in question.
2. The procedure outlined in Section Article I, Section 5 of this constitution shall be followed to determine the will of the Library Faculty.

ARTICLE III. Structure of the Library Faculty Assembly.

Section 1. Membership.

A. Faculty Representatives. Thirty (30) percent of the faculty, rounding up to the nearest integer, and with no fewer than three (3), shall be elected by Library Faculty.

B. Administration Representatives Two (2) administrators shall hold speaking seats in the Library Faculty Assembly. They shall comprise the Dean of Library Services and the Associate Dean.

C. Library Faculty Senators. The duly elected Faculty Senator shall hold a speaking seat in the Library Faculty Assembly for the duration of their term on the University Faculty Senate. A Library Faculty member may serve simultaneous terms in both the Library Faculty Assembly and the University Faculty Senate.

D. Support Staff/EAP Representatives. A duly elected Support/EAP staff representative shall hold a speaking seat in the Library Faculty Assembly for the duration of their term on the LSR (Library Staff Representatives).

Section 2. Eligibility and Terms of Membership. All persons who at the time of election are voting members of the Library Faculty, as defined in Article I, Section 3 of this constitution, shall be eligible for election to the Library Faculty Assembly, except as provided below for reelection.

A. Ineligible Administrators. No voting member of the Library Faculty who occupies the position of Dean of Library Services, or Associate Dean, or who occupies a position determined by the Library Faculty Assembly to have administrative status equal or superior to that of Dean or Associate Dean shall be eligible for election to the Library Faculty Assembly.

B. Term. The term of office of elected faculty members shall be two (2) years, with terms so staggered that approximately half of the Assembly shall carry over from one year to the next.

C. Term Limitation for Faculty. No elected faculty member may serve more than two (2) consecutive two-year terms.

D. Term Limitation for Administrative Members. The term of the Dean of Library Services and Associate Dean, and those who occupy a position determined by the Library Faculty Assembly to have administrative status equal or superior to that of Dean or Associate Dean, shall retain their speaking seats on the Assembly for as long as they retain these administrative positions in the Library.

E. Term Limitation for Library Faculty Senators. The Faculty Senator shall retain a speaking seat on the Library Faculty Assembly for the duration of his/her term on the University Faculty Senate.

F. Term Limitation for (Support/EAP) Staff Representatives. The Staff Representative shall retain a speaking seat on the Assembly for the duration of his/her term on the LSR.

Section 3. Manner of Election of Library Faculty Representatives. All aspects of the election process shall be in the charge of the Executive Committee.

A. Nomination. A list of all eligible faculty members shall be published by the Secretary of the Library Faculty Assembly by April 30. Those not wishing to be considered as candidates may send written notification to the Secretary of the Library Faculty Assembly. The remaining names shall constitute the list of candidates. Nominations shall close no later than May 15.

B. Election. If two or more nominees for any seat have equal numbers of votes, the ties shall be resolved by run-off elections. A list of alternates shall be maintained by the Secretary of the Library Faculty Assembly after any ties are broken by run-off elections.

C. Timing of Nominations and Election. The election of the Library Faculty Assembly that shall be held before the end of May.

D. Vacancies. A seat which becomes vacant before the end of the term of office for any reason shall be filled for the period of vacancy from the most recent list of alternates on which the vote of the Library Faculty has been held. The seat shall be offered to the

alternate who had the largest vote and so on successively, until the seat is filled. No special election shall be held unless by petition signed by one-fourth of the voting members of the Library Faculty. When there are no remaining alternates for a seat, the seat shall not count to the total number of seats when determining whether a quorum has been met.

Section 4. Officers of the Library Faculty Assembly.

A. Composition. The officers of the Library Faculty Assembly shall be a Chairperson, a Vice Chairperson, a Secretary, and a Parliamentarian. Only elected faculty members may serve as officers.

B. Term. The officers shall serve for one (1) year but may be re-elected. Officers may not serve more than two (2) consecutive terms.

C. Timing. The outgoing Library Faculty Assembly shall serve until the officers of the new Library Faculty Assembly are elected. New officers shall be elected at a meeting called by the outgoing chairperson as soon after the election of the Assembly as possible, but no later than two (2) weeks before the Fall classes begin. The new Library Faculty Assembly shall assume its duties with the election of officers.

D. Presiding Officers. The outgoing chair of Library Faculty Assembly shall preside at this meeting until the officers are elected.

Section 5. The Executive Committee of the Library Faculty Assembly.

A. Composition. The Executive Committee of the Library Faculty Assembly shall include three (3) voting members of the Library Faculty Assembly: the Chairperson, Vice Chairperson, and Secretary of the Library Faculty Assembly. The Dean of Library Services, or her/his designee, shall have speaking seats on the Executive Committee.

B. Officers. The Chairperson, the Vice Chairperson, and the Secretary of the Library Faculty Assembly shall be the officers of the Executive Committee.

C. Nominations and Elections. The three (3) elected members of the Executive Committee shall be nominated at the August meeting of the newly constituted Library Faculty Assembly, their election to be supervised by the officers of the Library Faculty Assembly as soon as those officers have themselves been elected.

D. Term of Service. The Executive Committee of the Library Faculty Assembly shall serve for one academic year.

ARTICLE IV. Operation of the Library Faculty Assembly.

Section 1. Meetings.

A. Monthly Meetings. The Library Faculty Assembly shall meet at least once in each calendar month at a regularly scheduled place and time, provided there is business to conduct. The newly constituted Library Faculty Assembly shall hold its first meeting in August. The sole purpose of this meeting will be the election of officers and nomination of members of the Executive Committee.

B. Additional Meetings. Additional meetings may be called by the Chairperson, by resolution of the Executive Committee, by any three (3) members of the Library Faculty Assembly, by the Dean of Library Services or Associate Dean, or on a petition, addressed to the Secretary of the Library Faculty Assembly, of any five (5) members of the Faculty.

C. Notice. Notice of all meetings or cancellation thereof shall be published by the Secretary of the Library Faculty Assembly.

D. Executive Committee Meetings. The Executive Committee shall meet throughout the academic year and during other months as necessary. Meetings will be called by the Chairperson, or in his/her absence, by the Vice Chairperson. Notice of the meetings shall, whenever possible, be published by the Secretary of the Library Faculty Assembly.

E. Open Meetings. All meetings of the Library Faculty Assembly are open. Meetings of the Executive Committee are also open except when the Committee determines otherwise.

Section 2. Agenda and Minutes.

A. Notice and Agenda. The agenda shall be published by the Secretary of the Library Faculty Assembly sufficiently in advance of each meeting of the Library Faculty Assembly. The agenda shall be compiled by the Chairperson and Secretary, acting when possible in consultation with the Executive Committee. In like fashion, agenda for meetings of the Executive Committee shall, whenever possible, be published and circulated in advance.

B. Minutes. Minutes of the Executive Committee and the Library Faculty Assembly shall be distributed to the Faculty after each meeting.

Section 3. Quorum.

A. Library Faculty Assembly. Two-thirds of the voting membership of the Library Faculty Assembly shall constitute a quorum.

B. Executive Committee. Two-thirds of the voting membership of the Executive Committee shall constitute a quorum.

C. Standing Committees. Two-thirds of the voting membership of the Library Administrative Affairs Committee, and the Library Faculty Affairs Committee shall constitute a quorum.

Section 4. Majority. With the exception of amendments, and in some cases, bylaws to the constitution proper, and of decisions to bring a matter to the floor of the Library Faculty Assembly without consideration by the standing committees or by the Executive Committee, a motion before the Library Faculty Assembly is passed when approved by a majority of those present and voting.

A. Amendments and Bylaws. Amendments require a two-thirds majority, and bylaws may be adopted by a two-thirds majority, see Article IX of this constitution. Decisions to bring a matter directly to the floor require a two-thirds majority; see Article IV., Section 5., Number 3. of this constitution (below).

B. Executive Committee. A motion before the Executive Committee is passed when approved by a majority of those present and voting.

Section 5. Channels of Legislative Action. The normal route of legislative and advisory action is for an agendum to be considered successively by a standing committee of the Library Faculty Assembly, by the Executive Committee, and by the entire Library Faculty Assembly. At each of these stages of consideration, a decision to reject or alter an agendum shall be final unless a sponsor of the agendum appeals the decision to the next higher authority.

A. Exceptions. Exceptions to this normal routing are:

1. Resolutions without legislative significance may be considered by the Library Faculty Assembly at any time.
2. An agendum presented to the Library Faculty Assembly for action by five (5) members of the Library Faculty may be considered directly.
3. The Library Faculty Assembly itself, by a two-thirds majority of those present and voting, may choose to bring any matter directly onto the floor.

ARTICLE V. Interpretive Authority of the Library Faculty.

Section 1. Jurisdiction Relative to the University Faculty Senate. The jurisdiction of the Library Faculty is relative to the University Faculty Senate as established by the Constitution of the Faculty of Indiana State University under Article I, Section 1, Source of Authority; Article V, Section 2, Paragraph 245.5.2.

ARTICLE VI. Judicial Authority of the Library Faculty.

Section 1. Scope of Authority. The Library Faculty shall have the judicial authority on all matters over which it has primary or advisory legislative authority as defined in Article II., Sections 2. and 3. of this constitution.

Section 2. Jurisdiction.

A. Faculty Grievances. A member of the Library Faculty or a group of Library Faculty members may bring a grievance falling within its authority directly to the Library Grievance Committee.

B. Faculty Senate. As provided in the Constitution of the Faculty of Indiana State University under Article VI, Judicial Authority of the University Faculty, Section 2, Jurisdiction, Paragraph 245.6.2.1, Faculty Grievances, “A member of the University Faculty or a group of faculty members may bring a grievance not falling within the authority of a college/library directly to the Executive Committee of the University Faculty Senate or may appeal a grievance to the Executive Committee after avenues of relief within the college/library affected have been exhausted.”

Section 3. Review by Library Grievance Committee. Grievances shall be presented in writing to the Secretary of the Library Grievance Committee, for the Committee to decide whether the grievance is of such a nature and locus as to warrant an initial hearing before the Committee.

A. Time for Filing. A grievance appeal must be filed within five (5) working days of the decision being appealed.

B. Grievance Accepted for Hearing. The Committee shall inform immediately all parties to the grievance, and to the Executive Committee of the Library Faculty Assembly, within five (5) working days of the initial filing date, whether the grievance is of such a nature as to warrant a hearing.

Section 4. Procedure in Grievance Hearings.

A. Grievance Committee Decision. The Committee shall examine the issue and present the decision in writing, within fifteen (15) working days of the initial filing date, to all parties to the grievance, and to the Executive Committee of the Library Faculty Assembly.

Section 5. Procedure for Further Appeal.

A. Library Faculty Assembly. Should the grievant(s) be dissatisfied with the Library Grievance Committee decision, a written appeal can be filed, within ten (10) working days of the Committee decision, with the Executive Committee of the Library Faculty Assembly for further consideration. The Executive Committee shall file a written report with the Dean of Library Services and the Grievance Committee. The parties to the grievance shall be informed of the decision.

B. University Faculty Senate. Any further appeal will be in accordance with the process and scope as stated in Article VI. of the Constitution of the Faculty of Indiana State University.

ARTICLE VII. Committees of the Library Faculty.

Section 1. Standing Committees. The standing committees of the Library Faculty Assembly are created by the bylaws of this constitution, which determine the size, composition, tenure, and duties of these committees. Standing Committees are responsible to the Library Faculty through the Library Faculty Assembly.

A. Open Meetings. Meetings of standing committees are open, except when dealing with personnel issues.

B. Appointment of Members. Appointive members of the standing committees shall be appointed by, and may be discharged by, the Executive Committee of the Library Faculty Assembly with the approval of the Library Faculty. The membership of these standing committees should reflect the heterogeneous character of the Library Faculty.

Section 2. Special Committees. The Library Faculty Assembly may for special purposes and for determinate periods create special committees to investigate and make recommendations on any matter falling under the primary or advisory authority of the Library Faculty.

A. Appointment of Members. The Library Faculty Assembly or the Executive Committee of the Library Faculty Assembly may, respectively, appoint or discharge members of such special committees.

ARTICLE VIII. Relationship with University Governance.

Section 1. Representative Governance. The relationship of the Library Faculty Assembly in university governance is established under Article VIII of the Constitution of the Faculty of Indiana State University.

ARTICLE IX. Amendments and Bylaws.

Section 1. Amendments. This constitution may be amended as follows. Any amendment of the constitution must be accepted by the Indiana State University Faculty Senate.

A. By preparation of a written statement of the proposed amendment signed by at least three (3) members of the Library Faculty Assembly or five (5) members of the Library Faculty.

B. By presentation of that statement at a regular meeting of the Library Faculty Assembly and approval by two-thirds of those present and voting at the next regular meeting of the Library Faculty Assembly; and

C. By approval of that statement by the Library Faculty in the manner provided in Article I. Section 4.A. and Section 5., inclusive, of this Constitution and acceptance by the

University Faculty Senate, and acceptance by the Indiana State University Board of Trustees.

Section 2. Bylaws. Bylaws to this Constitution shall become effective when:

- A. Initiated by the Library Faculty Assembly; and either
- B. Approved by two-thirds of the voting members of the Library Faculty Assembly and accepted by the University Faculty Senate; or
- C. Approved by a majority of those present and voting in the Library Faculty Assembly and approved by the Library Faculty in the manner provided in Article I. Section 5. of this Constitution.

BYLAWS TO THE LIBRARY FACULTY CONSTITUTION

I. Standing Committees of the Library Faculty Assembly. The standing committees of the Library Faculty Assembly are the first echelon for conduct of almost all of the legislative business of the Library Faculty Assembly, both in the area of the primary authority of the Library Faculty and that of the advisory authority. The Grievance Committee shall serve as the judicial body for grievances arising within the Library.

A. Membership. The membership of the standing committees is composed, except as especially noted below, of Library Faculty selected by the Executive Committee and confirmed by the Library Faculty Assembly.

- 1. Appointed and Elected Committees.** The Administrative Affairs Committee and Faculty Affairs Committee are appointive standing committees of the Library Faculty Assembly. The Personnel Committee and Grievance Committee are elected standing committees of the Library Faculty Assembly.
- 2. Administrative and Support Staff/EAP Representatives Members.** Administrative and full-time Support Staff/EAP members shall participate in all privileges and duties of the committees of which they are a member, including the privilege of making and seconding of motions, but excluding the privilege of voting.
- 3. Number of Members.** Each standing committee, except the Grievance Committee, shall have no more than five (5) faculty members. Each standing committee, except the Personnel Committee and the Grievance Committee, shall have at least one member who is also a member of the Library Faculty Assembly. The Administrative Affairs committee shall have one (1) Support Staff/EAP member of the LSR (Library Staff Representatives).
- 4. Term.** Terms of service shall begin upon organization of the committees. Term of service on a standing committee, except for the Grievance Committee shall normally be for a period of two (2) years, with terms so staggered that approximately half of the membership shall carry over from one year to the next. The Secretary of the Library Faculty Assembly will announce committee appointments and elections within two (2) weeks of the organization of the newly constituted Assembly.
 - a. Personnel Committees.** Members of the Personnel Committee shall be elected concurrently with the Faculty Assembly with three (3) members elected during even-numbered years, and two (2) members elected during odd-numbered years. An individual cannot serve more than two (2) consecutive terms.
 - b. Grievance Committee.** Members of the Grievance Committee shall be elected concurrently with the Faculty Assembly each year. Term of service is for one (1) year.

5. **Officers.** Each standing committee shall elect its own officers from among the faculty in its membership.

6. **Regular Meetings.**

a. **Appointed Committees.** Administrative Affairs Committee and Faculty Affairs Committee shall meet at least once each month from September to August at a regularly scheduled time and place. When there is no business for the committee to consider, the meeting may be canceled by a two (2) days notice in advance by the committee chairperson.

b. **Elected Committees.** The Personnel Committee and the Grievance Committee shall meet only when there is business to conduct.

7. **Open Meetings.**

a. **Appointed Committees.** The Administrative Affairs Committee and the Faculty Affairs Committee shall be open except when a committee, for particular reasons, declares a meeting closed.

b. **Elected Committees.** The Personnel Committee and the Grievance Committee conduct closed meetings and may, for particular reasons, invite guests.

8. **Agenda and Minutes.** Both agenda and (except for closed meetings) minutes for the Administrative Affairs Committee and the Faculty Affairs Committee shall be published to at least the membership of the Library Faculty Assembly, to appropriate administrators of the library, and to department chairpersons.

9. **Annual Report.** Each standing committee shall present a report of its activities for

the year at the May meeting of the Library Faculty Assembly. The Secretary of each committee is normally responsible for attending to this charge.

B. Scope of the Standing Committees.

1. **Jurisdiction.** The standing committees of the Library Faculty Assembly concern themselves with matters which are of significance to the Library as established in 246.1.1.11 of the Bylaws to the Faculty Constitution of Indiana State University.

2. **Right of Review.** The standing committees retain, like the Library Faculty and the Library Faculty Assembly from which they derive powers, a right of review and intervention in all matters within the primary and advisory authority of the Library Faculty.

C. Organization of the Standing Committees. The Chairperson of the Library Faculty Assembly shall appoint an Acting Chairperson to organize each standing committee. Within

two (2) weeks after appointment or election, each standing committee shall elect its own officers from among the faculty in its membership.

II. Administrative Affairs Committee.

A. Membership. No more than five (5) faculty, at least one shall be a member of the Library Faculty Assembly; one (1) administrator; and one (1) fulltime Support Staff/EAP member elected by the LSR (Library Staff Representatives).

B. Duties. The purpose of the Administrative Affairs Committee shall be to keep apprised of administrative policies and procedures and to fulfill the advisory functions of the Library Faculty on such matters as:

1. The organization and reorganization of administrative services.
2. Selection and removal of principal administrative officers having library-wide responsibilities, as well as the creation or abolition of such offices.
3. Library budgets.
4. Library collection development and physical facilities.
5. The Library calendar.
6. Service to library users.
7. Public relations.
8. Library publications.
9. Policy statements.

III. Faculty Affairs Committee.

A. Membership. No more than five (5) faculty, at least one shall be a member of the Library Faculty Assembly, and half of which are tenured, and one (1) administrator.

B. Duties. The Faculty Affairs Committee will formulate policies and procedures pertaining to the Library Faculty, particularly in these areas:

1. Appointment, retention, performance review, tenure, and retirement.
2. Promotion.
3. Leaves of absence.
4. Freedom of expression and academic freedom.
5. Faculty conduct and discipline.
6. Professional ethics.
7. Professional growth, travel, and meetings.
8. Encouraging the development of research, recommend library research policies, study methods of making sources of research funds available, and facilitate research on library problems.
9. Faculty salaries and fringe benefit policies.

IV. Personnel Committee.

A. Membership. Five (5) tenured faculty members elected by the Library Faculty.

B. Duties. The Personnel Committee shall consider and forward its recommendations to the Dean of Library Services, or in accordance with current procedures, regarding: annual and biennial performance review, promotions for faculty, and leaves for faculty.

V. Grievance Committee.

A. Membership. Three (3) tenured faculty members, elected by the Library Faculty.

B. Duties. The Grievance Committee shall consider grievances within the Library as established under in Article VI. of this Constitution.

Approvals:

- July 1973;
- Rev. Dec. 1983;
- Editorial Rev. Mar. 1990;
- Revision passed by Library Faculty Assembly, March 6, 2002, 8-0-0;
- Revisions to Article V, 12/13/02;
- Revision approved by Faculty Senate, April 2003;
- Complete revision passed by Library Faculty Assembly, April 13, 2011, 6-0-1 and approved by Dean Comer, November 2, 2011;
- Complete revision passed by Library Faculty Assembly, April 15, 2014, 5-0-1.