



Faculty Association Constitution and Senate Bylaws

This document is organized into two parallel structures. Blue headers correspond to the Constitution of the Faculty Association, while purple headers outline the Bylaws of the Faculty Senate.

The Constitution is divided into Articles (identified with Roman numerals) and Sections (numbered sequentially). For example, Article III, Section 1(a) defines the term "Regular" for faculty membership.

The Bylaws use lowercase letter designations and cover the day-to-day governance and operations of the Faculty Senate. While the Constitution should remain stable and reflect foundational governance principles, the Bylaws may evolve to respond to procedural needs and institutional change.

Intentional spacing and breaks are included to improve readability and allow for targeted review.

Revisions:

- August 11, 2025 Authorization by KC Board of Trustees
- September 12, 2025 Adoption of Faculty Association Constitution and Faculty Senate Bylaws

Constitution of the Faculty Association
Preamble
<p>The success of any educational institution depends on the productive interaction among administration, faculty, and students. Faculty carry out the institution's core academic mission, the education of students, and are uniquely positioned to assess student and institutional needs due to their close engagement with both.</p> <p>In recognition of this role, and in accordance with Texas Education Code § 51.3522, Kilgore College has authorized the establishment of a Faculty Senate through action by its Board of Trustees on 11 of August, 2025. The Senate exists to facilitate faculty participation in the planning, policy-advising, and communication processes of the college. The Senate functions in an advisory capacity only and does not exercise institutional decision-making authority.</p> <p>To promote transparency, accountability, and engagement, this constitution affirms the structure, duties, and responsibilities of the Kilgore College Faculty Association and its Senate, ensuring that faculty voices are effectively conveyed to institutional leadership while respecting the statutory roles of the administration and governing board.</p>
ARTICLE I – Name
<p>The name of this organization shall be Kilgore College Faculty Association, hereinafter referred to as the “Faculty Association.”</p> <p>“Faculty Senate” refers to the representative council of the Faculty Association.</p> <p>“Senate Officers” and/or “Executive Committee” refers to the individuals appointed to leadership roles within the Senate as required by Texas Education Code § 51.3522.</p>

Bylaws of the Faculty Senate
<p>In accordance with the Constitution of the Faculty Association</p>

ARTICLE II – Purposes

The purposes of the Faculty Association shall be to represent the interests of the faculty in their relations with the college administration and the Board of Trustees; to serve as a forum for the exchange of ideas and information; to provide opportunities for professional growth and development among the faculty; and to provide for active, advisory participation in the planning, policy-making, and decision-making processes of the institution.

In accordance with Texas Education Code § 51.3522, the Faculty Association and its Senate serve exclusively in an advisory capacity and shall not enact policy, represent the institution, or exercise institutional decision-making authority. All recommendations made by the Faculty Senate are non-binding and subject to review and approval by the administration and Board of Trustees.

ARTICLE III – Membership

Section 1. Regular.

All faculty as defined in the by-laws will be regular members in the Faculty Association.

Bylaws of the Faculty Senate

In accordance with the Constitution of the Faculty Association

Bylaws of the Faculty Senate

(a) Definition of Faculty: Regular membership in the Faculty Association is open to individuals employed by Kilgore College who hold academic appointments, engage in professional duties related to the educational mission of the institution, and contribute to the diverse educational offerings of the college. Faculty members include, but are not limited to, instructors, professors, lecturers, administrators with teaching responsibilities, adjunct faculty, and individuals involved in the instruction of workforce education. Workforce educators may include professionals contributing to technical, vocational, or specialized educational programs distinct from general education.

(b) Ineligibility: Individuals in roles solely focused on administrative or non-teaching duties are ineligible for regular membership. Specific eligibility criteria may be further defined in accordance with the policies and guidelines set forth by Kilgore College and regional higher education accrediting bodies.

<p><u>Section 2. Honorary.</u> Persons who have contributed significantly to the Faculty Association, but who are not eligible for regular membership may be voted honorary membership by majority vote of the Faculty Senate. An honorary member will be entitled to all privileges of membership except those of voting and of holding office.</p>	<p>In accordance with the Constitution of the Faculty Association.</p>
<p>ARTICLE IV – Dues</p>	<p>Bylaws of the Faculty Senate</p>
<p><u>Section 1. Regular Members.</u> No dues will be assessed for purposes of membership in the Faculty Association.</p>	<p>In accordance with the Constitution of the Faculty Association.</p>
<p><u>Section 2. Honorary Members.</u> No dues will be assessed for honorary members.</p>	<p>In accordance with the Constitution of the Faculty Association.</p>
<p>ARTICLE V – Meetings</p>	<p>Bylaws of the Faculty Senate</p>
<p><u>Section 1. Regular Meetings:</u> All regular Faculty Senate meetings shall be open to all members of the Faculty Association and the public in accordance with the Texas Open Meetings Act (Chapter 551, Government Code) and Texas Education Code § 51.3522. Members of the Faculty Association are encouraged to attend and participate in discussions. Notices of regular meetings, including the agenda, date, time, and location (or access link for remote participation), shall be posted on the official Faculty Senate webpage and in a publicly accessible location on campus at least three (3) business days prior to the meeting.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 2: Additional Meetings</u> The Faculty Senate President may call additional meetings of the Faculty Association, which includes all full-time instructional faculty, to address significant matters or institutional concerns. These meetings are primarily informational and do not involve official Faculty Senate deliberation or action unless explicitly noted.</p> <p>If a quorum of Faculty Senate members is expected to attend and official Senate business will be discussed or acted upon, the meeting shall comply with the Texas Open Meetings Act (Chapter 551, Government Code) and Texas Education Code § 51.3522, including the same public notice and agenda requirements specified in Section 1.</p>	<p>In accordance with the Constitution of the Faculty Association</p>

ARTICLE VI – Faculty Association Senate
<p><u>Section 1. Name.</u> The name of the council of representatives of the Faculty Association will be the Faculty Association Senate, hereinafter referred to as the “Senate.”</p>
<p><u>Section 2. Purposes.</u> The purpose of the Senate is to provide the means by which Faculty Association members can participate in the planning, policy-making and decision-making processes of the college.</p>
ARTICLE VII – Faculty Association Senate Members
<p><u>Section 1. Membership.</u> In accordance with Texas Education Code § 51.3522, eligibility to serve as a member of the Faculty Senate is limited to full-time instructional faculty members who have completed at least one (1) academic year of service at Kilgore College and are in good standing as defined by Kilgore College policy. For the purposes of Texas Education Code § 51.3522, such faculty are recognized as the institutional equivalent of “tenured faculty.” Individuals serving in part-time, temporary, or exclusively administrative roles are not eligible to serve as Senate members.</p> <p>In the event that a Senator must be absent from a Faculty Senate meeting, the Senator may designate a temporary representative who meets the eligibility requirements of this section to serve as an alternate.</p> <p>The total voting membership of the Faculty Senate shall not exceed sixty (60) members, in accordance with Department/Area representation limits defined in the bylaws.</p>
<p><u>Section 2. Selection & Terms of Service</u> Each Department or Area is entitled to representation on the Faculty Senate in accordance with Texas Education Code § 51.3522.</p>

Bylaws of the Faculty Senate
In accordance with the Constitution of the Faculty Association
In accordance with the Constitution of the Faculty Association
Bylaws of the Faculty Senate
<p>(a) <i>Designation of Departments/Areas:</i> Senators shall be selected from the Departments or Areas of Kilgore College, as designated by the Executive Committee. For the purposes of Texas Education Code § 51.3522, the terms “Department” and “Area” shall serve as the College’s recognized equivalent of “college or school” in determining Senate representation.</p> <p>(b) <i>Review:</i> Before the first regular Faculty Senate meeting of the spring semester, the Executive Committee shall review the College’s academic structure to ensure that Faculty Senate representation aligns with officially recognized departments and areas. Any proposed changes to representational units shall be submitted to the full Senate for confirmation no later than the regular meeting at which the annual selection process for new Senators is initiated, to ensure implementation prior to the start of that year’s selection cycle.</p>
<p>(a) <i>Department Representation:</i> Each Department or Area is entitled to no more than two voting representatives:</p> <ul style="list-style-type: none"> (i) One member elected by a majority vote of eligible faculty members within that Department or Area; and (ii) One member appointed by the President of Kilgore College in accordance with Texas Education Code § 51.3522.

(b) Eligibility Requirements: In accordance with Texas Education Code § 51.3522, eligibility to serve as a member of the Faculty Senate is limited to full-time instructional faculty members who:

- (i) Have completed at least one full academic year of service at Kilgore College by the start of their term.
- (ii) Are in good standing as defined by institutional policy.
- (iii) Are not serving exclusively in administrative, temporary, or part-time roles.
- (iv) Have not submitted a notice of retirement.

(c) Term Length and Limits:

In accordance with Texas Education Code § 51.3522:

- (i) Elected Faculty Senate members shall serve two-year terms, with terms staggered so that approximately one-half of all elected seats are filled each year. An elected member may serve no more than three consecutive terms. After serving the maximum consecutive terms, an elected member is ineligible for re-election until at least two years have elapsed since the conclusion of their most recent term.
- (ii) Appointed Faculty Senate members shall serve one-year terms and may be reappointed for up to six consecutive terms. After serving the maximum consecutive terms, an appointed member is ineligible for reappointment until at least two years have elapsed since the conclusion of their most recent term.
- (iii) If a seat becomes vacant before the end of the term, a replacement shall be selected using the original selection method (election or appointment) for that seat. A partial term served to fill a vacancy shall not count toward the consecutive term limit unless the service exceeds one-half of the original term length.
- (iv) The Secretary of the Faculty Senate, in consultation with the President of the Faculty Senate, shall maintain a rotation schedule to ensure staggered terms are preserved and to avoid complete turnover in any year. Adjustments may be made to restore the balance of staggered terms if vacancies or irregular terms occur.

(d) Small Departments/Areas: If a department or area has fewer than three eligible faculty members:

- (i) One faculty member may serve as the elected Senator in accordance with Texas Education Code § 51.3522. The presidentially appointed seat will remain vacant unless reassigned by the College President to a related department/area to maintain proportionality.
- (iii) Faculty from small departments are subject to the same statutory

term limits (three consecutive elected terms, six years maximum). Once those limits are reached, the elected seat remains vacant until the faculty member regains eligibility or additional faculty join the department/area.

(iii) At the discretion of the College President, small departments/areas may be temporarily merged with a related department/area for Faculty Senate representation.

(e) Selection Process Timeline: Before the first regular Faculty Senate meeting of the spring semester,

(i) The Secretary of the Faculty Senate shall announce the start of the election and appointment cycle. Prior to Spring Convocation department meetings, the Secretary of the Faculty Senate shall contact each Department or Area Chair to request:

- (1) The name of one elected representative, selected by majority vote, to serve a two-year term in accordance with § 51.3522; and
- (2) A list of all eligible and interested faculty members for appointment consideration by the President of Kilgore College.

(ii) Chairs shall conduct their election, confirm eligibility, and submit the election result along with the eligible appointment list to the Secretary of the Faculty Senate no later than the first regular Senate meeting of the spring semester.

(iii) The Secretary of the Faculty Senate shall compile all results and eligible lists and forward them to the Senate President for review of representation limits, term limits, and eligibility compliance.

(iv) Upon verification, the Senate President shall forward appointment lists to the President of Kilgore College for action in accordance with § 51.3522.

(v) Following receipt of the completed appointment list, the Secretary of the Faculty Senate shall compile the full roster and post it internally by the last regular Senate meeting of the spring semester. The Senate President shall ensure it is posted externally on the Faculty Senate webpage within the same timeframe.

(f) Alternates: If a Senator cannot attend a meeting, they may designate an alternate from the same Department or Area, provided notice is submitted in writing to the Secretary at least 24 hours in advance.

(g) Transition Terms for Initial Implementation: To establish and preserve staggered terms beginning with the 2025–2026 academic year, the initial term lengths for elected Faculty Senate members shall be assigned as follows:

	<p>(i) One-half of the elected seats shall be designated as one-year transitional terms ending at the conclusion of the 2025–2026 academic year.</p> <p>(ii) The remaining elected seats shall be designated as full two-year terms ending at the conclusion of the 2026–2027 academic year.</p> <p>(iii) Following the expiration of the transitional one-year terms, all subsequent elected terms shall be for two years in accordance with subsection (c)(i).</p> <p>(iv) For appointed members, the standard one-year term in subsection (c)(ii) will apply from the first year of implementation.</p> <p>(v) Service in a transitional one-year term shall not count toward the consecutive term limits in subsection (c).</p>
<p><u>Section 2. Duties and Responsibilities.</u></p> <p>The duty of the Senators is to represent the members of the Faculty Association. In the event that a Senator must be absent from a Faculty Association Senate meeting, the Senator will designate a representative in accordance with the bylaws.</p>	<p>(a) <i>Expectations of Service.</i> The duties of Senators will include the following:</p> <ul style="list-style-type: none"> (i) To attend no less than 75% of the Faculty Senate regular meetings per semester. (ii) To represent the interests and concerns of the Department/Area to the Senate. (iii) To make recommendations for committee appointments from the Department/Area. (iv) To appoint and report a proxy to the Faculty Senate Secretary as representative of their Department/Area when unable to attend Senate meetings in accordance with the bylaws. (v) To participate in discussions brought before the Senate and to vote as a representative of the Department/Area. (vi) To communicate regularly with the members of the Department/Area with regard to issues before the Senate. (vii) To serve as an ex-officio member of a committee when appointed. <p>(b) <i>Removal:</i> In accordance with Texas Education Code § 51.3522, a faculty member serving on the Faculty Senate may be immediately removed from their position for:</p> <ul style="list-style-type: none"> (i) Failing to fulfill responsibilities within the Senate's established parameters; (ii) Failing to attend Senate meetings without prior notification or approved proxy; (iii) Engaging in other conduct deemed misconduct related to their Senate role. <p>A written concern may be submitted by any Senator, committee chair, or officer to the Faculty Senate President.</p>

	<p>(i) The Faculty Senate President, in consultation with the Secretary, shall notify the faculty member in writing of the concern and provide an opportunity for response.</p> <p>(ii) If the concern is unresolved, the Faculty Senate President shall forward the matter, with documentation, to the institution's Chief Academic Officer (CAO).</p> <p>(iii) The CAO shall review the case and, if warranted, recommend removal to the College President.</p> <p>(iv) Removal takes effect only upon approval by the College President.</p> <p>(v) A vacancy created by removal shall be filled according to the normal procedures for vacant Senate seats.</p>
<p><u>Section 3. Compensation</u></p> <p>Service on the Faculty Senate is considered an additional duty of the faculty member's employment at Kilgore College. Members of the Faculty Senate are not entitled to compensation or reimbursement of expenses for their role as members unless the expense is on behalf of and approved by the president of Kilgore College or their designee.</p>	<p>In accordance with the Constitution of the Faculty Association.</p>
<p>ARTICLE VIII – Officers</p>	<p>Bylaws of the Faculty Senate</p>
<p><u>Section 1. Definition and Responsibilities of the Executive Committee.</u></p> <p>The Executive Committee, consisting of the President, Vice President, Secretary, and Immediate Past President, collectively represents the Faculty Association in interactions with the Board of Trustees and Administration.</p>	<p><i>(a) Eligibility:</i> Only current Faculty Senate members, whether elected or appointed, who meet the eligibility requirements under Texas Education Code § 51.3522 are eligible to serve as officers. To qualify, a candidate must have at least one (1) year of service on the Faculty Senate. Officers must have sufficient Faculty Senate eligibility to complete the term of office to which they are appointed.</p> <p><i>(b) Transition Terms for Initial Implementation of Officers:</i> To ensure continuity of leadership during the establishment of the reconstituted Faculty Senate beginning with the 2025–2026 academic year, the initial officer terms shall be as follows:</p> <p>(i) All officers (President, Vice President, Secretary, and Immediate Past President, if applicable) shall serve one-year transitional terms during the 2025–2026 academic year, concluding at the end of that academic year.</p> <p>(ii) Beginning with the 2026–2027 academic year, officer terms shall follow the standard provisions set forth in Article VIII, Section 1(a) - Eligibility.</p>

	<p>(iii) Service in a transitional one-year officer term shall not count toward eligibility limits or maximum consecutive terms outlined in Article VIII, Section 3(a) - Terms.</p>
<p><u>Section 2. Officer Appointment</u> In accordance with Texas Education Code § 51.3522, the President of Kilgore College shall appoint the officers of the Faculty Senate from among the current members of the Senate.</p> <p>While the Faculty Association and Senate may recommend candidates for officer roles, final appointment authority rests solely with the President of the College.</p> <p>Other positions, including committee chairs, may continue to be elected or appointed by the Faculty Senate, provided they do not exercise the formal authority designated under § 51.3522.</p>	<p><i>(a) Declaration of Interest:</i> Following the regular meeting at which the Faculty Senate certifies the results of elected and appointed Senators, the Secretary of the Faculty Senate shall open the Officer Interest Period. This period shall remain open until the conclusion of the next regular meeting. During this time, the Secretary of the Faculty Senate shall solicit written declarations of interest from eligible Senate members who wish to be considered for officer positions.</p> <p>Declarations must include:</p> <ul style="list-style-type: none"> (i) The position(s) sought; (ii) Relevant qualifications; (iii) A statement of willingness to fulfill the duties outlined in these bylaws; and (iv) Confirmation that the candidate meets the eligibility requirements for the role, including sufficient remaining Faculty Senate service to complete the officer rotation. <p>The solicitation timeline shall ensure that officer candidates can be reviewed and submitted for appointment at the spring regular meeting designated for officer selection.</p> <p><i>(b) Internal Review:</i> The Secretary of the Faculty Senate shall forward all declarations to the Faculty Senate President within three (3) business days of the submission deadline. The Faculty Senate President shall review each declaration to confirm eligibility, term-limit compliance, and completeness.</p> <p><i>(c) Submission to the College President:</i> The Faculty Senate President shall forward the list of eligible, interested candidates to the President of Kilgore College no later than the regular Faculty Senate meeting designated for officer selection in the spring semester, for appointment in accordance with Texas Education Code § 51.3522.</p> <p><i>(d) Announcement of Appointments:</i> The President of Kilgore College shall notify the Faculty Senate President and Secretary of the Faculty Senate of officer appointments in writing no later than the regular meeting designated for the announcement of next year's senators and officers. The Faculty</p>

	<p>Senate President shall ensure that the finalized officer roster is posted to both the internal and external Faculty Senate webpages within seven (7) calendar days of the announcement meeting.</p>
<p><u>Section 3. Service</u> Officers' terms of office shall be for one twelve-month academic year. Officers shall take office at the end of the spring semester.</p>	<p><i>(a) Terms:</i> The Faculty Senate President, Vice President, and Secretary shall each serve a one-year term and may be reappointed for up to six consecutive terms. After serving six consecutive terms, these officers are ineligible for reappointment until two years have passed since the end of their most recent term.</p> <p>The Vice President shall serve as the presiding officer in the absence of the President, in accordance with Texas Education Code § 51.3522.</p> <p>The Immediate Past President shall serve a one-year term following their service as President, providing institutional knowledge and leadership continuity.</p> <p><i>(b) Voting Rights:</i> The Faculty Senate President, Vice President, Secretary, and Immediate Past President shall each be considered voting members of the Faculty Senate during their appointed terms, provided they continue to meet Faculty Senate membership and eligibility requirements. Officers count toward quorum and remain subject to Faculty Senate term limits.</p> <p>If the Immediate Past President has exceeded Faculty Senate eligibility limits, they may continue in the role as a non-voting member to preserve institutional knowledge.</p>
<p><u>Section 4. Vacancies.</u> In the event of a vacancy in the office of the Faculty Senate President or Secretary, the President of Kilgore College shall appoint a replacement from among the current Faculty Senate membership in accordance with Texas Education Code § 51.3522.</p> <p>A Vice President who succeeds to the presidency will serve for the remainder of the term vacated and will thereafter serve as President for one full term.</p> <p>The office of Immediate Past President shall remain vacant if the previous Past President no longer meets Faculty Association membership eligibility.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 5. Removal of Officers.</u></p>	

In accordance with Texas Education Code § 51.3522, the President, Vice President, Immediate Past President, and Secretary of the Faculty Senate serve at the discretion of the President of Kilgore College and may be removed or replaced at any time by the President.

Concerns regarding officer conduct, participation, or failure to perform duties may be brought to the attention of the College President by the Faculty Senate Executive Committee. The Senate may also submit formal recommendations regarding removal or replacement, but final authority rests with the President of the College.

ARTICLE IX – Powers, Duties, and Responsibilities of Officers

Section 1. President.

The President, appointed by the President of Kilgore College, shall serve as the Presiding Officer of the Faculty Senate. The President shall prepare meeting agendas, preside over all meetings of the Faculty Senate and Faculty Association, enforce parliamentary procedures pursuant to Robert's Rules of Order, and serve as the official advisory liaison to the administration and Board of Trustees.

In accordance with the Constitution of the Faculty Association

Bylaws of the Faculty Senate

(a) Duties Related to Meetings and Compliance. The Faculty Senate President shall:

- (i) Request agenda items from all Senators at least ten (10) calendar days before any regular or special meeting.
- (ii) Compile and finalize the meeting agenda. Ensure the agenda contains sufficient detail for public notice and meets all statutory requirements.
- (iii) Submit the finalized agenda and meeting details (date, time, location, or video link) to the appropriate College designee no fewer than seven (7) calendar days before any regular or special meeting, to ensure timely posting on the external Faculty Senate website.
- (iv) Ensure that any open meeting where more than 50% of Senate members are present is broadcast live via video and audio in accordance with § 51.3522.
- (v) Approve all external communications issued by the Senate to ensure they fall within the Senate's advisory role and comply with § 51.3522 prohibitions on use of the College's seal, trademarks, or institutionally funded platforms for unrelated matters.
- (vi) Confirm that meeting recordings and approved minutes are posted publicly on the external Faculty Senate webpage within the required timeframe.
- (vii) Ensure that each regular or special meeting agenda includes a public comment period in accordance with the Texas Open Meetings Act. The agenda must specify the time allocated for public comment, the order in which it will occur, and any procedural rules (including time

limits and sign-up requirements). Public comment must occur before deliberation on agenda items. Matters raised during public comment that are not listed on the posted agenda shall be referred to the appropriate committee or added to the next posted agenda; no action may be taken on such matters at the same meeting unless permitted by law.

(b) Delegation of Presidential Responsibility. The President may delegate responsibilities as needed to other officers or committee chairs but remains responsible for communicating Senate recommendations in an advisory capacity.

If the President is temporarily unable to preside over a Faculty Senate meeting, the following individuals may facilitate the meeting in this order,

- (i) Vice President
- (ii) Secretary
- (iii) Immediate Past President
- (iv) A voting Faculty Senate member selected by a majority vote of the Executive Committee

(c) Continuity and Documentation: The President, when delegating this responsibility, shall consult with the designated individuals in advance, ensuring awareness of the meeting's agenda and purpose. Clear communication shall be maintained between the President and the designated representative, outlining expectations and any specific matters to address. The designated representative, upon attending the meeting, shall keep records of discussions, decisions, and any relevant information. The notes must be provided to the Executive Committee within 48 hours for documentation and dissemination.

(d) Selection of Incoming Senators: The President of the Faculty Senate shall:

- (i) Review and verify all election results and eligible appointment lists submitted by the Secretary of the Faculty Senate to ensure compliance with representation, eligibility, and term-limit requirements.
- (ii) Forward verified election results and eligible appointment lists to the President of Kilgore College after the regular Faculty Senate meeting designated for senator selection and receive the completed appointment list no later than the next regular Faculty Senate meeting or within fifteen (15) calendar days, whichever comes first.
- (iii) Ensure the finalized roster of Faculty Senate members is posted to the external Faculty Senate webpage within seven (7) calendar days of

	<p>receiving the completed appointment list.</p> <p><i>(e) Selection of Incoming Officers:</i> The President of the Faculty Senate shall:</p> <ul style="list-style-type: none"> (i) Solicit declarations of interest from eligible Senators beginning immediately after the regular Faculty Senate meeting at which elected senators are certified, and closing at the following regular meeting designated for officer selection. (ii) Forward the list of eligible officer candidates to the President of Kilgore College at the regular Faculty Senate meeting designated for officer selection. (iii) Ensure the finalized list of Faculty Senate officers is posted to the external Faculty Senate webpage within seven (7) calendar days of confirmation by the President of Kilgore College.
<p><u>Section 2. Vice President.</u></p> <p>The Vice President, appointed by the President of Kilgore College with Board approval, shall assist the Faculty Senate President in carrying out their duties and preside in the President's absence. The Vice President may also be assigned additional responsibilities by the Faculty Senate President as needed to support the effective operation of the Senate.</p>	<p><i>(a) Duties Related to Meetings and Support:</i> The Vice President shall:</p> <ul style="list-style-type: none"> (i) Assist the President in preparing agendas, reviewing compliance requirements, and ensuring meeting readiness. (ii) Preside over Faculty Senate meetings in the absence of the President, when delegated or as required by Texas Education Code § 51.3522. (iii) Provide advisory input during Senate meetings while retaining full voting rights as a Senate member. <p><i>(b) Duties Related to Leadership Transition:</i> The Vice President shall:</p> <ul style="list-style-type: none"> (i) Assist with maintaining records of meeting procedures, election results, and officer selection processes to ensure continuity. (ii) Shadow the President in external advisory roles when appropriate, preparing to assume full responsibilities in the subsequent year. (iii) Coordinate with the Immediate Past President to ensure institutional memory and leadership continuity are preserved.
<p><u>Section 3. Secretary.</u></p> <p>The Secretary will be responsible for maintaining accurate minutes of the meetings and for distributing copies of the minutes or other records of the official proceedings of the Senate and/or the Executive Committee. The Secretary will maintain a file of minutes, correspondence, policy decisions, committee reports and other records of the Faculty Association and Senate for the duration of their term of office and turn over these files to archives at the end of their term of office. The Secretary will interact with the Administration and the Board of Trustees as directed by the President or the Executive</p>	<p><i>(a) Duties Related to Records and Transparency.</i> The Faculty Senate Secretary shall:</p> <ul style="list-style-type: none"> (i) Ensure finalized agendas, meeting minutes, and recordings are posted in accordance with the Texas Open Meetings Act by coordinating with the College's designated office or staff responsible for maintaining Faculty Senate pages. (ii) Keep accurate minutes of all Senate meetings, including but not limited to:

Committee.

- (1) Attendance
- (2) Agenda items
- (3) Motions and votes
- (4) Required names for votes on no confidence or curriculum/standards (per § 51.3522(n))
- (iii) Forward final minutes and video recordings to the Senate President for review within five (5) calendar days of each meeting to meet the seven (7) calendar day posting deadline.
- (iv) Collect and verify any proxy designations submitted at least 24 hours before a meeting. Ensure proxy eligibility and compliance with bylaws.
- (v) Retain all meeting agendas, minutes, recordings, and proxy documentation for a minimum of one (1) year, consistent with state law.

- (b) *Selection of Incoming Senators:* The Faculty Senate Secretary shall:
- (i) Initiate the annual selection process by contacting all Department or Area Chairs no later than the regular Faculty Senate meeting designated for initiating senator selection to request the name of their elected Faculty Senate representative and a list of eligible faculty for appointment.
 - (ii) Receive and compile all election results and lists of eligible appointment candidates from Department or Area Chairs in time for the regular Faculty Senate meeting designated for verifying senator eligibility.
 - (iii) Forward the compiled information to the Faculty Senate President for review and verification at that meeting.
 - (iv) Ensure the finalized Faculty Senate roster is posted to the internal Faculty Senate page within seven (7) calendar days after appointments are confirmed by the President of Kilgore College, coordinating as needed with the College's designated office or staff.

- (c) *Selection of Incoming Officers:* The Faculty Senate Secretary shall:
- (i) Contact all current and incoming Senators to solicit declarations of interest for Faculty Senate officer positions at the regular Faculty Senate meeting designated for officer nominations.
 - (ii) Compile and verify the eligibility of all officer candidates in accordance with Faculty Senate bylaws and Texas Education Code § 51.3522 before the regular Faculty Senate meeting designated for officer selection.
 - (iii) Forward the list of eligible officer candidates to the Faculty Senate President at that meeting for submission to the President of Kilgore College for appointment.

Section 4. Immediate Past President

The Immediate Past President, upon completion of their term as President, shall serve for one year to ensure leadership continuity and provide institutional knowledge.

(a) Duties Related to Meetings and Continuity: The Immediate Past President shall:

- (i) Advise the President and Vice President on parliamentary procedure, compliance, and precedent.
- (iii) Serve as presiding officer in the absence of both the President, Vice President, and Secretary of the Faculty Senate, consistent with the established order of succession.
- (iii) Retain voting rights as a Senate member during the one-year term of service, unless they are no longer eligible to serve as an elected Senator, in which case they shall serve as a non-voting member.

(b) Duties Related to Institutional Memory: The Immediate Past President shall:

- (i) Maintain and transfer institutional knowledge by assisting with onboarding new Senators and officers.
- (ii) Provide historical context for Senate decisions when requested, ensuring consistency in policy and procedure.
- (iii) Support long-range planning by advising on unfinished initiatives from the prior term.

Section 5. Officer Training and Compliance Requirements

In accordance with Texas Education Code § 51.3522 and Chapter 551 of the Texas Government Code, all Faculty Senate officers must complete the Texas Open Meetings Act (OMA) training provided by the Office of the Attorney General each academic year.

OMA training must be completed within 30 calendar days of assuming office. Proof of completion (certificate or confirmation) must be submitted to the President of Kilgore College or their designee and maintained in accordance with institutional recordkeeping procedures.

To ensure transparency and legal compliance, the names of all officers who have completed OMA training will be posted on the Faculty Senate's external webpage. Officers who fail to complete this requirement within the stated timeline may be subject to removal by the President of Kilgore College, in accordance with Texas Education Code § 51.3522.

In accordance with the Constitution of the Faculty Association

<p><u>Section 5. Appointed Officers.</u> The College President may appoint additional officers of the Faculty Senate as deemed necessary to ensure effective operation and compliance with applicable law. Such officers shall serve in a non-voting, advisory, or administrative capacity unless otherwise specified in their appointment.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p>ARTICLE X – Committees</p>	<p>Bylaws of the Faculty Senate</p>
<p><u>Section 1. Executive Committee.</u> The Executive Committee shall consist of the Faculty Senate President, Vice President, Secretary, and Immediate Past President. The Executive Committee is responsible for coordinating the work of the Faculty Senate, ensuring compliance with applicable provisions of Texas Education Code § 51.3522 and the Texas Open Meetings Act, and representing the Faculty Association in interactions with the Kilgore College administration and Board of Trustees. The Executive Committee may recommend policies and initiatives consistent with the Constitution and Bylaws, but ultimate authority for Senate action rests with the full Faculty Senate unless otherwise specified in these bylaws.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 2. Standing Committees.</u> Memberships on Standing Committees will be by appointment from the general membership of the Faculty Association. Faculty Association members are limited to service on two committees at one time. The President will examine and direct issues to the appropriate standing committee(s). Standing committees are defined in these bylaws.</p>	<p>(a) <i>Governance.</i> The Governance Committee is tasked with reviewing, proposing, and providing advice on Faculty Senate policies, procedures, rules, and constitutional amendments. This includes ensuring adherence to established guidelines and suggesting changes or updates as needed. The President of the Faculty Senate will direct inquiries to the committee and specify a timeframe for their response. The Governance Committee Chair shall also serve as the parliamentarian for the Faculty Senate, responsible for answering questions and assisting the President in adhering to the Constitution, Bylaws, and Robert’s Rules of Order. In addition, the committee is responsible for monitoring state and federal laws that impact Faculty Senate operations, including but not limited to the Texas Open Meetings Act and Texas Education Code § 51.3522.</p> <p>(b) <i>Academic Affairs:</i> The Academic Affairs Committee shall oversee academic standards, admissions, curriculum development, and matters of institutional effectiveness and accreditation. This includes recommending changes to academic criteria, monitoring and addressing accreditation requirements, conducting regular assessments, and preparing for accreditation reviews. The Committee Chair will serve as the Senate’s representative on the College’s Academic Affairs Committee or its equivalent institutional committee. The Chair is responsible for</p>

	<p>communicating between the Senate and the College committee, with guidance from the Faculty Senate President.</p> <p><i>(c) Instructional Support Services:</i> The Instructional Support Services Committee shall oversee matters related to facilities, grounds, equipment, and library and media services that support instruction. The Committee Chair will serve as liaison with instructional and information technology services to communicate concerns or issues, keeping the Faculty Senate President informed of all such matters.</p> <p><i>(d) Professional Development:</i> The Professional Development and Continuing Education Committee shall oversee initiatives related to faculty and staff professional development and continuing education. The Chair shall gather input and recommendations from faculty, then present recommendations to the Faculty Senate Executive Committee for consideration and possible referral to College administration.</p>
<p><u>Section 3. Ad Hoc Committees.</u></p> <p>If an issue does not fall under the duties and responsibilities of any standing committee, the President may, with the consent of the Senate, form an ad hoc committee. Ad hoc committees are temporary but must comply with the same requirements as standing committees, including compliance with the Open Meetings Act, accurate recordkeeping, timely reports, and completion of any required training by their leadership. Ad hoc committees will automatically dissolve upon completion of their assigned charge or at the end of the academic year, unless reauthorized by the Senate.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 4. Institutional Committees</u></p> <p>The College maintains a number of institutional committees. The Faculty Senate President shall serve as the Senate's representative on these committees. When necessary, the President may designate a Faculty Senator to serve in their place. Senators designated to serve on institutional committees must provide written or oral reports back to the Senate, even when their service is not tied to a specific Faculty Senate committee, to ensure accountability and transparency.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 5. Committee Chairs.</u> Committee chairs shall be appointed by the Faculty Senate President from among the elected or appointed Faculty Senate members serving on that committee. Chairs will serve for the duration of the academic year unless otherwise reappointed or replaced by the President.</p>	<p><i>(a) Appointment:</i> Committee Chairs shall be appointed by the Faculty Senate President from among current Senate members and shall serve a one-year term, renewable at the discretion of the President.</p> <p><i>(b) Responsibilities:</i> Committee Chairs shall:</p>

	<ul style="list-style-type: none"> i) Convene and preside over committee meetings as needed to fulfill the committee's charge. (ii) Ensure timely communication with the Faculty Senate President regarding committee activities, progress, and challenges. (iii) Prepare and submit written or oral reports to the Faculty Senate as requested, including recommendations for action. Reports must be submitted in time for inclusion on agendas consistent with statutory posting deadlines. (iv) Maintain accurate records of committee deliberations and decisions in compliance with institutional policies, including records retention standards. (v) Facilitate collaboration among committee members and ensure work is completed within established timelines. (vi) Ensure that all committee activities, reports, and communications comply with institutional policy and state law, including Texas Education Code § 51.3522 and SB 37 requirements related to faculty governance. <p>(c) <i>Accountability:</i> Committee Chairs remain accountable to the Faculty Senate President and may be removed or replaced at the discretion of the Senate President for failure to fulfill these responsibilities.</p>
<p><u>Section 6. Committee Reports.</u></p> <p>Timely reports shall be presented to the Faculty Senate by each committee chair.</p> <p>In accordance with Texas Education Code § 51.3522, committees may not issue any statement or publish a report using Kilgore College's official seal, trademark, or institutionally funded resources on any matter not directly related to the Senate's official duty to advise the College administration.</p> <p>All communications and reports issued on behalf of the Faculty Senate must fall within the Senate's advisory function and must not imply institutional endorsement of unrelated matters. Any such communication must be reviewed by the presiding officer prior to distribution.</p>	<p>(a) <i>Timeliness of Work:</i> Committee charges must be completed within the academic year in which they are assigned. Reports or recommendations shall be submitted no later than the final regular Faculty Senate meeting of the spring semester. Extensions beyond this timeline require approval of the Faculty Senate President and must be reported to the full Senate.</p> <p>(b) <i>Adoption and Distribution:</i> Reports intended to represent the official position of the Faculty Senate must be formally adopted by majority vote of the Senate. Once adopted, such reports shall be transmitted to the College administration by the Faculty Senate President or their designee and recorded in the official Senate minutes.</p>
<p><u>Section 7. Applicability of the Texas Open Meetings Act to Committees.</u></p> <p>All Faculty Senate standing and ad hoc committees are considered subcommittees of the Faculty Senate and are therefore subject to the Texas Open Meetings Act (Texas Government Code, Chapter 551). Committee meetings must follow OMA requirements for notice, posting of agendas, open access, and recordkeeping.</p>	<p>(a) <i>Responsibility for Posting:</i> Committee Chairs shall prepare agendas and minutes in a timely manner. The Faculty Senate Secretary, in coordination with the Senate President or College designee, is responsible for ensuring agendas and minutes are posted in accordance with OMA requirements.</p>

	<p><i>(b) Training Requirement:</i> All Committee Chairs must complete the Texas Attorney General's Open Meetings Act training within ninety (90) days of their appointment. Certificates of completion shall be submitted to the Faculty Senate Secretary for recordkeeping.</p> <p><i>(c) Working Groups Exception:</i> Informal working groups or advisory task forces created by Senate officers, which are not delegated Senate authority and do not issue reports directly to the Senate, are not subject to OMA.</p>
<p style="text-align: center;">ARTICLE XI –</p> <p style="text-align: center;">Faculty Senate Meetings and Procedures</p>	<p style="text-align: center;">Bylaws of the Faculty Senate</p>
<p><u>Section 1. Regular Meetings.</u></p> <p>The Faculty Senate President shall convene regular meetings on the first Friday of the month following both the Fall and Spring Convocation. There shall be no regularly scheduled meetings following May graduation. The finalized schedule of regular meetings for the academic year shall be posted during Fall Convocation week on the external Faculty Senate website and the internal Faculty Senate webpage.</p> <p>Additional meetings may be scheduled by the Senate President as needed. All meetings must comply with the Texas Open Meetings Act (Chapter 551, Government Code).</p>	<p><i>(a) Convening Meetings.</i> The Faculty Senate shall hold regular meetings each semester, consistent with the Constitution of the Faculty Association. Additional meetings may be scheduled by the Senate President. All meetings must comply with the Texas Open Meetings Act (Chapter 551, Government Code).</p> <p>The Senate President must solicit agenda items from Senators at least ten (10) calendar days before any regular or special meeting. Final agendas must be publicly posted at least seven (7) calendar days in advance and must include the date, time, location (or video link), and detailed agenda.</p> <p>Agendas must be submitted by the Faculty Senate President to the designated College office for public posting on the external Faculty Senate webpage and coordinated for posting to the internal Faculty Senate page.</p> <p><i>(b) Quorum Requirement.</i> A quorum consists of more than 50% of the total voting Senate membership. Senators may be counted toward quorum if attending in person, by telephone, or video conference, as allowed under Chapter 551. If quorum is not met, the Senate may meet for discussion, but no official action may be taken.</p> <p><i>(c) Proxy Voting.</i> Senators unable to attend may designate a proxy, who must be a Faculty Association member from the same department or area. Proxy designations must be submitted in writing to the Secretary of the Faculty Senate no later than 24 hours before the meeting. A proxy may represent only one Senator and may vote on their behalf. Executive Committee members may not serve as proxies.</p>

(d) Agenda Submission and Posting. Senators may submit agenda items to the Faculty Senate President up to two (2) business days before the final posting deadline. The President must submit the finalized agenda to the designated College office for public posting on the external Faculty Senate webpage and coordinate internal posting. All agendas must comply with Texas Education Code § 51.3522 and the Open Meetings Act.

(e) Livestreaming and Archiving. Any meeting where more than 50% of Senate members are present must be livestreamed with audio and video. Recordings must be publicly posted to the external Faculty Senate website within seven (7) calendar days and remain accessible for at least one (1) year, per Texas Education Code § 51.3522.

(f) Minutes and Records. The Secretary of the Faculty Senate shall take accurate minutes for each Senate meeting, including:

- (i) Date and time
- (ii) Attendance
- (iii) Agenda items discussed
- (iv) All actions taken and votes recorded
- (v) Names of members in attendance at any meeting involving
 - (1) A vote of no confidence in an institutional or system administrator
 - (2) Curriculum or academic standards

The Secretary shall ensure finalized minutes are submitted for public posting on the external Faculty Senate webpage and for internal posting within seven (7) calendar days of approval. All agendas, minutes, and recordings shall be retained for a minimum of one (1) year in accordance with the Texas Open Meetings Act and Texas Education Code § 51.3522.

(g) Electronic Participation and Voting. Senators may participate and vote electronically. Between meetings, electronic votes may be authorized by a two-thirds Executive Committee vote. Voting must remain open for at least 72 hours and no more than seven (7) days. Electronic voting is not permitted for personnel matters or no confidence motions.

(h) Guest Speakers. Committee chairs, administrators, or other invited guests may present during their allotted agenda time. The length and format of invited presentations shall be determined in advance by the Executive Committee.

(i) Public Comment. Each regular meeting of the Faculty Senate shall

	<p>include a public comment period, as outlined in Article XI, Section 3(b) - Public Comment.</p> <p><i>(i) Use of College Resources for Communications.</i> In accordance with Texas Education Code § 51.3522, the Faculty Senate may not use Kilgore College's official seal, trademark, or institutionally funded resources to issue statements or reports unrelated to its formal advisory role. All external-facing communications must be reviewed by the Senate President.</p>
<p><u>Section 2. Privileges</u> All meetings of the Faculty Senate are open to the public in accordance with the Texas Open Meetings Act (Chapter 551, Government Code). Members of the Faculty Association, other faculty, students, staff, and members of the public are welcome to attend.</p> <p>Speaking privileges during Senate discussion are reserved for Senate members, except during the public comment portion of the meeting. The Senate shall include a public comment period on each agenda, during which any attendee may address the body, subject to reasonable time limits and procedural rules adopted by the Senate.</p> <p>Only Senate members may vote on matters before the Faculty Senate, except for amendments to this Constitution, which shall require a vote of the entire Faculty Association membership.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 3. Concerns and Communication:</u> Faculty members are encouraged to bring their concerns, suggestions, or inquiries to the Faculty Senator(s) representing their Department/Area. The Faculty Senator shall serve as a liaison between the Faculty Association and its members within the Department/Area they have been elected or appointed to represent, ensuring that the diverse voices and perspectives of the faculty are effectively communicated to the Senate in a timely manner.</p>	<p><i>(a) Question and Answer Session.</i> A designated portion of each Faculty Senate agenda shall be reserved for questions and answers among Senate members.</p> <p><i>(b) Public Comment.</i> Each regular Faculty Senate meeting shall include a public comment period. Public comment will occur prior to Senate deliberations on agenda items to ensure input is considered before action is taken. Comments are subject to reasonable time limits and procedural rules established by the Senate. Each speaker will be limited to three (3) minutes. The Executive Committee shall determine the total time allotted for public comment.</p> <p>Public comment shall be limited to posted agenda items. Comments on matters not included on the agenda may be heard for informational purposes only but shall not be deliberated or acted upon at the same</p>

	meeting. Such matters may be referred to a committee or placed on a future agenda, consistent with the Texas Open Meetings Act.
<p><u>Section 4. Amendments to Meetings and Procedures:</u> Any amendments or modifications to the rules governing Faculty Senate meetings and procedures shall be proposed and adopted through the process outlined in the bylaws.</p>	<p><i>(a) Changes to Meetings and Procedures of the Faculty Senate.</i> Any amendments or modifications to the rules governing Faculty Senate meetings and procedures must begin with a proposal to the Governance Committee, followed by discussion and approval by a simple majority vote of the full Senate. However, all meeting-related policies must remain fully compliant with Texas Education Code § 51.3522 and the Texas Open Meetings Act (Chapter 551, Government Code).</p> <p>Before any such amendments may take effect, they must be reviewed by the College President or their designee to ensure legal compliance and alignment with institutional policy.</p>
<p>Article XII – Amending the Constitution</p>	<p>Bylaws of the Faculty Senate</p>
<p><u>Section 1. Petitions to Amend.</u> An amendment to this Constitution will be proposed by a written petition of at least twenty-five (25) Faculty Association Members, which must be submitted to the Senate President. The proposed amendment will be distributed to the Faculty Association membership electronically.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 2. Administrative Review.</u> All proposed constitutional amendments must be submitted to the College President or designee for preliminary legal and policy review to ensure compliance with Texas Education Code § 51.3522 and other applicable laws or board policies. Following administrative review and any required revisions, the amendment may proceed to faculty consideration.</p>	<p>In accordance with the Constitution of the Faculty Association</p>
<p><u>Section 3. Passage of Amendments.</u> For purposes of discussion, debate, or revision, the proposed constitutional amendment will be considered at a called meeting of the Faculty Association to be held at least two weeks following initial distribution to the Faculty Association membership. Passage will be by a two-thirds majority vote of the Faculty Association members present and voting.</p>	<p>In accordance with the Constitution of the Faculty Association</p>

ARTICLE XIII – By-Laws of the Faculty Senate

Section 1. Changes.

The Faculty Senate may propose and adopt its own bylaws governing internal operations by a two-thirds vote of the full Senate membership. Any changes that affect officer roles, representation, quorum, term limits, or duties defined in § 51.3522 must be submitted to the College President or designee for legal review and approval prior to implementation.

Bylaws of the Faculty Senate

In accordance with the Constitution of the Faculty Association