Constitution of the Faculty Council
USC College of Letters, Arts and Sciences
Adopted February 2, 1994
Amended January 9, 2003;
Amended February, 2005

Article I: Name

The name of the body shall be the Faculty Council of the USC College of Letters, Arts and Sciences. It is referred to below as the Council.

Article II: Authority and Objectives

The Council represents the faculty to the College. It has two missions: (1) to advise the Deans of the College on academic policy, academic problems, and faculty concerns, and (2) to work with the Deans as an advocate for the College with the University administration.

Article III: Membership

The Council shall represent the eligible faculty of the College. The eligible faculty shall be defined as all tenured, tenure-track, and full-time non-tenure-track faculty, irrespective of title or department.

Article IV: Meetings

The Council shall hold both regular meetings and special meetings as specified in the bylaws.

Article V: Representation and Elections

1. Representation and Voting

All tenured, tenure-track, and full-time non-tenure-track faculty of the College who do not have any form of decanal or University vice-presidential titles are eligible to serve as Representatives. All tenured, tenure-track, and full-time non-tenure-track faculty regardless of administrative title are eligible to vote in the election for Representatives.

Divisional Representatives represent the tenured and tenure-track faculty in each of the College’s historical Divisions—Humanities, Social Sciences, and Natural Sciences and Mathematics. The number of Divisional Representatives shall be proportionate to the number of tenured and tenure-track faculty in that Division. Current distribution of Divisional Representatives is to be specified in the Council’s bylaws and subject to periodic amendment. Voting is by Division, with the eligible tenured and tenure-track
faculty of a Division voting for nominees from that Division. Faculty shall vote in the Division of their primary appointment.

Non-Divisional Representatives represent the College’s full-time non-tenure-track faculty. The number of Non-Divisional Representatives is to be specified in the Council’s bylaws and subject to periodic amendment. All full-time non-tenure-track faculty are eligible to vote for full-time non-tenure-track nominees, irrespective of the Division of primary appointment.

2. Terms

Representatives are elected in the spring semester of each year for a two-year term when a seat has become vacant. No Representative may serve more than two consecutive terms or fractions thereof. In the case of a Representative elected to the Vice-Presidency in the second year of his or her term, that Representative’s subsequent year as Council President shall be considered an extension of his or her original term.

Article VI: Officers and Their Election

Officers of the Council shall consist of a President, a Vice-President, and a Secretary. They shall be nominated and elected by the Council as provided for here and in the bylaws.

1. Election and Term of Office

At its May meeting, the Council nominates candidates for Vice-President and Secretary from the pool of newly elected Council members and current members continuing the following year. Voting will be by mail ballot organized by the Secretary. A tie vote shall be decided by lot among the candidates tied.

The Vice-President and Secretary shall serve in these capacities for one year, beginning July 1 through June 30 of the next year, or until their successors have been chosen and seated.

On July 1, Presidency of the Council passes automatically to the previous year’s Vice-President. The President’s term expires on June 30th of the following year.

Elected officers may be removed from office for just cause after due process and by affirmative vote of two-thirds of the Council.

2. Vacancies after July 1

A vacancy arising in the office of President after July 1 because of resignation or inability/ineligibility to serve shall be filled by the Vice-President, who will serve out the unexpired term of the President. In this event, the Council shall elect a new Vice President, who will accede to the Presidency in the following year.
In the event that any other elected officer, including the Vice-President if s/he has assumed the Presidency, shall become unable or ineligible to serve, the Council shall immediately elect a successor from the eligible members to serve the unexpired portion of the term.

Vacancies not covered by these bylaws shall be filled in a manner determined by the Council.

3. **Responsibilities of Officers**

The President shall preside at all meetings of the Council.

The Vice-President shall assist the President as required and shall serve as President pro tempore in the absence of the President.

The Secretary shall keep a record of the proceedings of the Council and shall serve as President pro tempore in the absence of the President and Vice-President.

The officers shall have such other duties as may be assigned by the Bylaws and the Parliamentary authority adopted by the Council.

**Article VII: Amendments to the Constitution**

This constitution may be amended or rescinded by two-thirds vote of the eligible faculty who vote by mail ballot. The faculty must be notified one month prior to such an amendment vote, and the vote must take place between September 15 and May 1 of an academic year.

**Article VIII: Effective Date**

The Constitution and any amendments shall become effective immediately upon approval of two-thirds of the eligible faculty who vote by mail ballot.