

## CONSTITUTION

### DEPARTMENT OF PHILOSOPHY AND HUMANITIES

### TEXAS A & M UNIVERSITY

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#### ARTICLE I - NAME

The name of this organization shall be "the Department of Philosophy and Humanities," henceforth called "the Department." It is a constituent division of the College of Liberal Arts, Texas A & M University (College Station), and Texas A & M University System.

#### ARTICLE II - POLICY

The Department will assure that people are given equal opportunity without regard to race, color, religion, sex, sexual orientation, national/ethnic origin, age, handicap status, or status as a disabled veteran or veteran of the Vietnam era.

#### ARTICLE III - MEMBERSHIP

##### Section One - Full Members

- A. All persons holding full-time tenured or tenure-track faculty appointment in the Texas A&M University System with an administrative location (AD LOC) in the Department are Full Members.
- B. Full members shall have all privileges and responsibilities of membership.

##### Section Two - Associate Members

- A. Emeritus faculty, retired faculty, and faculty with term appointments are Associate Members.
- B. Associate members shall have responsibilities of membership appropriate to their association with the Department, and all privileges of membership except voting rights.

##### Section Three - Adjunct Members

- A. Upon recommendation of the Department Head, the Department may designate persons as Adjunct members for a specified period of time.
- B. Adjunct members may be given specific privileges within the Department and the University as designated on an individual basis.

##### Section Four - Honorary Members

- A. Upon recommendation of the Department Head, the Department may select persons who have made extraordinary contributions to the program and/or reputation of the Department for the office of Honorary Member of the Department.
- B. Honorary members have no specific duties or privileges. However, they may be given privileges and appropriate recognition at the discretion of the Department.

#### ARTICLE IV - OFFICERS

#### Section One - Head

The Head is the administrative and executive officer of the Department and its spokesperson to the University administration, the University community, and to external society.

#### Section Two - Associate Head

The Associate Head is appointed by the Head with the advice of the Steering Committee.

#### Section Three - Director of Graduate Studies

The Director of Graduate Studies is appointed by the Head for renewable terms of two years with the advice of the Steering Committee and the Graduate Faculty.

#### Section Four - Undergraduate Advisor

The Undergraduate Advisor is appointed by the Head for renewable terms of two years with the advice of the Steering Committee.

#### Section Five - Secretary

The Secretary shall be elected at the Annual Meeting.

#### Section Six - Parliamentarian

The Parliamentarian shall be appointed by the Head at the Annual meeting.

### ARTICLE V - MEETINGS

- Section One The Department will be considered to be a quasi-political organization with yearly official sessions beginning and ending at the Annual meeting
- Section Two The Annual Meeting of the Department shall be held in September at a date selected by the Head in consultation with the Steering Committee.
- Section Three Regular meetings will be held as often as necessary to conduct the business of the Department provided that they are held at least once each semester.
- Section Four Meetings may be called by the Head, by a majority vote of the Steering Committee or by petition of 20% of the voting members. The petition will be presented to the Secretary.
- Section Five The Secretary will notify all members of all annual, regular or called meetings at least seven days prior to the date of the meeting.

### ARTICLE VI - QUORUM

- Section One The quorum will be a majority of all full members of the Department excluding members who are on leaves of absence.
- Section Two The secretary shall record attendance at all meetings.
- Section Three Proxy participation or voting is not permitted.

### ARTICLE VII - COMMITTEES

- Section One Standing Committees - The following standing committees shall be established.
- A. Steering Committee

- B. Graduate Program Advisory Council
- C. Colloquium Committee
- D. Computer and Equipment Committee
- E. Curriculum Committee
- F. Library Committee
- G. Rules Committee
- H. Student Relations Committee
- I. Personnel Committees (Committees on Promotion and Tenure)  
 The Personnel Committee is established by and functions in accordance with the procedures and regulations concerning promotion and tenure of Texas A&M University, the College of Liberal Arts, and the Department's own 'Guidelines for Personnel Procedures for the Department of Philosophy and Humanites,' which are hereby incorporated by reference.

#### ARTICLE VIII - PARLIAMENTARY AUTHORITY

The parliamentary authority for all meetings of this organization, including, annual, regular, called, special, committee and sub-committee meetings shall be *Robert's Rules of Order, Newly Revised*, provided that *RNR* is not inconsistent with the laws and regulations of the State of Texas, The Texas A & M University System, Texas A & M University (College Station), The College of Liberal Arts, the Department Constitution, or the Department Bylaws.

#### ARTICLE IX - AMENDMENTS

- Section One      This Constitution may be amended at any regular or called meeting of this organization by two-thirds of the members present and voting, provided that the amendment has been presented at a previous meeting or has been distributed to the full membership thirty days prior to the meeting.
- Section Two      This Constitution may also be amended by a mail vote by a majority vote of all voting members of the organization.



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BYLAWS  
DEPARTMENT OF PHILOSOPHY AND HUMANITIES  
TEXAS A & M UNIVERSITY

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ARTICLE I - ELECTION OF OFFICERS

- Section One      The term of the elected officer of the Department, the Secretary, shall be for approximately one year beginning at the Annual meeting in September and ending at the next Annual meeting in September.
- Section Two      The terms of the appointed officers of the Department, Assistant Head, Director of Graduate Studies, Undergraduate Advisor and Parliamentarian shall be determined by the Head in consultation with the Steering Committee.

ARTICLE II - DUTIES OF OFFICERS

HEAD

- Section One      The Head shall serve as the Administrator of the Department and its staff.
- Section Two      The Head shall serve as the Executive officer of the Department.
- Section Three     The Head shall preside at all meetings of the Department.
- Section Four      The Head shall appoint an Associate Head, Director of Graduate Studies, Undergraduate Advisor and Parliamentarian.
- Section Five      The Head shall serve as Chair of the Steering Committee.
- Section Six       The Head shall serve as an ex-officio non-voting member of all Committees and Sub-committees.
- Section Seven     The Head shall represent the Department to the administration of the College, and where appropriate to the University and System.
- Section Eight     The Head represents the Department at University functions.
- Section Nine      The Head represents the Department at public functions.

ASSOCIATE HEAD

- Section One      The Associate Head shall perform the duties of Head whenever the Head is absent or unable to serve.
- Section Two      The Associate Head shall perform such duties as the Head may designate.

SECRETARY

- Section One      The Secretary shall record the business of all regular and called meetings of the Department, including but not restricted to minutes and attendance.
- Section Two      The Secretary shall be the custodian of the permanent records of the Department.

- Section Three      The Secretary shall promptly call special meetings of the Department, in consultation with the Head and the Steering Committee, upon receiving an appropriate petition.
- Section Four      The Secretary shall notify all members of all annual, regular or called meetings at least seven days prior to the meeting.
- Section Five      The Secretary shall be a non-voting ex officio member of the Steering Committee

#### PARLIAMENTARIAN

- Section One      The Parliamentarian shall perform the functions of a registered parliamentarian as formulated by the National Association of Parliamentarians.
- Section Two      The Parliamentarian shall be an ex-officio voting member of the Rules Committee

#### ARTICLE III - ORDER OF BUSINESS

The regular order of business shall be:

- A.      Opening ceremonies (optional)
- B.      Determining the quorum.
- C.      Reading (and approval) of the Minutes of the Previous Meeting
- D.      Reports of the Department officers
- E.      Reports of the Steering Committee
- F.      Reports of Standing Committees
- G.      Reports of Special Committees
- H.      Special Orders (if any)
- I.      Unfinished Business - General Orders (if any)
- J.      New Business
- K.      Adjournment

#### ARTICLE IV - STEERING COMMITTEE

- Section One      Membership of the Steering Committee - The Steering Committee membership shall be composed of the Head, The Associate Head, The Secretary, The Director of Graduate Studies and one member elected from and by each of the following categories of voting members: 1. Full Professors, 2. Associate Professors, 3. Assistant Professors and Instructors.
- Section Two      Duties of the Steering Committee: The Steering Committee, as a representative of the Faculty to the Head, assists and advises the Department Head in setting Departmental policies. It advises the Department Head on appointments of Departmental officers, as indicated in these By-Laws; on the date of the Annual Meeting; and on other matters of Departmental business about which the Head seeks its advice.

#### ARTICLE V - THE GRADUATE PROGRAM ADVISORY COUNCIL

- Section One      Membership of the Graduate Program Advisory Council - The Graduate Program Advisory Council shall be composed of the Director of Graduate Studies, at least one representative from each tenure-track rank represented in the department, and a graduate student representative. Appointment to the Committee is by the Department Head, with the advice and consent of the Steering Committee and the Director of Graduate Studies.
- Section Two      Duties of the Graduate Program Advisory Council: The Graduate Program Advisory Council assists the Director of Graduate Studies in supervising graduate programs. It acts on all policy matters that require no change in the catalog and no change to any standing departmental document concerning graduate programs. It is chaired by the Director of Graduate Studies. All members have voting privileges, except that the graduate student representative does not vote on matters involving individual student evaluations.

#### ARTICLE VI - THE COLLOQUIUM COMMITTEE

- Section One Membership of the Colloquium Committee: The members of the Colloquium Committee shall be five Department faculty, representing a range of research specializations and with at least one representative from each tenure-track rank represented in the Department. The Chair of the Colloquium Committee shall be appointed by the Department Head at the beginning of the spring semester each year with the advice of the steering committee and the previous year's Chair. The other members shall be appointed early in the spring semester by the Head in consultation with the newly appointed Chair.
- Section Two Duties of the Colloquium Committee: The duties of the Colloquium Committee shall be
- A. to arrange a series of Colloquia, including invited as well as local speakers, soliciting input from faculty to insure that the series reflects the diversity of research specializations in academic philosophy.
  - B. to see that all related scheduling and reimbursement arrangements are made.

#### ARTICLE VII - THE COMPUTER AND EQUIPMENT COMMITTEE

- Section One Membership of the Computer and Equipment Committee. The Computer and Equipment Committee shall consist of at least two faculty members, appointed by the Department Head, who are knowledgeable about the equipment and computing needs of the Department.
- Section Two Duties of the Computer and Equipment Committee: The Computer and Equipment Committee advises the Department Head on the purchase and maintenance of major items of equipment and computer software.

#### ARTICLE VIII - THE CURRICULUM COMMITTEE

- Section One Membership of the Curriculum Committee. The Curriculum Committee shall have at least three members and shall include the Undergraduate Advisor, the Director of Graduate Studies, and the Departmental Representative to the College Undergraduate Course and Curriculum Committee. In the event that two of these offices are held by the same person, the Department Head shall appoint members as needed to bring the number up to a minimum of three.
- Section Two Duties of the Curriculum Committee. The Curriculum Committee shall consider all proposals for changes in the Department's course offerings or curricular requirements, referring them to the full Department for action as appropriate and as required by College and University procedures.

#### ARTICLE IX - THE LIBRARY COMMITTEE

- Section One Membership of the Library Committee: The Library Committee, which is appointed by the Department Head, shall be chaired by the Departmental Library Representative and include at least two other faculty.
- Section Two Duties of the Library Committee: The Library Committee acts as an advisory committee for the Departmental Library Representative and develops policies and recommendations concerning the University Library and its relationships with the Department.

#### ARTICLE X - RULES COMMITTEE

- Section One Membership of the Rules Committee - The members of the Rules Committee shall be the Parliamentarian and two other faculty members appointed by the Department Head.
- Section Two Duties of the Rules Committee - The duties of the rules committee shall be:
- A. maintain at all time up-to-date copies of the Constitution, Bylaws, Standing Rules and precedental procedures adopted and/or practiced by the Department.

- B. at least yearly, review the Constitution, Bylaws, standing Rules and precedential procedures and make any recommendations for amendments thereto (if any) deemed to be appropriate. This review will include reviewing all other Departments' bylaws in the College of Liberal Arts.
- C. Review all proposed amendments to the Constitution and Bylaws and present recommendations to the Department regarding disposition of proposed amendments.

#### ARTICLE XI - STUDENT RELATIONS COMMITTEE

- Section One Membership of the Student Relations Committee - The members of the Student Relations Committee shall include the Undergraduate Advisor, the Advisor of the Philosophy Club, and the Advisor of the Pretheological Society. In the event that two of these offices are held by the same person, the Department Head shall appoint members as needed to bring the number up to a minimum of three.
- Section Two Duties of the Student Relations Committee - The Student Relations Committee develops Departmental policies and actions concerning the recruitment and retention of undergraduate and graduate students and related issues of student welfare.

#### ARTICLE XII - PERSONNEL COMMITTEES

- Section One The Personnel Committee is established by and functions in accordance with the procedures and regulations concerning promotion and tenure of Texas A&M University, the College of Liberal Arts, and the Department's own "Guidelines for Personnel Procedures for the Department of Philosophy and Humanities," which are hereby incorporated by reference.

#### ARTICLE XIII - NOMINATION AND ELECTIONS

- Section One The Steering Committee shall appoint a Nominating Committee of at least three members at the last meeting of the Steering Committee of the Spring Semester.
- Section Two The Nominating Committee shall be representative of the Department in so far as possible.
- Section Three The Nominating Committee shall submit no less than one and no more than three nominations for all officers to be elected at the Annual meeting.
- Section Four Nominees shall be eligible and shall agree in writing to accept the nomination.
- Section Five Election shall be by majority vote. In the event that no candidate obtains a majority vote a run-off election will be held immediately with the candidates in the run-off selected by plurality and the number of candidates in the run-off being twice the number to be elected. However, in the event of a tie for qualification for run-off candidates, all tied candidates will be included in the run-off, even if this results in more than twice as many candidates as positions to be filled. If subsequent run-offs are necessary the same procedure will be followed.
- Section Six The Nominating Committee will assist in conducting elections for and recruiting candidates for The Liberal Arts Council and all college wide or university wide offices selected by Department or for which members of the Department are eligible.
- Section Seven Nominations for office may also be made from the floor at any appropriate meeting.
- Section Eight Elections for office will be by secret ballot.

#### ARTICLE XIV - AMENDMENTS

These Bylaws may be amended at any regular or called meeting of the Department by a majority vote of the members present and voting, provided that the amendment has been presented at a previous meeting.

ARTICLE XV - VACANCIES

- Section One      In the event of a vacancy in the office of an elected officer by resignation, disability, death, removal from office or other incapacity if a semester or more than a semester remains in the term of office a new election will be called using the procedure for the original election. If less than a full semester remains the office will be filled by appointment by the Steering Committee.
- Section Two      In the event of a vacancy in the office of an appointed officer by resignation, disability, death, removal from office or other incapacity, the position will be filled by the same process employed in the original appointment.
- Section Three     Elected officers may be removed from office for nonperformance of duty. In the case of department-wide elected officers, removal will be by two-thirds vote of members of the Department present and voting at a Regular or Special Meeting called for said purpose. In the case of elected officers representing a specific portion of the Department, removal will be by two-thirds vote of that portion of the Department present and voting at a Regular or Special Meeting called for said purpose. Two weeks' notice by mail will be required.
- Section Four      Appointed officers serve at the pleasure of the appointing officers with appropriate consultation.

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TRANSITION RULES

- Article One      From the current date, January 7, 1994, until the Annual meeting in September 1995 those currently serving on committees, with the exception of the Steering Committee, will continue in service, and the Head will appoint any new positions required by the Constitution and Bylaws, other than the Secretary.
- Article Two      An election will be held as soon as possible to select the elected members of the Steering Committee. They will serve for the remainder of the current session.

- Article Three      An election will be held as soon as possible to select the Secretary.
- Article Four      All sections of the Constitution and Bylaws marked "to be completed by the Spring of 1995," will be completed by the individual committees as soon as possible, presented to the current Bylaws Committee (which will become the Pro Tem Rules Committee until the next annual meeting), for action, and presented to the Department for ratification or amendment at a meeting in the Spring of 1995 at a date to be selected by the newly elected Steering Committee.
- Article Five      All sections of the Constitution and Bylaws that can be implemented will become effective immediately upon adoption.
- Article Six      All rules, regulations and policies currently in effect in the University, the College and the Department which are not inconsistent with the Constitution and Bylaws of the Department will continue in effect until they are altered by appropriate parliamentary procedure
- Article Seven     The relationship of the Music Program and Music faculty, and any other university entity such as Religious Studies and faculty, in the Department will be determined in accordance with currently existing rules and regulations of the College, The Department and the Program. The Rules Committees is instructed to work with the Head, the Program Director and the Dean to prepare any necessary Bylaws, standing rules, or recorded precedence.

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PROPOSED AMENDMENT

Amend Article IV of the Bylaws by adding Section Two

Election of the Steering Committee Members Elected by Rank - The steering committee members elected by rank shall be elected at the Annual Meeting or by a mail ballot immediately following the Annual meeting.

Term of Office of the Steering Committee - Steering Committee members will serve a three year term with elections staggered with one member elected each year.

Amend Transition Rules by adding Article Eight

Immediately following the election of the Steering Committee in the Fall of 2000 (2000C), the terms of office of the Steering Committee members elected by rank shall be determined by lot.