

CONSTITUTION OF THE DEPARTMENT OF COMMUNICATION AS REVISED APRIL 28, 1999

Article 1: Preamble

We the students and faculty interested in the study of communication in order to provide the maximum educational program through cooperative endeavor, do hereby establish this constitution.

Article II: Name

The name of this organization shall be the Department of Communication of Humboldt State University.

Article III: Goals

The overall goal of the Department of Communication is to create a community of learners wherein students and faculty can, through interaction and communication, arrive at mutually satisfying educational experiences. More specifically, this objective includes such things as:

1. Joint faculty and student participation in curriculum evaluation and innovation.
2. Joint faculty and student evaluation and innovation in instructional methods and styles.
3. Joint faculty and student participation in constructive evaluation of individual professors.
4. Development of faculty and student awareness of academic administration problems and policies.
5. Establishment of systematic and responsible student/faculty communication channels.
6. Recognition of the ever-emerging nature of the communication field as a whole.
7. Development of an effective student association as a means to responsible and competent student participation in the implementations of these goals.
8. Development of an understanding of the communication field among the public at large.
9. Promotion of interdisciplinary study wherever it is mutually advantageous.

Article IV: Membership

Sec. 1. The members of the Department of Communication shall be of five classes: tenured faculty, probationary faculty, temporary faculty, students, and secretary/staff.

Sec. 2 Tenured faculty are those faculty members who have been granted tenure by the college administration.

Sec. 3. Probationary faculty are those who have been hired on a permanent basis, but have not been granted tenure.

Sect. 4. Temporary faculty are those who have been hired for a stated period of time. Part-time instructors who teach 6 or more units in a semester are considered to be temporary faculty.

Sec. 5. Student members are all students who have officially declared themselves to the Department Chairperson in writing to be majors or minors and have completed, or enrolled in, at least one speech class.

Sec. 6. The regular departmental secretary will be a voting member of the department.

Sec. 7. Staff appointed to .30 or more time are eligible to vote.

Article V: Officers

Sec. 1. The officers of the organization shall be a Chairperson and Secretary.

Sec. 2. The Chairperson shall normally serve for three years.

Sec. 3. Those eligible for Department Chairperson shall be the tenured members of the faculty.

Sec. 4. All officers other than the Chairperson shall serve for a period of one year, and may serve for more than one consecutive term.

Sec. 5. The Department Chairperson's tenure in office shall annually be referred to the Executive Committee for re-affirmation in March, and will be accomplished by secret ballot of the Executive Committee.

Sec. 6. In the event the referendum fails to provide a majority vote in favor of the continuance of the Chairperson in office, the office shall be declared vacant and a new Chairperson elected in the prescribed manner.

Sec. 7. The Chairperson shall perform the customary duties of his or her office in the manner described in the current edition of Sturgis, except as provided herein. The Chairperson shall also perform those official duties assigned by the University administration.

Sec. 8. The Department Secretary will automatically serve as Secretary to the organization.

Sec. 9. The duties of the Secretary shall be to perform the customary duties of Secretary-Treasurer with the manner prescribed in the current edition of Sturgis.

Sec. 10. All powers not delegated to the officers of this organization shall be reserved by the department as represented by the Executive Committee, or if pertaining to personnel matters, the department personnel committee.

Article VI: Election of Officers

Sec. 1. The Chairperson shall be elected.

Sec. 2. There shall be an election for chairperson at least every three years.

Sec. 3. The election of the Chairperson shall be held in October; the elected candidate is then recommended to the university administration for confirmation. Upon confirmation by the university administration, the term of office of the new Chairperson will begin the following academic year. The intervening period shall constitute a training period for the new Chairperson.

Sec. 4. Nominations for the position of Chairperson shall be made from the floor of the Executive Committee. All voting members of the Executive Committee are eligible to make nominations.

Sec. 5. A vote by ballot will be taken during the week of the meeting at which nominations are made.

Sec. 6. A majority of those voting will be required to elect.

Sec. 7. In the event that a majority is not achieved on the first ballot, a second ballot will be held between the top two candidates.

Article VII; Executive Committee

Sec. 1. The Executive Committee shall be comprised of all tenured faculty; all probationary faculty; all temporary faculty; the Secretary; and the student members to be elected.

Sec. 2. The number of student members will be of a proportion of one student to four faculty members.

Sec. 3. the student members shall hold office for one year and are to be elected in the following manner.

- a. The Student Speech Association shall nominate a number of students equal to two students for each opening to be filled. Self-nominations are acceptable.
- b. To be eligible for election to the Executive Committee, a student must have completed twelve units of speech communication.
- c. The student representatives are to be elected by direct vote of the members of the Student Speech Association.
- d. The method of nomination is to be determined by the Student Association with faculty approval.
- e. Student members are to be elected during the first month of the fall semester.

Sec. 4. All members of the Executive Committee shall have equal voting powers.

Sec. 5. the Executive Committee will be empowered to conduct all business for the department, except as otherwise specific herein.

Sec. 6. All decisions of the Executive Committee will be made on the basis of a majority of those voting.

Article VIII: Student Organization

The department shall encourage the establishment of, and promote interaction with, a student organization.

It shall be the function of the Student Organization to exercise and administer the authority delegated to it in a manner consistent with the goals and policies of the department.

The student members as defined shall maintain a constitution for the Student Organization to be submitted for departmental approval.

Article IX: Meetings

Sec. 1. Regular meetings of the Executive Committee may be called by the Chairperson.

Sec. 2. Special meetings of the department may be called by the Chairperson or by two other members of the Executive Committee.

Sec. 3. A majority of the members of the Executive Committee shall constitute a quorum.

Sec. 4. Upon request by any member of the Executive Committee an Australian (secret) ballot will serve as the vehicle for tabulating votes. The votes of the Australian ballot will then be tabulated by any two designees of the Department Chairperson.

Article X. Committees

Sec. 1. The Executive Committee shall establish such committees as are necessary to carry out its responsibilities. Members of each committee will be appointed by the Department Chairperson, except where otherwise specified in the constitution.

Sec. 2. There shall be standing committees as follows:

- a. Committee on Student Matriculation and Awards
The committee shall be comprised of all faculty members of the Executive Committee, except those who are candidates for degree in the department. The function of this committee shall be to consider all matters of student matriculation such as granting degrees, M.A. candidacy, student teaching, etc. In addition, this committee shall determine the types of awards that shall be given and to seek nominees for the various awards, to evaluate the record of the nominees, and to plan an appropriate ceremony for the presentation of the awards. The student members of the Executive Committee shall act as an advisory committee to the Committee on Student Matriculation and Awards.
- b. Faculty Personnel Committee
The Personnel Committee shall normally consist of full time, tenured members of the department. During the Spring Semester of each year, consistent with university personnel policy, an election for this committee shall be held. A slate of all full-time, tenured faculty shall be presented to those eligible to vote, as determined by university personnel policy. A majority of votes cast shall be required to elect any individual faculty member. The elected committee shall select its own chairperson. The functions of this committee shall be to (1) develop departmental recommendations on reappointment and tenure for all probationary faculty, (2) to develop the departmental recommendations on promotion of eligible members, and (3) to make decisions concerning the hiring of all faculty and staff for the department.
- c. Student Advisory Committee on Personnel
This committee shall consist of students who are members of the Executive Committee. The duties of this committee shall be to (1) develop systematic procedures for gathering and evaluating data from students relative to reappointment, tenure, and promotion decisions and (2) to assist the faculty personnel committee in obtaining student input concerning personnel matters. The procedures for gathering and evaluating data from students shall be submitted to the Executive Committee for approval.
- d. Committee on Curriculum
There shall be a standing committee on curriculum to be comprised of two faculty and one student member appointed by the Department Chairperson, plus the Chairperson as ex officio member of this committee. The function of this committee shall be to solicit proposals for curriculum

change, to prepare proposals for Executive Committee consideration, and to recommend appropriate actions to that group.

e. Committee on Student Activities

This committee shall consist of the director of Forensics and two student members. The function of this committee shall be to recommend policy and to administer established policy relevant to the operation of the student activity programs.

f. Research and Projects Committee

This committee shall consist of three members, at least two of whom are faculty members. The committee will have the powers and responsibilities outlined below:

1. Project Policy -- This committee will have responsibility for developing and recommending policy related to research, training programs, public relations consultantships to the Executive Committee.
2. Project Administration -- This committee will have administrative responsibility on the following matters:
 - A. Research, training programs, consultantships, and public relations initiatives to be undertaken by the department institutionally.
 - B. The incorporation of research, training programs, and consultantships into curriculum and classes, including the use of class time and students.
 - C. Financial arrangements for research, training programs, consultantships, and public relations undertaken by the department institutionally.
 - D. Involvement of students in research, training programs, and consultantships, and public relations undertaken by the department institutionally.
 - E. Other administrative matters related to research, training programs, consultantships, and public relations undertaken institutionally.
3. Documentation -- It will be the responsibility of the committee to store, maintain, update, and regulate the use of documents related to research, projects, and data processing involved in institutional research, training, consulting, and public relations.
4. Coordination -- It will be the responsibility of this committee to coordinate the labor, resources, and procedures of the various projects under its purview.
5. Communication -- It will be the responsibility of this committee to maintain contact with those individuals and agencies outside of the department, which are involved in institutional projects.
6. Individual Projects -- Any student or faculty member may voluntarily place his or her individual research, training programs, or

consultantships under the authority of this committee. But no individual is bound to do so.

- g. Resource Committee
This committee shall consist of the Department Chairperson and Department Secretary plus two faculty members. The duty of this committee shall be to help the Department Chairperson in developing budget proposals related to the operation of the department for submission to the Dean of Humanities or other higher administrative levels and to advise the Department Chair regarding expenditures of discretionary funds. In addition, this committee will develop plans & policy for departmental space and equipment needs.
- h. Graduate Coordinator
This position shall be filled by a single faculty member appointed by the Department Chairperson annually. The function of the Graduate Coordinator shall be to coordinate all the operations of the M.A. program in Speech Communication.
- I Library Coordinator
This position shall be filled by a single faculty member appointed by the Department Chairperson annually. The function of Library Coordinator shall be to oversee the acquisition of new books and materials which can be purchased through the library budget.

Article XI: Finances

The Executive Committee shall establish policy relevant to the use of funds allotted by the College.

The Executive Committee shall accept in the name of the department funds from other sources and shall establish policies for and/or determine the expenditure of these funds.

The Executive Committee shall exercise all authority relevant to the distribution of all trust funds held in the name of the department.

Article XII: Parliamentary Authority

The current edition of Sturgis Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in college policy, the departmental constitution, or in the departmental minutes.

Article XIII: Policies

Sec. 1. The Executive Committee shall adopt appropriate policies to implement the goals of this constitution.

Sec. 2. The Executive Committee Minutes shall be the official record of decisions made by the Executive Committee.

Sec. 3. A policies and procedures documents shall be developed and maintained by the Department Historian.

Article XIV: Amendments

Amendments to this constitution may be adopted upon a majority vote of the voting members of the Executive Committee.