

LEE COLLEGE FACULTY ASSEMBLY CONSTITUTION

Article I – Name of Organization

This organization shall be called the Lee College Faculty Assembly, hereinafter referred to as the “Assembly”.

Article II – Membership

Section 1: Membership in the Assembly

1. Membership of the Assembly shall be full-time faculty members, and shall not exceed sixty (60) members.
2. For the purpose of this article, “faculty members” shall mean individuals whose duties include classroom teaching for at least 60% of their workload, not to exclude division chairs with less than a 60% teaching load, instructors with less than a 60% teaching load because of administrative special assignments with a specified duration, or counselors or librarians who do not carry an instructional load.
3. Membership consists of 2 delegates from each division, nominated annually by their divisions and elected by a vote of the full-time faculty; and five members appointed by the president of the college: one member who primarily teaches academic (transfer) courses on the main campus; one member who primarily teaches technical (not-for-transfer) courses on the main campus; one librarian, one counselor, and one member who teaches primarily in the Prison Education Program.
4. A member of the Assembly appointed by the college's chief executive officer may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term. A member of the Assembly elected by a vote of the faculty serves a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.
5. A faculty member serving on the Assembly may be immediately removed from the Assembly for failing to conduct the member's responsibilities within the Assembly's parameters, failing to attend Assembly meetings, or engaging in similar misconduct. A member of the Assembly may be removed on the recommendation of the institution's provost (or equivalent of the institution's chief academic officer) and approval by the chief executive officer of the institution.
6. Service on the Faculty Assembly is an additional duty of the faculty member's employment. Members of the Assembly are not entitled to compensation or reimbursement of expenses for their role as members of the Assembly unless the expense is on behalf of and approved by Lee College.

Article III – Organization

Section 1: Campus Representation

1. The Assembly shall represent the entire faculty of Lee College and advise the administration regarding matters related to the general welfare of the institution. Only the recommendations that are approved by the full Assembly are official statements of the Assembly.

Section 1A: Officers of the Assembly

1. The officers of the Assembly shall be:
 - a) A President
 - b) Vice-President
 - c) a Secretary

Officer candidates shall be elected by the Assembly at the April meeting each year. Candidates will be forwarded to the college's chief executive officer for consideration, as the chief executive officer shall appoint the Assembly President, Vice-President, and Secretary. Officer candidates will be offered for consideration and subject to the CEO's discretion to appoint or decline.

2. Officers shall assume their duties on the first day of the fall semester of the following academic year.

Section 1B: Election of Officers of the Assembly

1. Officers candidates of the Assembly shall be elected by majority vote of the members present and voting.
2. Prior to each annual election, the Vice-President shall convene and direct a Faculty Assembly Nominating Committee to identify volunteers and/or recruit faculty for Faculty Assembly positions for the succeeding academic year.
3. The Vice-President shall convene the Nominating Committee following the February meeting and present names for nomination in the April Faculty Assembly agenda.
4. However, the presiding officer at each election shall call for and accept nominations from the floor for any office or elective committee chair.
5. Once officer candidates are elected by the Assembly, the Vice-President will forward the names to the chief executive officer to consider for appointment.

Section 1C: Terms of Service and Vacancies of the Officers of the Assembly

1. Officers of the Assembly shall hold office for a term of two years or until a successor is elected. The terms of the officers shall end on a rotating basis to ensure continuity.
2. Vacancies in the offices of the Assembly shall not be filled until the next regular meeting of the Assembly.

Section 1D: President of the Assembly

1. The President of the Assembly shall preside at all regular and special meetings of the Faculty Assembly.
2. Except as directed otherwise by this Constitution, the President shall appoint all special committees of the Assembly.
3. The President shall represent the Assembly in official communications with the institution's administration and sign all official communications sent out in the name of the Assembly.
4. The President shall be, ex officio, a member of all standing and special committees of the Assembly.
5. The President shall act as the representative to campus-wide committees or designated committees or their delegate.

Section 1E: Removal of Officers of the Assembly

1. Officers of the Assembly or chairs of standing committees of the Assembly may be recommended for removal from office upon presentation to the Assembly of a written petition containing the names of at least 50% of the members of the Assembly.
2. If an officer is recommended for removal, the Assembly will send a petition to the provost requesting the provost's recommendation to the CEO for removal upon CEO approval.
3. Any officer or chair of a standing committee who has been removed from office may appeal his or her removal to the full Assembly.

Section 1F: Vice-President of the Assembly

1. The Vice-President of the Assembly shall perform the duties of the President in case of the President's absence, death, or resignation.
2. The Vice-President will serve as the liaison to the student government, ambassadors, and attend any matters relating specifically to student needs as needed.
1. The Vice-President will chair the Nominating Committee as described in Article III, Section 1b, and serve as the liaison for faculty awards and special recognition.

Section 1G: Secretary of the Assembly

1. The Secretary shall record proceedings, conduct correspondence of the Assembly, and maintain the Assembly web page.
 - a. The Assembly shall broadcast over the Internet live video and audio, as applicable, of each open meeting of the Assembly if more than 50% of the members of the Assembly are in attendance.
 - b. The following shall be made available to the public on the Lee College website not later than the seventh day before a meeting of the Assembly:
 - i. An agenda for the meeting with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote;
 - ii. Any proposals reviewed by the Assembly that will be discussed or voted on at the meeting.
 - c. The minutes of each meeting will also be made available on the website.
 - d. The names of the members in attendance must be recorded at a meeting in which the Assembly conducts business related to:
 - i. A vote of no confidence regarding an institution administrator; or
 - ii. Policies related to curriculum and academic standards.

Section 2: Standing Committees of the Assembly

1. There shall be four standing committees of the Assembly:
 - a) Benefits Committee
 - b) Professional Development Committee
 - c) Professional Standards and Responsibility Committee
 - d) Recognition & Honors Committee

Section 3: Chairs of Standing Committees of the Assembly

1. Chairs of the standing committees shall be elected by vote of the Assembly in its regular spring meeting.
2. No officer of the Assembly or division representative may serve as chair of any standing committee.
3. Chairs of the standing committees shall serve terms of two years.

Section 3A: Membership on Standing Committees of the Assembly

1. The chair of each standing committee shall appoint the members of the committee he or she heads.
2. The membership of standing committees shall not exceed six in addition to the chair thereof.
3. Members of each standing committee shall elect a vice-chair to succeed the chair in the event of the chair's absence, death, or resignation.
4. No member of the Assembly may serve on more than one standing committee.
5. Any committee, standing or special, may adopt bylaws consistent with this Constitution for the conduct of meetings of the committee.

Section 3B: Duties of Standing Committees of the Assembly

1. The Benefits Committee shall consider and make recommendations on all matters dealing with the following:
 - a) Compensation for services rendered to the institution.
 - b) Conditions of professional employment.
 - c) Fringe benefits.
 - d) The budget process used by the Lee College administration.
2. The Professional Development Committee shall do the following:
 - a. Accept, review, and recommend faculty, counselor, and librarian requests for professional development funds, which the Administration provides.
 - b. Maintain guidelines and procedures for professional development applications.
 - c. Consider and make recommendations on all matters related to the following:
 - i. Developmental leaves or grants.
 - ii. Instruction.
 - iii. Research.
 - iv. Curriculum.
3. The Professional Standards and Responsibility Committee shall do the following:
 - a) Send a representative to each regularly scheduled Lee College Board of Regents meeting and report to the Assembly.
 - b) Monitor impending changes in Board of Regents' policy.
 - c) Monitor revisions in the *Employee Handbook* and *Faculty Handbook* and engage in an advisory capacity.
 - d) Maintain guidelines and criteria for the Lee College Foundation scholarship endowed by the Assembly.
 - e) At the direction of the Faculty Assembly President, the Professional Standards and Responsibility Chair shall serve as a representative on campus committees, task forces, or groups.
4. The Recognitions & Honors Committee shall do the following:
 - a) Coordinate all awards, honoraria, recognitions, charitable donations, and gestures of bereavement on behalf of the Faculty Assembly.
 - b) Liaise with Public Affairs & Marketing to publicize public awards, honoraria, or recognitions authorized by the Faculty Assembly.

Section 3C: Meetings of Standing Committees of the Assembly

1. Standing committees shall meet upon call of the chair or upon petition, written or oral, of a simple majority of the committee members.

Section 3D: Business of the Assembly and its Committees

1. Subject to the provisions of Article IV, all faculty members have floor and voice privileges at Faculty Assembly and may bring before the Assembly, or any standing committee, any matter that he or she deems appropriate.
2. However, the President of the Assembly may refer such matters to whatever standing committee he or she deems appropriate.
3. All standing or special committee recommendations shall be subject to approval or disapproval by the Assembly.

Section 3E: Miscellaneous Duties of Committees

1. Except as directed elsewhere in this Constitution, the President of the Assembly shall appoint all other special committees from among the membership of the Assembly.

Article IV – Meetings

Section 1: Regular & Called Meetings of the Assembly

1. The Assembly shall convene during the Fall Convocation Week, the second Wednesday in September, October, and November, during Spring Convocation, and the second Wednesday in February, March, and April unless postponed by campus closure.
2. The Assembly may be called in session at other times:
 - a) By call of the Assembly President;
 - b) By written petition of twenty members of the full Assembly.
2. Regular Meetings of the Assembly shall take place on campus whenever possible.
 - a) In the event of campus closure or inaccessibility, regular meetings may be conducted synchronously as virtual meetings and with 24-hour notice to all members of the Assembly.
3. Called Meetings of the Assembly shall occur on campus whenever possible.
 - a. In the event of campus closure or inaccessibility, Regular Meetings may be conducted synchronously as a virtual meeting.
 - b. In situations where scheduling difficulties or urgency require immediate attention, a Called Meeting may be conducted asynchronously with the unanimous consent of the Officers of the Assembly and with a minimum of 24 hours' notice to all members of the Assembly.
 - i. In an emergency Called Meeting, voting may be conducted through virtual means, including, but not limited to, email balloting or digital survey.

Section 2: Quorum of the Assembly

1. The Assembly shall adopt quorum rules at the sub-constitution level.
2. The Assembly shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures prescribed by the college's chief executive officer.

Section 3: Rules for Meetings of the Assembly

1. Except as directed by this Constitution, or upon adoption of bylaws by the Assembly, all meetings of the Assembly shall be conducted per the most recent edition of Robert's Rules of Order.

Section 4: Agenda for Meetings of the Assembly

1. The President, with the advice and approval of the Vice-President, shall prepare an agenda for each meeting of the Assembly.
2. A proposed agenda shall be presented to the Assembly members at least two weeks before the meeting is to be held. Requests by Assembly members to include any item on the agenda of the Assembly must be submitted to the President no later than eight business days before the meeting at which the proposed agenda item is to be discussed. Agendas must be posted on the college website 7 days before the meeting.

Section 5: Open and Secret Balloting of the Assembly

1. Voting and balloting in meetings of the Assembly shall be conducted in a manner deemed appropriate by the presiding officer.

Section 6: Attendance at Assembly Debates of the Assembly

1. All meetings with a quorum will be open to the public and broadcast on the internet if 50% of members are present.

Article V – Relations with the Board of Regents, the Administration, Student Body, and Public

Section 1: Attendance at Assembly Meetings by Non-Members

1. Members of the Board of Regents, the Administration, or the Student Body may address the Assembly or any committee. They may remain before the body to answer questions of the membership.
2. Any non-member wishing to address the Faculty Assembly should submit notice of this intent to the Faculty Assembly President and Secretary no less than 24 hours before the Full Meeting.

Section 2: Invitations to Assembly Meetings

1. The Assembly or any committee may request members of the Board of Regents, the Administration, or the Student Body to address them or to answer questions.
2. No less than 48 hours' notice shall be given to the Assembly President and Secretary of any invitation to non-members of the Assembly to address the Assembly.

Section 3: External Involvement

1. The Assembly President will present the recommendations of the Assembly to the CEO by a simple majority vote of the Assembly.
2. Upon approval of the Board of Regents, the President of the Faculty Assembly or his or her designated representative may attend all meetings of the Board of Regents as a regular representative of the Faculty Assembly.

Section 4: Assembly Representation in Administrator Searches and Hiring

1. The Assembly may, on invitation, consult with the Board of Regents regarding the selection of the President of the College and may, on invitation, consult with the President of the College regarding the selection of other administrators.

Section 5: Ethics

1. In matters relating to academic freedom, tenure, and faculty responsibility and ethics, the Assembly and all committees will be guided by the Texas Community College Teachers Association Code of Professional Ethics.
2. It is provided, however, that the precepts set forth by the TCCTA Code of Professional Ethics shall not be construed as to deprive a member of the Assembly of any tenure or other rights already acquired under prevailing policies of the College.
3. This constitution may not be construed to limit a faculty member of Lee College from exercising the faculty member's right to freedom of association protected by the United States Constitution or the Texas Constitution.

Section 6: Public Statements

1. The Assembly may not issue any statement or publish a report using the institution's official seal, trademark, or resources funded by the institution on any matter not directly related to the Assembly's duties to advise the institution's administration.

Article VI – Amendments to the Assembly Constitution

Section 1: Proposing and Voting on Amendments

1. Proposed amendments to this Constitution shall be submitted in writing to the Assembly at least two weeks before the next regular meeting of the full Assembly at which the proposed amendments are to be considered for the first time. Such first consideration shall include a first reading and may include discussion, but shall not include a vote.
2. A required second reading may take place at a called meeting or at the next regular meeting, with due notice as provided in Article IV above. Proposed amendments may be suggested at either reading. A vote may be taken on an amendment only after two or more readings.
3. Approval of amendments to the Constitution must be by a two-thirds majority of the Assembly present.

Section 2: Current Version and Archived Copies

1. The Lee College Faculty Assembly Constitution was ratified on February 11, 2026, to comply with Senate Bill 37 and the Lee College Board of Regents' "Resolution Authorizing the Establishment and Ratification of the Lee College Faculty Assembly" adopted on September 18, 2025.
2. A copy of the Lee College Faculty Assembly Constitution shall be archived in the Lee College Library.