

**BYLAWS OF  
THE FACULTY COUNCIL  
OF  
BRYN ATHYN COLLEGE OF THE NEW CHURCH**

**ARTICLE I. NAME**

1.1 These Articles shall constitute the Bylaws of the Faculty Council of Bryn Athyn College of the New Church.

**ARTICLE II. PURPOSE**

2.1 The purpose of these Bylaws is to set forth the governance processes for the Faculty Council in furtherance of its Constitution.

**ARTICLE III. RESPONSIBILITIES AND AUTHORITY**

3.1 The Faculty Council shall be the sole body to act for and express the will of the faculty and shall consider and act on any individual or committee request regarding such matters.

3.2 The Faculty Council shall consider and ratify, reject, table, or refer to committee all motions and resolutions brought to it by the Steering Committee, Standing Committees, Ad Hoc Committees, individual faculty members, or administrators.

3.3 The Core Faculty of Bryn Athyn College of the New Church Theological School shall take the lead in matters concerning Theological School curriculum design and review; instructional methods; Theological School standards and procedures for evaluating teaching, scholarship, and service; and those aspects of student life related to the educational process of the Theological School. The Core Faculty of the Theological School shall make recommendations to the President regarding degree candidates.

**ARTICLE IV. MEMBERSHIP**

4.1 The following persons shall be voting members of the Faculty Council upon signing the statement of support for the mission:

- A. All full-time and percentage-time faculty holding the rank of Professor, Associate Professor, Assistant Professor, or Instructor in the undergraduate or graduate schools of the College who have met New Church qualifications as specified in Articles 4.3 and 4.4 of these Bylaws
- B. All emeritus faculty with the rank of Professor or Associate Professor
- C. One part-time teacher of Lecturer or Instructor rank elected each September by the part-time faculty to represent their interests
- D. The Director of the Swedenborg Library

4.2 The following persons shall be non-voting visitors to the Faculty Council:

- A. Excepting the Director of the Swedenborg Library, all Associate Faculty and Core Faculty whose load is more than fifty percent administration, or who hold the title of Dean or a higher title
- B. Visiting lecturers or scholars of whatever rank
- C. The President, or a designee, of Student Government

4.3 At the start of the academic year, at least 80% of the members of the Faculty Council will satisfy one of the following requirements: membership in a New Church organization recognized by the Chancellor, adult baptism or confirmation in the New Church, signatory to the statement of faith.

4.4 In the event that the composition of the voting members of the Faculty Council does not meet the requirements of 4.3 (that it consists of 80 % of qualifying faculty members), the Secretary shall notify those members not meeting the requirements of 4.3 of the number of persons from among such members that they may be elected to the Faculty Council so that the composition of the Faculty Council satisfies the requirements of 4.3 (an 80%/20% ratio). Those persons not elected may be non-voting visitors at Faculty Council meetings. Confidentiality concerning members meeting religious requirements shall be maintained by the Secretary.

## **ARTICLE V. OFFICERS**

5.1 The Faculty Council shall have the following officers: Chair, Chair-Elect or Immediate Past-Chair, and Secretary. Officers will assist the Chair of the Faculty Council in the performance of the Chair's duties as directed by the Chair.

5.2 The term of office for the Chair of the Faculty Council shall be two years. The Chair shall become the Immediate Past-Chair for one year and the Chair-Elect shall serve as Chair for two years. At the start of the Chair's second year, the Faculty Council shall elect a Chair-Elect to serve for one year until he or she becomes the Chair. The term of office for the Chair-Elect is one year until he or she becomes the Chair for two years. Upon the completion of a two year term, he or she serves as the Immediate Past-Chair. The term of office for the Immediate Past Chair is one year. Thus each year the Faculty Council will have a Chair and, on alternate years, the Faculty Council will have either a Chair-Elect or an Immediate Past-Chair.

5.3 The term of office for the Secretary shall be three years.

5.4 The faculty member holding the office of Secretary shall not be eligible for a third consecutive term.

5.5 The Chair of the Faculty Council shall preside over all meetings of the Faculty Council and the Steering Committee. The Chair shall report to the Faculty Council and the Steering Committee. In collaboration with the Chairs of Standing and Special Committees and the Chief Academic Officer of the College, the Faculty Council Chair shall set the agenda and calendar for Faculty Council meetings. The Faculty Council Chair shall represent the views of the faculty to the administration during meetings and to the Board during Board of Trustee meetings, shall act

for the faculty between academic terms, conduct Faculty Council elections, and review the performance of committees.

5.6 If the Chair cannot temporarily perform the aforesaid duties, then it is the responsibility of the Chair to inform the Steering Committee of this. In this case either the Immediate Past-Chair or the Chair-Elect shall assume the duties until such time as the Chair can perform them again.

5.7 An officer may be removed on the following three conditions: a petition of not less than ten members of the Faculty Council; the failure of one session of conflict resolution with a neutral third-party; and approval to remove the officer by two-thirds (2/3) of those Faculty Council members voting by secret ballot.

5.8 The faculty member holding the Chair's office shall have a course load reduction of one course. The faculty member holding either the Immediate Past-Chair or the Chair-Elect office shall have a course load reduction of one course.

5.9 As directed by the Chair, either the Chair-Elect or Immediate Past-Chair shall assist the Chair in conducting meetings, executing the business of the Faculty Council, assisting committees and members in formulating matters for the Faculty Council's consideration and action, chairing meetings in the Chair's absence, and assisting committees with their work.

5.10 The Secretary shall function as the teller of elections, keep the roll of eligible voters current, and keep attendance records for the sake of registering a quorum. The Secretary shall maintain a file of proceedings of the Faculty Council and the Steering Committee. The Secretary may delegate the taking of minutes to a member of the college staff. The Secretary shall, with staff assistance if needed, prepare an annual budget of the Council for submission to the administration through the Steering Committee. The Secretary shall examine and approve requisitions drawn against an approved budget and prepare and submit to the Steering Committee and full Faculty Council an annual report of the Council's finances.

5.11 No member shall be eligible for any office of the Faculty Council until that member has been a full-time Assistant, Associate, or Full Professor in the College for a period of not less than three consecutive years.

5.12 Even if otherwise qualified, the President of the College, the Chief Academic Officer, the Deans and others of comparable rank are ineligible to serve as Officers of the Faculty Council during their administrative appointments.

## **ARTICLE VI. THE STEERING COMMITTEE**

6.1 The Steering Committee shall consist of the officers of the Faculty Council.

6.2 The Steering Committee will annually submit to the Faculty Council a budget for expenses related to the work of the Faculty Council for its action.

6.3 The Steering Committee shall, at the request of the Faculty Council or any member of the faculty, provide its interpretation of any part of these Bylaws.

6.4 The Steering Committee shall give an annual report of its activities to the Council, periodically conduct an assessment of its effectiveness and report its findings to the Council.

6.5 The Steering Committee shall appoint Faculty Council members to the Standing Committees.

## **ARTICLE VII. ELECTIONS**

7.1 A Nominating Committee of five members of the faculty shall be elected by the faculty at a regular meeting. Nominations for this committee shall be made from the floor; any nominations of a member not present must be accompanied by a signed consent form from the nominee; the five nominees receiving the highest number of votes shall be elected.

7.2 The Nominating Committee shall nominate for election the officers specified in these Bylaws at least two weeks prior to the election.

7.3 During a one week period following notification of the slate, additional nominations may be made by a petition signed by at least five members of the faculty accompanied by a consent form signed by the nominee. Such a petition must be presented to the Chair. At this time the Chair will notify faculty members of any additional nominations. After this no further nominations are permitted, nor can nominations be made in any other way. Faculty Council members may not run for more than one office at a time.

7.4 Regular elections shall take place in May when necessary. Election will be by secret ballot. The ballots shall be counted by the Secretary. The results will be communicated to the Faculty Council.

7.5 The candidate for Chair of the Council who receives the most votes shall be elected. The candidate for Chair-Elect of the Council who receives the most votes shall be elected. The candidate for Secretary who receives the most votes shall be elected.

7.6 In cases of a tie between two candidates, a run-off election shall be held. If the run-off election results in a tie, another election shall be held in which the candidate with the most votes from faculty who hold the rank of associate professor or above wins.

## **ARTICLE VIII. MEETINGS**

8.1 Regular meetings of the Council shall be held at least once per month during the academic year.

8.2 In collaboration with the Steering Committee, Chairs of Standing Committees, and the Chief Academic Officer, the Chair of the Council shall determine the dates for regular meetings.

8.3 Notice of each meeting and its agenda shall be sent to each member of the Council at least one week before the date of the meeting.

8.4 Special meetings of the Council shall be called by the Steering Committee when given a written request signed by at least twenty percent of the Council. Such a petition must state the reasons for the request. Notice of a special meeting and its agenda shall be sent to each member of the Council at least one week before the date of the meeting. Only matters named in the notice can be considered at such a special meeting.

8.5 Fifty percent or more of the members of the Council shall constitute a quorum.

8.6 Minutes shall be taken by the Secretary or a designated member of staff during each regular and special meeting. Prior to each meeting, the minutes of the previous meeting shall be distributed to all members of the Faculty Council. The distribution of the minutes shall be interpreted as a “reading”, prior to approval, at the Council meeting. Faculty members may submit “Letters to the Council” stating their views on any question that may come before the Faculty Council. Subject to review by the Steering Committee for appropriateness of length and subject matter, these letters will be circulated with the minutes.

## **ARTICLE IX. COMMITTEES**

9.1 There shall be the following Standing Committees: Faculty Matters; Academic Affairs; Student Life; Planning, Finance, and Outcomes; Tenure and Promotions; and Enrollment Management.

9.2 Each Standing Committee shall have at least one member of the Steering Committee, or its designee, sitting as a full member.

9.3 Special committees may be created and dissolved by the Chair or the Faculty Council. The Chair will notify the Faculty Council of the existence or cessation of such Special Committees at the next Faculty Council meeting.

9.4 Subcommittees may be created and dissolved by Standing and Special Committees.

9.5 Chairs of committees of any kind shall deliver an oral or written report to the Steering Committee or to the Faculty Council upon request of the Steering Committee. Chairs may request that Student Government provide a representative to sit on their committee.

9.6 With the consent of the President and Dean of Faculty, the Steering Committee shall appoint the chair of the Tenure and Promotions Committee. The Steering Committee shall appoint the other members of the Tenure and Promotions Committee. Regarding policies and procedures for tenure and promotion, the Tenure and Promotions Committee shall report to the Faculty Matters Committee and the Dean of Faculty. Regarding recommendations for individuals for tenure or promotion, the Tenure and Promotions Committee shall report to the Dean of Faculty and

President. The Dean of Faculty may choose to join the committee in a non-voting capacity during consideration of tenure candidates.

## **ARTICLE X. AMENDMENTS**

10.1 A proposed amendment to these Bylaws shall be first presented to the Steering Committee in writing at least one week before the meeting of the Steering Committee. The Steering Committee shall consider and present the amendment and the Steering Committee's recommendation for approval or rejection of the amendment at the next regular meeting of the Faculty Council or any special meeting of the Faculty Council called to consider such an amendment.

10.2 Amendments shall be adopted only on the affirmative vote of two-thirds (2/3) of the Faculty Council.

10.3 The Steering Committee may at any time appoint a committee to review the Bylaws. Recommendations from this committee will be reported to the Steering Committee and then to the Faculty Council.