

## **Procedure 10.0502**

### **Faculty Senate Bylaws Procedure**

#### **ARTICLE I: Name**

The name of this organization shall be the Faculty Senate of Beaufort County Community College, hereafter referred to as the Senate.

#### **ARTICLE II: Purpose**

The purpose of this Senate shall be to

- A. Facilitate effective communication among the faculty of Beaufort County Community College and between those faculty members and the administration of the College;
- B. Make recommendations on College policy and governance issues of concern to faculty;
- C. Advocate for faculty viewpoints on pertinent issues; to serve as an advisory and consultative body to the President on policy matters affecting faculty;
- D. Develop cooperation and fellowship among the faculty and the instructional programs of the College.

#### **ARTICLE III: Members**

Section 1. Membership. All fulltime faculty and Deans shall be eligible for membership.

Section 2. Dues shall be \$10.00 per academic year due by November 15. The treasurer will publish a current membership list in October. Faculty who do not pay dues by November 15 relinquish their membership and voting rights in the senate for that year.

Section 3. New faculty may join at the time of employment.

#### **ARTICLE IV: Officers**

The officers of the Senate shall be a President, a Vice President, a Secretary, and a treasurer, elected each year by a majority vote of those members present at the March meeting.

#### **ARTICLE V: Duties of Officers**

Section 1: It shall be the duty of the President to preside over meetings of the Senate, to call and preside over meetings of the Faculty Council, to call special meetings of the

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Senate as approved by the Faculty Council or as petitioned by one-fourth of the members of the Senate, to appoint ad hoc committees as needed, to represent the faculty at meetings of the Senior Staff and the Board of Trustees, to inform the faculty of the proceedings of those meetings, and to appoint members to campus-wide committees as required.

Section 2: It shall be the duty of the Vice President to perform all duties of the President in his/her absence and to organize the social events of the Senate.

Section 3: It shall be the duty of the Secretary of the Senate to record and preserve minutes of all meetings of the Senate and the Faculty Council, to distribute copies of the minutes to members of the Senate and the executive assistant to the President, to complete all necessary correspondence, and to collect and preserve minutes of the meetings of the committees.

Section 4: It shall be the duty of the Treasurer of the Senate to be responsible for all financial operations of the Senate and to publish membership lists after September 15 and October 15 of each year.

Section 5: In the event that a person holding an office or appointed position resigns, the vacancy shall be filled by presidential appointment with Faculty Council approval. Should the presidency be vacated, the Vice President shall assume the office and responsibilities of the President.

### **ARTICLE VI: Meetings of the Senate**

Section 1. Regular meetings shall be held on the second Tuesday of September, October, November, January, February, March and April unless deemed unnecessary by the Faculty Council.

Section 2. Additional meetings may be called by the President of the Faculty Council as noted in Article V, Section 1 or when requested by the President of the College.

Section 3. The agenda of each scheduled Senate meeting shall be distributed to each member of the Senate one week prior to the meeting.

Section 4. A quorum shall consist of at least one third of members in good standing. All matters calling for a vote require a quorum unless otherwise specified in these Bylaws.

Section 5. Members of the Senate desiring to present, amend, or rescind a resolution or motion for vote shall present the action in writing to the Faculty Council at least two weeks prior to the next Senate meeting so that it may be included in the agenda for that meeting.

Section 6. A resolution shall require a motion and a majority vote of the members present.

### **ARTICLE VII: Faculty Council of the Senate**

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Section 1. Executive powers of the Senate shall be vested in a Faculty Council composed of the officers of the Senate and chairpersons of the standing committees. A member may hold no more than one position on the Faculty Council.

Section 2. The President of the Senate shall serve as President of the Faculty Council.

Section 3. Officers may hold the same office for a maximum of two (2) consecutive terms. A maximum of two officers may be elected from the same division to serve during the same term.

Section 4. The duties of the Faculty Council shall be to:

- A. Prepare and distribute the agenda for regularly scheduled Senate sessions.
- B. Establish the calendar of regular meetings of the Senate.
- C. Assign members of the Senate to standing committees.
- D. Refer matters for their study to the appropriate standing committee.
- E. Receive and review recommendations from the standing committees.
- F. Forward recommendations of the Faculty Council and the Senate to the Senior Staff.
- G. Call special sessions of the Senate.
- H. Serve as the Nominating Committee to present a slate of officers to the membership for voting no later than 15 calendar days prior to the March meeting.
- I. Appoint ad hoc committees as needed.

Section 5. A quorum of the Faculty Council shall consist of a majority of its members.

### **ARTICLE VIII: Committees**

Section 1. Membership of the standing committees of Faculty Senate shall be in accordance with the following:

- A. The chairperson of each standing committee shall be elected by majority vote of members present at the March meeting of the Senate.
- B. Committee members other than chairpersons shall be appointed by the Faculty Council.
- C. Chairpersons may hold the same office for a maximum of two (2) consecutive terms. A maximum of two chairpersons may be elected from the same division to serve during the same term.
- D. Members who are appointed to campus-wide committees may serve a maximum of two (2) consecutive terms.

Section 2. The following are the Standing Committees of the Faculty Senate:

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- A. Faculty Affairs Committee. The Faculty Affairs Committee promotes, investigates, studies, and recommends programs which relate to the general welfare of the faculty; reviews and recommends changes in the faculty manual; and represents the general faculty in dealing with faculty grievances.
- B. Student Affairs Committee. The Student Affairs Committee reviews and recommends policy changes in the area of student services involving counseling, recruitment, student orientation, admissions, financial aid, and student activities.
- C. Instructional Affairs Committee. The Instructional Affairs Committee investigates, studies, and recommends policies pertaining to the educational programs and the instructional process, including the academic calendar. It also addresses the concerns of the faculty dealing with instructional assignments, in-service training, professional organizations, and evaluation procedures.

Section 3. Ad hoc committees shall deal with matters not specifically within the area of responsibility of any one of the standing committees.

### **ARTICLE IX: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the senate may adopt.

### **ARTICLE X: Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the senate by a two thirds vote, provided that the amendment has been submitted in writing to the Faculty Council two weeks prior to the meeting and included in the agenda.

## **References**

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

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**Cross References:** [College Committees Policy](#)

**History**

**Senior Staff Review/Approval Dates:** 2/18/2014

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

