

FACULTY SENATE CONSTITUTION

Article I. Name

This organization shall be known as the Southeastern Community College Faculty Senate (Hereafter referred to as the Senate in this document).

Article II. Purposes

The purposes of this organization shall be as follows:

1. To provide an open forum for faculty discussion on any issue of academic or professional concern to the institution
2. To serve as the medium of expression for faculty thinking
3. To serve, by the authority of the Board of Trustees, as the official voice of faculty to the administration and, when appropriate, to the Board of Trustees
4. To enhance the professional development of the faculty

Article III. Structure of the Faculty Senate

1. Dues-paying members
2. The officers of the Senate shall be the President, Vice President and Secretary, and the Treasurer
3. The Senate shall be comprised of the officers and (8) elected Executive Committee members. The Executive Committee shall have (3) elected representatives from the Allied Health, Business, and Technology Division, (3) elected representatives from the Arts and Sciences Division, and (2) at-large elected representatives.
4. The Executive Committee shall have 4 elected officers plus 3 elected representatives from Allied Health, Business and Technology division, 3 elected representatives from Arts and Sciences division and 2 at-large elected representatives.

Article IV. Duties of Officers

1. The duties of the President are as follows:
 - a. To call and preside at meetings of the Senate
 - b. To act as the official representative of the Senate to the administration of the college to relate the views of the faculty on any relevant matter when directed to do so by the Senate
 - c. To set an agenda for all Senate meetings
 - d. To establish an electronic shared folder for open faculty forum
 - e. To be an ex-officio member of any Senate committee

- f. To attend all Board of Trustee meetings or to appoint a representative to attend
 - g. To attend all meetings of the college President's Advisory Council or to appoint a representative to attend
 - h. To serve as chairperson and a voting member of the Senate
 - j. To act as the official liaison to the state association
2. The duties of the Vice President are as follows:
- a. To perform all duties in all capacities of the President in the President's absence
 - b. To attend all Senate meetings
 - c. To work closely with the President
 - d. To assume the President position the next year
3. The duties of the Secretary are as follows:
- a. To record and distribute the minutes of the Senate meetings
 - b. To maintain and preserve minutes of all meetings and pass on these minutes to any successor
 - c. To attend to all Senate correspondence
4. The duties of the Treasurer are as follows:
- a. To collect, distribute, and account for all funds entrusted to the Senate
 - b. To maintain and preserve Senate membership records

Article V. Qualification for Membership in the Senate

1. Membership in the Senate: All full-time faculty are eligible for membership in the Senate. All dues-paying part-time faculty are eligible for associate membership in the Senate. An associate member may not serve as an officer or on the Senate, but may vote in Senate meetings and enjoy other privileges of membership.
2. Eligibility for membership is also contingent on payment of annual dues. Due levels will be determined annually based upon Faculty Senate needs.
3. Membership of the Senate: The Senate shall be comprised of (12) elected members and all due-paying members. Any full-time faculty member, who is a dues-paying member of the Senate, may serve as an elected member of the Senate. The composition shall be as follows:
- a. Four elected Senate officers
 - b. Three representatives from Arts and Sciences full-time faculty

- c. Three representatives from Allied Health, Business and Technology full-time faculty
- d. Two at-large faculty representatives

Article VI. Elections

1. Election of Officers

- a. Officers of the Executive Committee shall be elected the first week in April. The term of office shall begin the first week of summer session and continue for a period of 12 months.
- b. Nominations for officers shall be made at the March meeting of the Faculty Senate.
- c. Voting for officers must be by secret ballot.
- d. The candidate receiving the simple majority (one more than half) of the returned ballots shall be declared elected. If no candidate receives a majority, those two candidates receiving the highest vote will be subject to a run-off election. A run-off election will be held in the case of a tie vote.
- e. No officer may serve more than two consecutive one-year terms.
- f. An unexpired presidential term shall be assumed by the Vice-President.
- g. In case the vacancies in an unexpired term of the Vice President, Treasurer or Secretary, an election for the vacated position will occur at the next open meeting of the Faculty Senate.

2. Election of Executive Committee

- a. Election of members to the Executive Committee shall be held the first week in April on the same ballot as the officers.
- b. Nominations for the executive committee shall come from the floor of the Senate in the March meeting.
- c. Election shall be by secret ballot.
- d. In the case of a tie vote, a run-off election will be held. Only the names of those who tied shall be on the run-off ballot.
- e. In case of vacancies in an unexpired term, an election shall be held at the next meeting called to fill the vacancy. Election shall be by secret ballot.

Article VII. Meetings

- 1. Meetings shall be called by the President of the Senate as often as necessary to conduct the business of the Senate. Meetings shall be called at least one per semester during the nine-month fall and spring semesters.
- 2. Written or electronic notice of Senate meetings shall be sent to each member at least three days prior to the meeting, if possible.
- 3. Eight members present shall constitute a quorum for the conducting of Senate

business. Four members shall constitute a quorum of the Executive Committee for conducting of business.

4. All voting, except by secret ballot, may be done by a show of hands, through faculty mailboxes, or electronic survey. A secret ballot is required when requested by two or more members. A tally of voting shall be announced prior to when voting is done through faculty mailboxes.

Article VIII. Ratification and Amendment

1. This constitution shall be ratified by a majority vote. Upon ratification, this constitution shall become the governing instrument of the Senate beginning the summer term.
2. Amendment: Amendment to this constitution must be approved by a two-thirds majority vote of returned ballots from the membership. Proposed amendments must be presented to members in written form at least ten days prior to the Senate meeting at which the amendment will be discussed. Voting will be done by secret ballot through the mailboxes. A constitution committee shall report the tally to the Senate members within forty-eight hours of the deadline for return of ballots.
3. This constitution will go into effect at the completion of the current semester and from that point forward supersede all previously ratified constitutions and amendments.