

Southwestern Community College Faculty Senate Constitution

Article I: Name

This organization shall be known as the Southwestern Community College Faculty Senate.

Article II: Mission

The Faculty Senate's mission is to represent faculty interests in the governance of Southwestern Community College and to be an advocate for the faculty.

Article III: Purpose

The purposes of this organization shall be

1. To promote excellence in education.
2. To support the vision and mission of the college.
3. To provide academic leadership.
4. To provide a forum to discuss institutional issues.
 - a. To promote better communication within the college community.
 - b. To hear the views of all faculty.
5. To be an accountable voice in the decision-making process.
6. To promote a positive, working relationship with the Administration.

Article IV: Membership

Section 1. A faculty member is defined as a college employee whose contract with the college is for full-time teaching duties.

Section 2. Membership of faculty senate shall be comprised of senators chosen by the faculty from each academic division.

Section 3. There will be one general senator from each division plus an additional senator for every five full-time faculty members in the division at the beginning of Fall Semester (1 senator for 1-5 faculty; 2 senators for 6-10 faculty; etc.).

Section 4. Elected officers equivalently reduce the number of general senators from their respective divisions. Elected officers from a given division may not exceed the number of eligible senators from that division.

Article V: Officers

Three officers will be elected by a popular vote of faculty in the three divisions. The three offices to be filled will be President, Vice President, and Secretary/Treasurer.

Article VI: Duties of Faculty Senate Officers

Section 1. Faculty Senate President

- a. The President shall call and preside at meetings of the Faculty Senate.
- b. He/She shall act as an official representative of the Faculty Senate on any occasion, meetings, committees, or groups when representation is warranted.
- c. The President or his/her representative shall relay to the Administration the views of the faculty on any matter when so directed by the Faculty Senate.
- d. The President or his/her representative, when so directed by the Faculty Senate, shall present the views and/or recommendations of the faculty to the Board of Trustees subject to the following conditions: (1) The Senate shall consult with the Administration before requesting an appearance before the Board of Trustees: (2) The Board of Trustees shall grant its permission before receiving an oral presentation.
- e. The President shall serve as an ex-officio member of all standing committees.

Section 2. Vice President

- a. The Vice-President shall carry out the duties of the President as directed by the President in his/her absence.
- b. If the office of President is vacated, the Vice-President shall assume that office until it is filled by a new election.
- c. The Vice-President shall coordinate the ongoing work of the Senate standing committees and recommend to the President new members for these committees.
- d. The Vice-President shall be chair of the Executive Council.
- e. If the office of Vice President is vacated, an election for a new Vice President will be held within two weeks per the rules outlined in Article VIII: Elections, Vacancies, Resignations, and Recalls.

Section 3. Secretary-Treasurer

- a. The Secretary-Treasurer shall promptly record, publish, and distribute the minutes of official Faculty Senate meetings.
- b. The Secretary-Treasurer shall be responsible for collecting and accounting for correspondence for the Faculty Senate.
- c. The Secretary-Treasurer shall be responsible for collecting and accounting for all funds entrusted to the Faculty Senate.
- d. If the office of Secretary-Treasurer is vacated, an election for a new Secretary-Treasurer will be held within two weeks per the rules outlined in Article VIII: Elections, Vacancies, Resignations, and Recalls.

Article VII: Non-election Voting and Balloting

Section 1. All officers, senators, or proxies are eligible to vote. No proxy may vote for more than one absent senator or officer. (Proxies can be anyone designated to vote on behalf of the absent member.)

Section 2. Motions must have a simple majority vote from the Senate in order to be considered carried, unless otherwise stated in this constitution.

Section 3. All voting shall be done by show of hands, and a permanent record shall be kept and published.

Section 4. When deemed necessary by the Faculty Senate, requested by Administration, or petitioned by 30% of faculty, a referendum can be called.

Section 5. A quorum of the majority of faculty senators and officers is required to vote on an issue.

Article VIII: Elections, Vacancies, Resignations, and Recalls

Section 1. Officers of the Faculty Senate shall be elected the first week in April. Nominations shall be made two weeks prior to election.

Section 2. Each Division shall hold an election for Executive Council representatives and general senators by the beginning of Fall Semester classes.

Section 3. The term of office shall begin upon election and shall continue for a period of twelve (12) months.

Section 4. Voting for officers must be done by secret ballot.

Section 5. The candidates receiving the simple majority shall be declared elected. If no candidate receives a majority, the two candidates receiving the highest number of votes will be subject to a run off.

Section 6. A vacancy in an unexpired term shall be announced to the Senate. The vacancy must be filled as soon as possible after the announcement by following the procedure for electing officers.

Section 7. Officer resignations must be submitted in writing to the presiding officer.

Section 8. On the written petition of ten or more faculty, an officer may be removed from office by a two-thirds majority vote of the faculty in a special recall election.

Article IX: Meetings

Section 1. Meetings shall be called by the President of the Senate as often as necessary to conduct the business of the Senate. Meetings must be held regularly during the Fall and Spring semesters and as needed during the summer session.

Section 2. A tentative agenda shall be published prior to the meeting and sent to each member of the Faculty.

Section 3. All meetings shall be open to all full time and adjunct faculty and include a period during which any motions or discussion may come from the floor.

Section 4. A quorum shall consist of a majority of senators or their proxies at regularly called meetings. No proxy may represent more than one absent senator or officer.

Article X: Executive Council

Section 1. The function of the Faculty Senate Executive Council shall be

- a. To receive written requests from members of the executive branch of the Student Government Association, faculty, or the Administration that call for study and action on the part of the Faculty Senate or one of its standing committees.
- b. To act for the entire Senate in advising the Senate President on matters that need attention between regularly scheduled meetings.
- c. To propose an agenda of items to be presented to the entire Senate for discussion at regularly scheduled meetings.
- d. To suggest solutions to problems presented to the Senate for discussion at regular meetings of the Senate.
- e. To recommend special meetings of the entire Senate when necessary.
- f. To invite members of the Administration or others to attend meetings when their presence might be needed or helpful.

Section 2. The chairman of the Executive Council shall call meetings of the Council.

Section 3. There shall be six members on the Executive Council.

- a. All three officers are members of the Executive Council. The Vice President shall serve as chairman.
- b. One representative shall be elected from each of the three curriculum divisions. These representatives are elected by the division faculty members. These representatives may or may not be senators.

Article XI: Special Committees

Special Committees will be formed as needed.

Article XII: Ratification and Amendments

Section 1. This constitution shall be ratified by a two-thirds majority vote of the faculty membership. Upon ratification, this constitution shall become the effective governing instrument for the Faculty Senate of Southwestern Community College in carrying out the foregoing powers invested in the Faculty Senate by this constitution.

Section 2. Amendment to this constitution must be approved by a two-thirds majority of votes received from divisional faculty.

Section 3. This constitution will become effective officially upon ratification of the Faculty Senate membership and supersedes all previously ratified constitutions and amendments.

Amended: February 2012