

USCB Faculty Senate Bylaws

Article I: Name

The representative body of faculty governance of the University of South Carolina Beaufort (USCB) shall hereinafter be called the Faculty Senate or the Senate.

Article II: Purpose and Powers

The Faculty Senate of the University of South Carolina Beaufort, having been created by the university faculty to act on behalf of university faculty is endowed with all the powers and authority of the university faculty except for those powers reserved by the university faculty itself. The Senate shall formulate policy regarding the educational practices and standards of the university and all other matters pertaining to the conduct of faculty affairs except those exclusively reserved for the faculty at large – subject to review and approval by the EVCAA, the Chancellor, the President, and the Board of Trustees.

The Faculty Chair may call a faculty meeting for the purpose of reconsidering an action of the Senate upon receipt of a petition signed by 25% of the voting members of the faculty. A decision made by the Senate may be overruled at a regular or called General Faculty meeting by a majority of the full faculty membership.

Article III: Membership

Section 1.

The Faculty Senate shall consist of a chair, secretary, one at-large adjunct representative, one at-large instructor representative, and elected representatives as designated by the department as stated in Section 2.

Section 2.

Members of the faculty at large shall include representatives selected from the full-time tenure-track faculty holding the rank of Assistant Professor or above as well as full-time instructors and professional librarians.

Elected Senators. The faculty in each represented academic department and the library shall elect one or more Senators based on the number of faculty eligible to vote for Senator in the represented department or school:

- 1) 1-7 members – one elected Senator.
- 2) 8-14 members – two elected Senators.
- 3) 15 or more members – three elected Senators.
- 4) All tenured, tenure-track, and full-time non-tenure track faculty, and instructors with appointments of one year or more are eligible to vote for Senator.

Department chairs are responsible for providing the following to the Senate Chair and Secretary at the beginning of the academic year:

- 1) Current full-time faculty headcount.
- 2) Current roster of full-time faculty.
- 3) Names of the elected faculty representatives and alternates for the department.

The Senate Chair shall designate terms of one, two, and three years for Senate members so that approximately one-third of the members will be elected each year. This designation shall be made so that each electoral unit will have a reasonable balance of experienced members each term. Thereafter members of the Senate shall have terms of three years, unless chosen to fill an unexpired term.

Section 3: Alternates

Each department, except the library, shall elect two alternates on a yearly basis; the library shall elect one. These faculty members will have the same membership eligibility described in Section 2 of this Article. These proxies will serve as substitutes for specific absent Senators from the same college, with the same status as a full member at any senate meeting and vote in their absence. Alternates may twice succeed themselves.

Article IV: Elected Officers

Section 1.

The officers of the Senate shall be the Chair and Chair-elect of the General Faculty, alongside an elected secretary. The secretary shall serve a one-year term. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Senate.

Section 2.

At the regular April meeting, the secretary shall be nominated from the floor, or by the faculty-at-large, and elected by secret ballot or acclamation to serve for one (1) year. Their terms of office shall run from August 16 through August 15. Special elections, following the above procedure, may be held during the regular academic year to fill a vacated position. The chair will facilitate the election of the at-large adjunct faculty member in April of each year.

Section 3.

No member shall hold more than one office at a time and no member shall be eligible to serve more than three (3) consecutive terms in the same office.

Section 4.

The Senate chair represents the Senate to the Beaufort/Jasper County Higher Education Commission and sits as an ex officio member on administrative advisory groups that advise the Chancellor on university matters.

Section 5.

The chair-elect serves as presiding officer in the absence of the Senate chair. The secretary records and distributes electronically to the USCB faculty written minutes of the meetings and annually compiles and publishes a summary of the faculty senate's actions.

Article V: Meetings

Section 1.

Meetings shall be held regularly during the academic year. No ordinary business shall be conducted during the summer months when the Senate is not in session. The Senate is in session between August 15 and May 15 annually.

Section 2.

Special meetings may be called by the Chancellor, the chair, or the chair-elect in the absence of the chair, or by written request of twenty (20) percent of the faculty senators.

Section 3.

At least five (5) days written notice shall be given prior to any meeting except in cases of emergency. The term “emergency” shall be left to the interpretation of the chair.

Section 4.

An agenda for each meeting shall be distributed electronically at least three (3) days prior to the meeting to the faculty-at-large and the faculty senators.

Section 5.

A quorum for meetings of the Faculty Senate is a majority of the faculty senators. The chair of the Senate, in consultation with the secretary of the Senate, will determine the quorum for an academic year prior to the first meeting of that academic year.

Section 6.

Except in the case of absentee and mail ballots, which are not allowed in grievance-related votes, all vote counts shall be based on the official voting members who are present and voting. Proxy votes are not permitted.

Article VI: Committees**Section 1.**

The standing committees established by the Senate shall report to the Senate and discharge such duties as the Senate may assign to them. The Senate shall establish, abolish, or modify Senate committees as it deems necessary.

Section 2.

Election of members to faculty committees shall take place in April of each year. Nominations are made from the floor, by any eligible voting member of the General Faculty. The nominations shall remain open at that meeting until adjournment. Election of members to new committees or to fill vacancies occurring in existing committees may take place as the need arises during the year at the direction of the chair of the Faculty Senate who also serves as the chair of the General Faculty.

Section 3.

Committee members elected in April will assume office with the beginning of the next academic year on August 16. The term of outgoing members will end on August 15, although no ordinary business shall be conducted during the summer months when the Senate is not in session.

Section 4.

Ad hoc committees may be established by the Senate, from time to time, as deemed necessary.

Article VII: Elections, and Voting

The faculty at large, with the exception of ex officio members, are eligible to vote in elections for Faculty Senators.

No later than March 15, each of the academic departments and the Library will elect its Faculty Senator(s) from among its eligible members.

All elections for Faculty Senators shall be conducted by secret ballot. Upon the receipt of a vote, the chair shall ensure that the vote was cast by an eligible voter. In case of a tie vote, the election is decided by lot. Voting shall be by secret ballot or by acclamation if no opposition exists; a majority is required for election. If no candidate receives a majority vote on the first ballot, candidates receiving the two highest numbers of votes shall be the nominees for the second ballot. The secretary and parliamentarian shall serve as election tellers.

In accordance with Robert's Rules of Order voting shall be carried out by voice vote or, upon request of the chair, by a show of hands. Any member of the Senate may request a written ballot at any time, and this request shall be honored.

Article VIII: Parliamentary Authority

Section 1.

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 or the standing rules the Senate adopts. The chair will appoint a parliamentarian at the first meeting over which they preside. The parliamentarian will serve the same term as the chair who appointed them.

Article IX: Amendment of Bylaws

Section 1.

These bylaws may be amended at any regular meeting of the Senate by a two-thirds vote of the faculty senators present when a quorum exists, provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2.

The bylaws may also be amended by a mail vote taken after the regular meeting, provided that the amendment has been submitted in writing at the previous meeting and time for discussion is provided at the regular meeting. A two-thirds vote of the voting faculty submitting a ballot is required to pass an amendment provided that a majority of the faculty senators participate.

Article X: Publication of Bylaws and Rules

Section 1.

The Bylaws and Standing Rules of the Faculty Senate shall be published in the Faculty Manual and in such other form as may be convenient for distribution, and such publication shall be revised from time to time as deemed necessary.

Article XI: Revision of the Bylaws

These bylaws may be amended at any regular meeting of the Senate by a two-thirds vote, provided that the amendments have been submitted in writing at a previous regular meeting.