

## **BYLAWS**

### **ARTICLE I. MEMBERSHIP**

#### **Section A. Eligibility**

All full-time and part-time faculty are eligible for election to the Faculty Council.

#### **Section B. Terms of Office**

Three representatives from the full-time undergraduate faculty, one representative from the graduate faculty and one from the pro-rata undergraduate faculty will be elected in April of each year. Full-time faculty representatives will serve one two-year term of office, graduate faculty representatives will serve one two-year term of office, and the pro-rata faculty member will serve a one-year term of office beginning in May.

#### **Section C. Replacement**

In case of resignation, change in status, or irregular attendance of council meetings, the Chair will call for nominations from the faculty to fill such vacancy for the unexpired term, such appointment to be approved by the Council at the next regular meeting following the appointment.

### **ARTICLE II. EXECUTIVE COMMITTEE**

The Executive Committee will consist of the Chair, Vice Chair, and Recording Chair. This group may act in accordance with the Constitution and Bylaws on emergency matters that arise between meetings of the Council.

#### **Section A. Election of Executive Committee**

The first item of business when the new council is in place in May is to install the Vice-Chair as Chair, elect a new Vice-Chair and a recording chair.

#### **Section B. Terms of Elected Officers**

1. The Chair will serve one year as Chair.
2. The Vice-Chair will serve one year as Vice Chair and one year as Chair; therefore, when elected, the vice chair must be in the first year of his or her two year term on council.
3. The Recording Chair will serve one year.

#### **Section C. The Executive Committee Duties**

The Executive Committee organizes and conducts the agenda for each meeting in a manner deemed satisfactory by the Council prior to the date of the meeting, appoints ad hoc committees, and forwards the resolutions of the Council to the VPAA for implementation.

1. The Chair: The Chair will preside at the meetings of the Council and serve as official spokesperson to and for the Council. The Chair will distribute the agenda and any attachments 48 hours prior to each meeting to the Council.
2. The Vice-Chair: The Vice-Chair will act in the place of the Chair of the Council when the Chair is unable to carry out any of the functions of the office of Chair. The Vice-Chair will succeed the Chair.
3. The Recording Chair: The Recording Chair will record the minutes of the meetings and distribute summaries of these proceedings to members of the faculty community via SharePoint within three business days of each meeting, and to carry on the necessary correspondence of the Council.

### **ARTICLE III. ELECTIONS OF COUNCIL MEMBERS**

Both schools should be represented on Faculty Council

#### **Section A. Nominations for Council Members**

A candidate for the Council must submit, or have submitted, to the Chair or a delegate of the Chair, a nomination letter, which will include a declaration of willingness to serve. All nominations must be received at least two weeks prior to the election date. If a candidate agrees to run and is elected, he/she is required to serve the full-term.

#### **Section B. Voting for Council Members**

1. All members of the faculty as defined in the Constitution are legal voters and may vote for their respective candidates.
2. Voting undergraduate faculty will cast no more than three votes for candidates. Candidates will be ranked according to the number of votes received and those elected will be determined by descending order of votes received.
3. The graduate faculty representative will be elected by the graduate faculty
4. The pro-rata undergraduate faculty representative will be elected by the pro-rata faculty.
5. The Chair or a delegate of the Chair will supervise elections and will certify the election of each Council member.
6. Voting will be conducted through in impartial ballot and ballots will be tabulated by an impartial three person committee appointed by the faculty council chair.

### **ARTICLE IV. COMMITTEES**

There will be four standing committees: Academic Affairs, Graduate Studies Committee, Faculty Welfare and Fiscal Affairs, Student Services, and Institutional Advancement.

#### **Section A. Selection of Committee Members**

The Faculty Council will appoint all standing and ad hoc committees in May. Chairs of the committees will be voted by the committee at its first official meeting of the academic year. The Chair of the Faculty Council will act as chair for the first meeting off all committees to facilitate election of the chair. Any member of the faculty may be appointed to a committee, but it is highly recommended that for Faculty Welfare and Fiscal Affairs, a faculty member be on an

extended contract. Both schools should be represented on FWFA. One member of the Academic Affairs Committee must be a faculty member in the Education Department and remaining faculty members would ideally be chairs of academic departments. A Council member will not be a member of more than one standing committee. Nominations for membership on committees may come from any council member. Any person recommending members for committees should have approval from the person nominated and consider the experience and expertise required for each position. Faculty Council will consider all nominations and then appoint personnel for each committee adhering to the specific requirements for each committee.

### **Section B. Terms of Committee Membership**

Each committee member will serve a term of three years. Terms of service will be staggered among the members of each committee to ensure continuity. Ideally, a committee member will serve no more than two consecutive terms on one committee.

### **Section C. Replacement**

In case of resignation, change in status, or irregular attendance of committee meetings, Faculty Council will appoint a replacement to fill such vacancy for the unexpired term.

### **Section D. Standing Committees**

#### **1. Academic Affairs:**

##### **Section a: Purpose**

The purpose of this committee is to research, report on, and recommend to the Council actions relevant to the undergraduate academic standards and programs of the College, including any actions related to the development and/or modification of courses and programs including general education. All matters submitted to the committee will be in writing. Any recommendation(s) by the committee to the Council will be submitted electronically to the Chair of the Council within three business days of any meeting.

##### **Section b: Membership**

Academic Affairs is made up of five faculty representatives that are ideally chairs of academic departments. The following constituents must be represented: Faculty Council and Education Department. Ex-officio members must include: Faculty Council, the Registrar, the General Education Chair and Education Department. Ex-officio members must include: Vice President for Academic Affairs, Director of Institutional Assessment, Director of the Library, and Associate Dean(s). Minutes of this committee will be recorded and made available to the faculty through SharePoint.

#### **2. Graduate Studies Committee:**

##### **Section a: Purpose**

The purpose of this committee is to research, report on, and recommend to the Council actions relevant to the graduate programs' curriculum, and academic and admission policies. All matters submitted to the committee will be in writing. Any recommendation(s) by the committee to the

Council will be submitted electronically to the Chair of the Council within three business days of any meeting.

**Section b: Membership**

Graduate Studies will be made up of five members of the graduate faculty. If there are not enough members of the graduate faculty, then associate members of the graduate faculty, and full time faculty members who hold a terminal degree may serve. Ex-officio members must include: Vice President for Academic Affairs, Associate Vice President(s) for Academic Affairs, the Registrar, and Graduate Program Director(s). Minutes of this committee will be recorded and made available to the faculty through SharePoint

**3. Faculty Welfare and Fiscal Affairs:**

**Section a: Purpose**

The purpose of this committee will be to research, report on, and recommend to the Council any action to be taken on issues concerning the welfare of the faculty, including personnel matters involving, promotion, extended contracts, and leave. The committee may consider other matters concerning the fiscal affairs of the College. Any recommendation(s) by the committee to the Council will be submitted to the Chair of the Council within three business days of any meeting. This committee will serve as the Mediation Committee as specific in sections 2.17.4 and 2.17.5 of the Faculty Handbook.

**Section b: Membership**

Faculty Welfare and Fiscal Affairs is made up of five faculty representatives who are ideally on extended contracts. One of the five representatives must be a member of Faculty Council. Ex-officio members must include: Vice President for Academic Affairs, Chief Financial Officer, and the Associate Vice President(s) of Academic Affairs. Minutes of this committee will be recorded and distributed to the faculty through SharePoint.

**4. Student Services:**

**Section a: Purpose**

The purpose of this committee is to recommend to the Council any actions on matters pertaining to students, including student recruitment and support services and activities, scholarships and financial aid, student health and safety, student conduct and disciplinary standards, residential life, student organizations and activities, including intercollegiate athletics, and the general quality of student life. Any recommendation(s) by the committee to the Council will be submitted to the Chair of the Council within three business days of any meeting.

**Section b: Membership**

Student Services is made up of two representatives, one of which must be on faculty council. The Vice President of Student Life is an ex-officio member. The SGA will choose three representatives to sit on this committee following their annual election of officers.

**5. Institutional Advancement:**

### **Section a: Purpose**

The purpose of this committee is to recommend to the Council any actions on matters pertaining to College development, including fund raising, alumni relations, public relations and publications, grants, contracts, the conferring of meritorious awards and honorary degrees and the naming of programs and/or facilities in memoriam. Any recommendation(s) by the committee to the Council will be submitted electronically as either a pdf or Word file within three business days of any meeting.

### **Section b: Membership**

Institutional Advancement is made up of two representatives, one of which must be on faculty council The Vice President of Institutional Advancement is an ex-officio member.

### **Section E. Ad Hoc Committees**

Ad hoc Committees will research and recommend action on specific matters assigned to them by the Council.

## **ARTICLE V. MEETINGS**

### **Section A. Regular Meetings**

Regular meetings of the Council will be held monthly during the academic year from August through May. Written notice, including the agenda, of all regular meetings will be sent to the members and all faculty at least one week prior to each meeting.

### **Section B. Special Meetings**

Special meetings of the Council may be called by the Recording Chair at the request of the Chair or on written request of three voting Council members.

### **Section C. Quorum**

A majority of the Council's membership will constitute a quorum for the transaction of business (five members excluding the Chair).

### **Section D. Minutes**

A complete and permanent set of the minutes of each meeting will be kept in two locations: one with the Vice President for Academic Affairs and one in secure storage. The Recording Chair will provide to the faculty a copy of the unapproved minutes within three business days of any meeting.

### **Section E. Guests**

Meetings of the Council are regularly open to attendance by all members of the College community. The Council may choose to go into executive session by a majority vote of the members present. Excepting the President of the College, a person not a member of the Council may speak only by invitation of the Council Chair. Requests from non-members to make a

presentation to the Council will be addressed in writing to the Chair. At the discretion of the Chair, guests may be recognized or solicited for brief comments.

**Section F. Conduct of Meetings**

The conduct of the Council business will be according to procedures as defined by *Robert's Rules of Order Newly Revised* (10<sup>th</sup> ed. RONNR, 2000).

**Section G. Order of Business**

The order of business to be followed at the meetings of the Council will be as follows:

1. Call to Order and Devotions
2. Approval of Minutes
3. Reports of Committees
4. Unfinished Business
5. New Business
6. Adjournment

[However, a member of Council may move to change the order of business at the discretion of the Chair.]

**Section H. Voting Procedure**

Voting will be by voice or by show of hands and a majority will carry. A roll-call vote will be required when requested by at least three members. A secret ballot requires a majority vote of the Council. The presiding Chair will have a vote only in case of a tie.

**ARTICLE VI. AMENDMENTS**

**Section A. Vote on Amendments**

Amendments to the Bylaws of the Council will be made only at a regular meeting, by a majority vote of the Faculty Council members present and by approval of the President.

**Section B. Written Notice of Amendments**

No proposal to amend will be acted upon unless written notice has been given to the Chair at least twenty-five (25) days prior to the meeting. A copy of such a proposal will be included in the call for the next regular meeting, and a copy will be sent to each member of the faculty at least ten (10) days before the date of the next regular meeting at which the vote of the amendment is taken.

President's Approval of Sterling College Faculty Council Constitution and Bylaws.

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Scott Rich, Ed.D.

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Date