

**BYLAWS OF THE FACULTY ASSEMBLY OF  
SPARTANBURG COMMUNITY COLLEGE  
SPARTANBURG, SOUTH CAROLINA**

**Article 1 – Name**

The name of this organization shall be the Faculty Assembly (Assembly) of Spartanburg Community College.

**Article 2 – Purpose**

Section 1.

The purpose of the Assembly is to provide an effective, efficient means for the faculty to achieve its agreed-upon goals. The Assembly promotes professionalism among its members, encourages professional development for all faculty, and deliberates issues related to teaching and learning at Spartanburg Community College. Issues that impact the majority of faculty and/or students may be addressed through the Assembly.

Section 2.

The authority of the Assembly shall extend to address issues of professionalism among the faculty, issues related to professional development, issues that impact teaching and learning, issues that affect or may affect a majority of faculty and/or students, and issues that are brought before the Assembly by its membership.

**Article 3 – Membership**

Membership in the assembly shall consist of permanent faculty of Spartanburg Community College.

**Article 4 – The Faculty Board**

Section 1.

The Faculty Board (Board) shall consist of the President of the Faculty (Faculty President) the President-elect of the Faculty (President-elect), and the elected representatives of the Assembly.

## Section 2.

The Faculty President, President-elect, and representatives must have a minimum of two years full-time college experience in a Faculty position at the time of their election. The Faculty President and President-elect must have at least one year of these years in a Faculty position at Spartanburg Community College.

## Section 3.

The Board shall conduct regular business of the Assembly. The Board shall submit recommendations to the Assembly for approval.

## Section 4.

Regular meetings of the Board shall be held at least bimonthly from September to May. The bimonthly meeting will be held in the months of September, November, January, March, and May. Additional meetings of the Board may be called by the Faculty President. Any member of the Assembly may attend any meeting of the Board but may address the Board only at the invitation of a Board member.

## Section 5.

A quorum for conducting the business of the Board shall consist of both of the following:

- (1) a majority of the members of the Board must be present; and
- (2) either the Faculty President or President-elect must be present

## **Article 5 – Officers and Representatives**

### Section 1.

The Assembly shall elect the following officers:

- A. In the first year of these Bylaws, the Faculty President for one –year term.
- B. In each year of these Bylaws, the President-elect to be followed by a one-year term as Faculty President.

### Section 2.

The term of officers shall commence with the beginning of the academic year. The President-elect shall succeed to the office of Faculty President at the conclusion of his or her term as President-elect.

### Section 3.

The Arts and Sciences Division, the Business Division, the Industrial and Engineering Technologies Division, and the Health and Human Services Division shall each elect from its own membership two representatives. The Transitional Studies Department, the Librarians employed in faculty positions, and the Adjunct Faculty shall each elect from its own membership one representative. The division, department, or group from which the Faculty President is drawn shall have one fewer representative, and the division, department, or group from which the President-elect is drawn shall have one fewer representative. During the first year of these Bylaws, each division shall elect one representative to serve a one-year term and one representative to serve a two-year term. Thereafter, terms of representatives shall be for two years. At least one year shall lapse between terms of representatives.

### Section 4.

The Faculty President shall appoint one of the representatives to serve as Secretary.

### Section 5.

An officer and representative may be relieved of his or her office by a majority vote of the Board.

### Section 6.

In the event that a representative is unable to complete his or her term, that division shall have the authority to elect by a ballot a person to complete the term as representative providing that person so chosen has not served as a representative within the preceding year. The person elected as a replacement shall be ineligible to be elected for an additional term as a representative if such election will cause the person to serve a term which will exceed three years.

## **Article 6 - Elections**

### Section 1.

In the first year of these Bylaws, during the month of August 1993, but following the beginning of the academic year, the Faculty President will appoint an Ad Hoc Nominating Committee. The Committee will accept nominations from the Assembly for the offices of Faculty President and President-elect. At least two names must be placed in nomination for the office of Faculty President, and at least two names must be placed in nomination for the office of President-elect. Persons whose names are placed in nomination for these offices must be notified and agree to serve in the office. The Nominating Committee will make a list of nominees available to the Assembly members

at least two weeks prior to the election. Only those names appearing on the official ballot as prepared by the Nominating Committee are eligible for election.

## Section 2.

In subsequent years prior to the conclusion of the academic year, and during the month of April each year, the Faculty President will appoint an Ad Hoc Nominating Committee. The Committee will accept nominations from the Assembly for the office of President-elect. At least two names must be placed in nomination for the office of President-elect. The current Faculty President and representatives are not eligible for nomination. Persons whose names are placed in nomination for this office must be notified and agree to serve in the office. The Nominating Committee will make a list of nominees available to the Assembly members at least two weeks prior to the election. Only those names appearing on the official ballot as prepared by the Nominating Committee are eligible for election.

## Section 3.

The person receiving the highest number of votes for an office will be elected. In the case of a tie vote for either Faculty President or President-elect, another ballot will be taken for the office within one week of the original voting. Only the names of those persons who tie for the highest number of votes will be placed on the subsequent ballot.

## Section 4.

If the Faculty President cannot complete his or her term, the President-elect shall assume the duties for the Faculty President for the remainder of the term and shall become Faculty President the following year.

## Section 5.

If the President-elect cannot complete his or her term, the Board shall appoint one of its own members to perform the duties of the President-elect, except that the person so appointed will not become Faculty President the following year. A special election will be held to fill the office of President-elect for the next academic year. The special election will be held in a manner consistent with Article 6 section 2 of these Bylaws, except that the time appointed for this election shall be directed by the Board.

## Section 6.

If the offices of Faculty President and President-elect are filled by person who have not been elected by the Assembly at-large, election for both offices shall occur in a manner consistent with Article 6, Section 1 of these Bylaws, except that the time appointed for this election shall be directed by the Board.

## Section 7.

Unless otherwise designated by the Board at the time of their election, officers shall be elected for terms of one year, with the terms to commence at the beginning of the academic year and to conclude at the ending of the same academic year. Except in the case where the President-elect has been appointed by the board, the President-elect shall succeed to the office of Faculty President upon completion of his or her term as President-elect.

## **Article 7 – Duties of Officers**

### Section 1.

The Faculty President will preside over meetings of the Board and the Assembly.

### Section 2.

The President-elect will preside over the meetings of the Board and the Assembly in the absence of the Faculty President.

### Section 3.

The Secretary will record and maintain the minutes of the Assembly meetings and Board meetings, and will communicate these minutes to the membership in a manner directed by the Board.

## **Article 8 - Committees**

### Section 1.

The Board will have the power to form and select the membership of Ad Hoc Committees to study faculty issues. Ad Hoc committees will have one representative from each division. If they determine additional expertise is required, Committees can call on faculty or staff members, as needed. One Board member will serve as liaison between each Ad Hoc committee and the Board. The Board liaison will not have voting privileges on the Ad Hoc committee.

Each Ad Hoc committee will elect a chairperson and a recorder.

- A. The chairperson will preside over all meetings of the Ad Hoc Committee, assure completion of their charge in a timely manner and report to the Board findings and recommendations.
- B. The recorder will record and maintain minutes of all meetings.
- C. Each committee may appoint other positions as it deems appropriate.

### Section 2.

The Ad Hoc committee's final recommendations shall be submitted to the Board for approval by majority vote with at least a quorum present. If the Board approves the Ad Hoc committee's recommendations, the Board must inform the Assembly by at least one week prior to the Assembly's voting. A quorum must participate in the voting.

### Section 3.

Recommendations which are approved by the Assembly shall be presented to the Vice President of Academic Affairs in a manner determined by the Board. Recommendations which are not approved shall be referred back to the Board for further consideration.

## **Article 9 – Meetings**

### Section 1.

During the month of April of each year the President-elect will be elected or chosen by the Assembly. In a manner approved by the Board, notice of this election shall be given to each member at least one week before the election.

### Section 2.

Special meetings of the Assembly may be called by the Faculty President or the Board. Faculty members may petition the Faculty President for a special meeting upon written request of at least 10 faculty members. Notice of special meetings shall be given to each member at least one week in advance.

### Section 3.

A quorum for conducting business of a regular or special meeting of the Assembly shall be fifty percent of the membership of the permanent plus one, either present or represented by signed proxy.

## **Article 10 – Amendments**

The Bylaws of the Assembly may be amended or revised by an affirmative vote of two-thirds of all the members of the Assembly present or represented by signed proxy. Copies of proposed amendments shall be given to members in writing or electronic format at least two weeks prior to the voting meeting.