

FACULTY COUNCIL BYLAWS

ARTICLE I: Name

The name of this organization shall be the Faculty Council of Barton Community College.

ARTICLE II: Purpose

SECTION 1: Goal

Faculty Council serves as the agency of the faculty in submitting to the Vice President of Instruction, and the President recommendations on policies regarding academic, professional, and curricular matters. The Faculty and the Administration share the responsibility to formulate and implement the academic policy of the College. Faculty Council through the various committees will consult fully in its deliberations with the appropriate programs, offices, and departments, particularly in those academic and professional matters substantively affecting them or in which they have responsibility and expertise. On any issue that directly involves another constituency of the college (e.g. students, staff, or administration), the faculty through its governance and committees shall make every effort to invite and consult representatives of those constituencies during its deliberative processes.

SECTION 2: Responsibilities

Faculty Council shall develop and promote standards and policies that include the following:

- Communicate faculty concerns to appropriate administration about institutional policies and procedures.
- Assume the faculty's responsibility in assisting the Administration in formulating policy decisions in academic and professional areas.
- Serve as agent for the faculty as a whole, and synthesize faculty perspectives from the diverse campuses and programs.
- Represent the professional interests of the faculty.
- Promote the One-College Concept and culture across our diverse campuses and programs.
- Develop faculty perspectives and interests on professional issues.
- Nominate representation to the various working campus committees using a process action team and volunteer format.

ARTICLE III: Basis of Membership

SECTION 1: Membership

The Faculty Council will consist of members that will represent the diverse views of the faculty and will actively present Faculty Council activity at faculty meeting.

- Faculty Council will consist of faculty members only.
- Faculty Council in an effort to bring the college's diverse faculty together will seek representation from all campuses and modalities.
- There will be ten Faculty Council members from a minimum of three different modalities.

SECTION 2: Voting

Members of the Faculty Council are elected by the faculty of their respective campuses. Any full time, part time or adjunct faculty member is eligible to vote in elections for Faculty Council.

- Each campus will hold the election for their nominated representatives in the manner that they choose.

- All members of the faculty council will be nominated and elected by the faculty of their respective campus. Elections will follow established democratic procedures.
- The nomination process will conclude at the end of March.
- Elections will be held during the first faculty meeting for April.
- If uncontested, Faculty Council will approve by acclamation.

SECTION 3: Terms of Service

Faculty members will have the following terms of service:

- Each Faculty Council member shall serve a term of two years and be eligible for re-election.
- The chair of the Faculty Council will be limited to a four-year lifetime cap.

SECTION 4: Vacancies

If a seat becomes vacant during a term due to resignation or removal, the Chair for that respective campus shall nominate an alternate to fill out the remaining term. That nomination must be confirmed by that Campus’s faculty.

SECTION 5: Absences

- Any member who is absent may select an alternate to represent them in a council meeting.
- The alternate has the authority to represent and speak for the council member but do not have the authority to vote on issues.
- Members who miss more than three meetings during a semester can be asked to resign by the chair or the vice-chair.
- Council members that miss more than three meetings a semester can be voted out by their campus faculty in accordance with democratic procedures, and replaced with an elected alternate.

SECTION 6: Officers

The Faculty Council of Barton County Community College shall have the following offices: Faculty Council Chair and Faculty Council Vice-Chair. The offices will be appointed by council members to a selected member. In order to better represent the diversity of the college and the faculty, no single modality will control both the Chair and Vice Chair positions.

1. Chair of Faculty Council: The duties and the responsibilities of the chair are:
 - Ø Preside over Faculty Council Meetings
 - Ø Deliver notice of meetings and agendas to members.
 - Ø Serve as the Council Representative at instructional meetings
 - Ø Represent the Faculty Council’s position on interests to the College’s President and Vice President.
 - Ø Inform the Faculty Council of issues of academic and faculty concern.
 - Ø Responsible for disseminating Faculty Council activity to the faculty.
2. Vice Chair of Faculty Council: The duties and the responsibilities of the Co-chair are:
 - Ø May serve as the Council Representative at instructional meetings.
 - Ø Represent the Faculty Council Chair as needed.

ARTICLE IV: Meetings

SECTION 1: Calendar

Faculty Council will meet on the first or second Monday of each month from 4:30 to 5:30 pm.

- Faculty Council meeting times will be scheduled to accommodate the diverse schedules of the faculty representatives.
- Primary meeting means is electronic unless a face-to-face meeting is agreed upon by the Faculty Council.

SECTION 2: Agenda

- Faculty and other interested parties may submit topics for discussion to the Faculty Council.
- Topics for Faculty Council agenda items shall be submitted in writing to the Chair and Vice Chair of the Council.
- The agenda will be set by faculty council members.

SECTION 3: Meeting Access

The Faculty Council of Barton Community College represents the faculty.

- All faculty members may attend Faculty Council meetings. However, due to space issues faculty should inform council members in advance in order to facilitate the space requests.
- Guests may speak on any and all issues when time is provided once recognized by the Chair or Vice Chair. They do not have voting power.
- Administration (Vice-Presidents, Deans, and Directors) may be invited to attend meetings if Faculty Council agrees to the visitation. They do not have voting power.
- Upon a call or petition to either Chair or Vice Chair by a quorum of the active membership of the Council, the notified Chair shall call a special meeting of the Council.

ARTICLE V: Quorum

SECTION 1: Voting Majority

No issue will be considered finalized unless a voting quorum has been reached. A quorum can only be achieved by active voting by active Council Members.

- A quorum shall consist of 50% or more of active Faculty Council Members.
- A majority of the active Faculty Council members present must occur in order to pass a proposal.

ARTICLE VI: Amendments

SECTION 1: Revising By-Laws

The by-laws of the Faculty Council of Barton Community College may be revised by the council.

- Revisions may be proposed by the faculty or the Faculty Council Members
- Revisions will be presented to the Vice-President of Instruction for input.

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