

**CONSTITUTION AND BYLAWS
OF THE
ORANGEBURG-CALHOUN TECHNICAL COLLEGE
ORANGEBURG, SOUTH CAROLINA
FACULTY ORGANIZATION**

(May 9, 1995; Revised April 25, 2000)

AUTHORIZATION

The Faculty Organization of Orangeburg-Calhoun Technical College is authorized by the College President and the Area Commission. Criteria for accreditation by the Southern Association of Colleges and Schools establish the requirements of such structures as committees, councils, and senates that operate within policies determined by the Administration and the Governing Board.

PREAMBLE

The Faculty Organization of Orangeburg-Calhoun Technical College is organized to promote professional excellence among its members, to advance the interest and welfare of students and faculty, and to augment further the close and effective communication between the Faculty and the Administration. Its membership, functions, and procedures are set forth in the following Constitution and Bylaws.

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the Orangeburg-Calhoun Technical College Faculty Organization (the Organization).

ARTICLE II. PURPOSE

SECTION 1. The Organization shall be a collaborative body that provides a forum for faculty members' full and free discussion of all matters of interest and concern.

SECTION 2. The primary role of the Organization shall be that of promoting cohesiveness, goodwill, understanding and cooperation in support of the mission of the College.

ARTICLE III. MEMBERSHIP

The Organization shall consist of all full-time permanent faculty as defined by the Human Resources Department of the College.

ARTICLE IV. OFFICERS

SECTION 1. The officers of the Organization shall consist of a Chair, a Vice Chair and a Secretary.

SECTION 2. The Organization shall elect from among its members an Executive Committee to be known as Faculty Council (Council).

ARTICLE V. COMMITTEES

SECTION 1. The Organization shall have a committee to nominate officers.

SECTION 2. The Organization may have special committees as needed.

ARTICLE VI. MEETINGS

SECTION 1. Regular meetings of the Organization shall be held.

SECTION 2. Special meetings of the Organization may be called.

ARTICLE VII. AMENDMENTS

This Constitution may be amended as provided in the Bylaws (Article VII, Section 1).

BYLAWS

ARTICLE I. FUNCTIONS

SECTION 1. The Organization shall refer to its executive committee (Council) for investigation of and proposed action on such matters as may affect the welfare and morale of its members and the academic policies of the College.

SECTION 2. The Organization shall receive reports, approve actions of Council, and act on any matters brought before it by Council or by the members of the Organization.

ARTICLE II. MEMBERSHIP

SECTION 1. The Organization shall consist of all full-time permanent faculty as defined by the Personnel Department of the College.

SECTION 2. Membership shall continue during the summer session regardless of teaching load.

ARTICLE III. OFFICERS

SECTION 1. The Organization officers shall be a Chair, a Vice Chair, and a Secretary.

SECTION 2. Duties

A. The Chair

1. The Chair shall represent the Organization and Council with the Administration and with the Area Commission.
2. The Chair shall attend all scheduled meetings of the Area Commission.
3. The Chair shall attend annual planning sessions with the Administration.
4. The Chair shall preside at all meetings of the Organization and Council.
5. The Chair shall appoint all committee chairs except the Nominating Committee Chair.
6. The Chair shall present recommendations from the Organization to the College President and to the Area Commission Chair.

B. The Vice Chair

1. The Vice Chair shall serve in the absence of the Chair.
2. The Vice Chair shall represent the Organization and Council as directed by Council.

C. The Secretary

1. The Secretary shall record the proceedings of all Organization meetings and disseminate such minutes to Organization members within one week of said meeting.
2. The Secretary shall record the proceedings of all Council meetings and disseminate such minutes to Organization members by the next Organization meeting.
3. The Secretary shall keep an accurate record of membership in the Organization and Council.
4. The Secretary shall distribute a written agenda for all Organization and Council meetings.

SECTION 3. Qualifications

A. The Chair

1. The Chair shall have been a full-time permanent faculty member for at least two years prior to taking office.
2. The Chair shall not serve more than two full consecutive terms. After remaining out of office for at least one year, he/she may be elected to return to the office of Chair.
3. The Chair shall not be a Group Director/Dean. (rev. 2000).

B. The Vice Chair

1. The Vice Chair shall have been a full-time permanent faculty member for at least two years prior to taking office.
2. The Vice Chair shall not have completed a full term as Chair immediately preceding election.
3. The Vice Chair shall not serve more than two full consecutive terms. After remaining out of office of Vice Chair for at least one year, he/she may be elected to return to the office of Vice Chair.
4. The Vice Chair shall not be a Group Director/Dean. (rev. 2000).

C. The Secretary

1. The Secretary shall have been a full-time permanent faculty member for at least one year prior to taking office.
2. The Secretary shall not have completed a full term as Chair immediately preceding election.
3. The Secretary shall serve no more than two full consecutive terms. After remaining out of office of Secretary for at least one year, he/she may be elected to return to the office of Secretary.
4. The Secretary shall not be a Group Director/Dean (rev. 2000)

SECTION 4. Term Limits

All terms shall be limited to one year.

SECTION 5. Election

- A. A Chair, a Vice Chair, and a Secretary shall be elected at the last regular meeting of the academic year and shall be installed at the first regular meeting of the next academic year. They shall be designated Chair-Elect, Vice Chair-Elect and Secretary-Elect until they are installed.
1. The Chair-Elect, with the Chair, shall attend annual planning sessions with the Administration.
 2. The Chair-Elect, Vice Chair-Elect and Secretary-Elect shall serve as non-voting members of Council until they are installed.
- B. The Nominating Committee (Bylaws Article V, Section 1) shall call for nominations for a Chair, a Vice Chair and a Secretary at least one month prior to the election date with the nominations being received by the Nominating Committee Chair at least two weeks prior to the election date.
- C. The Nominating Committee shall propose one or more candidates for each office.
- D. The Vice Chair may be a nominee for the office of Chair at the end of his/her term as Vice Chair.
- E. The Chair of the Nominating Committee shall send a slate of qualified candidates to Organization members at least one week prior to the election.
- F. The Chair of the Nominating Committee shall present the slate of qualified nominees to Organization members at the time of election. Nominations of qualified candidates may be taken from the floor. The Chair of the Organization shall preside over the elections.
- G. Election shall be by written ballot, counted by the Nominating Committee and reported to Organization members at the time of voting.
- H. A candidate must receive a majority vote to be elected. (If three or more candidates are nominated, it may be necessary to choose the winner in a run-off election between the two candidates with the most votes.)
- I. The Chair-Elect shall be installed as Chair by the outgoing Chair during the first Organization meeting of the academic year. The incoming Chair shall then install the Vice Chair and the Secretary.

SECTION 6. Vacancies

- A. A vacancy in an office of the Organization shall be declared by Council and may result from
1. termination of employment as full-time permanent faculty;
 2. a sabbatical;
 3. long-term (two or more consecutive months) incapacity to serve;
 4. resignation;
 5. removal from office.

- B. The Vice Chair shall assume the office of Chair immediately upon the declaration of a vacancy in that position.
- C. Council shall call for a special election within 30 days of the declaration of a vacancy to fill a vacancy in the office of Vice Chair or Secretary.
- D. The Nominating Committee shall call for nominations to be received at least two weeks prior to the special election date and disseminate that information to Organization members at least one week prior to the election date.

SECTION 7. Removal from Office

- A. A petition, signed by a simple majority of the Organization, outlining just cause for the removal from office of the Organization shall be presented to Council.
- B. Copies of the petition and minutes of Council discussion shall be disseminated to the Organization members and the person named therein at least one week prior to the vote to remove from office.
- C. A two-thirds vote of the Organization members shall be needed to accept the petition for removal from office of the Organization.

ARTICLE IV. FACULTY COUNCIL (EXECUTIVE COMMITTEE)

SECTION 1. Membership (Rev. 2000)

- A. Any member of the Organization, except a Group Leader/Dean, may serve on Council.
- B. The officers of the Organization shall serve in the same capacity on Council.
- C. In addition to the officers, each Academic Group of the College shall nominate one representative to serve on Council.

Arts & Humanities	1
Business	1
Computer Technology	1
Health Science	1
Industrial/Technology	1
Natural Science	1
Nursing	1
Public Service	1
Non-teaching faculty	<u>1</u>
Total	9

SECTION 2. Elections

- A. Each Academic Group shall elect its representative prior to the last regular Organization meeting of the academic year.
- B. Council members shall be elected for a term of one year and may be re-elected for a consecutive second term. After remaining off Council for at least one year, an Organization member may be elected to return to a seat on Council.

SECTION 3. Meetings

- A. Council shall meet during the week prior to each scheduled meeting of the Organization.
- B. The Chair shall be a non-voting member of Council except in cases of tie votes. The Vice Chair and the Secretary shall be voting members of Council.
- C. For the purpose of conducting business, two-thirds of Council members shall constitute a quorum. No vote shall be taken unless a quorum is present.
- D. Meetings of Council shall be closed to all persons except its members. Consultants may be invited by the Chair to attend certain meetings or portions of meetings.
- E. Special meetings of Council shall be called at the discretion of the Chair or by a written petition to the Chair by a majority of Council. The Organization shall receive notification of any special Council meetings at least 48 hours prior to the time of the meeting.
- F. Meetings of Council shall be conducted in accordance with Robert's Rules of Order (latest edition).

SECTION 4. Vacancies

- A. An Academic Group shall elect a replacement for its representative on Council who has not been active for three or more consecutive months.
- B. Non-teaching faculty shall elect a replacement for its representative on Council who has not been active for three or more consecutive months.
- C. These elections shall be held within 30 days of the notice of vacancy as determined by Council.

SECTION 5. Removal from Council

A. Academic Group Representatives

- 1. A petition, signed by a simple majority of the Group, outlining just cause for the removal of its representative from a seat on Council shall be presented to Council.
- 2. A two-thirds vote of the Group members shall be needed to accept the petition for removal of an Academic Group seat on Council.

A. Non-teaching Faculty Representatives

- 3. A petition, signed by a simple majority of the non-teaching faculty, outlining just cause for the removal of its representative from a non-teaching faculty seat on Council shall be presented to Council.
- 4. A two-thirds vote of the non-teaching faculty shall be needed to accept the petition for removal of a non-teaching faculty seat on Council.

SECTION 6. Functions

- A. Council shall submit to the Organization for its approval any matters of faculty concern, particularly those issues, policies, and procedures that impact upon the teaching/learning process and faculty personnel matters.

- B. The Chair and/or Council shall meet with the College President, the Area Commission and/or the College community and make recommendations concerning any new or existing policies and procedures approved by the Organization.
- C. Council shall serve as liaison between the Organization and the Administration.
- D. Council shall have the responsibility and authority to voice concurrence, non-concurrence, or suggestions whichever has been voted and approved by the Organization, with regard to
 - 1. creation or termination of educational programs;
 - 2. alteration in the internal governance of the College;
 - 3. alteration of the policies and procedures affecting the Faculty as employees of the College;
 - 4. alteration of the policies and procedures affecting the academic integrity of the College.

ARTICLE V. OTHER COMMITTEES

SECTION 1. Nominating Committee

- A. Each of the Academic Groups (Bylaws Article IV, Section 1.C) shall elect one member to serve on a committee to present a slate of officers.
- B. The Nominating Committee shall be announced at the second regular Organization meeting of the academic year.

SECTION 2. Special committees as needed shall be appointed by

- A. a motion from the floor at a meeting of the Organization;
- B. a recommendation from Council;
- C. a recommendation from the Chair.

ARTICLE VI. MEETINGS

SECTION 1. Regular Meetings

- A. Regular meetings of the Organization shall be held immediately preceding the regularly scheduled meeting of the Faculty and Staff as determined by the Chief Administrator of the College or at least monthly.
- B. For the purpose of conducting business other than amending the Constitution and/or Bylaws and removal of officers or Council members, a simple majority of Organization members shall constitute a quorum. No vote shall be taken unless a quorum is present.
- C. The right to vote in the Organization shall be limited to its membership.

SECTION 2. Special Meetings

- A. Special meetings of the Organization shall be called at the discretion of the Chair or by a written petition to the Chair consisting of 10% of Organization members.
- B. The Chair shall notify members of special meetings of the Organization no later than three days prior to the date of the special meeting.

SECTION 3. Meetings of the Organization shall be closed to all persons except its members. Consultants may be invited by the Chair or Council to attend certain meetings or portions of meetings of the Organization. Adjunct (rev. 2000) faculty may attend meetings as non-voting participants.

SECTION 4. Meetings of the Organization shall be conducted in accordance with Robert's Rules of Order (latest edition).

ARTICLE VII. AMENDMENTS

SECTION 1. Constitution

- A. Council shall review the Constitution of the Organization at least every three years.
- B. The Chair shall give a 15-day written notice to Organization members of a vote to amend the Constitution. This notice shall include proposed changes.
- C. The Constitution may be amended by a two-thirds vote of all of the Organization members.

SECTION 2. Bylaws

- A. Council shall review the Bylaws of the Organization at least every three years.
- B. The Chair shall give a 15-day written notice to Organization members of a vote to amend the Bylaws. This notice shall include proposed changes.
- C. The Bylaws may be amended by a two-thirds vote of those present at the meeting.

NOTES

The following motion was passed at a special meeting of the Organization on May 9, 1995:

This Constitution and Bylaws shall become effective on Monday, August 14, 1995; and in order to put the elected officers and Council members in place for the 1995-96 academic year, the following sequence of events shall take place.

1. The Academic Divisions shall elect by Friday, August 25, one member to serve on the Nominating Committee and their representatives to serve on Council.
2. The non-teaching faculty shall elect by Friday, August 25, their member to serve on Council.
3. The Nominating Committee shall receive nominations for officers by 5 p.m. on Friday, September 1.
4. The Chair of the Nominating Committee shall send the slate of proposed candidates for officers to Organization members by 5 p.m. on Friday, September 8.
5. The Organization officers shall then be elected and installed at the first regular meeting of the 1995-96 academic year (September 19, 1995).
6. The two at-large Council members shall also be elected at this meeting.

Hereafter, the timeframe of the Bylaws shall be followed for election of officers and Council.

April 2000 Revisions: Revisions to this document were due to the restructuring and renaming of the academic divisions to academic groups with group directors/leaders and were approved by faculty vote as presented April 25, 2000.

Reviewed Fall 2001