

**Portsmouth Campus Faculty Senate
Tidewater Community College
BY-LAWS**

The Constitution and Bylaws of the Tidewater Community College, Portsmouth Campus, are based on the American Association of University Professors Statement on Professional Ethics and the American Association of University Professors Statement on Academic Freedom and Tenure in order to advance academic freedom and shared governance and adhere to the highest academic standards.

**Article One
Senate Roles and Responsibilities**

Section A. Name

The name of this representative body will be the Portsmouth Campus Faculty Senate of Tidewater Community College.

Section B. Authority and Responsibility

The Portsmouth Campus Faculty Senate is established by the faculty at Tidewater Community College, Portsmouth Campus, to serve as the voice for the campus faculty, to exercise the authority of the faculty in campus affairs, and to function as the campus component of the College Faculty Senate. The TCC Faculty Senate shall have supervision, control, and direction of the Senate, determine its business policies or changes therein with the limits of these Bylaws, and shall actively promote its purposes. The Senate shall act for and on behalf of the Membership. The Senate may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary. The Senate shall provide reports to its Membership and to its faculty as necessary. The Senate recognizes that its bylaws will be in accordance with the Constitution and Bylaws of the Faculty Senate of Tidewater Community College.

Section C: Term of Office

- a. In the spring of each year, eligible faculty shall elect senators. In April of each year the TCC Portsmouth Campus Senate will elect new senators. One half of the membership will be elected in odd-numbered years and the other half in even-numbered years. Senators shall serve terms of two (2) years.
- b. The term of office shall begin at the first meeting of the newly elected Senate.
- c. There shall be no limitation on the number of terms that Senators may serve.

Section D: Election of Senators

- a. Representation is based on the size of the divisions. Each of the two on-campus divisions will elect three senators. In addition, two adjunct representatives shall also be elected to serve on the Campus Faculty Senate. The remaining seats will be one each for: counselors, librarians, the Visual Art Center, Nursing, and one at-large representative. In addition, in order to promote optimal department representation, each campus division will be allowed one alternate senator slot.

- b. Each faculty member will receive an emailed nomination form, published and distributed by March 15th of each year from the Campus Faculty Senate Chair for the purpose of nominating self or another consenting, eligible faculty member.
- c. Return of the nomination form to the Chair within five (5) working days shall constitute a formal request for the faculty member's name to be placed on the ballot as a nominee. Nomination via the VCCS electronic mail system is acceptable, as long as the email is sent from the nominee's VCCS electronic account.
- d. An electronic ballot shall be prepared by the Secretary of the Campus Senate bearing the names of all the nominees in their respective divisions. The Campus Faculty Senate Chair will send the ballot to all voting faculty. The Campus Faculty Senate officers will oversee the ballot process and tally voting results no later than May 1st. The nominees for Senator and Alternate Senator receiving the highest number of votes in their Division shall be elected.
The names of newly elected senators will be made public as soon as they are known. The Faculty Senate Roster will be updated and posted to the Portsmouth Faculty Senate website by the beginning of the fall semester.
- e. Election for Alternate Senators may be held separately from the election for Senators as needed and will use the election process described in this section, or may be combined with the normal election of Senators. If the latter, nominees are elected to open Alternate Senator positions in descending order of votes received.
- f. In the event the nominations are equal to or less than the vacancies, no formal election will be necessary. The nominees will be elected by default to the Senator and or Alternate Senator seat(s) as needed.

Section E: Limited Pool Invitations and Appointments

- a. In the event there exists a limited pool of nominees to fill a senate seat or vacancy such as in the case of librarians or counselors, that open seat may be filled by an invitation or appointment by the Faculty Senate Chair with the help of the Division Dean thus bypassing the election process.

Section F: Duties of a Senator

- a. Represent the interests of the Tidewater Community College, Portsmouth Campus faculty;
- b. Attend regular and special meetings of the Senate;
- c. Serve on committees as appointed by the Chair;
- d. Communicate the views and concerns of the faculty to the Senate
- e. Attend meetings of the College as required.

Section G: Duties of an Alternate Senator

- a. Alternate Senators may serve as a substitute for a Senator, or a senator and an Alternate Senator may rotate attendance.
- b. Alternate Senators shall be voting members of the Senate.

Section H: Faculty Senator Qualifications

The position of Senator can be held only by full-time instructional or professional faculty whose positions are not primarily involved in administration.

Section I: Senate Meetings

- a. The Senate shall meet at least once per month during the regular academic year. The calendar of monthly meetings will be established at the first meeting of the newly elected Senate. Meetings may also be called by the Chair of the Campus Senate, a majority vote of the Portsmouth Campus Faculty Senate, or by petition of at least twenty (20) percent of the eligible faculty.

Section J: Quorum and Voting

- a. A majority of the elected/appointed Senators and Alternate Senators shall be considered a quorum; the quorum count does not include the President or vacant Senator positions.
- b. The Chair of the Senate shall vote only in the event of a tie.
- c. Voting members shall consist of all elected/appointed Senators and Alternate Senators.
- d. An action taken by the majority of voting members present at a duly called meeting with a quorum shall be the act of the Senate unless a greater number is required by the Constitution or by these Bylaws.
- e. In addition to traditional methods, voting by mail, telephone, or electronic means is permitted. A vote using any of these methods may be called by the Senate.
- f. All full-time instructional and professional faculty not primarily involved in administration are eligible to vote on matters when an all-faculty vote is presented by the Campus Senate.

Section K: Executive Sessions

- a. By majority vote of the Senators, the Senate may resolve itself into an executive session where only members of the Senate may be present.
- b. In executive session, no record shall be kept of debate, except that which is ordered by the Senate, and no Senator shall reveal the nature of the executive proceedings to any person without the permission of the Senate.
- c. No recommendations to the College Faculty Senate, the College President, or the Campus Provost shall be enacted during executive sessions.

Section L: Vacancies

- a. A vacancy shall be declared by the Senate Chair at the direction of the Senate when a Senator/Officer:
 - i. has been absent two (2) times from regular monthly meetings during the academic year.
 - ii. resigns from the Senate

- iii. has been removed by the Senate in accordance with section J.
- b. The process for filling a vacancy shall be:
 - i. The Chair will notify the Alternate Senator of the Division with the vacancy to inform them that they are now the official Senator for that Division.
 - ii. In the event the Alternate Senators can not serve in that capacity or no Alternate Senators exists, the Chair of the Faculty Senate will fill that vacancy using the election process outlined in section d for that division only. If the vacancy remains, the Chair shall send out notification to all TCC Portsmouth employees regardless of division or academic area. If the vacancy still remains, that open seat may be filled by an invitation or appointment by the Faculty Senate Chair with the help of the Division Dean thus bypassing the election process.
 - iii. Using the invitation or appointment process, the chair will interview the invitee or appointee and share the results of that interview with to the Senate.
 - iv. A majority vote of the Senate is required to fill the vacancy.
 - v. The nominee will serve for a single term.
 - vi. Upon completion of the term, the seat will be re-opened to the division or academic area that had the vacancy.
 - vii. If the seat remains vacant for two election cycles (four years) the seat shall be absorbed by the Senate and the Senate seat shall be designated as at-large.

Section M: Regulation of Senate Membership

- a. Grounds. If a Senator fails to comply with the Senate's Constitution, Bylaws, or any other rules or regulations of the Senate, fail to uphold the standards set forth in the American Association of University Professors' Statement on Professional Ethics (see Appendix A in Constitution), or commit unprofessional conduct considered prejudicial to the best interests of, or inconsistent with, the purposes of the Senate, the member will be subject to sanction from the Senate.
- b. Procedures: Sanction may include, but not be limited to, censure, suspension, probation, and expulsion from the Senate. Sanctions may be imposed provided

that a statement of the charges shall have been sent by certified mail to the last recorded address of the Senate member at least fifteen (15) days prior to final action being taken. A notice of the time and place of the meeting at which the charges shall be considered shall accompany this statement, and the member shall have the opportunity to appear in person before action is taken by the Senate.

- c. Removal of a Senator: By a petition signed by a simple majority of any Division or by a 2/3 vote of the Senate, a Senator may be removed from office for failure to execute the duties of the office of Senator.

Article Two

Representation to the Tidewater Community College Faculty Senate

Section A: Representatives to the College Faculty Senate will include the Chair of the Portsmouth Campus Senate and four (4) Senators from the newly elected Senate

Section B: The Executive Committee may select an alternate Representative from among the TCC Senate to serve whenever a Representative cannot attend.

Article Three

Officers

Section A: Duties of the Chair:

- a. The Chair of the Portsmouth Campus Faculty Senate will preside over the Senate meetings and serve on the Executive Committee of the College Faculty Senate.
- b. Be the official spokesperson for the faculty of Tidewater Community College, Portsmouth Campus, and the Portsmouth Campus Senate. Including during faculty non-accountability days.
 - i. If action is taken during non-accountability days, the Chair shall, at the next official meeting of the Senate, report on the action taken, explaining the issues and the reason for the action taken.
- c. Meet regularly with the Campus Provost;
- d. Preside at all-faculty meetings of the faculty of the Portsmouth Campus called by the Senate
- e. Regularly review founding documents (College Plan, Constitution, Bylaws) and recommend amendments as necessary.
- f. Attend all meetings of the Tidewater Community College Senate. Attendance may be rotated with the Vice Chair and or other Senators as needed.
- g. Report to the Portsmouth Campus Senate the actions and activities of the Tidewater Community College Senate.
- h. Appoint Senators to committees as required and appropriate
- i. Perform other duties as prescribed in the Bylaws

Section B: Duties of the Vice Chair

- a. Presides at meetings of the Senate in the absence of the chair
- b. Assist in the supervision of the working of the Senate in such a manner as directed by the Senate, Bylaws, or by the Chair of the Senate.
- j. Attend all meetings of the Tidewater Community College Senate. Attendance may be rotated with the Chair and or other Senators as needed.

Section C: Duties of the Secretary

- a. Write minutes of all regular and special meetings of the Portsmouth Campus Senate.
- b. Disseminate minutes of Senate meetings to the entire Senate within two weeks of each meeting.
- c. Post approved minutes to all areas as directed by the Campus Senate, such as a website designed exclusively for the use of the campus faculty and faculty email.
- d. Maintain any Senate website developed by the Campus Senate
- e. Maintain an archive of Senate documents and records
- f. Create and maintain Senate email distribution lists

Section D: Officer Qualifications

- a. Any faculty member who has served at least one term on the Campus Senate is eligible for election as an officer of the Senate.

Section E: Term of Office

- a. The Chair shall serve a term of two years with the option of resigning after the first year of their elected term or until such time as their successors are duly elected, qualified, and take office.
- b. Other officers will serve a term of one year or until such time as their successors are duly elected, qualified, and take office.
- c. The term of office shall begin at the first meeting of the newly elected Senate.
- d. There shall be no limitation to the number of terms that officers may serve.

Section F: Removal of Senate Officers

- a. By petition signed by 25% of the eligible voting faculty or by a 2/3 vote of the Senate, a Senate Officer may be brought before the Senate for a vote regarding removal from office.
- b. Within seven business days of the petition date or the Senate vote, a ballot will be presented to all eligible voting faculty.
- c. Completed ballots shall be counted by three faculty members to include one senator selected by the Campus Senate, one faculty member appointed by the President, and one member selected by the officer being recalled. The Senate member shall serve as Chair. Upon tabulation of the ballots, the Chair will inform the individual, members of the Senate, and the general voting faculty of the vote outcome.
- d. A 2/3 vote of the ballots cast shall be required for removal from office

Article Four
Amendments to Bylaws

Section A:

- a. A proposed amendment shall be presented in writing to each member of the Senate at least one (1) week prior to its first reading at any regularly scheduled meeting
- b. A second reading will take place at the next meeting of the Senate followed by a vote.
- c. A two-thirds Senate vote is required to amend, provided a quorum is present.