



Virginia Beach Campus Faculty Senate Bylaws

I. Name

- A. The name of this body shall be the Virginia Beach Campus Faculty Senate of Tidewater Community College.

II. Purpose

- A. The Campus Faculty Senate is established by the faculty of Tidewater Community College, Virginia Beach 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 Campus Faculty Senate recognizes that its bylaws will be in accordance with the Constitution and Bylaws of the College Faculty Senate of Tidewater Community College.

III. Eligible electors

- A. All Virginia Beach faculty members designated as Instructional Faculty or Professional Faculty and whose positions are not primarily involved in administration are eligible to elect and serve as Campus Faculty Senators.
- B. Three from Arts and Humanities, one from Informational Technologies, one from Business, two from Health Professions, five from Science, Engineering, and Math, one from Social Sciences, and one from Public and Professional Services. Representation is based on the number of faculty in the Pathway. One counselor, one librarian, and three adjunct representatives shall also be elected to serve on the Campus Faculty Senate.
- C. Representation will be reviewed as needed.
- D. Faculty senators who agree to act in interim administrative positions will solicit volunteers to take their places.

IV. Meetings

- A. Campus Faculty Senate meetings shall be held on the Thursday one week prior to each scheduled meeting of the Tidewater Community College Faculty Senate. The Meeting during the month of November will meet on the Tuesday prior to Thanksgiving when Thanksgiving is not November 23rd. Meetings shall be called by the chair of the Campus Faculty Senate or by a majority vote of the Campus Faculty Senators. The Virginia Beach Campus Dean shall be invited to a Campus Faculty Senate meeting at least once a year.

- B. Fifty percent of Campus Faculty Senators shall constitute a quorum for any meeting. All faculty senators are expected to attend each meeting of the Virginia Beach Faculty Senate. When a faculty senator is absent for three meetings, the chair of the Campus Senate may solicit a new volunteer to serve that division.
- C. Summer meetings may be called as needed by the Campus Faculty Senate Chair.
- D. Full-time and Adjunct faculty members are invited to attend Campus Faculty Senate meetings as non-voting members.

V. Officers and Duties

- A. The officers of the Campus Faculty Senate shall be chair, vice chair, and secretary
- B. The duties of the chair shall be to:
 - 1. Preside at all meetings of the Campus Faculty Senate
 - 2. Serve on the Executive Committee of the College Faculty Senate
 - 3. Attend the Virginia Beach Campus Leadership meetings
 - 4. Coordinate the designation of College Faculty Senators
- C. The duties of the vice chair shall be to:
 - 1. Perform the duties of the chair in the chair's absence
 - 2. Manage the election of the campus-wide adjunct representatives
 - 3. Monitor the Divisional Senator elections
- D. The duties of the secretary shall be to:
 - 1. Prepare and distribute copies of the agenda and minutes of all meetings to members of the Campus Faculty Senate
 - 2. Track and report attendance and non-attendance for all campus senators
 - 3. Track and report the 2-year rotations of campus senators
 - 4. Maintain a current membership list

VI. Election of Senators

- A. The term of office shall be two years.
- B. Division representatives shall be elected on a staggered basis.
- C. Division level elections shall be conducted in early March by those members of the Campus Faculty Senate who are not seeking election
 - 1. They shall be responsible for distributing and collecting ballots, counting the votes, and certifying the results.
 - 2. The Vice Chair will monitor the elections of the Divisional senators.
- D. Newly Elected senators shall attend the March campus meeting.

VII. Designation of College Level Senators

- A. Designation of College Senators must occur during the March campus meeting.
- B. All efforts should be made to ensure that all divisions/departments are represented equally
- C. All campus officers will also serve as designated Senators.

VIII. Election of Officers

- A. Nomination of campus officers should take place at the March meeting.
- B. Election of the campus officers will take place at the April meeting. Between the March nominations and April election, faculty may question the nominees in regard to their goals for office.
- C. The incumbent officers shall officiate at the April meeting; however, only members of the upcoming year's Campus Faculty Senate are eligible to vote in the election.
- D. The office of chair and vice chair must be filled by a full time faculty member. Adjunct faculty members may be nominated/elected to fill the office of secretary.

IX. Campus Committee Assignments

- A. Ad hoc committees may be assigned by the chair of the Campus Faculty Senate.

X. General Faculty Meetings

- A. General faculty meetings may be called by the chair of the Campus Faculty Senate, by a majority of the members of the Campus Faculty Senate, or by twenty percent of the general faculty.

XI. These bylaws may be amended by a majority vote of the Campus Faculty Senate.

Revised: Oct. 07, 2008

Revised and Ratified: September 27, 2011

Revised: April 26, 2012

Ratified September 24, 2015

Revised: Feb. 28, 2019

Ratified: Mar. 28, 2019

Revised and Ratified: November 23, 2021