

TIDEWATER COMMUNITY COLLEGE FACULTY SENATE CONSTITUTION

I. Name

The name of this body shall be the College Faculty Senate of Tidewater Community College.

II. Purpose

- A. The College Faculty Senate is established by the faculty of Tidewater Community College to serve as the voice of the faculty and exercise the authority of the faculty in college affairs. The Senate serves as a consensus-reaching body representing the views of the faculty on such issues as academic standards, faculty status and grievance, and all affairs deemed of special interest to the faculty. By virtue of the faculty's special competence in and commitment to education, the Senate endeavors to ensure that the faculty possesses the necessary support and funding to provide the highest possible level of education.
- B. The Senate shall serve as the official voice of the faculty of Tidewater Community College. It shall communicate in the name of the faculty with others in and out of the college community.
- C. The Senate shall operate as a vehicle for regular communication with the administration and shall provide support for those college and campus committees that the Senate agrees are requisite to the efficient and effective operation of the college.

III. Campus Faculty Senates

- A. Eligible voters- All faculty members designated as Instructional Faculty or Professional Faculty and whose positions are not primarily involved in administration are eligible to vote for Campus Faculty Senators and issues put before the faculty by the Campus Faculty Senate. In the Spring semester of each year, each campus shall elect senators to fill any vacancies on the Campus Faculty Senate. (Refer to the College Faculty Senate By-Laws, Section 1, for allocation of Campus Faculty Senators to the College Faculty Senate.)
- B. Meetings- Campus-wide faculty meetings will be called by the chair of the Campus Faculty Senate, a majority vote of the Campus Faculty Senate, or by petition of at least twenty percent of the voting membership.
- C. Officers and Duties- Each Campus Faculty Senate shall elect a campus chair. The chair of the Campus Faculty Senate shall preside over Campus Faculty Senate meetings and serve on the Executive Committee of the College Faculty Senate. The chair shall also be responsible for keeping the campus faculty informed on important issues brought before the Campus Faculty Senate and for the campus distribution of the minutes of the College Faculty Senate meetings. Each Campus Faculty Senate shall select other officers as prescribed in its campus by-laws. In the absence of by-laws, officers shall be selected as agreed upon by the campus faculty as a whole.

IV. College Faculty Senate

A. Eligible Senators - All voting members of the faculty are eligible to serve on the College Faculty Senate.

B. Allocation of Senators - The allocation of Senators among the campuses of Tidewater Community College shall be as stated in the College Faculty Senate By-Laws. Such allocation shall be in accord with the following;

1. No campus shall be allocated less than one College Faculty Senator.
2. No campus shall be allocated more than fifty percent of the College Faculty Senators.

C. Non-Senators attending meetings- At its discretion, the College Faculty Senate may invite non-Senators to participate in its meetings as nonvoting members. All meetings are open to other faculty members as nonvoting participants.

D. Election of College Faculty Senators, Terms of Office

1. The term of office shall be two years beginning with the organizational meeting of the incoming College Faculty Senate
2. One half of the membership shall be elected in odd-numbered years and the other half in even-numbered years. Each Campus Faculty Senate shall determine its own basis of representation.
3. In April, the membership of each Campus Faculty Senate will select College Faculty Senators.

E. Officers and Duties

1. The officers of the College Faculty Senate shall be the chair, four vice chairs, treasure and a secretary. These officers will comprise the Executive Committee which will meet at least once each semester. Before the end of the Spring Semester, members of the incoming Senate shall hold an organizational meeting to elect a chair, treasurer, and secretary by majority vote. The vice chairs will be the chairs from each Campus Faculty Senate. If a vice chair is elected as chair of the College Faculty Senate, the Campus Faculty Senate will elect a new chair.
2. The chair of the College Faculty Senate shall preside at all meetings of the Executive Committee, the College Faculty Senate, and attend the President's staff meetings.
3. In the absence of the chair, the vice chair of the campus at which the next meeting will be held shall perform the duties of the chair.
4. The treasurer of the College Faculty Senate shall prepare a budget proposal before the beginning of each fiscal year in conjunction with the Executive Committee to present to the College Faculty Senate for approval. The treasurer will have signature authority for the expenditures of Faculty Senate Funds.

5. In the absence of the treasurer and under special circumstances, the chair of the College Faculty Senate will have signature authority for the expenditures of Faculty Senate Funds.
6. The secretary of the College Faculty Senate shall prepare and distribute copies of the agenda and minutes of all meetings to members of the College Faculty Senate.
7. The Executive Committee shall meet with the President of the college at least once each Fall and Spring semester to address concerns of the faculty and to maintain open lines of communication.

F. Meetings

1. The College Faculty Senate meetings shall be held at least twice each semester at the call of the Executive Committee. Meetings of the College Faculty Senate shall also be called by the Executive Committee upon petition of the majority of College Faculty Senators from any campus. The College Faculty Senate shall meet at a place designated by the Executive Committee.
2. The Executive Committee shall be responsible for providing at least one week's advance notice of a meeting, except in an emergency.
3. Fifty percent of the total College Faculty Senate membership shall constitute a quorum.
4. Meetings of the College Faculty Senate shall be governed by Robert's Rules of Order Revised, latest edition.

G. Summer meetings

1. The summer shall hereby be defined as that period between graduation and the first day of faculty orientation, according to the official college calendar.
2. Meetings of the College Faculty Senate shall be called during the summer only when problems arise that require immediate attention so as to serve the best interests of the college, as defined by the faculty.
3. At the first meeting of the College Faculty Senate during the academic year, the Executive Committee shall inform the Senators of any action that the College Faculty Senate and the Executive Committee have taken during the preceding summer.

H. College Faculty Senate Committees- In addition to the Executive Committee, the College Faculty Senate shall provide in its By-Laws for such standing and ad hoc committees as are necessary to carry out its responsibilities.

I. Referral of College Faculty Senate Actions to the College-wide Faculty- Upon petition of at least twenty percent of the membership of the college-wide faculty to the chair of the College Faculty Senate, any action of the College Faculty Senate will be submitted within 30 days to a referendum of the college-wide faculty. The result of this referendum, as determined by a majority of voting college-wide faculty, shall be binding on the College Faculty Senate.

V. Amendments

Ratification of a constitutional amendment requires the approval of two-thirds of the voting college-wide faculty members. The proposed amendment must be provided to the members of the college-wide faculty at least two weeks prior to the vote. Amendments may be proposed by two-thirds of the College Faculty Senate or by petition of at least twenty percent of the college-wide faculty membership.