

# **The Constitution of the Faculty Senate of Pierpont Community & Technical College**

## **PREAMBLE**

Acknowledging the principle of faculty self-government and recognizing the responsibility of the faculty for the internal affairs of this institution, we, the faculty of the Community and Technical College, do adopt this Constitution to establish procedures whereby this responsibility can be discharged.

We accept the fact that the Board of Governors is charged with the responsibility of establishing policy with respect to the operation of the institution. Further, we recognize that the Board of Governors has placed upon the President of Pierpont Community and Technical College full authority and responsibility for its operation. It is within these limits that the faculty accepts its role of advisement to the President of the Community and Technical College on matters of institutional policy.<sup>1</sup>

## **ARTICLE I. Name, Purpose, and Jurisdiction**

**Section 1.** The name of this society shall be the Faculty Senate of Pierpont Community and Technical College.

**Section 2.** The Faculty Senate shall act as the principal agent of the Faculty of Pierpont Community and Technical College in policy determination.

**Section 3.** The areas in which the Senate shall be concerned are enumerated in Article I, Section 2 of the Constitution of the Faculty Senate of Pierpont Community and Technical College.

**Section 4.** In the event that any provision of this Constitution shall conflict with the Rules and Regulations of the Pierpont Community and Technical College Board of Governors (BOG), the rules of the Pierpont Community and Technical College BOG shall govern.

## **ARTICLE II. Membership**

**Section 1.** The President of Pierpont Community and Technical College shall serve as a non-voting ex-officio member of the Faculty Senate.

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<sup>1</sup> Approved by full faculty vote May 2007.

Constitutional Amendment approved by Senate January 2011.

Assembly to Senate name update September 2013

**Section 2.** Each School of the Community and Technical College shall elect Representatives according to the following distribution: two (2) at-large Representatives elected from each School by the entire Faculty of that School and one additional Representative for each five (5) faculty members in that School. Each School shall determine its own policy for selecting those Representatives. The School from which the Senate President resides may elect one additional Representative. The Advisory Council of Faculty (ACF) representative from the Community and Technical College shall serve as a voting ex-officio member of the Senate (W. Va. Code § 18B-6-3), and the Chair of the Admissions and Credits Committee and the Chair of the Curriculum Committee shall serve as non-voting ex-officio members of the Senate.

- a. All Representatives shall serve a term of two years, with each term beginning on the first day of July of each even-numbered year after April 2006. Representatives of the Faculty Senate are eligible to succeed themselves.
- b. In April of every even-numbered year the Executive Committee shall review the number and distribution of Faculty and make recommendations to the Faculty as to any adjustments to the total number of Representatives or the distribution thereof.
- c. If a vacancy in an unexpired term of an elected Representative occurs, it shall be filled by a special election in the appropriate School.
- d. The Senate President shall prepare a slate of candidates for the Community and Technical College ACF Representative and an alternate. The ACF faculty representative from the Community and Technical College shall be elected by the Community College Faculty of the whole in April of every odd numbered year (WV State Code 18B-6-1a). The elected ACF member shall serve as the co-chair for the Legislative Advocacy Committee.

**Section 3.** Two (2) Pierpont Community and Technical College students may serve as non-voting members-at-large in the Faculty Senate.

- a. One student will be an elected representative from the Non-Traditional Student Association, and one student will be an elected representative from Phi Theta Kappa, the honor society for the Community and Technical College.
- b. Non-Traditional Student Association and Phi Theta Kappa will notify the Senate President of their selections at the beginning of the academic year.
- c. The term of office for student members shall be, though not limited to, one academic year.
- d. One representative must be a full-time student.

- e. No student shall be eligible to become President, Vice President, or Secretary of the Faculty Senate.
- f. A vacancy in an unexpired student term may be filled by appointment of the Non-Traditional Student Association or the honor society's executive committee.

### **ARTICLE III. Officers**

**Section 1.** The Senate shall annually elect from the body of its members the following officers: Vice President, Secretary, and one Executive Committee Member from each School. Each even numbered year, the Senate shall elect a President from among its members. The Senate President shall serve a term of two years and may serve no more than two consecutive terms as Senate President (W. Va. Code § 18B-6-3).

**Section 2.** The President of the Senate shall preside at the meetings of the Senate, call and preside at monthly meetings of the Executive Committee of the Senate, and serve as ex-officio member of all Community and Technical College and Joint Faculty committees. The President may select a Parliamentarian from the college faculty to serve with him/her during his/her term of office, but such Parliamentarian shall not vote in the Senate unless he/she is a member.

**Section 3.** The Vice President of the Senate shall preside in the absence of the Senate President and shall serve as a member of the Executive Committee of the Senate.

**Section 4.** The Secretary of the Senate shall maintain an up-to-date list of the Senate's membership, distribute the Senate agenda, record the proceedings of each meeting of the Senate, and distribute minutes of each Senate meeting to each member of the Faculty Senate and the Faculty. The Secretary shall also maintain appropriate files for retaining Senate records.

**Section 5.** The Executive Committee of the Senate shall affix the agenda and designate items of business as major or minor.

**Section 6.** A Senate officer must have been full-time faculty for at least three years.

**Section 7:** At least thirty (30) days prior to the last regularly scheduled Senate meeting of the academic year, the President of the Senate shall receive from each school's respective Executive Committee Representative the slate of proposed officers to be elected for the next Faculty Senate term.

**Section 8.** Senate officers will be elected at the May Senate meeting of the academic year.

## **ARTICLE IV. Meetings**

**Section 1.** Regular meetings of the Senate shall be held monthly at times to be decided by the Senate.

**Section 2.** Special meetings may be called by the President of the Community and Technical College, or the President of the Senate, or upon the written petition to the President of the Senate by any ten (10) members of the Faculty. Written notice of the time, place, and purpose of special Senate meetings shall be given to each faculty member at least forty-eight (48) hours in advance of each meeting.

**Section 3.** Unless otherwise provided in this Constitution, all proceedings shall be governed by *Robert's Rules of Order*.

## **ARTICLE V. Amendments**

Amendments to this Constitution may be made by a two-thirds (2/3) vote of the Faculty Senate. Proposals for amendments must be circulated in writing to the total membership of the Faculty at least thirty (30) days before the Faculty vote is taken.