

# THE FACULTY SENATE OF KENNEBEC VALLEY COMMUNITY COLLEGE

## CONSTITUTION AND BYLAWS

"The concept of shared authority in decision-making in academia is traditional within institutions of higher education. It recognizes that both the faculty and the administration have special competencies to make recommendations/decisions in regard to certain problems that are indigenous to higher education...

From the standpoint of feasibility, shared authority in decision-making is dependent upon: (a) cooperation—the exchange of views and information, (b) appeal to reason rather than to authority or emotion, (c) willingness to abide by mutually agreed upon rules, and (d) compromise...

The absence of criteria or functional rules for any governmental process allows for capricious behavior on the part of individuals, arbitrary decisions, and indefensible ad hoc arrangements. On the other hand, too many restrictive rules tend to rigidify the process, stifle creativity, and preclude change. The optimum situation appears to be a minimum of rules that transcend the peculiarity of individual problems and that are subject to amendment as time and circumstance permit.

Finally, no document or set of rules, even if adopted, can guarantee that decisions will be made to the satisfaction of all concerned. A set of rules or procedures developed to refine communication and decision-making can never be a substitute for the individuals who use them. Nevertheless, it is true that quality tools are a part of the necessary conditions for effective solutions." (From the Preamble of the Constitution of Warren County Community College Commission, Washington, NJ)

The Faculty Senate has evolved to fill two primary needs: (1) to enhance communications between the faculty members themselves and between the faculty and administration and (2) to serve as a vehicle by means of which the concerns of the faculty can be addressed. It is with all the above thoughts in mind that the following constitution for a new Faculty Senate was drafted.\*

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\* *This Constitution and Bylaws were adapted from SMCC's Faculty Senate Constitution and Bylaws.*

## ARTICLE I: Name

The name of this organization shall be the Faculty Senate of Kennebec Valley Community College.

## ARTICLE II: Objectives

The purpose of this organization shall be:

1. To review any issues of concern to KVCC faculty. These issues fall into three major categories: academic affairs, the academic environment, and institutional development.
  - a. Academic affairs may include, but not be limited to: graduation requirements and educational competencies, development and maintenance of the quality and integrity of the curriculum, academic standards, evaluations, student academic performance and outcomes, academic titles, admission requirements, and equivalency of credit courses offered in any format or medium.
  - b. Academic environment may include, but not be limited to: free speech and assembly, cultural programs, athletics, safety, facilities, and any aspects of student life which related to the educational process.
  - c. Institutional development may include, but not be limited to: planning, academic organization, college priorities, resource allocation, and public relations.
2. To make recommendations to the Administration with regards to areas of concern in academic affairs, academic environment, and institutional development.

## ARTICLE III: Membership

The membership of the Faculty Senate shall include all full-time faculty and faculty with prorated contracts at KVCC. Adjunct faculty may be non-voting members. Any member of the College may be invited by the Faculty Senate President to attend or speak at a meeting.

## ARTICLE IV:

Section 1: Elected Officers of the Faculty Senate  
The officers shall be a President, a Vice-President/President Elect, and a Recorder. The Recorder shall serve a two-year term. The Executive Committee shall be make up of officers and two additional at-large representatives. At-large representatives shall be elected from departments not represented by officers. Officers shall be elected annually before the close of the second semester.\*

Section 2: Election of Officers  
a. Each faculty member shall receive a nomination form distributed by the President for the purpose of nomination. The Executive committee shall then distribute a ballot bearing the names of all nominees. All voting will

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\* Exception: The organizational year

take place within seven days of ballot distribution. Nominees must receive a simple majority of votes to be elected.

- b. Officers shall assume their responsibilities on the Monday following the election.
- c. A term shall be one year. Officers shall serve no more than three years in succession.

Section 3: Vacancies

Vacancies occurring in any office shall be filled by a majority of votes cast at a special meeting, in the same manner as the election of officers.

Section 4: Responsibilities of the Officers

- a. The President shall:
  - 1. call Faculty Senate meetings.
  - 2. attend and be an active participant at Faculty Senate meetings.
  - 3. accept agenda items from faculty members. Prepare and distribute agenda.
  - 4. present the position of the Faculty Senate members to appropriate parties.
  - 5. be primarily responsible for dealing with those matters concerning faculty-administration relations, and those faculty-student and faculty-outside group relations which impact faculty.
  - 6. form ad-hoc committees to meet current Faculty Senate needs.
  - 7. serves as a representative to Leadership Team with information and concerns to be relayed to Leadership Team.
  - 8. perform any other duties deemed necessary.
  - 9. If the officer is unable to perform or carry out the duties of the office, the officer may be asked to resign by the Faculty Senate.
- b. The Vice-President shall:
  - 1. assist the President.
  - 2. attend and be an active participant at Faculty Senate meetings.
  - 3. assume the duties of the President in his/her absence.
  - 4. be primarily responsible for dealing with those matters concerning faculty-student relations and administration-student matters which impact on the faculty.
  - 5. if the officer is unable to perform or carry out the duties of the office, the officer may be asked to resign by the Faculty Senate.
- c. The Recorder shall:
  - 1. record minutes of all meetings. The minutes shall include a description of the discussion of each item with a tally of votes.
  - 2. attend and be an active participant at Faculty Senate meetings.
  - 3. distribute minutes to all Faculty Senate members in a timely fashion.
  - 4. carry out any necessary correspondence.
  - 5. if the officer is unable to perform or carry out the duties of the office, the officer may be asked to resign by the Faculty Senate.

## ARTICLE V: Meetings

### Section 1: Meetings

There shall be a minimum of two meetings per semester. Meeting of the Faculty Senate shall be held at the beginning of the Fall and Spring semesters. An agenda will be provided with in seven (7) days of the meeting.

### Section 2: Special Meetings

Special meetings of the Faculty Senate may be called by the Senate president as deemed necessary, or upon written request/petition of 20% of the Senate members. A special meeting shall be called no later than 7 days following receipt of petition.

### Section 3: Agenda

- a. The President of the Faculty Senate is responsible for preparing and distributing the agenda for each meeting to Senate members in a timely fashion prior to each monthly or special meeting.
- b. Items to be placed on the agenda shall be submitted in writing to the President

### Section 4: Quorum

A quorum shall consists of 30% of the membership of the Faculty Senate, or when less than 60% of the membership is present, a 2/3 vote of those members present.

### Section 5: Executive Committee Meetings

The Executive Committee shall meet as deemed necessary.

## ARTICLE VI: Amendments

Amendments to this constitution or its bylaws should be submitted in writing to the President, who shall distribute the proposed amendment to all members of the Senate before the next meeting. However, when appropriate, any Senate member may propose an amendment in any meeting. Amendments shall be voted on with a 2/3 vote of those ballots cast for adoption of amendment.

## ARTICLE VII: Resolutions

Upon due consideration of a particular issue of general concern, the members of the Faculty Senate may vote on a written resolution, which will serve as a formal statement of opinion. Votes will be taken only on issues that were on the written agenda. The resolution will carry if accepted by a majority vote of the members present at a monthly or special meeting.

The resolution shall be forwarded to the President, with a copy to the Academic Dean and/or to any other party as indicated by the nature of the resolution.

The President shall in most cases respond in the form of a meeting with the Executive Committee. Following the meeting, the President shall respond in writing to resolutions by affirming or rejecting, or by recommending modifications to the Executive Committee

#### ARTICLE VIII: Adoption

The adoption of this constitution and its bylaws shall be by a simple majority vote of ballots, previously distributed to the entire membership of the Faculty Senate, cast, and returned when due.