

APPENDIX II – BYLAWS OF THE FACULTY SENATE

See also the description of the Faculty Senate in Chapter 2 of the *Faculty Manual*.

Purpose and Responsibilities

The Faculty Senate of the University of South Carolina Upstate, having been created by direction of the University faculty to act by and for that body, is endowed with all the powers and responsibilities of the University faculty except for those powers specifically reserved by that body to itself, provided that the University faculty may amend or repeal any actions of the Faculty Senate. Powers specifically reserved by the faculty include, but are not limited to, election of faculty officers and committee members.

Members

The Faculty Senate membership is composed of full-time faculty members elected from each academic unit.

Representation on the Faculty Senate shall be allocated as follows: one representative for every ten (10) full-time faculty members (or portion thereof) for each academic unit. Representatives of academic units shall be elected by the members of that unit. These representatives shall be elected prior to the General Faculty Meeting of the fall semester, except that a vacancy shall be filled as soon as practicable according to the procedure described above.

The faculty chair shall designate terms of one, two, and three years for Senate members so that approximately one-third of the members will be elected each year. This designation shall be made so that each electoral unit will have a reasonable balance of experienced members each term. Thereafter members of the Senate shall have terms of three years, unless chosen to fill an unexpired term.

Beginning in 2012, the Faculty Senate will be re-apportioned every three years before spring elections. At the request of the faculty chair, the Academic Affairs HR Coordinator will provide a list of all voting members in the unit. The faculty chair shall notify the administrator of any decrease or increase in the number of the unit's senators.

A reduction in voting membership of an academic unit shall not result in the removal of any senators until the expiration of their terms. An increase in voting membership of an academic unit during the year shall not increase the number of representatives to which that unit is entitled for that year.

Officers

The presiding officer of the Senate shall be the faculty chair. The faculty chair-elect shall serve as presiding officer in the absence of the faculty chair for meetings of the Faculty Senate. The recording Secretary shall record and distribute to the faculty written minutes of Senate meetings, and annually compile and publish a summary of Senate actions. The immediate past faculty chair continues to serve as a faculty officer. The four aforementioned officers are voting members of the Senate, except that the presiding officer shall vote only to break a tie. The parliamentarian advises the Chair on appropriate and efficient management of meetings and is not a voting member of the Senate.

Procedures, Stipulations, and Conduct of Business

The Senate shall follow *Robert's Rules of Order (Revised)* unless otherwise stipulated.

Only members of the Faculty Senate may present motions and vote. Senators cannot present motions, participate in discussions, or vote remotely unless the meeting the faculty chair has designated the meeting as virtual. Any member of the University faculty may attend any Senate meeting and speak on matters brought before the Senate. Votes taken in the Faculty Senate may be by voice, show of hands, or

electronic means. Any senator may request a secret ballot. Voting in elections must be conducted by secret ballot.

Votes on matters put before the body by academic administrators must be conducted by secret ballot.

Faculty Committees shall report directly to the Faculty Senate. An agenda is prepared prior to the Senate meeting by the faculty chair and is distributed to all faculty members at least ten (10) business days prior to the Senate meeting. Senate members may contribute to the agenda by submitting items to the faculty chair by the date established in the Faculty Governance Meetings Calendar.

The faculty chair shall call a faculty meeting for the purpose of reconsidering an action of the Senate upon receipt of a petition signed by 25% of the voting members of the faculty; a decision made by the Senate may be overruled at a regular or called general faculty meeting by a majority of the full faculty membership.

Meetings

Regular meetings of the Senate shall be held monthly during the academic year. A majority of the members of the Senate shall constitute a quorum.

Special meetings of the Senate can be called by the faculty chair upon the written request of ten members of the Senate or by the chancellor, provost and senior vice chancellor for Academic Affairs, or the faculty chair. The specific purpose of the meeting must be stated in the call.

At least three (3) business days' notice shall be given to the faculty and the meeting must be held within seven (7) business days from the receipt of the written request.

Committees of the Senate

The faculty chair may create ad hoc committees when the need for such committees arises.

Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Faculty Senate by a two-thirds vote, providing that the amendment has been submitted in writing at a previous regular meeting.

Publication of Bylaws and Rules

The bylaws of the Faculty Senate shall accompany the *Faculty Manual* in such form as may be convenient for distribution.