

# CTC Faculty Senate Bylaws

## **Article I: Membership**

### Section 1: Membership Types

CTCFS shall be composed of two types of members: Full and Associate.

### Section 2: Full Members

CTCFS full membership shall be extended to all faculty members who complete at least 50% of their prescribed duties on Central Campus, whose primary job description is faculty and/or direct supervisor of faculty (this excludes full-time administrators, staff, and support but not department chairs and online managers), and who are willing and able to pay the requisite dues to fulfill the requirement to secure full membership. Annual dues are set at \$25 and must be paid prior to the extension of full membership.

Full members shall be considered in all governing matters regarding Faculty Senate and shall compose the primary voting block of CTCFS. Full membership is required to secure the honor to run for CTCFS office and serve as chair of any CTCFS committee. Full members shall also possess all the powers extended to associate members. These rights, taken collectively, shall be the definition of full participation.

### Section 3: Associate Members

CTCFS associate membership shall be extended to all faculty members who carry out at least 50% of their duties on Central Campus, whose primary job description is faculty and/or direct supervisor of faculty (this excludes full-time administrators, staff, and support but not department chairs and online managers), and who choose not to become full members as defined in Section 2 above. Associate members are extended a limited participatory role in the organization that shall include the opportunity to refer issues to the Senate for action, speak on those issues at regular FS Meetings, serve on select FS committees, and exercise limited voting rights. Limited voting rights shall include the right to vote on constitutional amendments and the opportunity to ratify all resolutions passed by full members.

Associate members shall have equal voting rights if acting in service of a FS Committee charge. This equal vote shall extend no further than committee recommendations.

### Section 4: Adjunct Faculty Membership

CTCFS adjunct faculty members (with the exclusion of full-time administrators, staff, and support who may teach part-time as adjuncts) shall have the rights to participate in the organization with full membership rights provided they pay the requisite dues as

specified above and complete at least 50% of their prescribed faculty duties on Central Campus.

Adjunct faculty as a general body shall not be included in ratification votes regarding resolutions passed by the Senate. Nor shall adjunct faculty as a general body participate in constitutional amendments.

## Section 5: Department Representatives

Each academic department shall appoint at least one representative to serve as the official liaison between its respective department and CTCFS. For his/her service, any faculty member serving in the capacity may reduce his/her weekly office hour requirement by one hour (1). Department chairs shall ensure the election or selection of the faculty members to be distinguished as Department Representatives. The specific duties tasked to the Department Representative shall include these responsibilities:

- a) Attend each regular meeting of FS. In the case of an absence, each representative shall secure a replacement.
- b) Serve as a liaison between CTCFS and his/her respective department. The DR commits to serve as the initial point of contact for all questions regarding CTCFS.
- c) Ensure the proper dissemination of information and voting opportunities made available through CTCFS.

## Article II: Officers

### Section 1: General Requirements and Allotments

All officers must meet the qualifications outlined for each office and be elected to the office they seek by securing a majority vote of full members. Moreover, all those seeking an official position must complete a candidate application form, secure two faculty members to support their nomination, and submit the completed form to the Elections and Awards Committee.

Any applicant deemed unqualified by the E&A Committee will not be included on the official ballot.

All other provisions for each position are detailed below.

### Section 2: President

To qualify to hold the office of President, one must have completed three full years as a faculty member at CTC and served at least two years as a full member of FS or two years as a member of the former Faculty Association at the time of the adoption of these bylaws. Those holding a position of CTC Department Chairs may not serve in the office of President.

The President is charged with the primary leadership responsibilities of FS, including, but not limited to, presiding over FS meetings, maintaining regular contact with the Dean of Central Campus, ensuring the proper function of all committees, being the primary spokesperson for CTCFS when interacting with administrative bodies, and all other duties inherent within the position.

The President shall serve as the chairman of the Executive Committee. The President shall be chiefly responsible for the function and responsibilities tasked to that committee.

The President is also charged with the responsibility to appoint a Webmaster and should work with the Webmaster to ensure the presentation of accurate, updated information on all CTCFS publications.

To compensate the time requirement, the President may reduce his/her required weekly office hours by two and a one-half (2.5) hours.

In the event of the resignation or removal of the President, a special election shall be held to fill the position. In the time period between such a resignation or removal and the special election to replace, the Vice President shall be charged with all of the responsibilities of the President.

### Section 3: Vice President

To qualify to hold the office of Vice President one must have completed two full years as a faculty member of CTC and served at least one full year as a full member of FS or one year as a member of the former Faculty Association at the time of the adoption of these bylaws.

The Vice President is charged with the duties of the President in the absence of the President.

To compensate the time requirement, the Vice President may reduce his/her required weekly office hours by two and a half (2.5) hours.

In the event of the resignation or removal of the Vice President, a special election shall be held to fill the position. In the time period between such a resignation or removal and the special election to replace, the office of the Vice President shall remain vacant.

### Section 4: Secretary

To qualify to hold the office of Secretary one must have completed one full year as a faculty member of CTC and served at least one full year as a full member of CTCFS or one year as a member of the former Faculty Association at the time of the adoption of these bylaws.

The Secretary shall create, update, and maintain accurate membership roles as well as keep a record of attendance for each CTCFS meeting to include regular and special called meetings. The Secretary shall also be charged with the task of drafting official minutes and ensuring proper records are sent to the Webmaster for proper publication and archiving.

The Secretary shall be charged with the upkeep and maintenance of all postal communication.

To compensate the time requirement, the Secretary may reduce his/her required weekly office hours by two and one-half (2.5) hours.

In the event of the resignation or removal of the Secretary, the President shall, with consent of a majority vote of full members, appoint a replacement to serve out the remainder of the annual term.

#### Section 5: Treasurer

To qualify to hold the office of Treasurer one must have completed one full year as a faculty member of CTC and served at least one full year as a full member of FS or one year as a member of the former Faculty Association at the time of the adoption of these bylaws.

The Treasurer shall be primarily responsible for any and all financial considerations for the organization including, but not limited to, keeping an updated record of income and expenditures which shall be sent to the Webmaster for posting, receiving all dues and donations to CTCFS, authorizing all payments on behalf of CTCFS, and securing any gifts or financial honors for CTCFS members.

The Treasurer shall maintain specific online credentials to access electronic bank records, PayPal account transactions, etc. for all CTCFS financial accounts. These credentials shall be shared only with the President of CTCFS.

To compensate the time requirement, the Treasurer may reduce his/her required weekly office hours by two and one-half (2.5) hours.

In the event of the resignation or removal of the Treasurer, the President shall, with consent of a majority vote of full members, appoint a replacement to serve out the remainder of the annual term.

#### Section 5: Webmaster

The office of Webmaster may be held by any member of CTCFS. As previously noted, the Webmaster shall be appointed by the President and serve the same annual term. The Webmaster serves at the pleasure of the President.

The Webmaster is charged with the task of maintaining a clean, concise, updated online presence for CTCFS. Further, the Webmaster shall be charged with the organization and archival of all minutes, reports, and official documents passed through CTCFS.

To compensate the time requirement, the President may reduce his/her required weekly office hours by two (2) hours.

In the event of the resignation or removal, the President shall appoint a new Webmaster for the remainder of the term.

### **Article III: Committees**

#### **Section 1: General Requirement and Allotments**

Committee work shall serve as the backbone and lifeblood of FS. As such, committee members shall fulfill the required tasks set forth in these bylaws or face potential removal. Each committee must meet on a regular occasion and record, keep and submit official minutes for publication on the CTCFS website.

To ensure quality synthesis of the Senate's process, each member of the Executive Committee shall select a standing committee to adopt and act as a liaison between the members of that committee and the members of the Executive Committee.

To compensate for the time requirement, each member elected to serve on a committee may reduce his/her required weekly office hours by one (1) hour.

Each committee shall operate under the immediate direction of the committee chair and shall be accountable to the FS as a whole.

#### **Section 2: Elections and Awards**

The Elections and Awards Committee shall consist of four (4) members popularly selected by full members of FS and serve one year terms. No more than two (2) of the four (4) elected members may be associate members.

Upon election, the committee members may decide amongst themselves who will serve as chair of the committee. The selected chair shall be primarily responsible for the function and responsibilities tasked to the committee. The individual selected as chair may have the option of continuing to serve on the committee each year without running for reelection. If the chair exercises this option, only three (3) members shall be elected for the given academic year.

The specific responsibilities tasked to the committee are as follows:

- a) Organize, facilitate, and carry out annual CTCFS Elections. This task includes updating and publishing a Candidate Application Form, setting and publishing election and filing dates, reviewing the eligibility of each applicant, and finalizing the official annual election results of all CTCFS officers and committee members.
- b) Developing Faculty Peer Appreciation Awards to be awarded annually at the “Faculty Banquet.”
- c) Maintain an updated master list of all FS officers and committee members and collaborate with the FS Webmaster to ensure proper publication of said list.
- d) Develop new awards to recognize faculty throughout the academic year.

### Section 3: Executive Committee

The Executive Committee shall be composed of all the officially elected officers of CTCFS which shall include President, Vice President, Secretary, and Treasurer.

The EC shall exercise the authority to remove any committee member upon the recommendation of the committee chair and replace the removed member(s) by special appointment so long as a majority of the EC affirms the selection. When voting for this purpose, the committee chair, regarding the committee of whose vacancy is being filled, shall have a vote.

The officers, in addition to their individual responsibilities as specified in Article II of these bylaws, shall work in concert to complete the following responsibilities:

- a) Set and publish dates for all CTCFS regular meetings.
- b) Set and publish the official agenda for each regular meeting.
- c) Collaborate on the work and direction of each committee to ensure a synthesis of direction and intent.
- d) Approve all official minutes, as drafted by the Secretary, for public posting.
- e) Meet with various administrative groups as requested to ensure clear lines of communication between administrative departments and CTCFS.
- f) Ensure the integrity of the decision-making process within the organization, certify electronic votes, and secure a transparent procedural process.
- g) Complete all other tasks charged to CTCFS as the need arises.

### Section 4: Faculty Affairs and Issues

The Faculty Affairs and Issues Committee shall be composed of six (6) members elected by full members of FS and serve one year terms. Further, at least two (2) members selected for this committee must be CTC Department Chairs. Following each election, the committee shall determine internally a committee chair that shall be primarily responsible for the function and responsibilities tasked to the committee. No associate members may serve on this committee.

The specific responsibilities tasked to the committee are as follows:

- a) Collaborate with the Dean of Central Campus on matters regarding the CTC Faculty Handbook. A copy of the handbook should be updated each academic year and published by the Dean's office. In addition to committee support, the handbook shall be voted on by the faculty and the results of the vote shall be logged and sent formally to the Dean's office.
- b) Advise and propose various resolutions to CTCFS on issues related primarily to teaching and learning, especially as related to curricula, assessments, testing, distance learning, dual credit, technology, and teaching facilities. Such resolutions shall be well researched and sourced appropriately to ensure high academic standards.
- c) Recommend and preview, to the extent allowed, administration recommendations on faculty salary, benefits, teaching loads, office hours, leaves of absence, contractual matters, and other related concerns. As stated previously, all recommendation shall be academic in nature, well researched, and sourced appropriately.
- d) Maintain a regular presence at all CTC Board meetings to ensure a consistent direction and vision for the College. The committee shall provide a "Board Report" at each FS meeting to summarize the most recent meeting of the Board.

## Section 5: Professional Development

The Professional Development Committee shall consist of six (6) members popularly selected by full members of FS and serve one year terms. No more than two (2) of the six (6) elected members may be associate members.

Upon election, the committee members may decide, amongst themselves, who will serve as chair of the committee. The selected chair shall be primarily responsible for the function and responsibilities tasked to the committee. The individual selected as chair may have the option of continuing to serve on the committee each year without running for reelection. If the chair exercises this option, only five (5) members shall be elected for the given academic year.

The specific responsibilities tasked to the committee are as follows:

- a) Collaborate with the Dean of Central campus to modify the CTC Faculty Professional Development Plan (CTCFPDP). A copy of the CTCFPDP should be updated each academic year and published on the FS Website. In addition to committee approval, the CTCFPDP shall be submitted to a ratification vote of all faculty members. The results of such ratification vote shall be sent to the office of the Dean of Central Campus.
- b) Collaborate with the Dean of Central Campus regarding the planning of the annual Fall Faculty Pre-service. The committee shall recommend to the Dean key areas of interest as determined by various questionnaires and polling that solicit the opinions of all faculty members.
- c) Make recommendations to CTCFS regarding in-service training, workshops, seminars, speakers, and other avenues for professional development, which shall

be planned, organized, and hosted by CTCFS. Again, such recommendations shall be based on various questionnaires and polls that solicit the opinions of all faculty members.

- d) Collaborate with Human Resources Training Coordinator to post events on the CTC Training Calendar and co-sponsor events, as applicable.

## Section 6: Social

The Social Committee shall consist of six (6) members popularly selected by full members of CTCFS and serve one year terms. No more than three (3) of the six (6) elected members may be associate members.

Upon election, the committee members may decide, amongst themselves, who will serve as chair of the committee. The selected chair shall be primarily responsible for the function and responsibilities tasked to the committee. The individual selected as chair may have the option of continuing to serve on the committee each year without running for reelection. If the chair exercises this option, only five (5) members shall be elected for the given academic year.

The specific responsibilities tasked to the committee are as follows:

- a) Secure refreshments for all CTCFS regular meetings.
- b) Plan, organize, and host an annual “Faculty Banquet.” This shall include invitations, decorations, entertainment, proper venue, menu, tickets, and fund collection.
- c) Plan, organize and host an annual “New Faculty Social.”
- d) Plan, organize, and host mini social events throughout each semester as needed or desired.
- e) Develop methods and strategies to market CTCFS and build a positive campus image of the organization’s purpose.
- f) Develop and implement strategies to recruit and retain full members and work to ensure quality participation in the organization’s business and special events.

## Section 7: Special

As needs arise, CTCFS may pass a motion to create special committees for a distinct, specialized purpose. If such a committee is formed, the size, selection of members, purpose, specific tasks, and longevity of existence shall be detailed in the original motion. All such committees shall automatically expire upon fulfillment of the task(s) originally established unless a motion to extend longevity be presented and passed.

## Article IV: Meetings

### Section 1: Time and Place

The time and place for each regular monthly meeting shall be determined by the Executive Committee and published at least a month before each meeting. Monthly



meetings shall take place during the standard academic semesters to included January, February, March, April, May, August, September, October, November, and December.

Special meetings may be called by a majority vote of the Executive Committee and at least two days official notice must be provided to all Department Representatives for such a meeting. If such a meeting is called, the specific agenda and purpose shall be detailed in the official notice sent to Department Representatives. For such meetings, each Department Representative shall be primarily responsible for the dissemination of the meeting day, time, and agenda to his/her respective department.

## Section 2: Official Agendas and Minutes

The official agenda shall be set by the Executive Committee and shall be posted at least one week in advance of each regular meeting. In the case of a special called meeting, the notice of assembly shall serve as the official agenda.

Minutes shall be recorded by the CTCFS Secretary at each meeting of CTCFS. Upon approval of the Executive Committee, the official minutes shall be archived and posted on the FS official website. Any full member of CTCFS may dispute the posted minutes within fourteen (14) days of the official posting. Such a dispute requires an official refutation be put in writing and sent to the FS Secretary. Any refutation shall automatically be placed on the agenda for the next meeting and voted on by the members present. A majority vote in favor of the refutation is required to modify posted minutes. If no disputation is recorded, the minutes shall stand as official record.

## Section 3: Establishment of Quorum

To secure any official action, including official minutes and any resolution, a quorum must be present. A quorum shall be defined as including a majority of the selected Department Representatives. In the absence of a quorum, no official action may be taken and official minutes are not required.

# Article V: Official Actions

## Section 1: Resolutions

Resolutions must be filed in writing and submitted to the Executive Committee (EC). The EC will then assign the resolution to a specific committee for analysis, research, public comment, drafting, and potential action. For passage, the committee must report on the resolution at a regular meeting of CTCFS and detail the revised and affirmed resolution. At such time, the proposed must be moved and seconded for adoption through a normal deliberative process. At the end of such deliberation, a majority vote of Full Members present at the meeting is needed to carry the resolution.

Upon the passage of any resolution as stated above, a ratification vote shall be extended to all faculty members on Central Campus through electronic means. This ratification

vote shall ensure a proper synthesis between CTCFS and the faculty as a whole. A resolution shall be ratified upon the approval of a majority of faculty members voting in such election. Upon ratification, official notice shall be drafted and sent to the office of the Dean of Central Campus. If no such ratification is gained, the resolution shall be immediately referred to the affirming committee for further evaluation and proper remedy.

## Section 2: Constitutional Amendment and Bylaws

Refer to the CTCFS Constitution.

## Section 3: Removal of Officers

To ensure the integrity and proper character of CTCFS, each officer may be removed for any action deemed unbecoming the office they hold.

For such action, any full member must submit a written request detailing the offense and affirmed by a least three other full members by signature. Upon receipt of such request, the EC shall place the item on the agenda for the next regular meeting. A 2/3 vote of full members present shall be required to uphold the request for removal.

## Section 4: Approval of Annual Documents

As previously stated, the Faculty Handbook and the CTC Professional Development Plan shall be voted on annually by the faculty and a report of such vote be sent to the office of the Dean of Central Campus. Specifics regarding this process may be found in Article III regarding committees.