

## APPENDIX B

**Appendices are not officially a part of the Faculty Manual. They are approved by Faculty Senate as guidelines.**

### **Bylaws of the Faculty Senate Adopted 1986**

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#### **Article I: Purpose and Responsibilities**

The Faculty Senate of the University of South Carolina at Spartanburg, 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.

#### **Article II: Members**

**Section 1.** The Faculty Senate membership is composed of voting members of the university faculty elected from each division, each school, and the library (hereinafter referred to as electoral units). For the purpose of these bylaws, the term "voting member" is defined as specified in the *Faculty Manual* of the University of South Carolina at Spartanburg.

**Section 2.** Representation on the Faculty Senate shall be allocated as follows: one representative for every seven faculty members (or portion thereof) per electoral unit. Representatives of electoral units shall be elected by secret ballot by the members of that unit. These representatives shall be elected prior to the September faculty meeting, except that a vacancy occurring in midyear 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, shall have a reasonable balance of members with each of the terms. Thereafter members of the Senate shall have terms of three years, unless chosen to fill unexpired terms.

**Section 3.** [This Section is amended by Amendment I] No later than the opening of the fall terms each year, the chief administrator of each electoral unit shall recompute the number of Senate members to which his/her electoral unit is entitled and revise the number of vacancies to be filled accordingly.

**Amendment I** No later than February 1, the chief administrator of each school or division shall submit to the Faculty Advisory Committee a list, by name, of the voting members of the faculty of their units as of the spring semester 1985. The Faculty Advisory Committee will compute the number of senators for each school or division. Reapportionment will be accomplished thereafter every third year as early as practicable during the spring semester.

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

When an additional representative position must be added to the Senate due to increased membership in an electoral unit, the Faculty Chair shall assign to that new position a term of one, two or three years to maintain the balance of one, two, and three-year terms on the Senate with preference being given to the longest possible terms.

### **Article III: Officers**

The presiding officer of the Senate shall be the Faculty Chair who shall prepare and circulate the agenda to all members of the faculty at least five days prior to the meeting date. The Faculty Chair-elect shall serve as presiding officer in the absence of the Faculty Chair. 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.

### **Article IV: Procedures, Stipulations, and Conduct of Business**

Only members of the Faculty Senate may present motions and vote. Any member of the university faculty may attend any Senate meeting and speak on matters brought before the Senate.

All votes taken in the Senate shall be voice, unless a written ballot is desired by any senator;

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 percent 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.

Faculty Committees shall report directly to the faculty Secretary who will be responsible for placing appropriate items on the agenda.

The Senate shall follow **Robert's Rules of Order (Revised)** unless otherwise stipulated. All elections are conducted by secret ballot.

An agenda is prepared prior to the Senate meeting by the faculty Secretary and is distributed to all faculty members at least five business days prior to the Senate meeting. Senate members may contribute to the agenda by submitting items to the Faculty Chair ten days prior to the meeting.

## **Article V: Meetings**

**Section 1.** Regular meetings of the Senate shall be held monthly during the academic year, and once during the Summer Session.

**Section 2.** Special meetings of the Senate can be called by the Faculty Chair upon the written request of ten (10) members of the Senate or by the Chancellor, Vice Chancellor, or the Faculty Chair. The purpose of the meeting shall be stated in the call. The Senate may not consider other business beyond that stated in the call for a special meeting.

Except in cases of emergency, at least three (3) business days notice shall be given the faculty and the meeting must be held within eight (8) business days from the receipt of the written request.

**Section 3.** A majority of the members of the Senate shall constitute a quorum.

## **Article VI: Committees of the Senate**

The Faculty Chair may create ad hoc committees composed of members of the Senate when the need for such committees shall arise.

## **Article VII: Amendment of Bylaws**

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

## **Article VIII: Publication of Bylaws and Rules**

The bylaws of the Faculty Senate shall be published in the *Faculty Manual* and in such other form as may be convenient for distribution, and such publications shall be revised from

time to time as deemed necessary.

**Article IX: Changes to the Faculty Manual**

Changes to the Faculty Manual, with the exception of matters pertaining to promotion and tenure will be made by the Faculty Senate by a simple majority of those voting, with the approval of the Chancellor of USCS, the President, and Board of Trustees of the University of South Carolina. Matters pertaining to promotion and tenure require a two-thirds vote of those voting at a general faculty meeting. Proposed changes to the Faculty Manual must be provided to the faculty in writing at least one month prior to the meeting at which these changes will be considered.