BYLAWS OF THE CONSTITUTION

of the

SINCLAIR COMMUNITY COLLEGE FACULTY ASSEMBLY

I. MEETINGS OF THE FACULTY ASSEMBLY

Meetings of the Assembly shall be held at least once each semester, with the Fall Semester meeting to occur during the Faculty Conference period, and the Spring Semester meeting to occur no later than the second week after Spring Break. Special meeting(s) of the Faculty Assembly shall be called by the Assembly President upon receipt of a petition representing ten percent of the Assembly membership. In response to such a petition, the President shall notify the Assembly membership of the time, place, and purpose of said special meeting which must be held within two weeks of the President's receipt of the faculty petition.

II. ELECTIONS

A. Faculty Assembly

Elections shall take place during the week following the Spring Semester Assembly meeting to fill the following positions: Vice President of the Assembly, Secretary of the Assembly, faculty representative to Ohio Faculty Senate, and faculty representative to Leadership Council. Elections shall be conducted online.

Terms of office to these elected positions of the Assembly shall be for one year, except for the representative and the alternate to the Ohio Faculty Senate, who shall serve two-year terms. All terms shall begin and end on Sinclair’s Commencement Day. The term of office for the President shall be two years.

The Vice President and the Secretary shall be elected by a majority vote of the members voting. For all other elected Assembly positions, a plurality vote is sufficient. The person receiving the second highest number of votes for the position of representative to the Ohio Faculty Senate shall serve as the alternate for that position.

B. Faculty Senate

Elections to the Faculty Senate shall be held within the three-week period immediately following the Faculty Assembly elections. Each academic division shall be represented by three Senators who shall be elected on alternating years and serve two-year terms. The outgoing Senators shall be responsible for conducting these elections within their respective divisions. If the outgoing Senator is nominated for reelection, the Chairperson of the Elections Committee shall appoint another faculty member from the affected division to conduct the election.
C. Committees

Election for committees requiring divisional representation shall take place at the time of the Senate elections.

III. OFFICERS: DUTIES AND POWERS

A. President

The President shall schedule and establish the agenda of all Assembly and Senate meetings subject to Senate approval; shall preside at all meetings of the Assembly and of the Senate; shall establish ad hoc committees as necessary; shall be the official signator of all Assembly or Senate-approved documents; shall act as the Assembly representative to the College Administration and to the Board of Trustees; shall serve on the Leadership Council; and shall attend all meetings of the Board of Trustees. The President shall serve as ex officio member of all committees of the Faculty Assembly and Senate. The President shall serve as a member of the Instructional Council, the College Grievance Committee, Academic Policies Committee, and other committees as mandated by the Assembly or Senate.

Upon completion of the President's two-year term, he/she shall be replaced in office by the person who served as Vice President during the President's second year in office.

B. Vice President

The Vice President shall assume the duties of the President in the latter's absence. The Vice President shall serve also as a member of the Instructional Council, Student Services Committee, and other College committees as mandated by the Assembly or Senate. The Vice President shall serve as Chairperson of the Elections Committee, and as an ex officio member of all standing and ad hoc committees of the Assembly and the Senate.

C. Secretary

The Secretary shall record the minutes of each meeting of the Assembly and of the Senate; shall distribute copies of said minutes to each Assembly member; shall keep the official register of all members of the Assembly; shall execute, receive, and file all organizational correspondence; shall perform all duties incidental to the office and such additional duties as the President may determine.

IV. DUTIES OF SENATORS

Each Senator shall serve as liaison officer between his or her constituents and the Senate; shall represent the collegial will of his or her constituents in the form of resolutions and recommendations for consideration by the Senate; and shall attend all Senate meetings.
V. PROCEDURES OF THE SENATE

A. The Senate shall receive proposed recommendations and resolutions from any of its members, and shall require a majority vote of those present for passage of said resolutions and recommendations.

A Senate Resolution shall be a written, formal proposal made by a member of the Senate regarding a concern which is within the authority of the Senate and its committees.

A Senate Recommendation shall be a written, formal proposal made by a member of the Senate regarding a concern whose amelioration is deemed by the Senate to be in the best interests of the College, although the disposition of the matter transcends the authority of the Senate.

B. At the Senate's option, all reports of Senate committees shall be subject to its review.

C. All Senate meetings shall be open to all members of the Assembly; other concerned parties may attend by invitation of the President.

D. Recommendations which have been passed by a majority vote of the Senate shall be submitted in written form by the President of the Senate to the appropriate College official(s) for acceptance or rejection. Said recommendations are to be considered the collective voice of the Assembly.

E. In response to Senate recommendations forwarded to them, the appropriate College official(s) shall communicate their decision in written form to the Senate.

VI. COMMITTEES

A. Faculty Assembly

   1. Grievance Committee

      a. The Grievance Committee shall constitute an impartial board of inquiry whose purpose is to hear personal grievances brought before it by individual faculty members.

      b. The membership of the Committee shall consist of two elected representatives from each academic division of the College who are also members of the Faculty Assembly. The two representatives shall be elected on alternate years to serve two-year terms. The President of the Faculty Assembly shall serve as an ex-officio member.
c. The Committee shall elect its own chairperson who shall have achieved tenure in the College before he or she assumes the position of chairperson.

d. To be able to serve as a representative to the Grievance Committee, the person must have achieved tenure.

2. Elections Committee

a. The Elections Committee shall supervise Assembly elections and determine voting procedures, including those procedures for faculty balloting by proxy.

b. The membership of the Committee shall include Assembly members appointed by the President to represent each academic division. The Vice President shall serve as chairperson of the Committee.

c. The Committee shall secure in writing nominations for all elected positions of the Assembly. After obtaining said written nominations, the Committee shall present these nominations to the Assembly at the Spring Semester Assembly meeting.

d. The Committee may receive additional nominations from the floor of the Assembly during the Spring Semester Assembly meeting.

e. The Committee shall count and record votes, publicize results, and retain them on file for a full calendar year from the date of the Assembly elections.

B. Faculty Senate

1. Personnel Committee

a. The chairperson and members of the Personnel Committee shall be appointed by the President, and their terms shall coincide with the President's term of office.

b. The duties of the Committee shall be as follows:

1) to make recommendations to the Senate regarding provisions and practices of faculty employment in the College, such as but not limited to the following:

   a) tenure
   b) dismissal
   c) promotion
   d) salary and fringe benefits
   e) leaves of absence

2) to perform any other duties mandated by the Senate.
2. Faculty Resource Committee

a. The membership of the Faculty Resource Committee shall consist of one member from each division appointed by the President of the Senate and one member elected from each division; each member is to serve a three-year term. The Committee shall elect its chairperson from among its membership to serve a one-year term.

b. The duties of the Committee shall be to do research and render assistance in the securing of information deemed necessary, by the President and/or a majority vote of the Senate, for the orderly conduct of Senate business.