

BYLAWS OF THE FACULTY AND FACULTY COUNCIL OF BIG SANDY COMMUNITY AND TECHNICAL COLLEGE

ARTICLE I – NAME

The name of the Organization is THE FACULTY OF BIG SANDY COMMUNITY AND TECHNICAL COLLEGE

ARTICLE II – MEMBERS

The President of the Big Sandy Community and Technical College (hereafter referred to as College), the Provost, full-time Faculty Members, full-time ranked Professional Librarians, full-time Professional Counselors who have faculty rank, and others who have faculty rank in the College shall be the voting members of the Faculty. All adjunct faculty and special appointment faculty shall be members with floor privileges but without vote. Disputes regarding individual membership qualifications and voting rights, subject to the provisions of Article II, shall be decided by the Faculty Council of the Faculty.

ARTICLE III – MEETINGS

1. Chairing of Meeting. The Faculty shall have two (2) Co-Chairpersons who shall be the President of the College and the Faculty Co-Chairperson of the Faculty (the "FCF"). The FCF shall chair faculty meetings when the agenda contemplates curricular or other academic matters, or issues arising from standing or ad hoc committees of the Faculty. The President of the College shall chair Faculty meetings when the agenda contemplates matters pertaining to non-academic concerns and the overseeing of institutional issues. Any disagreement concerning who should be chairing a meeting shall be decided between the Co-Chairpersons. Should the Co-Chairs be unable to reach an understanding, the President of the College shall serve as the Chairperson for the issue in question.
2. Regular Meetings. Regular meetings of the Faculty shall be held during the months of August, September, October, February, and April in accordance with a schedule adopted each academic year during the August meeting. Both Co-Chairpersons or their designated agent(s) must be present for action to be taken at such meetings.
3. Special Meetings. Special meetings may be called by either of the Co-Chairpersons or their designated Agent(s) when deemed necessary, or in response to a petition signed by a majority of the members of the Faculty. A special meeting requested by petition must be held no later than two (2)

calendar weeks after such a petition is received by both Co-Chairpersons or their designated agent(s).

4. Notice of Meetings. Notice of the time and place of all membership meetings shall be prepared by the Secretary of the Faculty except for special meetings called by either of the Co-Chairpersons, notice of which will be provided as soon as practicable by either of the Co-Chairpersons, delivered to the members of the Faculty not less than ten (10) days before such meeting. The meeting agenda and minutes of the previous meeting, if available, shall be distributed to all members prior or on modification of an existing rule or policy, notification of such pending action must be given in the official notice of the meeting at which the action is to be taken. Notice of special meetings shall state the purpose for which the meeting is called.
5. Agenda. The Faculty Council prepares the agenda. (See Article IV, Paragraphs 4 and 8). Items should be submitted in writing to the Faculty Council not less than ten (10) days prior to the meeting at which they will be discussed. Items may be submitted by committees, and by voting and non-voting members of the Faculty. Following Robert's Rules of Order, the agenda may be amended at the beginning of any meeting to permit the introduction of unanticipated voting items. A two-thirds (2/3) majority of those present is necessary to amend the agenda.
6. Conduct of Meetings. Robert's Rules of Order Newly Revised shall govern the conduct of business in all cases to which they are applicable and in which they are not inconsistent with superior laws or regulations including, without limitation, the Rules of the Faculty, the Rules of the Senate, and the regulations of the respective Boards. With a vote of a majority of the members, the Faculty meetings may be conducted in an informal manner, consistent with professional courtesy and fairness.
7. Voting. All voting members of the Faculty shall be entitled to vote at the regular and special meetings of the members. Each such member shall be entitled to one (1) vote on any question brought before such meeting. The personal vote of a simple majority of the members who constitute a quorum for the measure voted upon shall decide any question brought before such meeting, except where a greater majority is required by law or by these Bylaws.
8. Quorum. A simple majority of the voting membership of the Faculty, exclusive of members on leave, shall constitute a quorum. The Faculty may not transact any business until a quorum has been secured, but may take any actions required to adjourn the meeting without further notice.
9. Voting Issues

- a. Proxy Voting. There shall be no voting by proxy.
 - b. An act of chance will decide the outcome of an election in the event of a tie.
10. Open Meetings. Meetings shall be held in accordance with applicable open meetings laws of the Commonwealth of Kentucky (KRS 61-810).
11. Non-voting Participation. Non-voting participation in meetings of the Faculty for the purpose of reports and other discussion shall be extended at open Faculty meetings to the members without vote described in Article II. In addition, with the permission of a Co-Chairperson, other members of the College community who are Not members of the Faculty may speak at Faculty meetings.

ARTICLE IV – FACULTY COUNCIL

1. Voting Members. The following individuals shall be voting members of the Faculty Council:

- The President of the College;
- The Faculty Co-Chairperson of the Faculty;
- The Vice Chairperson of the Faculty;
- The Secretary of the Faculty;
- Faculty Representatives by campus as follows:
 - Three (3) representing Pikeville;
 - Three (3) representing Mayo/Hager Hill combined;
 - Six (6) representing Prestonsburg

NOTE: The faculty members elected as Faculty Co-Chairperson of the Faculty, Vice Chairperson of the Faculty, and Secretary of the Faculty shall EACH be considered ONE of the Faculty Representatives from the campus each represents;

2. Non-Voting Members. The following individuals shall be ex officio non-voting members of the Faculty Council:

- Provost;
- Dean of Academic Affairs;
- Dean of Student Services;
- Dean of Institutional Effectiveness/Institutional Research
- Associate Deans of Academic Affairs;
- Associate Deans of Student Services;
- Director of Library Services;
- The President of the Student Government;
- The Chief Business Officer;

The Senators At-Large;
The Faculty Representative to the College Board
of Directors.

Non-voting, ex officio members of the Faculty Council who are voting members of the Faculty retain the right to vote at meetings of the full Faculty.

3. Chairing of Meetings. The Faculty Council shall have two (2) Co-Chairpersons who shall be the President of the College and the Faculty Co-Chairperson of the Faculty (the "FCF"). The FCF shall chair Faculty Council meetings when the agenda contemplates curricular or other academic matters, or issues arising from standing or ad hoc committees of the Faculty Council. The President of the College shall chair Faculty Council meetings when the agenda contemplates matters pertaining to non-academic concerns and the overseeing of institutional issues. Any disagreement concerning who should be chairing a meeting shall be decided between the Co-Chairpersons either before or at the Faculty Council meeting. Should the Co-Chairpersons be unable to reach an understanding, the President of the College shall serve as the Chairperson for the issue in question.
4. Duties and Authority. The duties and authority of the Faculty Council shall include:

The Faculty Council determines the agenda of all regular meetings of the Faculty (see Article III, Paragraph 5). The Faculty Council shall receive communications requesting study, advice or action from the Faculty. All items so communicated shall be placed on the agenda of the next regular meeting of the Faculty. The Faculty Council shall give timely notice to each committee established by the Faculty that the committee's report is due to the Faculty Council. The Faculty Council calls the initial meeting of all Faculty Standing committees, unless otherwise specified.

The Faculty Council is empowered to make decisions on behalf of the Faculty which will be effective twenty (20) calendar days after they are reported to the Faculty. The decisions of the Faculty Council may be brought before the Faculty for reconsideration by one of the following:

- a. A majority vote of the Faculty; or
- b. A majority vote by a standing committee or other duly constituted committee that issued the report directly pertaining to the matter in issue.

A simple majority of those present and voting at a Faculty meeting is required to override any action of the Faculty Council. When the Faculty

Council makes a decision for the Faculty that requires administrative approval or involvement or when the Faculty Council informs administration of an issue that requires administrative action, Faculty Council will expect a response within 14 calendar days or Faculty Council may, at its discretion, appeal to the College President and/or the KCTCS Chancellor.

5. Regular Meetings. Regular meetings shall be held during the months of August, September, October, February and April in accordance with a schedule adopted each academic year during the August meeting.
6. Special Meetings. Special meetings of the Faculty Council may be held on the written call of either of the Co-Chairpersons of the Faculty Council when deemed necessary or in response to a request by any three (3) voting members of the Faculty Council.
7. Notice of Meetings. Notice of the time and place of regular meetings of the Faculty Council may be provided by resolution, and no further notice shall be necessary. Notice of the time and place of all special meetings shall be prepared by the Secretary and delivered to each member of the Faculty Council at least three (3) days before such meeting. All notices of special meetings of the Faculty Council shall state the purpose of the meeting.
8. Agenda. The agenda of the Faculty Council shall be prepared by the Secretary in consultation with the Co-Chairpersons (see Article III, Paragraph 5).
9. Conduct of Meetings. Robert's Rules of Order Newly Revised shall govern the conduct of business in all cases to which they are applicable and in which they are not inconsistent with superior regulations including, without limitation, the Rules of the Faculty, the Rules of the Senate of the College, the policies and procedures of the KCTCS Board of Regents. A majority vote of the voting members of the Faculty Council present is needed to suspend the Rules of Order. With majority concurrence, meetings of the Faculty Council may be conducted in an informal manner, consistent with professional courtesy and fairness.
10. Voting. All voting members of the Faculty Council shall be entitled to vote at regular and special meetings of the Council. Each such member shall be entitled to one (1) vote on any question brought before such a meeting. The personal vote of a simple majority of the members who constitute a quorum for the measure voted upon shall decide any question brought before such meeting, except where a greater majority is required by law or by these Bylaws.

11. Quorum. Two-thirds (2/3) of the voting members of the Faculty Council shall constitute a quorum for the transaction of business. The Faculty Council may not transact any business until a quorum has been secured, but may take any actions required to adjourn the meeting.
12. Proxy Voting. There shall be no voting by proxy.
13. Open Meetings. Meetings shall be held in accordance with applicable open meetings laws of the Commonwealth of Kentucky (KRS 61.810).
14. Non-voting Participation. Non-voting participation in meetings of the Faculty Council for the purpose of reports and other discussion shall be extended at open Faculty Council meetings to all voting and non-voting members of the Faculty upon recognition by one of the Co-Chairpersons.
15. Resignation. Any member of the Faculty Council may resign at any time effective upon giving written notice to one (1) of the Co-Chairpersons.
16. Vacancies. Vacancies occasioned in any elected position shall be filled in the same manner as the original election, within a month of a vacancy. Replacements shall serve out the term of their predecessor and shall be eligible for re-election.

ARTICLE V – OFFICERS

1. Officers. The officers of the Faculty shall be four (4) persons (the President of the College and the FCF, the Vice Chairperson, and the Secretary). With the exception of the President of the College, all officers must qualify as voting members of the Faculty.
2. Election and Term of Office. Elected officers shall be elected by a majority of the voting members of the Faculty each August to serve a term commencing on September 1st, and continuing through August 31st of the following year. The vote shall be by secret ballot.
3. President of the College. The President of the College serves as a Co-Chairperson of the Faculty, and shall designate the Provost to serve as Co-Chairperson in the absence or incapacity of the President of the College. In addition, the duties of the President of the College shall be as follows:
 - a. To co-chair meetings of the Faculty and of the Faculty Council when the agenda contemplates matters pertaining to non-academic concerns and the overseeing of institutional issues;

- b. To determine the business of the Faculty, and in coordination with the Faculty Co-Chairperson, set the agenda of Faculty Council meetings;
 - c. To be a member, ex officio, of all Faculty committees; and
 - d. To meet all other responsibilities and obligations as are incident to the office.
4. FCF. The Faculty Co-Chairperson of the Faculty is elected by the voting members of the Faculty and is a member of the Faculty Council. The election of the Faculty Council Co-Chair shall occur at the August Faculty Meeting. When elected, this person shall be ONE of the elected representatives of his/her campus. The FCF serves as a Co-Chairperson of the Faculty. In addition, the duties of the FCF shall be as follows:
- a. To co-chair meetings of the Faculty and of the Faculty Council when the agenda contemplates curricular or other academic matters or issues arising from standing or ad hoc committees of the Faculty;
 - b. In coordination with the President of the College, set the agenda of Faculty Council meetings;
 - c. To be a member, ex officio, of all Faculty committees; and
 - d. To meet all other responsibilities and obligations as are incidental to the office, including transitioning the newly elected Co-Chair upon completion of term.
5. Vice Chairperson. The Vice Chairperson is elected by the voting members of the Faculty and is a member of the Faculty Council. The election of the Vice Chairperson will occur at the August Faculty meeting. When elected, this person shall be ONE of the elected representatives of his/her campus. The Vice Chairperson shall serve as the agent of the FCF in the absence or incapacity of the FCF. In addition, the Vice Chairperson shall:
- a. Meet all other responsibilities and obligations as may be delegated by the FCF or as are otherwise incident to the office of Vice Chairperson, including transitioning the newly elected Vice Chairperson upon completion of term.
6. Secretary. The Secretary is elected by the voting members of the Faculty. The election of the Secretary shall occur at the August Faculty meeting. When elected, this person shall be ONE of the elected representatives of his/her campus. The Secretary shall be responsible for the publication

and distribution of the agenda, minutes, and other materials as designated by either Co-Chairperson or by the Faculty Council. The Secretary is a member of the Faculty Council. The Secretary shall ensure that the minutes of all Faculty meetings and all meetings of the Faculty Council are taken and that such minutes are distributed or otherwise made available to all members of the Faculty within a reasonable period of time following each meeting. The FCF may appoint a Recording Secretary to assist the Secretary with the taking of minutes. In addition, the Secretary shall meet all other responsibilities and obligations as may be delegated by either Co-Chairperson or as are otherwise incidental to the office of Secretary, including transitioning the newly elected Secretary upon completion of term.

7. Elected Members from the Campuses:

Each respective campus may elect representatives as set forth in Article IV, Paragraph 1 (one of whom could be the Associate Dean of Academic Affairs). Elections shall occur at the August faculty meeting or at each respective campus following the August Faculty meeting.

ARTICLE VI – FACULTY SENATORS

1. At-large Senators. The Faculty shall elect three (3) Senators to the Senate of the College from among those faculty members eligible to serve. One (1) of the At-large Senators will serve the College as its representative to the College Council of the Senate of the College. At least one of the elected representatives shall be in the occupational program area and one in the general education area. One of the elected representatives shall be designated by the faculty of the college at the time of the election as a member of the College Council. One of the elected representatives shall be designated by the Faculty of the College at the time of the election as a member of the College Curriculum Review Committee and one of the elected representatives shall be designated by the Faculty of the College at the time of the election as a member of the College Rules Committee. The At-large Senators are non-voting members of the Faculty Council.
2. Additional Senators. Additional Senators shall be elected as representatives for each twenty-five (25) or major fraction thereof (thirteen (13) or more) full-time faculty members above the first twenty-five (25).
3. Election Procedures. Senators shall be elected at the April meeting of the Faculty pursuant to Article VIII.
4. Term of Office. The term of office for an elected Senator shall be two years, beginning August 2 after the election in April. A Senator shall be

eligible for re-election, except that the Senator may not serve more than two consecutive terms. After serving two terms, an elected Senator, both At-large and Additional Senators, shall be ineligible for election or appointment to the Senate for a period of one year.

5. Vacancies. A vacancy in an unexpired term among the elected Senators shall be filled by a special election of the Faculty in the same manner as provided in the original election. Service of one year or more in an unexpired term shall constitute a full term.

ARTICLE VII – BOARD OF DIRECTORS MEMBER

1. Number and Qualifications. There shall be one Board of Directors Member elected from among the voting members of the Faculty to represent the College. The Board Member shall serve as a non-voting member of the Faculty Council.

The Board member shall be on the teaching faculty of the College. The Faculty member shall be elected by secret ballot of all full-time Faculty members of the College. (Kentucky Postsecondary Education Improvement Act of 1997)

2. Election Procedures. The Board Member shall be elected at the April meeting pursuant to Article VIII.
3. Term of Office. The term of office for an elected Board member shall begin August 1 after the election in April. Faculty members shall serve for terms of three (3) years and until their successors are elected and qualified. Faculty members shall be eligible for reelection, but they shall be ineligible to continue to serve as members of the Board if they cease to be members of the teaching staff of the College. Elections to fill vacancies shall be for the unexpired term in the same manner as provided for original election. (Kentucky Postsecondary Education Improvement Act of 1997)
4. Vacancy. A vacancy in an unexpired term of the Board Member shall be filled by a special election following the same procedures used for the original election.

ARTICLE VIII – ELECTIONS

Elections are held at the April meeting of the Faculty. Nominations will be taken from the floor for all vacant positions which will be filled in the following order of priority:

The At-large Senator representing the College to the College Council of the College Senate;

The At-large Senator representing the College to the Curriculum Review Committee of the College Senate;

The At-large Senator representing the College to the Rules Committee of the College Senate;

The Additional Senators contemplated in Article VI, paragraph 2 of these Bylaws; and

The Board of Directors member.

ARTICLE IX – STANDING COMMITTEES OF THE FACULTY

In order to facilitate its work, the Faculty has at least two (2) standing committees established by these Bylaws. Each standing committee shall be chaired by a voting member of the Faculty elected pursuant to the process set forth in Article VIII of these Bylaws.

1. The Curriculum Review Committee. The Curriculum Review Committee shall consist of the Committee Chairperson, who is the At-large Senator representing the College to the Curriculum Review Committee of the College Senate; two elected representatives from each campus; an at-large faculty member with primary responsibility in the technical area, who shall be elected by the voting members of the Faculty; and an at-large faculty member with primary responsibility in the general education area, who shall be elected by the voting members of the Faculty. The term of office of all elected members shall be one year. The Provost shall be an ex officio member of the Curriculum Review Committee with voting privileges. In addition, the Co-Chairpersons of the Faculty shall be ex officio members, with vote, of the Curriculum Review Committee.

The Curriculum Review Committee shall:

- a. Make recommendations to the Faculty concerning new courses, course changes, and the dropping of courses;
- b. Make recommendations to the Faculty concerning new curricula, curricula changes, and the dropping of curricula;
- c. Make recommendations to the Faculty, upon request or upon its own initiative, concerning the needs of the instructional program of the College; and

- d. Perform other responsibilities as delegated to it by the Faculty or Faculty Council.
2. The Rules Committee. The Rules Committee shall consist of its Committee Chairperson, who is the At-large Senator representing the College to the Rules Committee of the College Senate, and four (4) additional voting members, elected by the Faculty, serving staggered terms of two (2) years each. In addition, the Co-Chairpersons of the Faculty shall be ex officio members of the Rules Committee with vote.

The Rules Committee shall:

- a. Codify the Rules of the Faculty of the College;
- b. Make recommendations to the Faculty, upon request or upon its own initiative, regarding modification of the Rules of the Faculty, the Rules of the Senate of the College, or the policies and procedures of the Board;
- c. Continually evaluate the Rules of the Faculty of the College to meet new conditions;
- d. Assist in the process of developing the College faculty policies, procedures and governance documents; and
- e. Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

ARTICLE X – AD HOC COMMITTEES

Temporary or ad-hoc committees may be established by majority vote of the Faculty or of the Faculty Council. Such committees shall remain in existence for a specified term up to one (1) year from the date of their establishment. Continued existence of an ad-hoc committee for an additional time period must be specifically re-authorized in the same manner.

ARTICLE XI – ADDITIONS TO FACULTY BYLAWS

These Bylaws, upon their adoption, shall be the principal governance document of the Faculty of the College. Amendments or additions to this document may be made as set forth in Article XII of these Bylaws so long as such amendments are not inconsistent with these Bylaws as adopted, with superior regulations

including, without limitation, the Rules of the Senate of the College, and the policies and procedures of the Board.

ARTICLE XII – AMENDMENT AND RATIFICATION OF BYLAWS

Amendment. The Faculty may adopt amendments to these Bylaws by vote of a majority of all voting members of the Faculty. Any amendment to these Bylaws shall be submitted to the President of the College and the Chancellor for review before being made operational.

I, the duly appointed and acting Secretary of THE FACULTY OF BIG SANDY COMMUNITY AND TECHNICAL COLLEGE hereby certify that the foregoing Bylaws constitute the Bylaws of the Faculty as amended and restated at a meeting of the Faculty on April 24, 2015.

IN WITNESS WHEREOF, I have subscribed my name on the 24th day of April, 2015.

Dr. Fallon Watson (e-signature)
Faculty Secretary 2014-2015