

THE UNIVERSITY OF SOUTH CAROLINA AT SUMTER

THE FACULTY ORGANIZATION BY-LAWS

(Compiled and updated **October 2012**)

ARTICLE I. PURPOSE AND POWERS

The University of South Carolina at Sumter Faculty Organization is a body created to facilitate, subject to review of its Campus Dean, and ultimately, the Provost of the University, the President, and the Board of Trustees, those policy-making decisions as stipulated by the University of South Carolina Regional Campuses Faculty Manual.

It will propose through its representatives both to the Regional Campuses Faculty Senate and to the USC Faculty Senate, matters of interest to the University. It will recommend the manner in which policy decisions of the Regional Campuses Faculty Senate or the USC Faculty Senate are implemented on its own campus.

ARTICLE II. MEMBERSHIP

Section I

All full-time faculty and such others as the faculty shall designate shall have membership and voting privileges. The Dean of the University shall be a voting member of the faculty.

Section II

Only members of the Organization may present motions or vote. Any chairperson of a Special Advisory Committee, however, is empowered to move the adoption of his or her committee's report.

ARTICLE III. OFFICERS

Section I

The officers of the Organization shall be a Chairperson, a Vice-Chairperson, and such other officers as the Organization may from time to time establish. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority and rules adopted by the Organization.

Section II

A. Chairperson.

1. Presides over all meetings.
2. Supervises the work of other officers and committees.
3. Represents the Organization.
4. Appoints committees as directed by the Organization or by by-laws.

B. Vice-Chairperson.

1. Assists the Chairperson in his or her duties.
2. Assumes the position of Chairperson in his or her absence.
3. Will act as a parliamentarian during scheduled meetings.
4. Will take the minutes of the Organization. When acting as Chair of a meeting of the Organization, the Vice Chairperson will appoint a member of the Organization to take the minutes.

Section III

The officers shall serve a one year term and are not eligible for more than two consecutive terms. These officers may be, but not need be, members of the Regional Campuses Faculty Senate.

Section IV

Officers of the Organization and Representatives to the USC Faculty Senate, the Regional Campuses Faculty Senate, and the USC Tenure/Promotion Committee shall be elected at the last regular Spring meeting. Those elected shall assume office upon election.

ARTICLE IV. MEETINGS

Section I

Regular meetings shall be held monthly during the academic year unless otherwise ordered by the Organization.

Section II

The Chairperson may call special meetings of the Organization at his or her discretion. The Chairperson shall call a special meeting upon request of one-fifth (1/5) of the membership of the Organization. The purpose of the meeting shall be stated in the call. Except in cases of emergency at least three days notice shall be given.

Section III

Fifteen members of the organization shall constitute a quorum.

ARTICLE V. ELECTIONS

Section I

In the case of any positions to be filled by election by the Faculty Organization, nominations for such positions shall be made from the floor. Voting shall be by secret ballot, and a plurality is required for election.

Section II

In the case of multiple seat elections:

- A. Each person voting shall be expected to vote for as many candidates as there are positions to be filled. While no ballot shall be invalidated because of a failure to vote for as many candidates as there are positions to be filled, a ballot voting for candidates in excess of the number of positions to be filled shall be counted as invalid.
- B. Those candidates receiving the highest number of votes will be elected.
- C. When varying terms are to be served by persons elected to multiple seat positions, the length of term to be served by each shall be determined by lot among those elected.

ARTICLE VI. REPRESENTATIVES TO REGIONAL CAMPUSES FACULTY SENATE

Section I

Representatives in the number and manner stipulated by the Regional Campuses Faculty Manual are to be elected to the Regional Campuses Faculty Senate.

Section II

The senior representative shall act as leader of the USC Sumter delegation. In the case of dual seniority leadership shall be decided by lot.

Section III

Representatives are to choose among themselves, or determine by the drawing of lots, the committees on which they will serve.

ARTICLE VII. REPRESENTATIVES TO THE USC FACULTY SENATE

Section I

Representatives in the number and manner stipulated by the USC Faculty Manual are to be elected to the USC Faculty Senate.

Section II

The senior representative shall act as leader of the USC Sumter delegation. In the case of dual seniority, leadership shall be decided by lot.

Section III

Representatives are to choose among themselves, or determine by the drawing of lots, the committees on which they will serve.

ARTICLE VIII. COMMITTEES

Section I

Standing committees - the Faculty Organization shall accept as standing committees the following:

- A. Academic Planning Committee
- B. Admissions Committee
- C. Athletic Committee
- D. Discipline and Grievance Committee
- E. Faculty Grievance Committee
- F. Faculty Rights and Responsibilities Committee
- G. Library Committee
- H. Scholarship and Awards Committee

Section II

The standing committees will make their reports to the Faculty Organization and the Dean. All recommendations from the standing committees on matters of policy will be made first to the Faculty Organization and through the Organization to the Dean, although the Dean is not obliged to delay action pending such recommendations.

Section III

- A. Academic Planning Committee - To make recommendations regarding the planning, development, and execution of new programs of an academic nature at USC Sumter.
- B. Admissions Committee - To establish policy for admission to USC Sumter and to serve as an appeal board on matters of admission.
- C. Athletic Committee - To monitor admissions decisions and academic performance of all student athletes, including graduation rates; facilitate communication and monitor concerns among student-athletes, coaches, faculty and administration; generate and review a handbook which details the rules and expectations for student athletes, coaches, and the campus (faculty, staff, and administration), including the use of institutional facilities and equipment; suggest new directions in the athletic program; and make periodic reports to the Faculty Organization (and as appropriate to the Athletic Director, the Dean, or others).

The Committee will not act on the application for admission of student athletes, be involved with the awarding of scholarships to student athletes, or act on formal grievances involving student athletes, coaches, faculty and administration.

- D. Discipline and Grievance Committee - To review all student disciplinary and grievance problems and to present recommendations concerning the same to the Dean of the University. Regarding grievances (petitions) relative to academic regulations of the

University, the faculty members only of this committee shall constitute a Petitions Committee and determine recommendations to be forwarded to the Dean.

- E. Faculty Grievance Committee - To consider grievances of individuals or groups, brought before it by members of the faculty including full-time faculty and special faculty (when allowed by law). When, in its judgment, a grievance is determined to be well-founded, the committee shall attempt to resolve the matter through mediation or other appropriate action.
- F. Faculty Rights and Responsibilities Committee - To review concerns of the faculty.
- G. Library Committee - To review library policy and operations procedures.
- H. Peer Review Committee – To conduct annual Peer Review of the faculty.
- I. Scholarship and Awards Committee - To receive applications for, and make awards of, academic scholarships; to recommend to the Associate Dean for University Advancement policy regarding academic qualifications to apply for, receive, and maintain eligibility for academic scholarships and report such to the Faculty Organization; to serve in an advisory capacity to the financial aid programs offered by the University; and to recommend to the Dean of the University the academic criteria for honors and awards offered by the University.

Section IV - Committee Membership

- A. Academic Planning Committee. Four faculty elected by the Faculty Organization, two faculty appointed by the Chair of the Faculty Organization, and the President of the SGA (ex officio). Voting members of the Committee will serve two-year terms, with two members elected by the Faculty Organization and one member appointed by the Chair of the Faculty Organization each year.
- B. Admissions Committee. Three faculty elected by the Faculty Organization, three faculty appointed by the Chair of the Faculty Organization, and the Assistant Dean for Student Affairs (ex officio).
- C. Athletic Committee. Four faculty elected by the Faculty Organization, two student athletes (one male and one female) recommended by President of the Student Government Association, and the Athletic Director (ex-officio, non-voting).
- D. Discipline and Grievance Committee. Two faculty elected by the Faculty Organization, one faculty appointed by the Chair of the Faculty Organization, one administrator appointed by the Dean, three students appointed by the President of the SGA.
- E. Faculty Grievance Committee. Three tenured full-time faculty with non-administrative roles elected by the Faculty Organization. Academic advisement and counseling are not considered administrative roles within the meaning of this provision.

- F. Faculty Rights and Responsibilities Committee. Three faculty elected by the Faculty Organization, three faculty appointed by the Chair of the Faculty Organization, and the Associate Dean for Academic Affairs (ex officio).
- G. Library Committee. Three faculty elected by the Faculty Organization, three faculty appointed by the Chair of the Faculty Organization, two students appointed by the President of the SGA, and the Head Librarian (ex officio).
- H. Peer Review Committee. Four tenured full-time faculty, elected by the Faculty Organization, preferably one member from each Division.
- I. Scholarship and Awards Committee. Two faculty elected by the Faculty Organization, two faculty appointed by the Chair of the Faculty Organization, and a Representative of the Office of the Associate Dean of Administration (ex officio).

Section V

- A. All elected committee members shall be elected at the first Faculty Organization meeting of the Fall semester.
- B. All student representatives shall be appointed to committees by the President of the SGA and their names submitted to the Chair of the Faculty Organization by the end of the third week in September.
- C. The Chair's appointments shall be made and their names combined with the elected members and student appointees, and these committee membership lists then provided to the persons so included and to the Dean during the fourth week in September.
- D. All committee chairpersons shall be elected by a simple majority among their respective committee members, and all committees shall be active and working by October 1 of each year.
- E. All committee members, elected or appointed, and ex officio, shall be able to present motions and enjoy voting privileges unless otherwise specified.
- F. The chairperson of each standing committee shall be a Faculty Organization member.
- G. Special committees may be established as the Faculty Organization deems necessary, with members to be selected as directed by the Organization.
- H. In the event a position on a committee becomes vacant, the authority which initially filled that position shall select a replacement in the same manner as the initial selection was made. If the selecting authority can not be clearly identified, the Chair of the Faculty Organization may appoint a member of the Faculty Organization to fill the vacancy on a temporary basis, and the Faculty Organization shall elect a permanent replacement at its next meeting.

- I. In making appointments to committees, the Chair of the Faculty Organization shall give due consideration to maintaining on those committees appropriate balances of disciplines, divisions, and demographics.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall be used in all cases in which it is not inconsistent with the by-laws or special rules which the Organization may adopt.

ARTICLE X. AMENDMENTS

The by-laws may be amended at any regular meeting by a two-thirds (2/3) vote provided the proposed amendment was submitted in writing at the previous regular meeting.

STANDING RULES

The standing rules of the Organization are established policies and procedures which (not being by-laws) may be amended by simple majority vote.

RULE I. MEETINGS

The regular meetings of the Organization are to be monthly with the time to be decided during the first regular Fall meeting. The first meeting is to be called by the Chair after the first, but no later than the third week of scheduled classes.

RULE II. ORDER OF BUSINESS

- A. Corrections to and approval of minutes.
- B. Reports of officers (Dean, etc.) who have matters to report to the Organization.
- C. Reports of Standing Committees.
- D. Reports of representatives to the USC Faculty Senate.
- E. Reports of representatives to the Regional Campuses Faculty Senate.
- F. Reports of Special Committees.
- G. Special Orders (including elections).
- H. Unfinished business.
- I. New business.
- J. Announcements.
- K. Adjournments.

RULE III. AGENDA

Section I

The agenda shall be published and circulated at least three days prior to a regular meeting. Failure to place an item on the agenda does not bar it from consideration, but priority is given to those things on the agenda.

Section II

The Organization shall not give final consideration to any substantive legislative matters not presented in the previous meeting unless by a two-thirds (2/3) vote the Organization shall agree to consider them.

RULE IV. VOTING

Except as specified in the By-laws and/or Rules, voting shall be by voice vote or upon request of the Chairperson, a show of hands. Upon request of any member and a 25% vote, the Chairperson shall order a count. Upon request of any member and a 2/3 majority vote in favor of the request, the Chairperson shall order a roll-call vote, which will be recorded in the minutes. Upon request of any member and a simple majority vote, the Chairperson shall order a secret ballot.

RULE V. VISITORS

Consistent with South Carolina laws, any person not a member of the USC Sumter Faculty Organization may observe any part of or all of any Organization meeting, except as noted below. The Organization may, by majority vote, permit any person not a member of the USC Sumter Faculty Organization to address the Organization during part of or all of any Organization meeting.

RULE VI. EXECUTIVE SESSIONS

The Organization may, in extraordinary circumstances, by majority vote, go into Executive Session consistent with the provisions of the South Carolina Freedom of Information Act. While in Executive Session, only members of the Organization may be present.

RULE VII. OFFICERS AND DUTIES

Section I. Chair

1. Shall report on the action of the USC Sumter Executive Committee and the Conference of South Carolina University Faculty Chairs.
2. The Chair will distribute to the Standing Committees the policies and procedures from the previous year's Committee. see Section II below.
3. The (past) Chair will make an end of the year report to the Organization on the dispositions of actions of the Organization; this report will be made prior to the start of the next academic year. The (past) Chair will provide the new Chair the policies and procedures for the Organization.
4. The Chair is responsible for communicating the actions of the Faculty Organization. The Chair may delegate this responsibility to the Vice-Chairperson or another member of the Organization.

Section II. Committees and Chairs of Committees

Each Committee is responsible for maintaining a record of its policies and procedures and the disposition of all charges. Each Committee will make an end of the year report during the last meeting of the Faculty Organization for that academic year. Committees which meet during the summer will present an addendum report during the next meeting of the Organization. At the last meeting of the Organization for any academic year the record of the policies and procedures of each Committee will be presented to Chair of the Organization for distribution to the next Committee.