Calhoun Community College  
Faculty Senate  

BY-LAWS  
November 3, 2010  

I. Purpose and Scope  
A. The Senate will provide input in institutional governance.  
B. The Senate members may consider and review any proposed policy which affects their roles at the College and may initiate proposals to revise those policies. Policy areas include but are not restricted to  
   1. Class scheduling  
   2. Personnel evaluations  
   3. Programs and services  
   4. Sabbatical leave  
   5. Curriculum issues  
   6. Workload  
   7. Class size  
   8. Assignments beyond regular duties  
   9. Budgeting and acquisitions  
  10. Academic freedom  
C. The Senate may review the specific implementation of these policies and initiate proposals for their revision.  

II. Composition  
A. Voting members of the Senate must be tenured Salary Schedule D employees of the College.  
B. Only Salary Schedule D employees may participate in selecting members.  
C. The Salary Schedule D employees of each unit or group below shall elect from its tenured employees one member annually, by the end of the Spring Semester, for the following academic year.  
   1. Business Administration & Computer and Office Information Services  
   2. Language and Literature & Developmental Studies  
   3. Fine Arts  
   4. Social Sciences & Physical Education  
   5. Mathematics  
   6. Natural Sciences
7. Allied Health & Nursing
8. Technologies
9. Library
10. Student Affairs/Counselors
11. Limestone Correctional Facility
12. Huntsville Campus

D. The process for selecting members from each area will be determined and administered by the faculty in that area.

E. The chair and the secretary will be elected by majority vote of Senate members either (A) at the first meeting of each academic year or (B) by a special organizational meeting called by the current chair prior to the beginning of the new academic year.

F. One or more nonvoting observers will be appointed by the chairman, on the advice of the members, for each of:
   1. Decatur Campus adjunct faculty
   2. Huntsville Campus adjunct faculty

G. Members shall serve throughout the academic year for which they were elected.

H. Each member shall receive a copy of the by-laws at the beginning of each academic year.

III. Meetings
A. The Senate will hold one regular meeting during each month of the academic year. Special meetings may be called by the chair. Special meetings may also be requested by Senate members

B. All Schedule D employees, tenured and nontenured, are invited to attend meetings.

C. Non-Schedule D employees should not be in attendance except as invited by the Senate.

D. Only voting members of the Senate may vote on issues coming before the Senate. A voting member may send, in his absence, an alternate, chosen by either that member or by the Senate, from the tenured faculty of the same area, who may vote in the place of the absent member.

E. Non-Schedule D employees may not request representation for a group or individual on the Senate.

F. Six (6) members present shall constitute a quorum.

G. Proposals for formal recommendations, reports, or similar actions require favorable votes of a majority of members present.

H. Minutes will be kept of each meeting and made available.
IV. Relationship with other College employees
   A. Senate members shall work closely with other Schedule D employees to keep them informed about issues of interest to them.
   B. The Senate will study issues in response to requests by individual members.
   C. The chair, or other designated member, shall serve as a member of the President’s Cabinet.
   D. The chair and a designated member shall meet at least once each month with the President and at least once each month with the Vice-President for Instruction and Student Success.
   E. The Senate will work in cooperation with other personnel at the college to help accomplish the College’s mission.

V. Changes to the by-laws may be made by the Senate. Such changes require favorable votes by a majority of those present.