

Western Nevada College Bylaws

Administrative Faculty Senate Bylaws

Purpose

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Section 1: Purpose

1.1 The purpose of the Administrative Faculty Senate shall be to represent all administrative faculty of Western Nevada College; to stimulate professional improvement and job-related training of administrative faculty; to serve as an advisor to the college president in matters relating to administrative faculty; to receive, consider, and make recommendations to the college president relating to administrative faculty; and to provide a means for dissemination of policies, procedures, and other information to the administrative faculty of Western Nevada Community College.

Section 2: Representatives

2.1 The Administrative Faculty Senate shall consist of the administrative faculty at Western Nevada College.

Section 3: Officers

3.1 The officers of the Administrative Faculty Senate shall be a chairperson, a vice-chairperson/treasurer, and a secretary/recorder.

3.2 The term of office for each officer shall be one year starting July 1. Officers may serve more than one term.

3.3 Duties of Officers

3.3.1 Chairperson. The chairperson shall preside at all meetings of the senate; serve as a tie-breaker for all votes taken by the senate requiring a majority; serve as liaison between the senate and the college president and/or other college groups; represent the Administrative Faculty Senate on the College Council; and appoint senate members to committees. Such committee appointments shall be subject to ratification by the senate.

3.3.2 Vice-chairperson/treasurer. The vice-chairperson/ treasurer shall perform all of the duties of the senate chairperson in his/her absence; review monthly financial transactions affecting the senate's accounts; and report quarterly to the senate on revenues and expenses in the senate's accounts.

3.3.3 Secretary/recorder. The secretary/recorder shall keep a summary record of all matters considered and recommended by the senate; shall record all votes taken by the senate; and shall transmit such records to senate members, the college president, and others as directed by the senate.

3.4 Election of Officers

3.4.1 An election committee shall be formed each year and will consist of three members appointed by the senate chair. The committee will be responsible for holding a secret ballot election.

3.4.2 The election committee shall solicit nominations for officers each April and complete the election process by May

3.4.3 A majority vote of all senate members shall be necessary for election of officers.

Section 4: Meetings

4.1 The Administrative Faculty Senate shall meet monthly. The chairperson shall establish a regular meeting calendar at the July meeting for the upcoming year.

4.2 Additional meetings may be called by the senate chair or upon petition of one-third of senate members. Senate members shall be notified prior to any additional meeting.

4.3 A meeting with a minimum of eight senate members shall constitute a quorum.

Section 5: Rules of Order

5.1 The Administrative Faculty Senate shall establish rules of order which are consistent with these bylaws, Western Nevada College bylaws, and the Nevada System of Higher Education code and shall be governed by them.

Section 6: Bylaws Adoption and Amendments

6.1 Adoption of senate bylaws shall be affirmed by two-thirds of the total senate membership and approved by the college president.

6.2 Amendments to the senate bylaws shall be affirmed by two-thirds of the total senate membership and approved by the college president.

Date Adopted

March 15, 1996

Dates Revised

October 28, 2003