

ELKINS HIGH SCHOOL FACULTY SENATE

BYLAWS

Revised 2014-2015

“Purpose, Pride and Perspective in Preparation for Tomorrow’s Leaders”

ARTICLE I – NAME

The name of this organization shall be the Elkins High School Faculty Senate hereinafter referred to as Faculty Senate.

ARTICLE II – OBJECTIVES/ PURPOSE

- To provide a 21st Century education environment for the students, this will render vocational skills, as well as technological skills and provide training necessary to effectively function in the work force.
- To provide an educational environment which allows students to recognize their potential, and achieve their highest level of academic ability with an emphasis on higher education.
- To provide an educational environment which advocates positive social values for the students and aids them in the preparation of becoming productive and contributing members of society.
- To provide an educational environment emphasizing to students the importance of developing a healthy body and a positive mental attitude creating a respect for themselves and others.

It shall be the purpose of this association:

- a. To control funds allocated to the school from legislative appropriations pursuant to Section 9, Article 9-A of Chapter WV 18-5A-5.
- b. To solicit, accept, and expend any grants, gifts, bequests, donations or any other funds available to the Faculty Senate.
- c. To maintain purpose accounting as to allocations and expenditures of funds through a Treasurer whose records are audited on an annual basis.
- d. To designate committees and make school recommendations.
- e. To review and make recommendations on sabbatical leave requests pursuant to Section 11, Article 2 Chapter 18.
- f. To elect three representatives for the local School Improvement Council.
- g. To nominate a member for election to the Randolph County Staff Development Council pursuant to WV 18A-3-8.
- h. To make recommendations on the selection of faculty to serve as mentors for beginning teachers.
- i. To designate faculty members to be on the Interview Board of Elkins High School.

ARTICLE III – MEMBERSHIP

Section 1: Active Members

Membership of the Elkins High School Faculty Senate shall be composed of all permanent, full-time professional educators employed at Elkins High School. Part-time professional educators must elect at the beginning of the school year as to which school they will elect to be a member.

Section 2: Rights of Membership

Each active member of the Faculty Senate is entitled to one voter per voting issue. Each member must be present to cast his/her vote. A proxy vote will not be permitted. Voting may be done by voice vote, rising vote, or ballot. An absentee ballot will be used for any preannounced issue to be voted upon at a meeting when a prepared ballot will be used. A prepared ballot may be used for those on approved professional leave with the exception of leave without cause.

Section 3: Obligations of Membership

- a. Active members shall adhere to the “Code of Ethics of the Educational Profession.”
- b. Active members shall support the stated purposes and objectives of the Faculty Senate’s Bylaws.
- c. Active members shall attend each faculty senate meeting and committee meeting if in attendance that meeting day.
- d. A representative of the Service Personnel may sit in on the meeting for communication purposes only; however, the person may not vote on faculty senate business.

Section 4: Continuation of Membership

Active membership shall be continuous until the employee leaves the employment assignment at Elkins High School.

ARTICLE IV – OFFICERS

Section 1: Officers

The officers of the Faculty Senate shall be: President, Vice-President, Secretary, Treasurer, Parliamentarian, and shall be referred to as the Executive Committee.

These officers shall perform the duties prescribed by these bylaws and WV code 18-5A-5, and by the parliamentary authority adopted by the Faculty Senate.

Roberts’ Rules of Order shall prescribe the duties of the officers.

Section 2: Election

A Nominating Committee shall be elected by the membership in February for the purpose of nominating officers for the coming school year.

At the April meeting, the slate of officers shall be presented to the membership. At this meeting or the first meeting of the school year, normally in August, additional nominations may be made from the floor.

Secret ballots shall be used to conduct the election at the first meeting of the new school year.

Section 3: Succession

No member shall hold more than one office at a time; a member shall be eligible to serve consecutive terms in the same office.

Section 4: Vacancies

Whenever any office shall become vacant for any cause whatsoever, the President shall, no later than the next regular meeting, order an election to fill such office for the unexpired term. In the case of vacancy of the President, the Vice-President shall automatically become the President for the remainder of the year.

Section 5: Representatives

The Faculty Senate shall elect three faculty representatives to the local School Improvement Council and shall nominate a member for the election to the Randolph County Staff Development Council each year.

ARTICLE V – MEETINGS

Section 1: Meetings

The Faculty Senate shall meet during a non-instructional time within the school day according to the prescribed dates as set by the Randolph County Board of Education.

Section 2: Emergency

Emergency meeting(s) may be held at the call of the President or by a majority of the voting members by a petition submitted to the President and Vice-President. The purpose of the meeting shall be stated in the call.

Section 3: Agenda

An agenda shall be available to the members at least two employment days prior to a regularly scheduled meeting and as soon as the possible prior to an emergency meeting according to WV Section 18-5A-5.

Section 4: Quorum

More than one half of the members of the Faculty Senate shall constitute a quorum.

ARTICLE VI – COMMITTEES

Section 1: Authority Committee

The President of the Faculty Senate shall appoint a committee to study and submit recommendations to the full Faculty Senate as to which committees need to be established for the current year. The full body shall vote upon the recommendations of the committees.

Section 2: Five Year Strategic Plan Committee

The role of this committee is to develop a strategic plan to improve the literacy and numeracy of Elkins High School students.

Section 3: Curriculum Team Committee

It shall be the duty of the Curriculum Team Committee to make recommendations to the Faculty Senate regarding the establishment of the master curriculum schedule and program of studies for the next school year for submission to the principal. Additionally, this committee works on an alternative day or block scheduling plan or any other items concerning scheduling or curriculum.

Section 4: Staff Development Committee

It shall be the duty of the Staff Development Committee to develop and implement a yearly program to provide ongoing professional development of the faculty in support of the 5-year strategic plan. The committee will survey the Faculty Senate members as to what kind of staff development they would be interested in attending. Upon completing the survey, the Chair of this committee will meet with the county staff development committee to finalize the plan.

ARTICLE VII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Faculty Senate may adopt.

ARTICLE VIII – AMENDMENT OF BYLAWS

These bylaws can be amended by any regular meeting of the Faculty Senate by a two-thirds vote, provided that the amendment has been submitted in writing to the members of the previous regular meeting.