

# *Western Nevada College Bylaws*

## **Administrative Faculty Senate Bylaws**

### **Purpose**

### **Representatives**

### **Officers**

### **Meetings**

### **Rules of Order**

### **Bylaws Adoption and Amendments**

#### **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/*r*