BYLAWS

OF THE ALLIED HEALTH DIVISION

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

I. NAME

The name of the organizational division shall be the Allied Health Division of the Bluegrass Community and Technical College.

II. FUNCTIONS

The *Bylaws of the Allied Health Division* of the Bluegrass Community and Technical College describe the composition, organization, and policies and procedures for the conduct of its functions as authorized by the Board of Regents of the Kentucky Community and Technical College System.

The division faculty has the responsibility, with the approval of the President/Chief Executive Officer of the Bluegrass Community and Technical College, for the internal educational policies of the division, in so far as these policies do not conflict with those of other divisions, the Rules of the Faculty of the Bluegrass Community and Technical College, the Rules of the Senate of the Kentucky Community and Technical College System, or other Kentucky Community and Technical College System policies and procedures.

The division faculty is authorized, with the approval of the President/Chief Executive Officer, to establish rules for procedure and a committee structure to deal with matters for which it has responsibility. It should establish, with the Assistant Dean/Division Chair and the President/Chief Executive Officer of the College, procedures to be used within the division in advising on the appointment of new members of the division, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, the granting of tenure (where applicable), and the procedures to be used on the division level in faculty performance evaluations and in the preparation of budget requests.

III. MEMBERS

All full-time continued status, continuing status, term contract, tenure contract and tenured faculty shall be members of the division with voting privileges. Specific employment status categories are described in Board of Regents Policy 2.0 of the Kentucky Community and Technical College System.

Visiting, temporary full-time, part-time, and faculty with dual appointments to more than one College District whose primary assignment is not to the Bluegrass Community and Technical College, shall be members of the division without voting privileges.

IV. OFFICERS

A. The Assistant Dean/Division Chair shall serve as chairperson of the division faculty, shall prepare and distribute the division meeting agendas, and shall preside over all division faculty meetings, except as the Assistant Dean/Division Chair may delegate this function, and shall be an ex officio member of all division committees. Copies of minutes of division faculty and committee meetings shall be made available to the faculty of the division and the President/Chief Executive Officer of the College.

The Assistant Dean/Division Chair shall perform all duties of the division chairperson as described in the Kentucky Community and Technical College System Administrative Policies and Procedures, Kentucky Community and Technical College System Board of Regents Policies, and such other duties applicable to the position.

B. A Secretary of the division faculty may be appointed by the division's Assistant Dean/Division Chair. The Secretary shall be responsible for timely publication of the minutes and other materials as designated by the division's Assistant Dean/Division Chair and shall perform such other duties as applicable to the position. A recording secretary may be provided by the division's Assistant Dean/Division Chair to assist the Secretary.

V. ELECTED COLLEGE LEVEL REPRESENTATIVES

A. Faculty Council

As stated in the Rules of the Faculty of the Bluegrass Community and Technical College, the elected faculty representatives and alternates from the divisions must hold the rank of Assistant Professor or above. A minimum of two nominees for Faculty Council are required for the election to begin. The nominee who receives the most votes shall be the division representative to the Faculty Council, and the nominee who receives the second-most votes shall be the alternate to the Faculty Council. Elected representatives and alternates shall serve a two-year term and be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed.

B. College level Rules Committee, Admissions and Academic Standards Committee, and Curriculum Review Committee.

The division will elect representatives to the college Rules, Admissions and Academic Standards, and Curriculum Review Committees. Elected representatives will serve two year terms and will serve as the Chair of the equivalent division level committee during that term.

C. Elections

The division must conduct elections by secret ballot and communicate the results to the Chair of the Faculty no later than April 30.

D. Terms of Office

The terms of office for the Faculty Council Representative, the Faculty Council Alternate, Rules Committee Chair, Admissions and Academic Standards Committee Chair and Curriculum Review Committee Chair will begin August 1 and end July 31.

E. Vacancies

If the Faculty Council Representative becomes unable or ineligible to serve, the elected Alternate to the Faculty Council shall be appointed to serve as the elected representative for the remainder of the term. Any other vacancies shall be filled in the same manner as the original election to the position. Replacements shall serve out the term of their predecessor and shall be eligible for re-election. Service of one year or more in an unexpired term shall constitute a full term.

VI. MEETINGS

A. Regular Meetings

The division faculty shall hold regularly scheduled meetings from August through April.

The schedule of meetings shall be distributed to members at the beginning of each academic year. Meetings shall be held in accordance with applicable open meeting laws of the Commonwealth of Kentucky (KRS 61.810). All College employees shall have the privilege of the floor.

B. Special Meetings

The division faculty may be called into special session by the division Assistant Dean/Division Chair, the President/Chief Executive Officer of the College, or at the written request of one-fourth of the voting members. A special meeting requested in this manner must be held no later than two (2) calendar weeks after such a request is received by the division Assistant Dean/Division Chair. Notice of special meetings shall state the purpose for which the meeting is called.

C. Previous Notice

In order for action to be taken on a new rule or policy or on modification of an existing rule or policy, notification of such pending action must be given in the official notice of the meeting at which such action is to be taken.

D. Quorum

A simple majority of the voting members of the division faculty, exclusive of members on leave, shall constitute a quorum for the transaction of business.

E. Voting

All voting members of the division faculty shall be entitled to one (1) vote on any question brought to a vote. The vote of a simple majority of the members present and voting shall decide any question brought at the meeting, except

where a greater majority is required by law or by these Bylaws. There shall be no voting by proxy or by absentee ballot except in the case of faculty elections where absentee ballots will be permitted.

F. Conduct of Meetings

The current edition of *Robert's Rules of Order, Newly Revised* shall be followed in the conduct of division faculty meetings.

VII. STANDING COMMITTEES

A. Membership

1. Appointments to standing committees will be made each April for the following academic year. The current division representatives to the college level Rules Committee, Admissions and Academic Standards Committee and Curriculum Review Committee will serve as the Chair of the equivalent division level committee. Additional appointments shall be made by the Assistant Dean/Division Chair. Standing committees with the exception of the Advisory Committee on Promotion will have representation from all instructional programs/areas in the division.

   The Advisory Committee on Promotion shall consist of a minimum of three faculty members with the rank of associate professor or above. One member will be the Assistant Dean/Division Chair, who will serve as chair of this committee.

2. Terms of office for division level standing committee members will be one year, beginning August 1 and ending July 31 of the following year.

3. Vacancies occasioned in any appointed committee position shall be filled in the same manner as the original appointment to the position.

4. Standing committees shall meet at the discretion of the chair of the committee.

B. Rules Committee

The Rules Committee shall perform the following functions:

1. Codify the Bylaws of the Division;
2. Recommend to the division faculty, upon request or upon its own initiative, any changes of the Bylaws of the Division, the Rules of the Faculty of the Bluegrass Community and Technical College, the Rules of the Kentucky Community and Technical College System Senate, or other Kentucky Community and Technical College System policies and procedures;
3. Evaluate and interpret the Bylaws of the Division to meet new conditions;
4. Manage the election for the faculty positions delineated within these Bylaws of the Allied Health Division; and
5. Perform other duties as delegated to it by the division faculty.

C. Curriculum Review Committee

The Curriculum Review Committee shall perform the following functions:

1. Make recommendations to the division faculty concerning new courses, course changes, and the dropping of courses;
2. Make recommendations to the division faculty concerning new curricula, curricula changes, and the dropping of curricula;
3. Make recommendations to the division faculty, upon request or upon its own initiative, concerning the needs of the instructional programs of the division;
4. Review division distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) criteria; and
5. Perform other duties as delegated to it by the division faculty.

D. Advisory Committee on Promotion

The Advisory Committee on Promotion shall provide advice to division faculty concerning the promotion process.

E. Admissions and Academic Standards Committee

The Admissions and Academic Standards Committee shall perform the following functions:

1. Make recommendations to the division faculty regarding changes in the admission requirements and grading rules; standards for granting academic credit; probation and suspension procedures; and degree and graduation requirements;
2. Make recommendations to the division faculty regarding admissions policies for the Bluegrass Community and Technical College in accordance with the Rules of the Senate of the Kentucky Community and Technical College System;
3. Make recommendations to the division faculty regarding academic standards for the Bluegrass Community and Technical College in accordance with the Rules of the Senate of the Kentucky Community and Technical College System;
4. Perform other duties as delegated to it by the division faculty.

VIII. AD HOC COMMITTEES

Additional ad hoc committees may be appointed as needed.
(i.e., Travel, Distance Learning, Technology, Social, Adjunct Faculty)

IX. AMENDMENT OF DIVISION BYLAWS

In order for action to be taken on a new bylaw or educational policy, or on modification of an existing bylaw or educational policy, notification of such pending action must be given in the call for the meeting at which the action is to be taken. Two-thirds of those voting shall constitute affirmative action. All affirmative actions on an amendment to these Bylaws must be forwarded to the President/Chief Executive Officer of the Bluegrass Community and Technical College within seven (7) working days of the action. Amendments to these Bylaws shall not become effective until approval is obtained from the College President/Chief Executive Officer.