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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Statement Title: **Board of Trustees Constitution and Bylaws** **2.1**Responsible
Division: Board of Trustees

Date Approved: July 2004

ARTICLE I	NAME
	The name of this organization shall be the Board of Trustees of Southwestern Community College
ARTICLE II	PURPOSE AND OBJECTIVE
Section 1	The purpose of the Board of Trustees shall be to govern Southwestern Community College within the framework of the Community Colleges Act, Chapter 115D of the General Statutes of North Carolina.
Section 2	The objective of the Board of Trustees shall be to assure that Southwestern Community College accomplishes its mission.
ARTICLE III	MEMBERSHIP AND RESPONSIBILITIES
Section 1	Membership of the Board of Trustees shall be in accord with Article 2, Section 115D-12 and Section 115D-13 of Chapter 115D of the General Statutes of North Carolina, or as they may later be amended by the General Assembly.
Section 2	The responsibilities of the Board of Trustees shall be as defined in Article 2, Sections 115D-14, 115D-25, and 115D-20 of Chapter 115D of the General Statutes of North Carolina, or as may later be amended by the General Assembly.
Section 3	A member of the Board of Trustees may be removed from the Board in accord with Article 2, Section 115D-19 of Chapter 115D of the General Statutes of North Carolina, or as they may later be amended by the General Assembly.
Section 4	Absence of a member of the Board of Trustees from as many as one-half of all regular board meetings in any calendar year shall be deemed evidence of cause and such member may be removed in the manner provided by General Statutes 115D-19 or as it may later be amended by the General Assembly.

Section 5	Vacancies occurring in the membership of the Board, for whatever cause, shall be reported to the agency having the authority for appointment of replacement within 60 days after the date on which the vacancy occurs. The Secretary of the Board shall make this report with a request for the appointment of a replacement.
ARTICLE IV	OFFICERS AND THEIR DUTIES
Section 1  2.3-5	The officers of the Board of Trustees shall be a Chairman and a Vice-Chairman elected from the membership. A Secretary, who need not be a Trustee, shall also be elected. The President shall be the Executive Officer of the Board of Trustees.
Section 2	The Chairman shall (1) preside at all meetings of the Board and the Executive Committee, (2) appoint all committees and serve as an ex officio voting member of all committees except the Executive Committee, (3) exercise the deciding vote in case of tie votes, (4) execute appropriate contracts and other documents by the authority of and in the name of the Board of Trustees, (5) perform other such duties as may be deemed necessary or otherwise provided by the Constitution.
Section 3	The Vice-Chairman of the Board of Trustees shall preside in the absence of the Chairman, assume the powers and authority of the Chairman in his absence or disability, serve as a member of the Executive Committee, and discharge any other functions delegated to him by the Board.
Section 4	The Secretary shall (1) keep an accurate record of the proceedings of the Board (mailing copies to the membership as soon as feasible after the meetings), (2) have custody of all official records and documents of the Board, (3) have custody of the Corporate Seal of the Board, affix it to official documents, and attest same by his signature, (4) prepare and maintain an indexed compilation of all by-laws and amendments thereto to be located in the Southwestern Community College Policies and Procedures Manual, (5) issue notices of all meeting of the Board to the members of the Board and to the President of the institution.
Section 5	The Executive Officer shall be an ex officio member of the Executive Committee without voting privileges, and perform those duties as assigned by the Board of Trustees and/or by the Chairman.
ARTICLE V	ELECTIONS
Section I	A nominating Committee composed of three members shall be appointed by the Chairman at the July meeting. This committee shall present a slate of officers at the October meeting; nominations may