CONSTITUTION
THE EXTENSION SENATE

ARTICLE I

Section 1. Functions

The Extension Senate is the representative assembly of the Extension faculty. Extension faculty is defined for this document as non-classified, non-administrative Extension personnel. It represents the faculty of Cooperative Extension Service in its relationship with the University and Extension administration, recommending the establishment of new policies or changes in existing policies which affect Cooperative Extension employees, their welfare, and such other matters as may maintain and promote the best interest of the University. The Extension Administration personnel shall be defined as those individuals who evaluate Extension faculty.

Section 2. Membership

The members of the Cooperative Extension faculty shall elect members of the Cooperative Extension Senate. Senate terms shall be two years except as otherwise provided.
Any member of the Extension faculty may be eligible for membership on the Extension Senate. Elections shall be held in November of each year, with terms of office to begin with the January meeting of the Senate.

The election of members of the Extension Senate shall be by secret ballot. The voting process shall be by Extension designated county groups and state Extension faculty with representation to be as follows:

A. County and area Extension faculty shall be elected by administrative unit (regions); two representatives and one alternate per region. Area faculties are eligible in their administrative unit.

B. State Extension Faculty (Specialists and/or Extension Associates) shall elect three representatives and one alternate.

C. Each Extension Program Team shall elect one representative and one alternate.

D. Elected alternates should attend in the absence of the elected member. They shall have full voting rights and privileges.

E. Special Representation - In the event that a Senate member shall not have at least one year left on her/his term and shall be duly nominated and elected by the Senate as an officer of the Extension Senate, then she/he shall serve as a special representative for the term of that office.

F. Non- voting, ex officio representatives shall include the Presidents or designee of the following associations:

S. C. Association of Extension 4-H Agents
S. C. Association of County Agricultural Agents
S. C. Extension Association of Family and Consumer Sciences
S. C. Association of Extension Administrative Professionals
Epsilon Sigma Phi

Nomination process of Senators shall be conducted as follows:

Nominations: The Vice President of Extension Senate in cooperation with the office of the Director of the Cooperative Extension Service shall notify the members of the Extension faculty asking for nomination of eligible members. This process will be completed by October 15. Each faculty member will have the opportunity to nominate an eligible member within his or her region or in the case of state faculty, any eligible state faculty member.

The election process shall be conducted as follows:

Each region will elect one of their two senators each year. Extension faculty will elect one senator on even years and two senators on odd years. .

Nominees: All nominees will be contacted by letter or email and a reply will be requested to ensure their willingness to serve.

Election: The office of the Director shall send a list of nominated members to the appropriate units as defined in Section II, A, B and C. by November 1. Faculty members are to vote within their defined units. The Executive Board of the Extension Senate will meet to count the ballots and announce the results by November 25.

The Vice President of Extension Senate in cooperation with the office of the Director of Cooperative Extension Service shall conduct run-off elections when necessary within the appropriate Extension unit as defined in Section II, A, B and C . Vacancies created on the Extension Senate shall be filled for the unexpired term by alternate. The alternate is that person receiving the next highest number of votes within that administrative unit as defined in Section II, A, B and C. An alternate who has served as an Extension Senator for one year or more shall be considered to have served one term.

Section 3. Officers

The officers of the Extension Senate shall be the President, the Vice President, the President-elect, and the Secretary. The election of officers shall be held each year at the last regular scheduled meeting of the Extension Senate. The Nominating Committee appointed by the President shall submit to the Senate a list of nominees for each elective office. Election of officers shall be by a simple majority vote. All officers shall continue to serve until their successors have been named. No officers may succeed herself/himself. In the case of a withdrawal of an officer for any cause, the Extension Senate shall elect at its next meeting a successor to the unexpired term with the exception of President. Vice-President will assume the responsibility of President.

Section 4. Meetings

The Executive Committee shall determine the date and time of the regular meetings of the Extension Senate. The schedule of the meetings for the year shall be announced not later than the second day of January through appropriate communications. With the approval of a majority of the Executive Committee, the President of the Extension Senate may call special meetings of the Extension Senate at any time. Except for executive sessions, all meetings of the Extension Senate shall be open.

Section 5. Committees

The Standing Committees of the Extension Senate shall be as follows:

The Executive Committee The Executive Committee shall be composed of the officers of the Extension Senate, the advisor (immediate past president of Extension Senate), chair of the welfare committee, and chair of the organization and policy committee. The President of the Extension Senate shall be the Chair of this committee. It shall be the functions of this committee: to advise the President of the Extension Senate, review and recommend changes in the Constitution and Bylaws of the Extension Senate, and advise the President in making other appointments to other standing and special committees to represent the Extension Senate. The President, with the advice from the Executive Committee, will designate the chair of the various committees.

The Welfare Committee The Welfare Committee shall make recommendations concerning such policies, which directly affect the individual Extension employee. The committee shall make recommendations relative to such other policies as affect Extension employees' welfare and morale. The chair shall appoint a recording secretary.

The Organization and Policy Committee The Organization and Policy Committee shall concern itself with the efficient organization and operation of the Clemson University Cooperative Extension Service. The committee shall make recommendations with the idea of improving the efficiency of the service rendered by the Extension Service. Other matters of particular interest, which are not within the purview of the other standing committees and which are not of such a specialized nature as to justify ad hoc committees, would normally be referred to the Organization and Policy Committee. The chair shall appoint a recording secretary.

ARTICLE II RULES OF ORDER

The Extension Senate and all committees shall conduct all parliamentary procedures in accordance with the latest edition of Robert's Rules of Order.
The Extension Senate shall be empowered to develop those procedural bylaws, which facilitate the achievement of its purpose.

ARTICLE III
CONSTITUTION AMENDMENT

A proposed amendment to the Constitution must be recommended by at least ten members of the Extension faculty or by the Extension Senate Executive Committee. It is then submitted to the Extension Senate at a regular meeting of that body. The proposed amendment is voted on by the Extension Senate at the next regular meeting. It must then be submitted in writing along with the recommendations of the Extension Senate to the members of the Extension faculty. Action of amendments may be taken through a mail or electronic vote. An amendment is passed by a two-thirds majority vote of the members voting and becomes effective immediately.

With approved amendments in 2005.

BYLAWS
THE EXTENSION SENATE

ARTICLE I

Section I. Regular Meeting Agenda

The President of the Extension Senate shall prepare an agenda for each meeting. Extension faculty members having items for consideration at a Senate meeting should notify the Extension Senate President or their assigned Extension Senator.

The order of business shall be determined by the Executive Committee and will follow procedures set forth in the latest edition of Robert's Rules of Order.

ARTICLE II
DUTIES OF OFFICERS AND SENATORS

A. President:

1. Preside at the meetings and use parliamentary procedure.
2. Plan agenda for each meeting with the Executive Committee.
3. Start and close meeting on time.
4. Appoint committees to plan specific programs, appoint chairperson of standing committees and other special committees.
5. Serve as Chair of the Executive Committee.

B. President-Elect:

1. Make arrangements for meeting room, time, and place of meeting.
2. Serve as a member of the Senate Executive Committee.
3. Become the Extension Senate President the following year.
4. Keep a current file and status of resolutions passed by the Extension Senate and will keep the Extension Senate updated on those resolutions.

C. Vice-President:

1. Preside at meetings in absence of the President; become familiar with the duties of the President; and assume the presidency if the President is unable to serve.
2. Serve as a member of the Senate Executive Committee.
3. Responsible for Constitution, Bylaws and procedural changes for the Extension Senate.
4. Responsible for Policy and Procedural Manual.
5. Serve as liaison to the office of the Director of the Cooperative Extension Service in conducting the election process of new Senate members.

D. Secretary

1. Record the minutes of each meeting.
2. Keep the membership rolls.
3. Keep important information and papers on permanent file as the Extension Senate directs and transfer records to subsequent secretary.
4. Serve as member of the Senate Executive Committee.
5. Secure approval of minutes of committee chair and Extension Senate President.

6. Place copy of approved minutes on electronic mail.

E. Advisor:

1. Is the immediate past president of the Cooperative Extension Senate.
2. Serves as an ex officio advisor to the Extension Senate.

F. Senators:

1. Senators shall be charged with the responsibility of fulfilling, to the greatest extent possible, the objectives of the Extension Senate.
2. Senators shall encourage and maintain open communication will all extension personnel.
3. Senators will be allowed one excused absence from Extension Senate meetings. A second absence may trigger further action by the Senate, up to and including dismissal of the Senator from service, in which case the alternate would replace the dismissed Senator for the remainder of the term.

ARTICLE III
QUORUM

A simple majority of the elected members of the Cooperative Extension Senate shall constitute a quorum for the transaction of all business.

ARTICLE IV
MEETINGS

Any member of the Extension faculty wishing to appear before the Extension Senate shall notify the President of the Senate at least ten days before the date of the meeting at which they wish to appear. The Cooperative Extension Senate may go into Executive Session by approval of two-thirds of the members present.

ARTICLE V
AMENDMENT

The Cooperative Extension Senate may amend the Bylaws at any regular or called meeting or by mail. A proposed amendment to the Bylaws must be recommended by at least ten members of the Extension faculty or by the Cooperative Extension Senate Executive Committee. It is then submitted to the Cooperative Extension Senate at a regular meeting of that body. The proposed amendment is voted on by the Cooperative Extension Senate at the next regular meeting. Action on amendments may be taken through a mail vote when a meeting of the Extension Senate is not scheduled. An amendment is passed by a two-thirds majority of the members voting and becomes effective when approved by the office of the Director of Cooperative Extension Service.

Revised January 1995, with approved amendments in 1996 and 2009.