



**BRUNSWICK**  
COMMUNITY COLLEGE

***BYLAWS***

***THE BOARD OF TRUSTEES***

***BRUNSWICK COMMUNITY COLLEGE***

**Revised and Adopted  
April 15, 1998  
Revised March 17, 2004  
Revised and Adopted  
June 20, 2007  
October 29, 2010  
March 15, 2012  
November 15, 2012  
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## INTRODUCTION

Brunswick Community College is a tax-supported, public, nonprofit school under the control of the local Board of Trustees. The North Carolina General Assembly in June 1979 established it as Brunswick Technical Institute. The College is governed under provisions of the General Statutes of North Carolina, originally passed in 1963 by the General Assembly as Chapter 115A, but later amended in 1979 as Chapter 115D. Brunswick Community College is governed by the North Carolina Community College System, which is the principal administrative department of State government under the direction of the State Board of Community Colleges.

Since its beginning as Brunswick Technical Institute, the College has undergone two name changes. The General Assembly passed a bill on May 1, 1979 permitting technical institutes to change their names to technical colleges. Subsequently, on October 5, 1979, the Board of Trustees with the approval of the Brunswick County Board of Commissioners voted unanimously to change the name of the institution to Brunswick Technical College. Exactly eight years later, the General Assembly again gave local colleges the option of a name change, and on October 5, 1987 the Board of Trustees, with the approval of Brunswick County Board of Commissioners, approved the name change to Brunswick Community College.

### **Mission Statement Adopted by BCC Board of Trustees January 19, 2012**

**The mission of Brunswick Community College is to provide opportunities for individuals to be successful through accessible, high quality programs and services that meet the educational, cultural and workforce development needs of the community.**

### **Brunswick Community College Goals**

Goal 1: To educate, qualify, and prepare students to be successful in professional technical careers and/or transfer programs using traditional and/or distance learning.

Goal 2: To promote student access and success by providing quality academic and support services.

Goal 3: To provide quality workforce training and to promote economic development.

Goal 4: To prepare adult learners for college and career programs through foundational skills, English as a Second Language, high school equivalency, and developmental studies.

Goal 5: To provide opportunities for life-long learning, cultural enrichment, and global awareness.

Goal 6: To employ and support qualified, diverse faculty and staff that promote a student-centered learning environment.

Goal 7: To effectively manage and expand the College's fiscal resources.

Goal 8: To provide a safe, well-maintained learning environment and strong support for administrative and instructional technology and to encourage sustainability practices.

Goal 9: To foster a collegial atmosphere and open communication.

Goal 10: To continually collect and assess data to monitor and improve student learning and administrative performance.

### *Core Values*

*• Excellence:* Fostering a culture of continual advancement through superior academics and quality service.

*• Integrity:* Vigilantly upholding the highest standards of fair, ethical, and honest behavior.

*• Respect:* Accepting and appreciating the worth and contributions of ourselves, others, and the College.

*• Opportunity:* Helping our students, employees and community reach their potential by supporting success through education.

*• Community:* Cultivating and nurturing a welcoming environment of trust and belonging through collaboration and partnerships.

### **Review of Mission and Goals**

The President shall annually review the mission and goals of the College to ensure they are current and report his/her findings to the Board. Based on this report, the Chairman of the Board of Trustees may appoint a committee to recommend changes in the mission and goals to the full Board.

## **ARTICLE I**

### **RESPONSIBILITY AND MEMBERSHIP**

#### **Section A. Jurisdiction and Responsibility**

1. The Board of Trustees is a corporate body established under the provisions of Chapter 115A of the General Statutes of North Carolina and subsequently amended by Chapter 115D in 1979. The Board possesses all of the powers of a corporate body for the purpose created by or that may exist under provisions of the law.

2. The Board of Trustees has the responsibility for the development and operation of the College in accordance with the provisions of the law and the standards of the State Board of Community Colleges.
3. The official title of the Board of Trustees, and the corporate name of the College, shall be "The Board of Trustees of Brunswick Community College."
4. Under the law, the Board of Trustees shall hold title to all real and personal property donated to the College or purchased with funds provided by the tax-levying authorities.

Section B. Membership

1. The Board shall consist of thirteen members [G.S. 115D-12]. Four trustees shall be elected by the Brunswick County Board of Education, and four trustees shall be elected by the Brunswick County Board of Commissioners, and four trustees shall be appointed by the Governor of North Carolina. Trustees are appointed for staggered four-year terms pursuant to [G.S. 115D-13]. The Student Government Association President is an ex-officio non-voting member of the Board.
2. The terms of members of the Board shall be so set by the North Carolina General Assembly and as specified in the North Carolina General Statutes, Chapter 115D-13. The Student Government Association President will serve for the duration of his/her Presidency only.
3. All trustees must live, with primary residence, in Brunswick County or counties contiguous thereto [G.S. 115-12 (b)] with the exception of the Student Government Association President.
4. Vacancies occurring in any group for whatever reason shall be filled for the remainder of the unexpired term by the agency authorized to select the trustees of that group and in the manner in which regular selections are made. Should the selection of a trustee not be made by the agency or agencies having the authority to do so within sixty (60) days after the date on which a vacancy occurs, whether by creation or expiration of a term for other reason, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.
5. Members of the Board of Trustees may also be removed by the Board of Trustees for cause. A Board of Trustees may also declare vacant the office of a member who is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct. The Board of Trustees shall notify the appropriate appointing authority of any vacancy.

6. A member of the Board of Trustees who is absent from 40% of Board meetings in a fiscal year (July 1 – June 30) without a cause, as noted by the Chair and approved by the full Board, shall be considered thereby to have created a vacancy on the Board, and the appropriate agency shall be notified of such vacancy by the Secretary of the Board of Trustees.
7. Each member of the board must complete an annual N.C. Statement of Economic Interest and sign a Board of Trustee Code of Conduct Pledge.
8. All trustees must complete trustee orientation/training within six (6) months of appointment. This applies to newly appointed and reappointed trustees.
9. The State Government Ethics Act requires that every public servant and liaison complete an ethics and lobbying education presentation within six (6) months of a person's election, reelection, or appointment and complete a refresher presentation at least every two years thereafter. Ethics training sessions are available either live or online.  
Live Education Presentation schedules are listed on the Ethics Commission Website at:  
<http://www.ethicscommission.nc.gov/education/eduSchedule.aspx>.

Online Education is available on the Website at:  
<http://www.ethicscommission.nc.gov/education/eduOnline.aspx>.

## **ARTICLE II**

### **OFFICERS AND THEIR DUTIES**

#### **Section A. Election and Term of Office**

1. The corporate officers of the Board of Trustees shall be the Chairperson, the Vice-Chairperson, and the Secretary.
2. The Chairperson and Vice-Chairperson shall be elected by the Board of Trustees from its membership.
3. The Secretary, who need not be a member of the Board of Trustees, shall be elected by the Board.
4. The Chairperson, the Vice-Chairperson, and the Secretary shall be elected for a period of one year but shall be eligible for reelection by the Board.
5. The President of the College shall serve on appointment by the Board under the terms set by the Board.

6. Upon the occasion of a vacancy in the chair or vice chair position prior to the annual meeting in June when officers shall be elected, new officer(s) will be selected by the full body to fill out the unexpired term. In the event of the Chair's serious disability, death, resignation, etc., the Vice Chair will assume the position of Chair.
7. The first regular board meeting held in June shall be the annual meeting at which officers shall be elected.

Section B. The Chairperson of the Board of Trustees

The Chairperson shall:

1. Appoint the members of all the committees of the Board.
2. Serve as an ex-officio voting member of all the committees of the Board.
3. Execute all contracts and other documents on authority by, and in the name of, the Board.
4. Preside at all meetings of the Board.
5. Call special meetings of the Board.
6. Serve as public spokesperson for the Board and represent the Board to the press.
7. Appoint a committee of the Board [the Executive Committee] to participate with the President in appointing and discharging or nonrenewal of contracts of all senior level administrators.
8. Discharge any other functions designated by the Board.

Section C. The Vice-Chairperson of the Board of Trustees

The Vice-Chairperson shall

1. Preside in the absence of the Chairperson.
2. Perform all duties of the Chairperson with full authority during the absence or disability of the Chairperson.
3. Discharge any other functions delegated by the Board.

Section D. The Secretary of the Board of Trustees

The Secretary shall:

1. Keep an accurate record of the proceedings of the Board.
2. Have custody of the Corporate Seal of the Board, affix it to official documents, and attest same by his/her signature.
3. Have custody of all official records and documents of the Board or by contract with the Board.
4. Prepare and maintain an indexed compilation of all bylaws and amendments thereto, a copy of all policies, procedures, and the regulations of the Board and all amendments thereto, in the form of a policy manual.
5. Issue to all trustees, upon direction by the Chairperson, notices of all meetings of the Board.
6. Consult with the Board Chairperson on the agenda for the meetings of the Board.

Section E. The President of the College

The President shall:

1. Attend and participate, without vote, in all meetings of the Board of Trustees except when the Board requests his/her absence during executive session.
2. Have full authority and responsibility for the operation and management of the college under the policies, rules, and regulations of the Board and of the State Board of Community Colleges within the budgets approved by the Board.
3. Be elected by the Board of Trustees and hold office at the pleasure of the Board or by contract with the Board.
4. Recommend curriculum programs and other educational programs that are educationally and financially feasible and in the best interest of the citizens of the area and the State of North Carolina and that do not conflict with state law or with standards of the State Board of Community Colleges.
5. Take the initiative in shaping and maintaining the educational policies and the character of the College and recommend changes to be made in the programs and services to be provided.
6. Submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when in the best interest of the College.
7. Appoint citizens advisory committees for the programs of the College where needed.

8. Advise the Building and Grounds Committee and the full Board on the planning, construction and modification of physical facilities.
9. Be responsible for sound fiscal management, advise the Board of financial and budgetary needs, and recommend to the Finance Committee items to be included in the current expense budget and the capital outlay budget.
10. The Board of Trustees delegates to the President authority to employ all personnel, subject to standards of the State Board of Community Colleges; except, the President shall place nominations for senior administrators, who report directly to the President, before the Executive Committee of the Board for its advice before submitting those nominations to the Board of Trustees for action. The President shall report employment of all full time personnel to the Board at the next meeting following their employment.
11. Be responsible for approving all educational leaves of absence and reporting them as information to the full Board of Trustees.
12. Notify the Board of all resignations of full-time employees.
13. Make a written report to the full Board of Trustees each year on the development and operation of the College with both immediate and long-range recommendations.
14. Discharge any other functions that the Board may delegate.
15. The President is authorized to sign contracts in the name of the College consistent with the policies, rules, regulations, and funds available.

### **ARTICLE III**

#### **POWERS AND DUTIES OF THE BOARD OF TRUSTEES**

##### **Section A. Duties of the Board of Trustees**

The Board of Trustees shall:

1. Exercise its control of the College through the President at all times.
2. Establish the basic qualifications for and appoint a president for such terms and under such conditions as it may see fit, such election to be subject to the approval of the State Board of Community Colleges.
3. Provide for the employment of all full-time and part-time personnel required for the operation of the College upon appointment by the President, subject to



standards established by the Board of Trustees and the State Board of Community Colleges.

4. Acquire, by purchase or otherwise, all land required for the College sites and rights-of-way which shall be necessary for the proper operation of the College when such site has been approved by the State Board of Community Colleges and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Article 2, Chapter 40 of the General Statutes. For the purpose of condemnation, the determination of the Board as to the amount of land to be taken, and necessity therefore, shall be conclusive.
5. Adhere to the standards and requirements for admission and graduation of students as well as other standards established by the State Board of Community Colleges.
6. Provide all or part of the instructional services for the College by contracting with other public or private educational institutions of the State, according to regulations and standards adopted by the State Board of Community Colleges.
7. Establish and discontinue programs of instruction within the College upon recommendation by the President.
8. Require the execution of such studies and take such steps as are necessary to ensure that the functions of the College are always those which are most helpful and feasible in light of the resources available to the College.
9. With consultation and direction of the President, adopt and submit current expense and capital outlay budgets to the State Board of Community Colleges, the local tax-levying authority, and other appropriate funding agencies.
10. Conduct an annual evaluation of the President of the College. The Chairperson shall forward written notification to the State Board of Community Colleges by June 30 of this completed evaluation.
11. News releases and/or press inquiries related to Board affairs shall be referred by other Board members to the Chairperson of the Board who shall act as public spokesperson for the full Board.
12. Perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the College under the law.

## ARTICLE IV

### COMMITTEES AND LIAISONS

Section A. Types of Committees and Method of Appointment

The Board may establish such standing committees, liaisons, and ad hoc committees as it deems necessary to secure and protect the welfare of the College. The Chairperson shall appoint the members of all committees and liaisons.

Section B. Limitation of Authority of Committees and Liaisons

1. If the Board, in a regular or special meeting, authorizes a committee or liaison to act on a matter referred to it, the Chairperson of the Committee or the Liaison shall report within a reasonable time to the Board of the action taken, and the action shall be reported as a recommendation for consideration and action by the Board at a regular or special meeting.
2. The Committee Chairperson, or designee, may in the absence of a regular committee meeting, submit items for approval and/or consideration.

Section C. Standing Committees and Liaisons

Standing committees shall include the Executive Committee, the Building and Grounds Committee, the Finance Committee, and the Academic/Student Affairs Committee. Committee members, the President, and local media shall be notified in writing by the Administrative Assistant to the Board of Trustees of the time and place of all meetings and the purpose(s) of meetings at least forty-eight (48) hours in advance of meetings. The President shall serve as an ex-officio member of each committee.

Trustees appointed as Liaisons shall represent the Board in the areas of County Commissioners, Auditorium, Board of Education, Foundation, Economic & Workforce Development, and Legislative.

1. Executive Committee

The Executive Committee shall consist of the Board Chairperson, the Vice-Chairperson, the Chairperson of the Finance Committee, and two additional members to be appointed by the Chairperson. The Executive Committee shall be named following the annual meeting in June. The Chairperson of the Board shall serve as Chairperson of the Executive Committee.

The Executive Committee, during the intervals between the meetings of the Board, shall have and exercise all powers, privileges, and prerogatives of the Board except those expressly reserved herein to be exercised by the Board in a regular or special meeting. All of the acts of the Executive Committee made in

accordance with these bylaws shall be final. During the interval between meetings of the Board, the Executive Committee shall have control and direction of all officers and Committees of the Board and of the College.

The Chairperson of the Executive Committee may call meetings of the Committee at any time with reasonable notice.

At each meeting of the Board, the Executive Committee shall submit a full report of its activities since the last meeting of the Trustees, with such suggestions and recommendations as it shall deem expedient for the best interest of the College. The Executive Committee may at any time request the counsel from the members of the Board before making a decision even when the Committee is authorized to act.

The Executive Committee shall serve as the Policy/Bylaws Review Committee to review, annually, all new and amended policies and by-laws as recommended by the President and Board members and may recommend amendments, additions or deletions to the full Board of Trustees.

The full Board of Trustees will be notified immediately of Executive Committee Board actions.

## 2. Building and Grounds Committee

The committee shall meet as necessary to discharge its functions, to accomplish any special task assigned to it by the Board, and to have the following regular functions:

- a. To carry out, or require, or require to be carried out, studies relating to sites, buildings, and grounds.
- b. To recommend to the Board, after consultations with the President, the College's campus planner, and architect.
- c. To recommend for inclusion in all planning, architectural, and construction contracts all appropriate provisions for the protection of the interests of the College.
- d. To recommend to the Board, in consultation with the President, a long-range campus plan and architectural plans for all construction.
- e. To make recommendations to the Board, after consulting with the President, regarding the immediate and long-range building and facilities needs of the College.

- f. To recommend to the Board the call for bids on institutional construction and the awarding of contracts.
- g. To make recommendations to the Board, after consultation with the President, regarding plans and programs of maintenance of the campus and its property.
- h. To recommend to the Board adequate insurance coverage of buildings and their contents and of other facilities.
- i. To recommend to the Board the securing or granting of easements and rights-of-way. The Building and Grounds Committee shall have other functions, regular or special, as the Board of Trustees may authorize.
- j. To be responsible for long-range campus beautification plans to include streets, parking, signs, etc.
- k. To make recommendations to the Board for contracts of landscape architects and advise on modifications and changes of long-range beautification plans.

### 3. Finance Committee

The Finance Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

- a. To make recommendations to the Board regarding the fiscal policies of the College.
- b. To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the President's recommended budgets for current operations and capital outlay budgets.
- c. To receive, study, and recommend to the Board, with modifications it deems appropriate, any special or unusual expenditure of any type recommended by the President.
- d. To receive, study, and recommend to the Board such action as it deems appropriate on any report on the budget, purchasing, and accounting functions required of it, or presented to it, by the President.
- e. To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies after consultation with the President.
- f. To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, grants, and donations; the care of all College securities; and also policies and decisions regarding contracts

for instructional or research services or other purposes with private or governmental firms, persons, or agencies.

- g. To represent the Board before the Board of County Commissioners, the General Assembly, the State Board of Community Colleges, and other agencies and offices in matters concerned with the securing of adequate financial support for the needs of the College for current operating expenses and support for its needs for capital outlay as represented by the President.
- h. To recommend to the Board a budget adequate for the local support for current expenses of the College.
- i. To recommend to the Board the policy to govern the receipts, security, depositing, accounting, and expending of all trust and non-trust funds pertaining to the College, in accordance with the law and the State Board of Community College's regulations.
- j. To recommend to the Board appropriate bonding policy to govern College employees entrusted with funds of all kinds.
- k. To approve, on the recommendation of the President, the transfer of local funds within line items in the budget.
- l. To receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.
- m. To recommend to the Board that issuance of bonds or notes be effected and to recommend that special taxes be levied for the purpose of meeting payment of principal and interest on such bonds and notes when the capital outlay requirements of the College make such action necessary.

4. Academic and Student Affairs Committee

- a. The Committee shall, after consulting with the President, make recommendations to the Board concerning additions, deletions, and major alterations to the total educational program of the College which are within the law and the rules and regulations of the State Board of Community Colleges.
- b. The Committee shall act as committee of reference for the President in dealing with all matters relating to the various curriculums, other educational programs, and all affairs relating to the students.
- c. The Committee shall, in consultation with the President, recommend to the Board such modifications/additions as it deems appropriate, policies, and proposals for student services as related to college mission;

- d. The Committee shall, in consultation with the President, receive reports and share strategic insights to the Board concerning enrollment management and the success of the student;
  - e. The Committee shall act as the committee of reference for the President in dealing with all matters relating to student affairs.
5. Liaisons
- a. Liaisons shall provide communications between the Board of Trustees and the representative agencies/groups.
  - b. Liaisons shall make recommendations to the Board of Trustees concerning policy needs or changes that would be of interest to representative agencies/groups.
  - c. Liaisons are appointed by the Chair following the annual meeting in October.

## **ARTICLE V**

### MEETINGS

#### Section A. Regular Meetings

1. The regular meeting of the Board shall be held at the College on the third Thursday of the month at 5:30 p.m. unless the Chairperson shall fix another time and/or place of the meeting provided that the Board shall meet at least one time in each three-month period. *The Board has no regularly scheduled meetings during the months of July and December.*
2. Regularly scheduled meetings are posted on the Board of Trustees' page of the College's web site: <http://www.brunswickcc.edu/board-of-trustees/>. Members and officers of the Board, the President, and local media shall be notified in writing by the Administrative Assistant to the Board of Trustees of any changes to the time and place of any regularly scheduled meetings and the purpose(s) of meetings at least forty-eight (48) hours in advance of meetings.

#### Section B. Electronic Meetings

1. Phone attendance is discouraged. However, if the College chooses to hold an official meeting by use of conference telephone or other electronic means, it shall provide a location and means whereby members of the public may listen to the meeting and the notice of the meeting required by this Article shall specify that location.

2. Such meetings will be conducted in a way that all members participating can hear each other at the same time and rules will be clarified related to the equipment required to participate, as well as methods for seeking recognition, obtaining the floor, submitting motions in writing, determining the presence of a quorum, and taking and verifying votes.
3. If an action is taken by the Board on the basis of individual approval (electronic meetings, voice polls, etc.), such action must be ratified by the Board at a regular or properly called meeting of the Board in order to become an official act.

Section C. Special Meetings and Emergency Meetings

1. The time, place, and purpose(s) of special meetings may be fixed by the Chairperson.
2. The business to be transacted at any special meeting of the Board generally shall be confined to such matters as have been specified in the call to members and officers of the Board.
3. Notice of Special Meetings must be given at least forty-eight (48) hours prior to the meeting and the purpose of the meeting stated. Special meeting notices are posted on the Board of Trustees' page of the College's web site: <http://www.brunswickcc.edu/board-of-trustees/>.
4. Notice of Emergency Meetings will be given to media representatives who have filed a written request for notification. This notice will be given immediately after Board members have been notified.
5. The business to be transacted at any emergency meeting of the Board generally shall be confined to such matters as have been specified in the call to members and officers of the Board.

Section D. Quorum

1. Seven members of the Board of Trustees, excluding the Student Government Association representative, at a meeting shall constitute a quorum for the transaction of business. No business shall be transacted without an affirmative vote of at least four members of the Board.
2. A majority vote of all the members of the Board shall be required for the determination of policy, for making regulations, for the election of a President, and for the establishment or disestablishment of curricular or services of the College.
3. Once a quorum at a meeting has been established, the continued presence of a

quorum is presumed to exist only until the chair or any other member notices that a quorum is no longer present. If the chair notices the absence of a quorum, he or she should declare this fact for the record, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can and should make a Point of Order to that effect whenever another person is not speaking.

4. Although a Point of Order relating to the absence of a quorum should not affect prior action, if there is clear and convincing proof no quorum was present when business was transacted, the presiding officer can rule that business invalid (subject to appeal).”

Section E. Agenda

1. The President of the College will provide the Chairperson with a list of those items to be presented to the Board with his/her recommendations, and where appropriate, with copies of any documents to be presented as information or for action by the Board.
2. The Chairperson shall receive agenda items from Board members and other sources the second Tuesday of each month before the regularly scheduled meeting on the third Thursday of each month.
3. The Chairperson may add items to the agenda regardless of the date he/she receives such items.
4. The Chairperson of the Board shall direct the President to submit copies of the agenda and supporting documents to all Board members prior to the regularly scheduled Board meetings.
5. A consent agenda may be presented by the chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.
6. Committees are encouraged to schedule meetings in order to accommodate the use of a consent agenda as appropriate.

Section F. Order of Business

The regular order of business at meetings of the Board shall be:

Call to Order

Ethics Statement



Invocation  
Recognition of a Quorum

Approval or Modification of the Consent Agenda

Board Briefing

ITEM 1 Student Government Association

ITEM 2 Executive Committee

ITEM 3 Building and Grounds Committee

ITEM 4 Academic/Student Affairs Committee

ITEM 5 Finance Committee

ITEM 6 Liaisons

- a. Economic and Workforce Development Committee Liaison
- b. County Commissioners Liaison
- c. Board of Education Liaison
- d. BCC Odell Williamson Auditorium Liaison
- e. BCC Foundation Liaison
- f. Athletics
- g. Legislative

ITEM 8 Personnel

ITEM 9 President's Report

ITEM 10 Unfinished Business

ITEM 11 New Business

ITEM 12 Event Calendar

Adjournment

Section G. Parliamentary Rules

*Robert's Rules of Order* shall be followed in conducting the meetings of the Board unless otherwise provided by the Board.

Section H. Individual or Group Hearings

1. Any individual or organized group (other than students or College personnel) who desires to appear before the Board shall state in writing the purpose of such appearance and the name of the person who is to appear as a spokesman.
2. The statement shall be filed with the Chairperson at least forty-eight (48) hours in advance of the meeting at which the appearance is desired in order that it may be included on the agenda for the meeting.
3. The President of the College is to be notified prior to any scheduled meeting between the full Board, a Committee of the Board, or individual Board members, and any employee of the College or organized group. He or she is to be notified following any unscheduled meeting.

**ARTICLE VI**

POLICIES, RULES, AND REGULATIONS

Section A. Succession to the Presidency

Unless the Board shall decide otherwise, in the event of the President's serious disability, death, resignation, dismissal, or prolonged absence from his/her post for any other reason, the Board immediately shall appoint a vice-president as acting president until the Board has selected a temporary or permanent president or the President is able to resume his/her duties. During short absences, the President may appoint a person as acting president.

Section B. Constitution

Any constitution adopted by the College and approved by the Board shall automatically become a part of the rules and regulations of the Board and as such be subject to amendment by the Board under provisions of Article VII of these Bylaws.

Section C. Academic Freedom and Responsibility

Brunswick Community College is dedicated to the dissemination of knowledge, the development of skills, and the nurture of those personal and intellectual disciplines essential to responsible citizenship in a free, open, and democratic society. The administration of the College shall likewise require the exercise of responsible judgment on the part of the instructional personnel as they exercise academic freedom in accomplishing the mission and goals of the College.

Section D. Degrees, Diplomas, and Certificates

The signatures of the Chairperson of the Board of Trustees and the President shall be affixed to all degrees, diplomas, and certificates awarded in recognition of the completion of curriculum programs and to all Continuing Education Unit (CEU) certificates awarded in recognition of the completion of occupational extension programs.

Section E. Award of Trustee Emeritus

Consider designation of the award/honor of Trustee Emeritus to a former Trustee who has met all of the following criteria:

- a. Served fifteen (15) or more years of service as a Trustee of Brunswick Community College
- b. Demonstrated leadership on the Board of Trustees of Brunswick Community College
- c. Exhibited active involvement in the events and activities of community college trustees
- d. Provided measurable support for the mission, programs, and constituents of Brunswick Community College

Section F. General Provisions

By an affirmative vote of a majority of all the members of the Board, the Board may make or amend such policies, rules, and regulations as may be authorized by the law and as may be required in its judgment for the effective discharge of its responsibilities and for the effective operation of the College.

Section G. Notification and Publication

The President of the College shall be responsible for providing each member of the Board a copy of all current Bylaws, policies, rules, and regulations.

## ARTICLE VII

### ADOPTION AND AMENDMENTS

#### Section A. Adoption

Adoption of these Bylaws shall be by affirmative vote of at least a simple majority of the full Board of Trustees at a regular meeting provided that each member has received notice at least fifteen (15) days prior to the meeting and that each member has received a copy of the Bylaws at least fifteen (15) days prior to the meeting. (Adopted by the Board March 21, 1980.)

#### Section B. Amendments

Amendments to these Bylaws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least a majority of the full Board of Trustees at a regular meeting. (Amended April 20, 1983; September 21, 1988; September 21, 1994; March 19, 1997; April 15, 1998; March 17, 2004; June 20, 2007, October 29, 2010, March 15, 2012, November 15, 2012, June 28, 2013, June 20, 2014, January 15, 2015, October 7, 2015, March 17, 2016)