

**BYLAWS OF THE ACADEMIC SENATE**  
**OF THE FACULTY OF**  
**SANTIAGO CANYON COLLEGE**

**ARTICLE I – DUTIES OF OFFICERS**

**Section 1. President.** It shall be the duty of the President:

- A. to preside at all meetings of the college Senate.
- B. to serve as president of the college Senate.
- C. to serve as chairperson of the Executive Committee of the Senate.
- D. to be ex-officio member of all College committees, except as provided in these bylaws or in the senate constitution.
- E. to perform such other duties as may be specified by the senate constitution or in these bylaws.
- F. to serve as the Santiago Canyon College Senate delegate to meeting of the State Academic Senate.
- G. to serve as or designate the chair of the Curriculum and Instructional Council.
- H. to make regular reports to the Board of Trustees at regularly scheduled Board Meetings.
- I. to serve as President of the Rancho Santiago Community College District *Academic Senate* during his/her term under the rotation of the District Senate Constitution. In which case, the president shall designate a delegate to the State Academic Senate meetings for the purposes of casting the college Senate vote.

**Section 2. Vice-President** It shall be the duty of the Vice-President:

- A. to serve for the president during any temporary absence of the president.
- B. to serve as Vice-President of the college Senate.

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- C. to coordinate the appointment of faculty to college committees and councils.
- D. to represent the President, as the President, the Executive committee, or the Senate may direct.
- E. to coordinate college Senate elections.
- F. to perform such other duties as may be specified in the Senate Constitution and in these bylaws.

Section 3. Secretary/Treasurer. It shall be the duty of the Secretary/Treasurer:

- A. to issue calls to meetings, publish agendas, keep appropriate records and publish minutes of all of the Senate.
- B. to conduct all routine correspondence pertaining to this office, including notification of the membership in advance of all Senate activities in addition to business meetings.
- C. to perform other duties as may be specified in the Senate Constitution and in these bylaws.
- D. to collect all assessments of the Senate as directed by the Senate.
- E. to deposit funds in a local bank in the name of the Senate.
- F. to issue checks, co-signed by the College Senate President or Vice-President for expenses incurred by the College Senate as authorized by the Senate or Executive Committee.
- G. to maintain a record of all receipts and disbursements of Senate monies, and to make available for audit by the College Senate Executive committee.
- H. *to present a yearly budget to the Senate by the last regular meeting in April of the previous academic year.*

Section 4. – Past President. *It shall be the duty of the Past President for a term of one year*

- A. *to attend meetings of the Executive Committee.*

- B. *to assist the Vice-President in running the election.*
- C. *to assist the Secretary/Treasurer in taking minutes of the Senate meetings whenever the Secretary/Treasurer is unavailable.*
- D. *to serve as designee for the President in committee/council meetings as approved by the Senate.*

## ARTICLE II – ELECTIONS FOR SENATORS

### Section 1. Electorate

- A. Full-time Faculty. For the purposes of providing a broad basis for representation in the Senate, all full time members of the faculty whose primary assignment is at Santiago Canyon College or the Continuing Education center shall be eligible to vote in Senate elections.
  - 1. Eligibility: *Any full-time faculty member of the college is eligible for nomination as a senator as described below.*
- B. Part-time Faculty. The part-time faculty, who have an assignment at the College, shall be eligible to vote for one of two representatives, one from credit and one from continuing education.
  - 1. Eligibility: *Any part-time faculty member of the college is eligible for nomination as a senator as described below under Section 2C.*

### Section 2. – Home College

- A. Immediately upon completion of the fall semester, the Executive Board shall prepare for the Senate a list containing the names of all full-time members of the college eligible for service in the Senate. Copies of these lists shall also be made available to the Senate.
- B. A faculty member can be a member of only one college senate in the District. When a faculty member's annual assignment places him/her at more than one college in the district, their primary assignment shall be determined by their designation of their home college. *When a faculty member's assignment places him/her in more than one*

*division/department, he/she shall be considered for election purposes to be in that division/department in which the majority of his/her assignment hours are spent.*

- C. Adjunct faculty wishing to run for election to the Senate must present verification of a fall assignment at the College to the vice-president of the Senate.

Section 3. – General Procedure.

- A. All elections and polls shall be by secret ballot. Adequate precautions shall be taken to insure that only bona fide members of the electorate may vote. The Executive Committee is expected to take steps to maximize voting participation.
- B. The electorate shall be composed of all members of the faculty except where the constitution of these bylaws specify that part-time or full-time members are the only members eligible to vote.
- C. Whenever it can be determined, in the judgment of the Executive Committee, that an individual will meet the eligibility requirements for election to a given position prior to the start of the term of office, then that person's name shall appear on the list of eligibles for nomination and/or election.
- D. A record of each election and poll shall be maintained by the Secretary/Treasurer for two years following the election and/or poll.

Section 4. Election.

- A. Each division shall conduct its own election for Senators from that division. These elections shall be by nomination and secret ballot. Full-time faculty shall vote for officers and full-time senators. Part-time faculty shall vote for officers and part-time faculty from the area to which they are assigned.
- B. Terms of full time Faculty shall be two years with Senators eligible for re-election. After the initial Senate Election, 2002, one-half of the Senators will be chosen by lot to have three year terms. Those Senators will then have election in odd years. All other Senators shall be elected in even years.

Section 5. Senators.

- A. Each division is eligible for one Senate representative for every seven full-time faculty.

A. Humanities, Arts & Social Sciences:	4 senators
B. Business, Mathematics & Sciences:	4 senators
C. Counseling & Student Support Services:	1 senator
D. Library:	1 senator
E. Career Education:	1 senator
F. Continuing Education	1 senator
G. Adjunct Credit Faculty	1 senator
H. Adjunct Non-credit Faculty	1 senator

B. The number of representatives for each area or division shall be determined by the list of full-time faculty given to the Executive Board in the fall semester.

Section 6. Vacancies.

- A. The Senate seat of an elected member shall be declared vacant whenever a senator
  1. resigns from the Senate.
  2. fails to meet the eligibility requirements for membership in the Senate.
  3. accepts a leave of absence of any kind.
  4. Encounters any other conditions which necessitate absence for three or more consecutive regular meetings of the Senate.
  5. Absents himself/herself from three consecutive meetings for reasons, which in the judgment of the Senate, are not justifiable.
  
- B. When a vacancy occurs in a division position, the Senate shall call for a special election to be held by the members of the division, provided more than 3 months exists before the regular spring election. The vice-president shall receive nominations for the vacancy, run an election in a timely manner and report the results of the election to the Senate. If less than 3 months exist, the Executive Committee may appoint a senator from a list of eligible members of the division in question.
  
- C. Senators elected or appointed to fill vacancies shall complete the term of office of the Senator they replace.
  
- D. A division may elect to have an Alternate elected from the area. The Alternate will attend all Senate meetings that the Senator is unable to attend. The Alternate will be counted towards a quorum only when the Senator is absent. In the event that a Senator is unable to make a number of meetings due to a change in assignment, or otherwise, the division may vote to have the Alternate and the Senator exchange

positions for the remainder of the term, or as otherwise directed by the area voting faculty. The results of such a vote will be presented to the Secretary/Treasurer to be recorded. If neither the Senator nor the Alternate can attend Senate meetings, a special election, as outlined above, will be held.

Section 6. Duties of Senators.

- A. The primary responsibility of Senators is to inform division faculty of Senate business and to determine the will of their constituency and to vote and represent that view to the Senate, its officers, the area deans and appropriate councils and committees.
- B. Both Division and Department Senators will be jointly responsible for calling division faculty meetings as appropriate during the year to inform and poll division faculty.
- C. Senators are to attend all Senate meetings in order to convey the will of their constituency. Any Senator unable to attend a Senate session should notify the Secretary/Treasurer as soon as possible. Absent Senators should find a proxy for any missed meeting.
- D. A Senator may hold only one proxy per meeting. Proxies must be presented to the Secretary/Treasurer at the beginning of the meeting in order to be counted towards a quorum.

Section 7. Recall of Senators.

- A. A. Division Senators may only be recalled by the following process:
  - B. 1. Fifty percent plus one faculty member of the full-time faculty (50%+1) sign a petition to recall the Senator. In the case of a part-time senator, the petition must be signed by fifty percent plus one (50% + 1) of the number of adjunct faculty who voted in the previous general election. The petition shall be given to a member of the Executive Committee.
  - C. 2. The Secretary/Treasurer will then hold an election by secret ballot within 2 weeks of receiving the recall petition.
  - D. 3. In order for the recall to be effective, two-thirds of the ballots returned must be in favor of the recall. The recall would be effective on the date of the election.
  - E. 4. If the recall is approved by two-thirds of the ballots returned, the alternate, in case where one exists, shall become the Senator from that division. If no alternate

was chosen from that division, a senator will be selected as provided for in these bylaws.

### ARTICLE III. ELECTION OF SENATE OFFICERS

#### Section 1. Eligibility

1. Executive Board. Any active, tenured member of the Faculty who is a member of the Senate shall be eligible for nomination to the office of President, Vice- President or Secretary /Treasurer. In future years, nominations will take place for the offices of the President, Vice-President and the Secretary /Treasurer as outlined in these bylaws.

#### Section 2. Nominations

As soon after March 1 as possible, and at other such times as the circumstances of a special election may require, the Executive Committee shall request nominations from the active tenured members of the Faculty. No person's name shall be included in any list of nominations without his/her consent.

#### Section 3. Elections

On the basis of the lists of nominees submitted, the Vice-President shall prepare ballots and make them available to all full-time faculty members whose primary assignment is Santiago Canyon College as of the first day of the spring semester for that year, and for adjunct faculty at both the college and continuing education center, and conduct an election according to established procedures. Results shall be reported at once to the Senate through the President. The Secretary /Treasurer shall immediately publish the results to the entire faculty and shall cause them to become a part of the records of the Senate.

#### Section 4. Time

The regular annual election of officers of the Senate shall be completed prior to the May meeting of the Senate, or as soon thereafter as is practical.

#### Section 5. Vacancy

In the event an officer resigns or is otherwise unable to serve the remainder of her/his term of office, the Executive Committee may appoint an active tenured faculty member to serve the remainder of said officer's term, with the exception of the President wherein the Vice-President shall serve the remainder of the President's term of office.

#### Section 6. Recall of Officers

- A. Senate officers may only be recalled by the following process:
1. Fifty percent plus one faculty member of the full-time faculty members (50% + 1) sign a petition to recall the officer. The petition shall be given to a member of the Executive Committee.
  2. The Vice-President (or other officer appointed by the Executive Board if the Vice-President is the subject of the recall) shall prepare ballots and make them available to all full-time faculty members whose primary assignment is the College. The Vice-President will then hold an election by secret ballot within 2 weeks of receiving the recall petition. The ballots shall be returned by the next regular Senate meeting. The Secretary/Treasurer shall immediately publish the results to the entire faculty and shall cause them to become a part of the records of the Senate.
  3. In order for the recall to be effective, two-thirds of the ballots returned must be in favor of the recall. The recall would be effective on the date of the election.
  4. If the recall is approved by two-thirds of the ballots returned, a replacement shall either be appointed by the Executive Committee or elected as provided for in these bylaws.