

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

ARTICLE I MEETINGS

Section 1 Quorum

A majority of the Senators must be present to constitute the quorum.

Section 2 Meetings

A. Regular Meetings

In order to conduct business, the Senate shall regularly meet the first, third, and fifth Tuesday of every month during the academic year unless the date shall fall on a holiday or during the final week of instruction.

B. Special Meetings

In order to conduct business, if warranted, the Senate President may call for a special meeting or, one may be called upon a written request submitted to the Senate President by ten percent of the full-time faculty.

C. Retreats

In order to prepare for the semester, the Senate shall hold a retreat during each flex week of the academic year.

Section 3 Agenda

The agenda of every meeting shall be posted and distributed by the Senate President to the Electorate, Administration, Classified leadership, and District Board of Trustees at least three days prior to the meeting.

Section 4 Minutes

The Senate Secretary shall document Senate Meetings; these minutes shall be distributed to the Electorate, Administration, Classified leadership, and District Board of Trustees. The Secretary shall also post the approved minutes to the Senate website.

Section 5 Attendance

Meetings of the Senate are open to all members of the public and shall be held in accordance with the Brown Act.

Section 6 Rules of Order

Meetings shall be held in accordance with the latest version of Robert's Rules of Order - Newly Revised.

ARTICLE II ELECTIONS FOR SENATORS

Section 1 Representatives

A. Discipline Grouping Representatives

- i. Each Discipline Grouping is eligible for one Senate representative for every seven full-time faculty or portion thereof.
- ii. The Discipline Groupings shall be:
 - a. Business and Career Education
 - b. Continuing Education
 - c. Counseling and Student Services
 - d. Arts, Humanities and Social Sciences
 - e. Library and Learning Support Services
 - f. Mathematics and Sciences
- iii. The number of representatives for each Discipline Grouping shall be determined by the list of full-time faculty given to the Executive Board on the first day of the Spring semester preceding the election.

B. Adjunct Representatives

- i. There shall be two adjunct representatives, preferably with one from credit and one from noncredit.
- ii. Adjunct faculty wishing to run for election to the Senate must present verification of their fall assignment to the Senate Vice President.

Section 2 Voting Eligibility

A. All full-time faculty members may vote for the nominees within their Discipline Grouping.

B. All adjunct faculty may vote for one adjunct representative in credit and one adjunct representative in noncredit.

Section 3 General Procedure

All elections shall be by secret ballot. Adequate precautions shall be taken to ensure that only those eligible may vote.

Section 4 Election

- A. A Senator from each Discipline Grouping shall conduct its own election for Senators. These elections shall be by nomination and secret ballot.
- B. The Senate Vice President shall conduct the adjunct representative elections. These elections shall be by nomination and secret ballot.

Section 5 Vacancies

- A. The Senate seat of an elected member shall be declared vacant whenever a senator:
 - i. resigns from the Senate.
 - ii. fails to meet the eligibility requirements for membership in the Senate.
 - iii. accepts a leave of absence of any kind.
 - iv. encounters any other condition(s) which necessitate(s) absence for three or more consecutive regular meetings of the Senate.
 - v. absents himself/herself from three meetings for reasons, which in the judgment of the Executive Board, are not justifiable.
- B. When a Senator vacancy occurs, the Executive Board shall call for a special election to be held by the members of the Discipline Grouping. If fewer than three months remain in the academic year, the Executive Board may appoint a senator from a list of eligible members of the Discipline Grouping in question. If a faculty member from that Discipline Grouping is unavailable, one may be appointed from the faculty at large.
- C. Senators elected or appointed to fill vacancies shall complete the term of office of the Senator they replace.
- D. In addition to standard representation, a Discipline Grouping may elect an Alternate. The Alternate will attend all Senate meetings. The Alternate will be counted towards quorum and may vote only when a Senator from the Alternate's Discipline Grouping is absent. In the event that a Senator creates a vacancy, the Alternate will serve the remainder of the term. If neither the Senator nor the Alternate can attend Senate meetings, a special election, as outlined above, will be held.

Section 6 Term of Service

- A. Length of service
 - i. Senators are each elected to a two-year term.
- B. Term limits
 - i. There are no term limits for Senators

Section 7 Recall of Senators.

Senators may be recalled only by the following process:

- A. Twenty percent of the full-time faculty within the Discipline Grouping must sign a petition to recall the Senator. In the case of an adjunct senator, the petition must be signed by twenty percent of the number of adjunct faculty who voted in the previous general election. The petition shall be submitted to the Senate Vice President to be authenticated as quickly as possible.
- B. If the petition is authenticated, the Senate Vice President will then hold an election by secret ballot within two weeks.
- C. In order for the recall to be effective, over half of the Discipline Grouping must vote and two-thirds of the ballots returned must be in favor of the recall. In the case of an adjunct Senator, the recall is effective if over half of the number that voted in the previous general cast a vote and two-thirds of those ballots are in favor of recall. The recall is effective on the date of the election.
- D. If the recall is approved, the Alternate, in the case where one exists, shall become the Senator from that Discipline Grouping. If no Alternate was chosen from that Discipline Grouping, a Senator will be selected as provided for in these bylaws.

ARTICLE III ELECTION OF SENATE OFFICERS

Section 1 Eligibility

Any active, tenured member of the Faculty who is a member of the Electorate shall be eligible for nomination to the office of President, Vice President, Secretary/Treasurer or Chair of the Curriculum and Instruction Council.

Section 2 Nominations

As soon as possible in the spring semester and, at other such times as the circumstances of a special election may require, the Executive Board shall request nominations from the members of the Electorate. 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 Senate Vice-President shall prepare ballots, make them available to the Electorate and conduct an election according to established procedures. Results shall be reported at once to the Senate through the Senate President. The Senate Secretary/Treasurer shall immediately announce the results to the Electorate and shall record them.

Section 4 Time

The regular annual election of Senate Officers shall be completed prior spring break.

Section 5 Vacancy

In the event a Senate Officer resigns or is otherwise unable to serve the remainder of her/his term of office, the Executive Board may appoint a Senator to serve the remainder of the term. If it be the Senate President, then the Senate Vice President shall serve the remainder of the Senate President's term of office. If it be the Chair of the Curriculum and Instruction Council, then the Co-Chair of the Curriculum and Instruction Council shall replace the Chair of the Curriculum and Instruction Council and serve out the remainder of the term of office. If there is not a Co-Chair of the Curriculum and Instruction Council, , the Senate President will appoint a full time faculty member to Chair of the Curriculum and Instruction to serve out the remainder of the term of office.

Section 6 Term of Service

A. Length of service

- i. The President is elected to a two-year term.
- ii. The Vice President and Secretary/Treasurer are each elected to a two-year term.
- iii. The Chair of the Curriculum and Instruction Council is elected to a three year term.

B. Term limits

- i. There are no term limits for President, Vice President or Secretary/Treasurer.
- ii. The Chair of the Curriculum and Instruction Council may not serve for three consecutive terms unless approved by the Senate.

Section 7 Recall of Officers

Senate officers may be recalled only by the following process:

- A. Twenty percent of the full-time faculty members sign a petition to recall the officer. The petition shall be authenticated by a member of the Executive Board.
- B. The Senate Vice President (or other Senate Officer appointed by the Executive Board if the Senate Vice President is the subject of the recall) shall prepare ballots and make them available to all full-time faculty members.
- C. The Senate Vice President (or designee) will then hold an election by secret ballot within two weeks of receiving the recall petition.
- D. The ballots shall be returned by the next regular Senate meeting and the Senate Secretary/Treasurer shall immediately publish the results to the entire faculty and shall record them.
- E. In order for the recall to be effective, over half of the full time Faculty must vote and two-thirds of the ballots returned must be in favor of recall. The position will immediately become vacant.

ARTICLE IV DUTIES

Section 1 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. Senators will be responsible for calling Discipline Grouping meetings as appropriate during the year to inform and poll division faculty.
- C. Senators are to attend all Senate meetings and retreats in order to convey the will of their constituency. Any Senator unable to attend a Senate session should notify the Senate Secretary/Treasurer as soon as possible.

Section 2 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 the Academic Senate California Community College Plenary Sessions.
- G. to 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 Academic Senate of California Community Colleges' Plenary Sessions.
- J. to maintain specified portions of the senate web pages.

- K. to participate in District Senate functions.
- L. to facilitate the New Faculty Institute.
- M. to serve as a member of District Council and the Planning & Organizational Effectiveness and Enrollment Management committees.
- N. to appoint a senate representative onto hiring committees.
- O. to serve as Co-Chair of College Council and the Planning & Institutional Effectiveness Committee.
- P. to serve as ex-officio member of the RSCCD Foundation Board.
- Q. to represent the faculty at various college functions.

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.
- 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.
- G. to dispatch duties as specified in faculty request process.
- H. to serve as a member of the College Council, Budget Committee, and Fiscal Resources Committee.
- J. to attend RSCCD Board meetings.
- K. to maintain specified portions of the senate web pages.
- L. to participate in District Senate functions.
- M. to collect Senate Summary Reports for distribution.

Section 3 Secretary/Treasurer

It shall be the duty of the Secretary/Treasurer:

- A. to serve for the President during any temporary absence of the President and Vice President.
- B. to issue calls to meetings, publish agendas, keep appropriate records and publish minutes of all of the Senate.
- C. 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.
- D. to perform other duties as may be specified in the Senate Constitution and in these bylaws.
- E. to collect all assessments of the Senate as directed by the Senate.
- F. to deposit funds in a local bank in the name of the Senate.
- G. 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.
- H. to maintain a record of all receipts and disbursements of Senate monies, and to make available for audit by the College Senate Executive committee.
- I. to present a yearly budget to the Senate by the last regular meeting in April of the previous academic year.
- J. to revise, maintain and distribute the Senate Handbook.
- K. to maintain specified portions of the senate web pages.
- L. to participate in District Senate functions.
- M. to attend all Santa Ana College Academic Senate meetings.
- N. to serve as a member of the Technology Committee and district Technical Advisory Group.

Section 4 Chair of the Curriculum and Instruction Council

It shall be the duty of the Chair of the Curriculum and Instruction Council:

- A. to serve for the President during any temporary absence of the President, Vice President, and Secretary/Treasurer.
- B. to preside over all meetings of the Curriculum and Instruction Council.
- C. to serve as Co-Chair of the District Curriculum and Instruction Council, Catalog Task Force, and Enrollment Management Committee.
- D. to serve as Chair of the Curriculum and Instruction Council Technical Review Committee.
- E. to present reports of all curricular changes to the governing board.
- F. to train all faculty and administrators in any new regulations, processes, or technology impacting curriculum.
- G. to assist faculty in the creation or modification of courses and programs.
- H. to maintain and revise the Curriculum Handbook.
- J. to partner with the Vice President of Academic Affairs to maintain compliance with all regulations from the California Code of Regulations.
- K. to prepare all agendas for the Curriculum and Instruction Council in accordance with the Brown Act.
- L. to serve as a member of College Council and the Planning & Institutional Effectiveness Committee.
- M. to stay informed of any statewide curricular issues; particularly by attending conferences and institutes.
- N. to maintain specified portions of the Curriculum & Instruction Council web pages.
- O. to participate in District Senate functions.