

CONSTITUTION AND BYLAWS
OF
REEDLEY COLLEGE ACADEMIC SENATE

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CONSTITUTION OF THE REEDLEY COLLEGE ACADEMIC SENATE

Article I — Name

§ 1. The name of this organization shall be REEDLEY COLLEGE ACADEMIC SENATE.

Article II - Purpose and Scope

§ 1. In accordance with California Education Code and Title 5 of the California Code of Regulations, the purpose of the Reedley College Academic Senate is to act as the faculty's representative to the State Center Community College District's Board of Trustees and its designees regarding academic and professional matters. The Senate will communicate the faculty's advice and counsel on such issues to administrative necessary parties, and will work collegially with them to promote the academic quality of the institution.

§ 2. The Academic Senate may concern itself with the general areas of academic, professional, and fiscal policy. This includes all areas identified in California Education Code, the California Code of Regulations, State Center Community College District Board Policies, State Center Community College District Administrative Regulations, and local procedures and practices.

§ 3. The Academic Senate shall be empowered to appoint faculty members to committees, conduct investigations, conduct such business and discuss such matters as shall be deemed appropriate by the Senate or which may be referred to it by petition of at least ten (10) percent of the faculty.

§ 4. The Academic Senate shall present, in writing, its recommendations and views to the college president for review and written response. After consultation with the president or his/her designee, the Senate may lay directly before the governing board of the district its recommendations on any matter within its purview as established by statute or regulation.

Article III — Membership

§ 1. The constituency of the Academic Senate shall be composed of all faculty members, and the voting constituency shall be all faculty members (except for part-time as per Article III § 4) whose duties do not require an administrative credential. For the purpose of this Constitution, the word "faculty" will represent that body as defined in California Education Code and the California Code of Regulations.

Article IV — Representation to the Academic Senate

§ 1. The Academic Senate shall be composed of faculty members selected by their peers from each certificated department of the college and the certificated auxiliary staff. Representation shall be determined by the number of faculty in a given department based on a ratio of 1:8 (or any fraction thereof). Therefore, departments having 1 to 8 members shall be entitled to one representative; departments having 9 to 16 members shall be entitled to two representatives; departments with 17 to 24 members shall be entitled to three representatives, and so on.

§ 2. When selecting faculty members to serve on the Academic Senate, departments should ensure, to the best of their ability, that all campuses are represented, to the degree possible.

§ 3. If additional departments are added to the college at a later date, such shall automatically become eligible to elect representatives to serve on the Academic Senate in the proportions listed in § 1 of this article.

§ 4. All full-time certificated, non-management staff are eligible to serve as senators of the Academic Senate.

§ 5. Part-time certificated staff shall have the opportunity to elect one representative per campus
(or state approved center) to serve on the Academic Senate.

Article V — Officers

§ 1. The Academic Senate officers shall be President, Vice President for Senate Business, Vice President for Curriculum, Secretary, Representative to the State Senate, Immediate Past President, the president/chair of any center's faculty association, and such other officers as are needed.

§ 2. Officers are to be elected by the Academic Senate itself and may serve more than one term.

Article VI — Executive Committee

§ 1. The Executive Committee of the Academic Senate shall consist of the Officers of the Academic Senate.

Article VII — Meetings

§ 1. The Academic Senate shall meet regularly but no fewer than three times per semester at the call of the President of the Senate, who may call a special meeting if, in consultation with the Executive Committee, such a meeting is deemed necessary.

Article VIII— Amendments

§1. Any faculty member may recommend, through his or her Academic Senate representative, an amendment to this constitution.

§ 2. Any faculty member may present to the Academic Senate, in writing, a proposed amendment to the Constitution or By-laws. All amendments shall be introduced at a regular meeting of the Senate.

§ 3. An amendment to the Constitution will be considered formally proposed by a two-thirds ($2/3$) majority vote of the senators present, or by petition of twenty-five percent (25%) of the members of the faculty. The proposed amendment and the time specified for voting shall be presented in writing to the non-management certificated staff at least ten working days before the vote. An amendment shall become effective upon approval by two-thirds of the fulltime, non-management certificated staff who participate in the vote.

- (a) The Academic Senate representatives from the part-time faculty may participate in the ratification vote of any proposed amendment.

BYLAWS

Section 1. Selection and Duties of Senators

Members of the Academic Senate shall be selected by their representing departments and are expected to serve two-year, staggered terms. One-half of the members shall be selected during each spring semester and shall take office the following July 1st.

One member from the adjunct (part-time) faculty may be elected by the adjunct faculty each fall semester at the annual fall meeting of adjunct faculty and shall serve a one-year term. The adjunct representative shall have full voting rights in the Senate. The Senate President shall solicit nominations from the adjunct faculty, prepare ballots, and conduct the election. In the event that a vacancy should occur the Senate President shall solicit nominations from the adjunct faculty, prepare ballots, and conduct a special election.

Senators shall:

- a. Attend all meetings of the Academic Senate
- b. If unable to attend a Senate meeting, designate a proxy from the department and notify the Secretary in advance of this designation.
- c. Report out new business and informational items from meetings to their respective departments in a timely manner.
- d. Bring any department feedback from these items to the Senate meetings.

Section 2. The Election of Senate Officers

The Academic Senate President, two Vice Presidents, Secretary, and Representative to the State Academic Senate shall be elected for a two-year term.

The Senate President shall appoint a Nominations Committee, composed of the Immediate Past President of the Senate and two senators, no later than October 1st. The committee shall solicit nominations from the full-time faculty and present the names of the nominees to the Senate by November 1st. Nominations from the floor may be made at the meeting at which the Nominations committee presents its slate.

The Executive Committee of the Senate shall prepare the ballots and complete the election no later than the first meeting in November. The officers shall be elected by majority vote of the Senate and shall, begin serving their terms January 1st.

Section 3. Powers and Duties of Officers

The President shall:

- a. Be responsible for establishing the time and place for all regular meetings and all Executive Committee meetings as required,
- b. Be responsible for the preparation of the agenda for all regular, special, and Executive Committee meetings.
- c. Preside over all general sessions and Executive Committee meetings.
- d. Act as the spokesperson in representing the Academic Senate and the Executive Committee in school business with the District Administration, the College President, or others.
- e. Represent the Senate (or delegate a representative) in pertinent school business at all times including summers and holidays.
- f. Appoint a parliamentarian who shall serve at the pleasure of the President.
- g. In consultation with the Executive Committee, appoint members and chairs to all standing committees and special committees except those committees, as designated by the Senate, for which members are elected.
- h. In consultation with the president/chair of any center's faculty association and department chairs, review senate membership at the start of each academic year to ensure that each department has selected the correct number of senators and has to the best of their ability ensured that all campuses are represented to the degree possible.
- i. Be responsible for informing the Senate of District proposals and concerns.
- j. Consult with the other Academic Senates in the district on matters of mutual concern.
- k. Prepare and submit budget requests for Academic Senate activities.

The Vice President for Senate Business shall

- a. Act as President in the absence of that officer.
- b. Succeed to the presidency in the event of the vacancy of that office.
- c. Perform such functions as assigned or delegated by the President to assist in carrying out the purposes and policies of the Academic Senate.
- d. Serve on the Executive Committee of the Academic Senate.

The Vice President for Curriculum shall

- a. Chair the Curriculum Committee.
- b. Act as President in the absence of that officer and the Vice President for Senate Business.
- c. Perform such functions as assigned or delegated by the President to assist in carrying out the purposes and policies of the Academic Senate.
- d. Serve on the Executive Committee of the Academic Senate.

The Secretary shall

- a. Be responsible for taking, writing, and disseminating all minutes of regular and special meetings.
- b. Maintain a file of all minutes and official documents.
- c. Record attendance at regular and special meetings.

- d. Perform such other functions as assigned by the President to assist in carrying out the purposes and policies of the Academic Senate.
- e. Serve on the Executive Committee of the Academic Senate.

The Immediate Past President shall

- a. Serve as an active member of the Executive Committee.
- b. Serve on the Nominations Committee for the Academic Senate.
- c. Perform such functions as assigned or delegated by the President to assist in carrying out the purposes and policies of the Academic Senate.
- d. Serve on the Executive Committee of the Academic Senate.

The president/chair of any center's faculty association shall

- a. Serve as an active member of the Executive Committee.
- b. Attend all meetings of the Academic Senate
- c. Perform any duties as described in the representing organization's governing documents.

The Representative to the State Academic Senate shall

- a. Serve as delegate to the State Academic Senate Conference and attend the biannual meetings.
- b. Assist the President as the Academic Senate representative in communicating with the State Academic Senate.
- c. Receive and screen and present those communications from the State Senate that should come to the Academic Senate's attention.
- d. Perform such other functions as assigned by the President to assist in carrying out the purposes and policies of the Academic Senate.
- e. Serve on the Executive Committee of the Academic Senate

The Executive Committee shall

- a. Meet at regular intervals throughout the academic year.
- b. Assure that Senate representatives are available at all times when District or College decision making concerning the general areas of academic, professional, personnel, and fiscal policy (see Article II) occurs

Section 4. Powers and Duties of Senate Committees

Senate Committees both ad hoc and standing committees, may investigate problems, prepare reports, formulate position statements, and recommend Senate policy. All committee action shall be reported to the Academic Senate at regular or special meetings for appropriate consideration or action.

Section 5. Senate Representation on Committees

Senate representation on college, district, or intercampus committees may come from the full-time faculty and is not restricted to Senate members except as designated by the Senate:

- a. The Academic Senate shall elect three senators, in addition to the Senate Vice President for Curriculum, to the Curriculum Committee to serve for terms of

one year each.

- b. The Academic Senate President, in consultation with the Executive Committee, shall appoint all faculty representatives to college ad hoc and standing committees, that impact academic and professional matters, for appropriate term as determined by the rules of the group to which they are appointed.

Section 6. Replacement for Officer or Committee Member

In the event that any officer (except the Senate President) resigns or cannot continue in office, the Academic Senate shall at the next regular Senate meeting elect a replacement to complete the term.

The removal of an officer from office will be considered formally proposed by a two-thirds (2/3) majority vote of the senators present, or by petition of twenty-five percent (25%) of the members of the full-time faculty. The proposed removal of the officer and the time specified for voting shall be presented in writing to the non-management certificated staff at least ten working days before the vote. The removal of the officer shall become effective upon approval by two-thirds of the full-time non-management certificated staff who participate in the vote.

In the event that a committee member resigns or cannot continue, the Senate President shall either appoint a replacement to serve out the designated term or, with the advice of the Executive Committee, determine that the position should remain vacant for the term.

Section 7. Provisions for Calling or Conducting Meetings

The Academic Senate shall meet regularly but not fewer than three times per semester. The President shall call special meetings as required. The President shall also call special meetings at the written request, with signatures, of ten percent (10%) of the full-time faculty.

Section 8. Availability of Meeting Materials

Academic senates are recognized as decision-making bodies under California's Education Code and Code of Regulations. As such, they are subject to the requirements of Ralph M. Brown Act (California Government Code, sections 54950-54963). In accord with this law, the Academic Senate of Reedley College will: hold all meetings publically; take action only on items on the agenda; publically post the agenda and meeting materials three business days before the meeting; publically post previous meeting minutes, and note individual votes within the meeting minutes.

Section 9. Parliamentary Authority

The Academic Senate shall conduct business through parliamentary procedure based on Roberts' Rules of Order.

Section 10. Quorum and Action

A majority of the members of the Academic Senate shall constitute a quorum, and action shall be taken by a majority vote of the members present.

Section 11. Amendment of the Bylaws

Any faculty member may recommend through his or her Senate representative an amendment to the bylaws; which shall be introduced at a regular meeting of the Senate. The proposed

amendment to the bylaws shall be presented in writing to the full-time non-management certificated staff at least ten days before the vote. An amendment to the Bylaws shall become effective upon approval by a two-thirds (2/3) majority of the senators present.

- (a) The Senate representative from the adjunct staff may also vote on the proposed amendment.

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