

CONSTITUTION AND BY-LAWS
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 State Education Code and Title V of the California Code of Regulations, the purpose of the Reedley College Academic Senate is to act as the faculty's representative to the administration and to the governing board with regard to academic and professional matters. The Senate will communicate the faculty's advice and counsel on these to the governing board and to the administration, 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, personnel, and fiscal policy. These areas include academic freedom, budget policies, curriculum, extra-curricular activities, counseling and problems of student personnel, grading practices and standards of admission and retention, literacy standards, graduation requirements, instructional procedures, library policies, professional ethics, certificated personnel policies (selection, retention, promotion, dismissal), physical plant and development, public and community relations, teacher load and any other academic or professional matters not expressly excluded from Senate jurisdiction by law.

§ 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 law.

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 elected 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 proportionally represented.

§ 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 representatives to and 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, Immediate Past President, Representative to the State Senate, President of the North Centers 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.
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BY-LAWS

Section 1. Election of Senators

Members of the Academic Senate shall be elected for two-year, staggered terms. One-half of the members shall be elected during each spring semester and shall take office the following July 1st. The department chairs shall solicit nominations from the department members, prepare ballots, conduct the election, and communicate the results to the Senate President.

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.

Section 2. The Election of Senate Officers

The Academic Senate President, two Vice Presidents, and Secretary shall be elected for one-term. The 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 conduct the election by November 15th. 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. Be responsible for informing the Senate of District proposals and concerns.
- i. Consult with the FCC Senate on matters of mutual concern.
- j. 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.

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 functions as assigned or delegated by the President.
- e. Serve 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, who serves as Vice Chair, to the Curriculum Committee to serve for terms of one year each.
- b. The Academic Senate shall conduct the election of four faculty members to the Budget Process Committee, each serving for a two-year term; two members elected each year.
- c. The Academic Senate President, in consultation with the Executive Committee, shall appoint all other representatives to college ad hoc and standing committees 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.

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. Parliamentary Authority

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

Section 9. Quorum and Action

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

Section 10. 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 a least ten days before the vote. An amendment to the Bylaws shall become effective upon approval by a majority of the full-time certificated non-management staff. (The Senate representative from the adjunct staff may also voter on the proposed amendment.)

Amended March 13, 1992 / Amended April 7, 1998 / October 2004