

ACADEMIC SENATE OF SHASTA COLLEGE

BY-LAWS

ARTICLE I - DEFINITIONS

The following terms are to be understood in the restrictive and technical sense herein defined.

- A. *Faculty Member*: Faculty members are all academic employees, regular and temporary, whose primary responsibility requires regular and direct contact with students for the purpose of educating or providing educational support to students. Faculty members include, but are not limited to, instructors, librarians, counselors, health service professionals, disabled student programs and services professionals, and extended opportunity programs and services professionals. Employees whose positions are designated supervisory, management, administrative, or clerical are not faculty members.
- B. *Academic Senate*: the local Academic Senate certified by the Executive Committee of the Academic Senate for California Community Colleges (ASCCC).
- C. *Executive Committee*: the officers, division representatives, at large representatives, adjunct representatives, and ex-officio members of the Academic Senate.
 - 1. *Voting members*: officers, division representatives, at large representatives, and adjunct representatives.
 - 2. *Non-voting members*: ex-officio members.
- D. *Division*: includes the Academic Divisions, the Academic Services Division, and the Student Services Division.
 - 1. *Academic Divisions*: the Academic Divisions include those divisions whose primary responsibilities involve classroom instruction and report to the Vice President of Academic Affairs.
 - 2. *Academic Services Division*: the Academic Services Division includes those departments not included in the Academic Divisions as defined above, but who report to the Vice President of Academic Affairs, e.g. Library.
 - 3. *Student Services Division*: the Student Services Division includes those departments who report to the Vice President of Student Services, e.g. Counseling, Health Services, and Disabled Student Services.
- E. *Division Representative*: a faculty member elected by a specific division to represent the faculty in that division on the Executive Committee.

- F. At large Representative: a full time faculty member elected by full time faculty to represent the full time faculty on the Executive Committee.
- G. Adjunct Representative: an adjunct faculty member elected by adjunct faculty to represent the adjunct faculty on the Executive Committee.
- H. Ex-officio members: the co-chairs of the Standing Subcommittees of the Academic Senate and the Vice President of Academic Affairs.
- I. Delegate: a faculty member appointed by the Executive Committee to represent the Academic Senate at an ASCCC Plenary Session with full voting rights at that session.
- J. Joint Committee: a committee comprised of both faculty and non faculty members.
- K. Affiliate Committee: a long- or short-term committee whose business does not fall into the categories of Standing, Ad-hoc, or Joint as defined in the Academic Senate's bylaws and which is recognized by the Academic Senate as the body with expertise on a particular topic.

ARTICLE II - EXECUTIVE COMMITTEE

SECTION 1 - Organization of the Executive Committee

The method for determining the number of division representatives assigned to each representation area shall be the apportionment method as outlined in Appendix A.

In order to avoid any conflict of interest, perceived or otherwise, no member of the Executive Committee of the Academic Senate may concurrently serve as an elected officer or representative of the Shasta College Faculty Association.

SECTION 2 - Members of the Executive Committee

- A. Officers: there shall be a President, Past President, Vice President, and a Secretary of the Academic Senate.
- B. Division Representatives: there shall be 11 Division Representatives selected from the full time faculty in the divisions.
- C. At large Representatives: there shall be 7 At large Representatives selected from the full time faculty at large.
- D. Adjunct Representatives: there shall be 3 Adjunct Representatives selected from the adjunct faculty at large.
- E. Co-chairs of Standing Sub-committees.
- F. Vice President of Academic Affairs.

SECTION 3 - Election of Officers

At one of the meetings in May, the Executive Committee will elect officers for the following year.

A. Election of the President

The President of the Academic Senate shall be elected by the Executive Committee from the membership of the full time faculty. The President shall be elected by the Executive Committee using plurality voting.

B. Election of the Vice President

The Vice President of the Academic Senate shall be elected by the Executive Committee from the membership of the Executive Committee. The Vice President shall be elected by the Executive Committee using plurality voting.

C. Election of the Secretary

The Secretary of the Academic Senate shall be elected by the Executive Committee from the membership of the Executive Committee. The Secretary shall be elected by the Executive Committee using plurality voting

SECTION 4 - Terms of Officers

- A. The President shall serve for a term of one academic year beginning with the first Academic Senate meeting of the Fall Semester and lasting through the summer. The President shall serve a maximum of three consecutive terms (of 1 academic year each), but may serve additional terms after an interruption of service of at least one term.
- B. The Vice President shall serve for one academic year beginning with the first Academic Senate meeting of the Fall Semester and lasting through the summer.
- C. The Secretary shall serve for one academic year beginning with the first Academic Senate meeting of the Fall Semester and lasting through the summer.
- D. The term of the Past President shall be at least one academic year beginning with the first Academic Senate meeting of the Fall Semester and lasting through the summer. The Past President will remain in office until the completion of the current President's term(s).

SECTION 5 - Duties of Officers

- A. The President of the Academic Senate shall:
 - 1. Preside at all regular and special meetings of the Academic Senate.
 - 2. Make all faculty appointments to college and district-wide committees.
 - 3. Appoint Academic Senate representatives or other faculty to carry out Academic Senate responsibilities as necessary.
 - 4. Attend, or appoint a designee to attend, all regular meetings of the Board of Trustees.
 - 5. Prepare and distribute an agenda for all Academic Senate meetings.
 - 6. Assume responsibility for the progress and work of the Academic Senate.

7. Supervise the administration of Academic Senate business.
8. Be the official spokesperson for the Academic Senate.
9. Serve as one of the three faculty representatives on the College Council.
10. Represent the Academic Senate at meetings of the ASCCC.

B. The Vice President of the Academic Senate shall:

1. Assume the duties of the President in the absence of the President until such time as determined by the Executive Committee of the Academic Senate.
2. Assume responsibility for the elections of the Academic Senate Officers, the At large Representatives and the Adjunct Representatives.
3. Perform other duties deemed appropriate by the Executive Committee of the Academic Senate.

C. The Secretary of the Academic Senate shall:

1. Keep minutes of all Academic Senate meetings.
2. Make minutes available to all faculty members.
3. Monitor the ASCCC website for new publications and distribute copies to the faculty as appropriate.

D. The Past President of the Academic Senate shall:

1. Assume the duties of the President if both the President and Vice President are absent or incapacitated.
2. Meet with President on a regular basis.

SECTION 6 - Election of Representatives

A. Election of Division Representatives

The Division Representatives to the Executive Committee shall be elected by the full time division faculty members using a process to be determined by the faculty in the division. Election of Division Representatives for the following year shall occur in April.

B. Election of At large Representatives

The At large Representatives to the Executive Committee shall be elected by the full time faculty members. Election of At large Representatives for the following year shall occur in April. The Vice President shall be responsible for conducting this election. Elections shall be held so that four At large Representatives will be elected one year and three At large Representatives shall be elected the following year. If there are fewer volunteers than there are positions available, the President shall appoint At large Representatives.

C. Election of Adjunct Representatives

The Adjunct Representatives to the Executive Committee shall be elected by the adjunct faculty members. Election of Adjunct Representatives for the following year shall occur in April. The Vice President shall be responsible for conducting this

election. Elections shall be held biennially. If there are fewer than 3 volunteers, the President shall appoint Adjunct Representatives.

SECTION 7 - Terms of Representatives

- A. Division Representatives shall serve for one academic year beginning with the first Academic Senate meeting of the Fall Semester and lasting through the summer.
- B. At large Representatives shall serve a term of two years and shall take office beginning with the first Academic Senate meeting of the Fall Semester and lasting through the summer that concludes the two year term.
- C. Adjunct Representatives shall serve a term of two years and shall take office beginning with the first Academic Senate meeting of the Fall Semester and lasting through the summer that concludes the two year term.

SECTION 8 - Duties of Representatives

- A. Division Representatives
 - 1. Represent all full time faculty within the assigned area and bring any issues from that area to Academic Senate meetings.
 - 2. Vote on behalf of the assigned area.
 - 3. Report Academic Senate business back to full time faculty within the assigned area.
- B. At large Representatives
 - 1. Represent all full time faculty in general on any issue discussed at Academic Senate meetings.
 - 2. Vote as deemed appropriate to represent full time faculty.
- C. Adjunct Representatives
 - 1. Represent all adjunct faculty on any issues discussed at Academic Senate meetings.
 - 2. Vote as deemed appropriate to represent all adjunct faculty.
 - 3. Report Academic Senate business back to adjunct faculty as needed.

SECTION 9 - Vacancies

- A. If an officer vacates the position before the end of the term, the Executive Committee will elect a replacement.
- B. If a Division Representative vacates the position before the end of the term, the Division will elect a replacement.
- C. If an At large Representative vacates the position before the end of the term, the President will appoint a replacement.

- D. If an Adjunct Representative vacates the position before the end of the term, the President will appoint a replacement.

ARTICLE III - DELEGATE

SECTION 1 - Role of Delegate

- A. An Academic Senate Delegate is a faculty member appointed by the Executive Committee to represent the local Academic Senate at an ASCCC Plenary Session with full voting rights at that session.
- B. An Academic Senate Delegate has the responsibility to operate in a truly representative capacity. In order for a delegate to fulfill this representative responsibility, the delegate must keep well informed on both the local and the statewide Academic Senate's positions on issues. The Academic Senate Delegate represents the local Academic Senate's recommendations on academic and professional matters at the system wide level, giving direction through the resolution process to the Executive Committee of the ASCCC.

SECTION 2 - Selection of Delegate

The Delegate of the Academic Senate shall be appointed by the Executive Committee from the membership of the full time faculty.

SECTION 3 - Term of Delegate

The Delegate shall serve for a term of one semester.

SECTION 4 - Duties of Delegate

Serving in a representative capacity, the Academic Senate Delegate has numerous responsibilities that occur before, during, and after each Plenary Session.

- A. Before the Session:
 - 1. Become familiar with the structure, purpose, and history of the Academic Senate.
 - 2. Attend Area meetings if possible to gain early information on statewide issues that will be addressed at the Plenary Session.
 - 3. Review pre-session materials and encourage faculty with subject matter expertise/responsibility to attend.
 - 4. Discuss the issues with the local Academic Senate to identify faculty positions. Such positions may take the form of resolutions to be presented at the Plenary Session.
 - 5. Study, distribute and discuss pre-session resolutions with the local Academic Senate to receive direction prior to the Area meeting.
- B. During the Session:
 - 1. Review documents in the session packet, e.g., pre-session resolutions, papers, etc.

2. Network with colleagues attending the session for additional information and perspectives on issues.
3. Attend as many breakouts as possible.
4. Participate in resolution writing sessions with Area representatives.
5. Write and sponsor resolutions based on discussion/issues in session breakouts.
6. Take forward resolutions sent by the local Academic Senate to the session.
7. Represent the position of the local Academic Senate during the resolution debate and voting session at the conclusion of the Plenary Session.
8. Vote for Executive Committee officers and members.

C. After the Session:

1. Report the results of the Plenary Session back to the local Academic Senate.
2. Distribute appropriate information among the campus community.

ARTICLE IV - CONDUCTING BUSINESS

SECTION 1 - Academic Senate Meetings

- A. All meetings shall follow the Brown Act guidelines.
- B. A quorum at meetings of the Academic Senate shall consist of the Academic Senate President, or the Vice President in the absence of the President, and ten other voting members.
- C. The Executive Committee of the Academic Senate shall hold meetings as needed, but not less frequently than one per month during the academic year.
 1. Regular meetings: regular meetings of the Academic Senate will be scheduled by the President. All meetings must be announced at least 72 hours in advance. Such announcements will include the agenda of the meeting and such material as is pertinent to the discussion of agenda items.
 2. Special meetings: the President or a majority of the voting members of the Executive Committee may call a special meeting. The agenda must be posted at least 24 hours prior to the meeting in a location freely accessible to the faculty. The agenda should indicate that the meeting is being called as a special meeting, and shall state the time, place, and business to be transacted at the meeting. No other business shall be considered at the special meeting. An agenda is required even if the meeting is conducted in closed session and even if no action is taken.
 3. Closed session meetings: closed session meetings may be called as needed by the President for the purpose of discussing personnel issues or pending litigation. All items to be considered in closed session must be described in the notice or agenda for the meeting. Prior to each closed session, the Executive Committee must orally announce the subject matter of the closed session. If final action is taken in closed session, the Executive Committee must reconvene in open session to report the action at the conclusion of the closed session.

SECTION 2 - Academic Senate Action

- A. No Academic Senate action shall take place without a quorum, as defined in Article IV, Section 1.B.
- B. Any Academic Senate member may participate in discussions at Academic Senate meetings.
- C. Meetings will be conducted using the standard order of business recommended under the parliamentary procedures outlined in *Roberts Rules of Order*.
- D. Only voting members of the Executive Committee may make motions and vote at an Academic Senate meeting.
- E. Voting will be by simple majority of the voting members present at the meeting.
- F. The President will only vote in case of a tie.
- G. Any matter which the Academic Senate proposes to discuss formally with the Board of Trustees must first have been approved at an Academic Senate meeting.

SECTION 3 - Communications with the Board of Trustees

- A. The Academic Senate shall be represented at regular meetings of the Board of Trustees by either the President or the designee of the President of the Academic Senate. The representative shall express the recommendations as determined at Academic Senate meetings.
- B. The Academic Senate shall present its views and recommendations to the Board of Trustees through regularly established channels. However, the Academic Senate, as provided for in Title 5, may present its views directly to the Board of Trustees at any time.

ARTICLE V - SUBCOMMITTEES

The Academic Senate may create standing and ad-hoc subcommittees and authorize such to perform any duty within the scope of the Academic Senate's power.

Section 1 - Ad-hoc Subcommittees:

- A. Ad-hoc Subcommittees may be formed by the Academic Senate as necessary. The purpose of such committees must be approved by vote at an Academic Senate meeting prior to the first meeting of the ad-hoc committee. Ad-hoc Subcommittees make recommendations to the Executive Committee of the Academic Senate.

Section 2 - Standing Subcommittees:

- A. Each Standing Subcommittee of the Academic Senate shall operate according to general guidelines approved by the Executive Committee of the Academic Senate. These guidelines shall address the composition of the subcommittee, including the voting membership, the scheduling of regular and special meetings, and distribution of agendas.
- B. All Standing Subcommittees of the Academic Senate report to the Executive Committee on a regular basis at Academic Senate meetings.
- C. All Standing Subcommittees are co-chaired by an appropriate administrator and a member of the Academic Senate, with the Academic Senate co-chair having primary responsibility for conducting meetings. The Academic Senate co-chair will be considered an ex-officio member of the Executive Committee. The administrator is responsible for arranging staff support, minutes, and logistical support. The co-chairs share responsibility for constructing agendas.
- D. The Academic Senate, acting through the Executive Committee, relies primarily upon the recommendations of its Standing Subcommittees. The Academic Senate will ordinarily accept the subcommittee's recommendations, except when exceptional circumstances and compelling reasons exist. If such circumstances occur, the Executive Committee may ask a Standing Subcommittee to reconsider an issue, or the Executive Committee itself may determine an appropriate course of action.
- E. All actions of the Standing Subcommittees requiring action by the Board of Trustees must be approved by the Executive Committee before transmission by the Academic Senate President, or designee, to said board.
- F. The Standing Subcommittees of the Academic Senate are:
 - 1. The Curriculum Council is a Standing Subcommittee of the Academic Senate. The Administrative Co-chair shall be the Vice President of Academic Affairs or an appropriate Instructional Administrator designated by the Vice President of Academic Affairs.
 - a. The General Education Committee is a Standing Subcommittee of the Curriculum Council and reports to the Curriculum Council. The Administrative Co-chair shall be the Vice President of Student Services or an appropriate Instructional Administrator designated by the Vice President of Student Services.
 - 2. The Scholastic Standards Committee is a Standing Subcommittee of the Academic Senate. The Administrative Co-chair shall be the Vice President of Student Services or an appropriate Student Services Administrator designated by the Vice President of Student Services.
 - 3. The Matriculation Committee is a Standing Subcommittee of the Academic Senate. The Administrative Co-chair shall be the Vice President of Student Services or an appropriate Student Services Administrator designated by the Vice President of Student Services.
 - 4. The Student Learning Outcomes Committee is a Standing Subcommittee of the Academic Senate. The Administrative Co-chair shall be the Vice President of

Academic Affairs or an appropriate Instructional Administrator designated by the Vice President of Academic Affairs.

ARTICLE VI - JOINT COMMITTEES

In matters which fall under the purview of the Academic Senate and are in the realm of a joint committee's expertise, the Academic Senate may vote to rely primarily upon the recommendations of that joint committee. Should this be the case, the Academic Senate will ordinarily accept the joint committee's recommendations, except when exceptional circumstances and compelling reasons exist. If such circumstances occur, the Executive Committee may ask a joint committee to reconsider an issue, or the Executive Committee itself may determine an appropriate course of action.

ARTICLE VII - AFFILIATE COMMITTEES

1. Any committee whose business does not fall into the categories of Standing, Ad-hoc, or Joint as defined in the Academic Senate's bylaws may request to be recognized as an affiliate committee of the Academic Senate.
2. No affiliate committee shall be established to perform any duty assigned by these bylaws to any Standing, Ad-hoc, or Joint Committee of the Academic Senate.
3. The Academic Senate will serve in an advisory capacity to an affiliate committee.
4. The Academic Senate will recognize the affiliate committee as the expert body and will recommend that all business within their expertise be sent to that committee for advice.
5. An affiliate committee must have a clearly defined purpose and membership.
6. The membership of the affiliate committee is determined by the purpose of the committee.
7. The membership must include, but is not limited to, a designated chair and at least 5 faculty members from at least 3 departments. Membership is not restricted to faculty alone.
8. Faculty members of an affiliate committee must be confirmed annually by the President of the Academic Senate.
9. Affiliate Committees must follow the rules of the Brown Act.
10. Committee must provide an annual report to the Academic Senate.
11. In no instance shall an affiliate committee of the Academic Senate have as its business any matter related to or pertaining to collective bargaining issues.

ARTICLE VIII - AMENDMENTS

Section 1 - Amendments to the Constitution

- A. Proposals to amend the Constitution may be made by any member of the Executive Committee of the Academic Senate.

- B. The proposal will appear on an Academic Senate agenda and the Executive Committee must pass a motion to consider the proposal.
- C. If the motion to consider is passed, the proposed changes to the Constitution will be made available to all faculty.
- D. Once the proposal has been shared with the faculty, it will appear on an Academic Senate agenda a minimum of three times for discussion before a vote is taken by the Executive Committee.
- E. The proposal shall be ratified with a two thirds approval vote of the Executive Committee.

Section 2 - Amendments to the By-laws

- A. Proposals to amend the By-laws may be made by any member of the Executive Committee of the Academic Senate.
- B. The proposal will appear on an Academic Senate agenda and the Executive Committee must pass a motion to consider the proposal.
- C. If the motion to consider is passed, the proposed changes to the By-laws will be made available to all faculty.
- D. Once the proposal has been shared with the faculty, it will appear on an Academic Senate agenda a minimum of three times for discussion before a vote is taken by the Executive Committee.
- E. The proposal shall be ratified with a two thirds approval vote of the Executive Committee.

APPENDIX A - Hamilton's Method of Apportionment

- A. There are 11 division representatives to be apportioned among the Academic Divisions, the Academic Services Division, and the Student Services Division.
- B. Each division will be assigned a certain portion of those 11 representatives, based upon the ratio of full time faculty in that division to the total number of full time faculty at the college. To calculate the representation for each division:
 - 1. Divide the number of full time faculty in that division by the total number of full time faculty at the college.
 - 2. Multiply this ratio by 11.
 - 3. The result will be a decimal number between 0 and 11.
 - 4. Each division is assigned the integer part of the decimal number as the total number of representatives for that division. If the integer part of the

decimal number is 0 and the decimal part is above .5, then that division will be assigned 1 representative. If the integer part of the decimal number is 0 and the decimal part of the decimal number is .5 or below, no representative will be assigned. That division will select another division with which to align for representation. If the sum of these representatives is less than 11, then the extra representatives will be assigned according to the decimal part of the number.

5. The largest decimal part receives the first extra representative and the next receives the second extra representative and so on until all 11 representatives have been assigned.
6. Each spring a recalculation of the formula will occur before election of representatives, and adjustments to the number of representatives per division will be made accordingly.