

ACADEMIC SENATE
SANTA ANA COLLEGE

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Resolution: F97.04
Bylaws of the Academic Senate

Passed: December 16, 1997

Date: December 2, 1997
Subject: Bylaws of the Academic Senate
Mover:
Seconder:

Whereas, the Rancho Santiago Community College District is now a multi-college District resulting in the need for reorganization and change in the Academic Senate Constitution.

Therefore be it resolved: The Academic Senate approves the following document to be forwarded to the faculty-at-large for consideration and ratification.

BYLAWS OF THE ACADEMIC SENATE
OF THE FACULTY OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

These Bylaws replace all previous bylaws of the Academic Senate of the Faculty of The Rancho Santiago Community College District.

ARTICLE I – DUTIES OF OFFICERS

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

- A. to preside at all meetings of the District Senate.
- B. to serve as President of the District Senate.
- C. to serve as Chairman of the Executive Committee of the District Senate.

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- D. to be ex-officio member of all District committees, except as otherwise provided in these Bylaws or in the Senate Constitution.
- E. to coordinate the appointment of faculty to District Committees and Councils.
- F. to perform such other duties as may be specified by the District Senate Constitution or in these Bylaws.
- G. to serve as the District Senate Delegate to meetings of the State Academic Senate.
- H. to serve as chair of the District Curriculum and Instruction Council.
- I. to represent the faculty at the District Board of Trustees meetings.

Section 2. Vice President. The District Vice President shall be the President of the College Senate who is not currently serving as District Senate 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 District Senate.
- C. to represent the President, as the President, the Executive Committee, or the Senate may direct.

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Section 3. Secretary. The District Senate Secretary shall be the Secretary from the same college as the District President and it shall be the duty of the Secretary:

- A. to issue calls to meetings, publish agenda, keep appropriate records and publish minutes of all meetings 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 such other duties as may be specified in the Senate Constitution and in these Bylaws.

Section 4. Treasurer. The District Treasurer shall be from the same college as the District Vice President and it shall be the duty of the Treasurer:

- A. to collect all assessments of the District Senate as directed by the District Senate.
- B. to deposit funds in a local bank in the name of the District Senate.
- C. to issue checks, co-signed by the District President, for expenses incurred by the District Senate as authorized by the District Senate Executive Committee.
- D. to maintain a record of all receipts and disbursements of Senate monies, and to make this available for audit by the Senate Executive Committee.

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ARTICLE II. GENERAL PROCEDURES.

- 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 or these Bylaws specify 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.