

ACADEMIC SENATE
SANTA ANA COLLEGE

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Resolution: F97.05 **Passed:** December 16, 1997
Constitution of the Academic Senate of the faculty of Santa Ana
College

Date: December 2, 1997
Subject: Constitution of the Academic Senate of the faculty of Santa Ana
College
Mover:
Secunder:

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.

CONSTITUTION OF THE ACADEMIC SENATE
OF THE FACULTY OF
SANTA ANA COLLEGE

ARTICLE I – NAME

The name of this organization shall be The Academic Senate of the Faculty of Santa Ana College, herein referred to as Senate, faculty, and College, respectively.

ARTICLE II – PURPOSES

The Senate shall have the following purposes:

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1. To promote the general welfare of the College, its faculty, and its students.
2. To assure that the faculty has formal and effective procedures for participating in the formation of College policies on academic and professional concerns, in accord with the provisions of the California Administrative Code providing for the establishment of College Senates, especially Sections 53200 through 53206.
3. To encourage a sense of responsibility among faculty for maintaining a superior level of instruction and professional commitment.
4. To represent the faculty in making recommendations to the administration of the College and the Board of Trustees with respect to academic and professional matters.
5. To cooperate with the community and other organizations to improve the status of community college education in California, especially with respect to matters directly affecting faculty.
6. To properly assume the role of the Academic Senate as mandated by AB 1725.

ARTICLE III – MEMBERSHIP

Section 1. – The Faculty. Faculty shall be understood as all full-time and part-time certificated personnel whose primary assignment is at Santa Ana College and whose assignment does not include evaluation of other certificated personnel in a supervisory role. A supervisory role does not include the “peer review” or “tenure review process” in which the general faculty is expected to participate.

Section 2. – The Senate. The Senate shall be composed of the following members:

- A. The elected officers and the immediate past president of the Senate.

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- B. Two Senators, who must be full-time faculty, elected from different departments from each of the academic divisions as defined by the Senate for curriculum review.
- C. Two Senators elected from the part-time faculty.

Section 3. – Duties. The duties of the College Senate shall be specified in the Bylaws.

Section 4. – Election. Nominations and election of Senators shall be in accordance with the Bylaws.

Section 5. – Terms of Office.

- A. Elected division Senators and Senators from the part-time faculty shall serve for terms of two years beginning on the date of the first Senate meeting of the fall semester of the calendar year of election. The terms shall be arranged so that one of the Senators from each division shall be elected each year. The Senators serving the first years of their terms shall be designated Junior Senators. The divisions' Senators serving the second years of their terms shall be designated Senior Senators and shall have primary responsibility for communication between their electorate and the Senate.
- B. Senators shall be eligible for re-election for consecutive terms.

ARTICLE IV – OFFICERS

Section 1. – Officers. The officers of the Senate shall be President, Vice President, Secretary/Treasurer, and those college council faculty chairs or co-chairs as appointed by the President after consultation with the Senate. These officers shall constitute the Executive Committee.

Section 2. – Duties. The duties of officers shall be specified in the Bylaws and as follows:

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2.1 President.

- a. **Vote At State Academic Senate.** The President or designee shall vote for the College Senate at State Academic Senate meetings.
- b. **Consult Collegially.** The President and/or designee shall be responsible for consulting collegially as specified in AB 1725 and/or to represent the faculty on all College matters that do not by law come within the purview of the collective bargaining units.
- c. **Act as District Senate President in accordance with the Rancho Santiago Community College District Academic Senate Constitution.**

Section 3. – Election. Nomination and election of officers shall be in accordance with the Bylaws.

Section 4. – Terms of Office.

- A. **President.** The President shall serve for two-year term and may succeed him/herself as many terms as elected. During the first year this officer shall serve as College President and in the second year, this officer shall serve as both College and District President. Upon the expiration of his or her term of office, this person shall continue to serve the College and District Senate as immediate Past President for one year. During this latter period, he or she shall be eligible for another elective office and shall have duties as specified elsewhere in this Constitution and its Bylaws.
- B. **Vice President.** The Vice President shall be elected for a term of one year and may succeed him/herself as many terms as elected.
- C. **Secretary/Treasurer.** The Secretary/Treasurer shall be elected for a term of one year and may succeed him/herself as many terms as elected.

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- D. All officers to be elected shall be elected by April 15, and their terms of office shall begin on the date of the first Senate meeting of the fall semester in the calendar year they are elected.

Section 5. – Vacancies.

- A. President. In case of continued disability or resignation of the President, the Vice President shall fill the unexpired term.
- B. Other. In case of the continued disability or the resignation of any elected officer other than the President, the Senate shall designate one of its members to perform such duties during the remainder of the term of office or shall call a special election to fill the vacancy, in accordance with the Bylaws.
- C. Past President. If for any reason the immediate Past President is unable to serve the Senate as specified in this Constitution, and the Bylaws, the office shall remain vacant for the remainder of the term.

ARTICLE V – SENATE COMMITTEES

The Senate shall be empowered to appoint committees, conduct studies, and conduct such business and review such concerns as shall be deemed appropriate by the Senate. All committees shall report their findings to the Senate, unless otherwise instructed.

ARTICLE VI – ASSESSMENTS

Section 1. – Dues. Consistent with Section 13532 of the California Education Code, the Senate may call upon its members for the payment of professional dues. However, professional dues are not to be a condition of or eligibility to membership in the Senate, and no sanctions are to be imposed upon those members who do not pay such professional dues.

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Section 2. – Yearly. Faculty-at-large shall be asked to pay a yearly representation fee to support the expenses of the Senate. On the recommendation of the Treasurer, the Senate, at its last meeting of the spring semester of the preceding academic year, shall agree upon the amount to be requested in order to meet the budget adopted for the following year. The amount of the representation fee shall be adopted by a majority vote of those present at the meeting, provided that a quorum is present.

Section 3. – Special. Special assessments may be levied by the Senate at any time if approved by a two-thirds vote of members present at a regular Senate meeting, provided that a quorum is present and the levy had been proposed at a previous meeting.

ARTICLE VII – MEETINGS

Section 1. – Regular Meetings. The College Senate shall meet regularly at least once a month during the academic year. It shall keep a systematic record of its proceedings, which shall be accessible to the faculty. A resume of the minutes of both regular and special meetings shall be distributed to the certificated staff and the members of the Board of Trustees.

Section 2. – Special Meetings. Special meetings may be called by the President if in his or her judgment such special meetings are warranted. Special meetings shall be called by the President upon a written request submitted to the President by twenty-five (25%) of the faculty or by ten percent (10%) of the members of the Senate.

Section 3. – Agenda. The agenda of each regular meeting and each special meeting shall be distributed to members of the faculty, administration, and Board of Trustees of the District by the Secretary at least three days prior to the meeting.

Section 4. – Attendance. Meetings of the College Senate are open to all members of the faculty. The meetings shall be held in accordance with the Brown Act.

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Section 5. – Quorum. A simple majority, fifty percent (50%) + 1, of the College Senators shall constitute a quorum. If a Senator is unable to attend, the senator may designate in writing any other member of the Senate as Proxy, to speak for and to cast votes in that Senator's name. All proxies must be in the hands of the Secretary/Treasurer prior to roll call of any meeting. In no case shall any Senator hold more than one proxy at any given meeting. Each Senator who expects to be unavailable during the summer shall appoint a proxy, and so notify the Senate in writing, to serve in case of special meetings.

ARTICLE VIII – AFFILIATIONS

The Senate may affiliate with educational or professional organizations, local or otherwise, provided always that such affiliation does in no manner restrict or infringe upon the independence of the Senate. Procedure for affiliation shall be established by the Bylaws.

ARTICLE IX – AMENDMENTS

Section 1. – Procedure. This Constitution may be amended in the following ways:

- A. An Amendment may be proposed in writing to the Senate by the Executive Committee or by a member of the Senate. If accorded a favorable vote, the proposed Amendment shall be submitted for approval to the entire College Faculty.
- B. An Amendment may be proposed by a petition to the Senate by twenty-five percent (25%) of the members of the College Faculty; the President shall submit the proposed Amendment to the entire faculty as in (A) above.

Section 2. – Adoption. A two-thirds majority of the votes cast shall be required for adoption of an Amendment, and the Amendment shall become effective upon such adoption unless otherwise provided.

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ARTICLE X – BYLAWS

Bylaws of this Constitution may be adopted or amended at an official meeting by an absolute majority of the members of the College Senate present provided that the proposal has been introduced at a previous meeting.

ARTICLE XI – SENATE RULES

Section 1. – Procedure. The College Senate shall be responsible for constructing its own rules of operating procedure, which shall be known as the Bylaws of this Constitution. The initial adoption of and changes in rules shall be presented to members at an appropriately announced Senate meeting.