

ACADEMIC SENATE
SANTA ANA COLLEGE

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Resolution: F97.06 **Passed:** December 16, 1997
Bylaws of the Academic Senate of the Faculty of Santa Ana
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Date: December 2, 1997
Subject: Bylaws of the Academic Senate of the Faculty of Santa Ana
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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
SANTA ANA COLLEGE

ARTICLE I – DUTIES OF OFFICERS

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

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

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- D. to be ex-officio member of all College committees, except as otherwise provided in these Bylaws or in the Senate Constitution.
- E. to perform such other duties as may be specified by the Senate Constitution or in these Bylaws.
- F. to serve as the Santa Ana College Senate delegate to meetings of the State Academic Senate.
- G. to serve as chair of the Curriculum and Instruction Council.

Section 2. Vice 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 College Senate.
- C. to coordinate the appointment of faculty to College communities and councils.
- D. to represent the President, as the President, the Executive Committee, or the Senate may direct.
- E. to coordinate College Senate elections.

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Section 3. Secretary/Treasurer. It shall be the duty of the Secretary/Treasurer:

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

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ARTICLE II – ELECTION OF SENATORS

Section 1. Divisions. For the purposes of providing a broad basis for representation in the Senate, each of the following divisions of the College shall be entitled to have two Senators to represent its interests in the Senate.

- A. Business
- B. Continuing Education
- C. Counseling
- D. Exercise Science, Health, and Athletics
- E. Fine and Performing Arts
- F. Human Services
- G. Humanities
- H. Library
- I. Social Sciences
- J. Science and Math
- K. Student Services
- L. Technology

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Section 2. Eligibility.

- A. Immediately upon completion of the regular annual election of the officers of the Senate, the Senior Senator of each division shall prepare for their division a list containing the names of all members of the division eligible for election to the Senate. Copies of these lists shall also be made available to the Executive Committee.
- B. When a faculty member's teaching assignment places him/her in more than one division, he/she shall be considered for election purposes to be in that division in which the majority of his teaching hours are spent.
- C. When a faculty member's teaching assignment places them at more than one college, their primary assignment shall be determined by their designation of their home college. A faculty member can only be a member of one college senate.

Section 3. Election. Each division shall conduct its own election for Senators from that division. These elections shall be by nomination and by secret ballot.

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Section 4. Vacancies.

- A. The Senate seat of an elected member shall be declared vacant when a member:
1. resigns from the Senate;
 2. fails to meet the eligibility requirements for membership in the Senate;
 3. accepts a leave of absence of any kind;
 4. encounters any other conditions which necessitate absence for three or more consecutive regular meetings of the Senate;
 5. absents him/herself from three consecutive meetings for reasons, which in the judgment of the Senate, are not justifiable.
- B. When a vacancy occurs, the Senior Senator for that division shall cause a special election to be held by the remaining members of the division whose seat has been vacated, and report the results of the election to the Senate; or in case no eligible person exists, shall notify the Executive Committee so that an appointment may be made by the Executive Committee.
- C. Senators elected or appointed to fill vacancies shall complete the term of office of the Senator they replace.

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- D. A division may elect to have an Alternate elected from the division. The Alternate will attend all meetings the Junior or Senior Senator is unable to attend, and may vote in the absence of the Senior or Junior Senator. The Alternate will only be counted toward a quorum in the event either the Junior or Senior or both Senators are not present at the meeting. The Alternate will receive copies of all agendas and correspondence from the Senate as do the Junior and Senior Senator. In the event a Junior or Senior Senator is unable to make a number of meetings due to a change in assignment or otherwise, the division may vote to have the Alternate and the Senator exchange positions for the remainder of the term, or as otherwise directed by the division voting faculty. In the event the division does not choose to exchange the positions, or the Alternate is not willing to serve as the Senator then a vacancy will occur and the remaining Senator shall cause a special election as outlined above in these Bylaws.

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Section 5. 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.

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Section 6. Duties of Division Senators.

- A. The primary responsibility of division Senators is to inform division faculty of Senate business, and to determine the will of their constituency and to vote and represent that view to the Senate, its officers, the division deans, other academic deans and to appropriate Councils and Committees.
- B. Division Senators elected in even-numbered years will serve as ex officio co-chairs of their division's Department Chair Committee. (The other co-chair will be elected by committee members.)
- C. Division Senators elected in odd-numbered years will serve as ex officio co-chairs of their division's Curriculum Committee. (The other co-chair will be elected by committee members.)
- D. Both Division Senators will be jointly responsible for calling division faculty meetings as appropriate during the year to inform and poll division faculty.

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ARTICLE III. ELECTION OF FACULTY ASSOCIATION OFFICERS

Section 1. Eligibility.

- A. **Vice President.** Any active, tenured member of the Faculty who is eligible for election to the Senate shall be eligible for nomination to the office of Vice President.

- B. **Secretary and Treasurer.** Any active, tenured member of the Faculty shall be eligible for nomination to the office of Secretary/Treasurer.

Section 2. Nominations. As soon after April 1 as possible, and at such other times as the circumstances of a special election may require, the Executive Committee shall request nominations from the active tenured members of the faculty. No person's name shall be included in any list of nominations without his/her consent.

Section 3. Elections. On the basis of lists of nominees submitted, the Vice President shall prepare ballots and conduct an election according to established procedures. Results shall be reported at once to the Senate through the President. The Senate shall immediately publish them to the entire faculty, and shall cause them to become a part of the records of the Senate.

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Section 4. Time. The regular annual election of officers of the Senate shall be completed prior to the May meeting of the Senate.

Section 5. Vacancy. In the event an officer resigns or is otherwise unable to serve the remainder of his/her term of office, the Executive Committee may appoint an active tenured faculty member to serve the remainder of said officer's term, with the exception of a vacancy of the President wherein the Vice President shall serve the remainder of the President's term of office.

Section 6. Recall of Division Senators.

- A. Division Senators may only be recalled by the following process:
1. Fifty percent plus one faculty member of the constituent body (50% + 1) sign a petition to recall the Senator.
 2. The Senator who is not up for recall will then hold an election by secret ballot within two weeks of receiving the recall position.
 3. In order for the recall to be effective, two thirds of the ballots returned must be in favor of the recall. The recall would be effective on the date of the election.

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4. If the recall petition is approved by two thirds of the ballots returned, the remaining Senator shall hold nominations and an election as soon as practical.

Section 7. Recall of Officers.

A. Senate officers may only be recalled by the following process:

1. Fifty percent plus one faculty member of the constituent body (50% + 1) sign a petition to recall the officer.
2. The Secretary/Treasurer (or other officer appointed by the Executive Committee if the officer to be recalled is the Secretary/Treasurer) will then hold an election by secret ballot within two weeks of receiving the recall position.
3. In order for the recall to be effective, two thirds of the ballots returned must be in favor of the recall. The recall would be effective on the date of the election.
4. If the recall petition is approved by two thirds of the ballots returned, the remaining officer running the election shall hold nominations and an election as soon as practical.