

ACADEMIC SENATE
SANTA ANA COLLEGE

1530 WEST 17TH STREET
SANTA ANA, CA 92706
(714) 564-6831
FAX: (714) 564-6999

Resolution: F97.08

Passed: December 16, 1997

Bylaws of the Academic Senate of the Faculty of Santiago
Canyon College

Date: December 2, 1997

Subject: Bylaws of the Academic Senate of the Faculty of Santiago
Canyon College

Mover:

Second:

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
SANTIAGO CANYON 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.

ACADEMIC SENATE
SANTA ANA COLLEGE

Resolution: F97.08

Page 2

Passed: December 16, 1997

Bylaws of the Academic Senate of the Faculty of Santiago
Canyon College

- 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 Santiago Canyon College Senate delegate to meetings of the State Academic Senate.
- G. to serve as chair (or designee) of the Curriculum and Instruction Council and Committee of Chairs.

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.

ACADEMIC SENATE
SANTA ANA COLLEGE

Resolution: F97.08

Page 3

Passed: December 16, 1997

Bylaws of the Academic Senate of the Faculty of Santiago
Canyon College

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.

ACADEMIC SENATE
SANTA ANA COLLEGE

Resolution: F97.08 Page 4 *Passed:* December 16, 1997
Bylaws of the Academic Senate of the Faculty of Santiago
Canyon College

ARTICLE II – ELECTIONS

Section 1. Senators.

- A. **Full-time Faculty.** For the purposes of providing a broad basis for representation in the Senate, all full-time members of the faculty whose primary assignment is at Santiago Canyon College shall be members of the Senate.

- B. **Part-time Faculty.** The part-time faculty who have a teaching assignment at Santiago Canyon College, shall elect two representatives.

Section 2. Eligibility.

- A. Immediately upon completion of the regular annual election of the officers of the Senate, the Executive Committee shall prepare for the Senate a list containing the names of all members of the College eligible for service in the Senate. Copies of these lists shall also be made available to the Senate.

- B. A faculty member can only be a member of one college Senate in the District. When a faculty member's teaching assignment places them at a more than one college in the District, their primary assignment shall be determined by their designation of their home college.

ACADEMIC SENATE
SANTA ANA COLLEGE

Resolution: F97.08 Page 5 **Passed:** December 16, 1997
Bylaws of the Academic Senate of the Faculty of Santiago
Canyon College

Section 3. 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/Treasurer.

ACADEMIC SENATE
SANTA ANA COLLEGE

Resolution: F97.08

Page 6

Passed: December 16, 1997

Bylaws of the Academic Senate of the Faculty of Santiago Canyon
College

ARTICLE III. ELECTION OF FACULTY ASSOCIATION OFFICERS

Section 1. Eligibility.

- A. **Executive Board.** Any active, tenured member of the Faculty who is a member of the Senate shall be eligible for nomination.

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.

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

ACADEMIC SENATE SANTA ANA COLLEGE

Resolution: F97.08 Page 7 **Passed:** December 16, 1997
Bylaws of the Academic Senate of the Faculty of Santiago Canyon
College

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 Senate 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.

ACADEMIC SENATE
SANTA ANA COLLEGE

Resolution: F97.08

Page 8

Passed: December 16, 1997

**Bylaws of the Academic Senate of the Faculty of Santiago Canyon
College**

Section 7. Terms of Office.

- A. Elected Senators from the part-time faculty shall serve for terms of one year beginning on the date of the first Senate meeting of the fall semester of the calendar year of election.
- B. Senators from the part-time faculty shall be eligible for re-election for consecutive terms.