

**BYLAWS OF THE ACADEMIC SENATE OF THE FACULTY OF
SANTA ANA COLLEGE
2014-15**

The membership of the Santa Ana College Academic Senate and the duties of the Senate and Senate officers shall be specified in these Bylaws.

MEMBERSHIP

The Senate shall be composed of the following voting members:

- A. The Senate President, the immediate Past-President or President-Elect (as determined by the election cycle) and the Secretary/Treasurer, herein referred to as Officers.
- B. Two Senators from each of the academic divisions listed within these Bylaws, preferably elected from different departments (where applicable), herein referred to as Division Senators.
- C. Two Senators elected from the part-time faculty, herein referred to as Adjunct Senators.

and the following non-voting, advisory ex-officio members:

- A. The faculty co-chairs of the college shared governance committees including, but not limited to, Planning & Budget Committee, and Facilities Committee
- B. Academic department chairs
- C. Chair of the Curriculum and Instruction Council

OFFICERS

The officers of the Senate shall be President, Secretary/Treasurer, and Past-President or President Elect.

DUTIES OF OFFICERS

President It shall be the duty of the President:

- A. to serve as President of the Academic Senate and preside at all meetings of the Senate.
- B. to serve as a member of College Council.
- C. to serve as chair of the Executive Committee of the Senate.
- D. to be ex-officio member of all college committees.
- E. to perform such other duties as directed by the Academic Senate.
- F. to serve as the Santa Ana College Senate Delegate at meetings of the State Academic Senate.
- G. to appoint, with approval of the Senate, the Chair of the Curriculum and Instruction Council.

- H. to appoint, with approval of the Senate, faculty co-chairs and representatives to participatory governance committees.
- I. to appoint faculty to other committees. (Title 5, section 53203 , part (f) – [https://govt.westlaw.com/calregs/Document/I6FD671F0D48411DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I6FD671F0D48411DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
- J. to report to the Board of Trustees at regularly scheduled Board Meetings.
- J. to consult collegially with College and District administration as directed by the Senate. 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.
- K. to act as District Senate President in accordance with the Rancho Santiago Community College District Academic Senate
- L. to perform such other duties as directed by the Academic Senate.

President-Elect It shall be the duty of the President-Elect to:

- A. to serve as President-Elect in order to become familiar with the roles, duties and responsibilities of the President.
- B. to serve for the President during any temporary absence of the President.
- C. to advise and serve as directed by the President and the Academic Senate.

Past-President It shall be the duty of the Past-President:

- A. to serve for the President during any temporary absence of the President.
- B. to coordinate the election of President and Secretary/Treasurer.
- C. to advise and serve as directed by the President and the Academic Senate.

Secretary/Treasurer It shall be the duty of the Secretary/Treasurer:

- A. to issue calls to meetings, publish agendas, 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 collect all assessments of the Senate.
- D. to deposit funds in a local bank in the name of the Senate.
- E. to issue checks, co-signed by the College Senate President or Past-President or President-Elect, for expenses incurred by the Senate as authorized by the Senate or the Executive Committee.
- F. to maintain a record of all receipts and disbursements of Senate monies and to make this available for audit by the Senate Executive Committee.
- G. to maintain a current list of all full-time Santa Ana College faculty.
- H. to advise and serve as directed by the President and the Academic Senate.
- I. to present, for approval, a yearly budget to the Academic Senate.
- J. to maintain the Senate website.

ELECTION OF FACULTY SENATE OFFICERS

Eligibility

- A. **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 President.
- B. **Secretary/Treasurer:** Any active, tenured member of the faculty who has not just completed three consecutive terms as Secretary/Treasurer and is eligible for election to the Senate shall be eligible for nomination to the office of Secretary/Treasurer.

Terms of Office

- A. **President:** Elections for the office of President will be held every other year. In year **one**, the person so elected shall serve as the President-Elect. In years **two** and **three**, said person shall serve as the President of the Senate. In year **four**, said person shall serve as Past-President.
- B. **Secretary/Treasurer:** The Secretary/Treasurer shall be elected in even years for a term of two years and may succeed himself/herself for no more than three consecutive terms.
- C. All officers to be elected shall be elected as set forth in these Bylaws and their terms of office shall begin on the first day of the school year in which they were elected.

Nominations

During the 8th week of the spring semester, and at such other times as the circumstances of a special election may require, the Executive Committee shall request nominations from the full-time members of the faculty. No person's name shall be included in any list of nominations without his/her consent.

Elections

During the 10th week of the spring semester, on the basis of lists of nominees submitted, the Past-President, with the assistance of the Secretary/Treasurer, shall prepare ballots and make available to all full-time faculty members, whose primary assignment is Santa Ana College, as of the first day of the spring semester for that year and conduct an election according to procedures as established by the Senate. Results shall be reported at once to the Senate through the President. The Secretary/Treasurer shall immediately make public the results to the entire faculty, and shall include them in the records of the Senate.

Time

The regular annual election of officers of the Senate shall be completed prior to the 12th week of the spring semester.

Vacancy

In the event an officer resigns or is otherwise unable to serve the remainder of the term of office, the Senate President may appoint, with approval of the senate, a faculty member who meets the

eligibility requirements of the office to serve the remainder of said officer's term, with the exception of a vacancy of the President wherein the Past-President or President-Elect shall serve the remainder of the President's term of office.

Recall of Officers

Senate officers may only be recalled by the following process:

1. A simple majority of the eligible voting members of the Senate (**50% + 1**), or twenty percent of the total full-time faculty, sign a petition to recall the officer.
2. The Secretary/Treasurer (or other officer appointed by the Executive Board 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 petition. All full-time faculty will be eligible to vote in the election.
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.

SENATORS

Terms of Office

- A. Division and Adjunct Senators shall serve for terms of two years beginning on the date of the first Senate Business Meeting in the fall semester of the calendar year of the 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 year of their terms shall be designated Junior Senators. The division Senators serving the second year of their terms shall be designated Senior Senators.
- B. Senators shall be eligible for re-election for consecutive terms.

ELECTION OF SENATORS

Senate Divisions

For the purposes of providing a broad basis for representation in the Senate, each of the following senate academic/instructional divisions of the college shall be entitled to have two senators to represent faculty interests in the Senate. To ensure adequate broad based and reasonably proportional faculty representation, the list of senate divisions shall be reviewed and necessary modifications proposed at the penultimate (next to last) senate meeting of the year. The list of Senate divisions for the following academic year will be approved at the final Academic Senate meeting of the year. The list of Senate divisions and the departments they represent are as follows:

For the academic year 2014-15

- A. Business

- Accounting and Finance (Business Administration), Business Applications Technology, Computer Science, Engineering, Global Business and Entrepreneurship, Legal Studies
- B. Continuing Education
 - Adult Secondary Education (ASE), Adult Basic Education (ABE), Counseling, Career Technical Education (CTE) , English as a Second Language (ESL)
- C. Counseling
- D. Kinesiology
- E. Fine and Performing Arts
 - Art, Communications and Media Studies, Dance, Music, Communication Studies, TV-Video Communications, Theatre
- F. Health Sciences
 - Nursing, Medical Assisting
- G. Human Services
 - Criminal Justice, Human Development, Family/Consumer Studies, Occupational Therapy Assisting, Speech Language Pathology Assisting
- H. Humanities
 - English, English as a Second Language, History, Modern Languages, Philosophy,
- I. Library
 - Library Services, Library Technology
- J. Social Sciences
 - Anthropology/Sociology & Women’s Studies, Economics/Geography, Ethnic Studies, Political Science, Psychology
- K. Math
- L. Science
 - Chemistry, Biology, Physical Science
- M. Student Services
 - Disabled Students
- N. Technology
 - Auto/Diesel/Welding, Fire Technology, Manufacturing Technology, Pharmacy Technology,

Eligibility

Any full-time faculty member at SAC is eligible to serve as a Division Senator in the Academic Senate. Any adjunct faculty member at SAC is eligible to serve as an Adjunct Senator in the Academic Senate. 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 the division in which the majority of his/her teaching hours are spent. When a faculty member’s teaching assignment places him/her at more than one college, his/her primary assignment shall be at the college in which the majority of his/her teaching hours are spent. A faculty member can only be a member of one college Senate.

Election

Immediately upon completion of the regular annual election of the officers of the Senate, each Junior Senator shall prepare a list containing the names of all full-time faculty members of the division eligible for election to the Senate. Copies of these lists shall also be made available to

the Executive Committee. Each division shall conduct its own nominations and election for Senators from that division.

Vacancies

- A. The Secretary/Treasurer shall declare the Senator's seat to be vacant when the Senator:
 - 1. resigns from the Senate.
 - 2. no longer meets 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 regular meetings of the Senate in any academic year.
 - 5. is present for less than half of three or more meetings in any academic year for reasons which, in the judgment of the Senate, are not justifiable.
- B. When a vacancy occurs, the remaining Senator for that division shall call a special election to be held by the remaining members of the Senate division whose seat has been vacated, and report the results of the election to the Senate. The position will remain vacant until filled by the division.
- C. Senators elected to fill vacancies shall complete the term of office of the Senator they replace.
- 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.

General Election Procedures

- A. All elections and polls shall be by secret ballot or other agreed-upon processes by the division faculty.
- B. Adequate precautions shall be taken to ensure that only eligible members of the electorate may vote. The electorate of division senators shall be composed of all members of the full-time faculty. Two senators shall be elected from the part-time faculty by the part-time faculty.
- C. A record of each election and poll shall be reported to and maintained by the Secretary/Treasurer.

Duties of Senators

- A. The primary responsibilities of Division and Adjunct Senators are:
 - 1. to regularly attend Academic Senate meetings (currently 2nd and 4th Tuesdays of each month at 1:30 pm in room A-130).

2. to inform Division faculty of Senate business in a regular and timely manner.
 3. 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.
 4. approve faculty appointments to college shared governance committees and other appointed faculty positions.
 5. to obtain knowledge of and uphold 10+1 from Title 5 (RSCCD Board Policy 2410, <http://rscdd.edu/Trustees/Board-Policies/Pages/2000/BP-2410.aspx>) and other pertinent Board Policy administrative regulations.
 6. to inform new faculty within their constituent body (Senate Division or Adjunct Faculty) of the dues structure of the Senate.
- B.** Division Senators elected in **even-numbered** years will serve as ex-officio members of their division's Department Chair Committee. In the case where an operational division is comprised of more than one Senate Division, **all** of the Senators within the operational division elected in **even-numbered** years will serve as ex-officio members of their operational division's Department Chair Committee (e.g., the operational division of Humanities and Social Sciences is comprised of two Senate Divisions: 1. Humanities; 2. Social Sciences). The meetings of the Department Chair Committee will be attended by at least one of the ex-officio members. The attendee(s) may be determined on a rotating basis or any other method mutually agreed upon by the ex-officio members. The faculty co-chair of the Department Chair Committee will be elected by the committee members.
- C.** Division Senators elected in **odd-numbered** years will serve as ex-officio members of their division's Curriculum Committee. In the case where an operational division is comprised of more than one Senate Division, **all** of the Senators within the operational division elected in **odd-numbered** years will serve as ex-officio members of their operational division's Curriculum Committee. The meetings of the Curriculum Committee will be attended by at least one of the ex-officio members. The attendee(s) may be determined on a rotating basis or any other method mutually agreed upon by the ex-officio members. The faculty chair of the Curriculum Committee will be elected by the committee members. The two Senators within each Senate Division may exchange their membership duties between the Department Chair Committee and the Curriculum, if the exchange is mutually agreed upon by the both Senators. Such an exchange should be made before the beginning of the semester and should be reported to the Secretary/Treasurer.
- D.** Both Division Senators have the authority to call Division faculty meetings as appropriate during the year to inform and poll Division faculty.
- E.** Both Adjunct Senators have the authority to call Adjunct faculty meetings as appropriate during the year to inform and poll Adjunct faculty.

Recall of Senators

Senators may only be recalled by the following process:

1. A simple majority (**50% + 1**) of the eligible voting members of the constituent body (Senate Division or Adjunct Faculty) sign a petition to recall the Senator. The petition will be submitted to the Senate President for presentation to the Senate for informational purposes.
2. The Senator who is not up for recall will then hold an election by secret ballot within two weeks of the Academic Senate receiving the recall petition.
3. In order for the recall to be effective, **two-thirds** of the ballots returned must be in favor of the recall. If approved, the recall would be effective on the date of the recall election.
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.

EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the senate officers, the faculty co-chairs of: the Planning & Budget Committee, the Facilities Committee, and the faculty chair of the Curriculum & Instruction Council. The President may appoint a Member-at-Large.

DISTRIBUTION OF SENATE LHE

The total LHE as negotiated with FARSSCD will be distributed each semester at the discretion of the President. An example of such distribution:

Senate President – 12 LHE
President Elect/Past President – 4 LHE
Secretary/Treasurer - 3 LHE
Curriculum & Instruction Council Chair – 5 LHE
Planning & Budget Committee Faculty co-chair – 2 LHE
Facilities Committee Faculty co-chair – 2 LHE
At the discretion of the President – 2 LHE

SENATE COMMITTEES

The Senate shall be empowered to appoint committees and/or workgroups, 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. Chairs and membership of committees and workgroups will be appointed by the senate President and approved by the Senate.

ASSESSMENTS

Dues

Consistent with **Section 13532** of the California Education Code, the Senate may call upon its members for the payment of professional dues which are currently assessed at \$5.00 per month for 10 months or \$50.00 per year. 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.

Yearly

Faculty shall be asked to pay a yearly fee to support the expenses of the Senate. On the recommendation of the Secretary/Treasurer, the Senate, at its last business 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 fee shall be adopted by a majority vote of those present at the meeting, provided that a quorum is present.

Special

The Senate may levy special assessments at any time, if approved by a two-thirds vote of members present at a regular Senate Business Meeting, provided that a quorum is present and the levy had been proposed at a previous meeting.

MEETINGS

Regular Business Meetings

The 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 business and special meetings shall be made available to the certificated staff and the members of the Board of Trustees.

Special Meetings

The President may call special meetings 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.

Agenda

The agenda of each regular business meeting and each special meeting shall be made available to members of the faculty, administration, and Board of Trustees of the District by the Secretary/Treasurer at least three days prior to the meeting and should contain as much information and detail to allow all faculty to be aware of items to be discussed or acted upon.

Attendance

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

Quorum

A simple majority, fifty percent (**50%**) + 1, of the voting members of the senate 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.

Meeting Conduct

Senate meetings shall be conducted in accordance with the Brown Act and Robert's Rules of Order.

AFFILIATIONS

The Senate may affiliate by a simple majority vote of the senate with other 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.

BYLAWS

These bylaws shall be reviewed and amended as determined necessary by the Senate and then adopted by a simple majority of the voting members present at the first senate meeting of each academic year and at other regular senate meetings as needed.