

# Constitution and Bylaws of the Cuyamaca College Academic Senate

## CONSTITUTION

### Article 1. Name

**Section 1.1.** The name of this organization shall be “Cuyamaca College Academic Senate.”

### Article 2. Membership

**Section 2.1.** The Academic Senate shall consist of five elected officers, senators elected from the faculty, and the immediate past-president and president-elect as specified in the Bylaws of the Cuyamaca College Academic Senate.

**Section 2.2.** All full-time and part-time faculty members elected from their respective constituency are eligible to serve as Senators of the Academic Senate.

### Article 3. Representation

**Section 3.1.** The Academic Senate shall represent all full-time and part-time faculty on Academic and Professional matters.

### Article 4. Purpose

**Section 4.1.** The purpose of this organization shall be to:

- A. Promote the development and maintenance of educational excellence within the framework of academic freedom, professional responsibility, governance, and ethics,
- B. Organize, oversee, and support Cuyamaca College faculty participation and engagement within the Cuyamaca College and Grossmont-Cuyamaca Community College District governance and committee structure.
- C. Support the needs and promote empowered engagement of all Cuyamaca College faculty across the college and the Grossmont-Cuyamaca Community College District.

- D. Promote effectiveness and unity and provide support within and across Cuyamaca College's governance bodies and representatives.
- E. Foster academic quality and promote harmony among colleagues, students, classified professionals and administration in all manners relevant to the Academic Senate and Cuyamaca College.
- F. Participate jointly with administration, Grossmont College, Grossmont-Cuyamaca Community College District leadership, and the Governing Board and its designees in the formulation of college and district policies regarding professional and academic matters,
- G. Promote communication with Grossmont College and other colleges within our region,
- H. Work with the Bargaining Agent(s) where appropriate in the interest of instructional programs, and all faculty of Cuyamaca College as they relate to academic and professional matters and other areas related to the Academic Senate's purview, and
- I. Represent the faculty of Cuyamca College to other faculties, to the local Academic Senates of other colleges and universities, and to the Academic Senate for California Community Colleges, and other appropriate state and national organizations, concerning academic and professional matters.

## Article 5. Officers

**Section 5.1.** The officers of this organization shall be a president, vice-president, and three Academic Senate officers to be elected at large, two of whom will be full-time faculty, one representing Instruction and the other representing Student Services. The third at-large position will be a part time faculty member from either Instruction or Student Services. These officers shall constitute the Academic Senate Officers Committee.

- A. The immediate past president and the president-elect shall augment the Senate Officers Committee during their respective terms as specified in section 5.2 below.
- B. The Curriculum Committee Faculty Co-Chair and Professional Development Coordinator shall augment the Senate Officers Committee as ex officio members.

**Section 5.2.** The president, president-elect, vice-president, and two officers-at-large shall be regular or contract faculty and shall be elected by the faculty.

**Section 5.3.** One officer-at-large shall be a part-time faculty member and shall be elected by the faculty.

**Section 5.4.** No nominee for any office shall be placed on the ballot without **their** consent.

**Section 5.5.** The term lengths for members of the Academic Senate Officers Committee will be as follows:

- A. The vice-president and officers-at-large shall serve for terms of one year beginning the Monday after Commencement.
- B. The immediate past president shall serve a one-semester term immediately following the end of **their** term as president.
- C. The president-elect shall serve a one-semester term immediately preceding the start of **his or her** term as president.
- D. The president shall serve a term of two years beginning the Monday after Commencement in the even-numbered years.
- E. All officers may succeed themselves for as many terms as elected.

## **Article 6. Meetings**

**Section 6.1.** The Academic Senate shall hold at least one regular meeting each month of the fall and spring semesters.

**Section 6.2.** Additional meetings of the Academic Senate shall be called by the Academic Senate president followed by a majority vote of the Academic Senate Officers Committee.

**Section 6.3.** All meetings will be open to the public and subject to the Brown Act.

## **Article 7. Committees and Subcommittees**

**Section 7.1.** All Academic Senate committees shall operate under the direction of the Academic Senate as outlined in the Constitution and Bylaws.

**Section 7.2.** The Cuyamaca College Academic Senate appoints, oversees, and supports all Cuyamaca faculty participation on college or district committees, task forces, and other groups dealing with academic and professional matters, and other areas related to the Academic Senate's purview.

**Section 7.3.** Faculty members representing voting membership on any governance committee, council, or decision-making/recommending body of Cuyamaca

College do so as representatives of the Academic Senate (with the exception of those who join the membership as designated representatives of the collective bargaining unit).

## **Article 8. Amendments**

**Section 8.1.** This Constitution may be amended by a two-thirds (2/3) vote of the Academic Senate, followed by a simple majority of the votes cast by the faculty.

**Section 8.2.** The faculty shall be notified in writing of the text of the amendment at least one week prior to the vote.

## **Article 9. Ratification**

**Section 9.1.** This Constitution, when ratified by a simple majority of the votes cast by the faculty, shall become binding on all present and future members of the Academic Senate.

**Section 9.2.** These amendments to the Constitution, when ratified by two-thirds (2/3) vote of the Academic Senate followed by a simple majority of the votes cast by the faculty, shall become binding on all present and future members of the Academic Senate.

# **BYLAWS**

## **Article 1. Duties of the Officers**

**Section 1.1. The duties of the president are:**

- A. to serve as the official representative of the Academic Senate expressing viewpoints, concerns, and policies of the Academic Senate to all appropriate entities,
- B. to maintain an avenue of communication with the Grossmont College Academic Senate,
- C. to preside at meetings of the Academic Senate,
- D. to ensure that meetings of the Academic Senate are held and that the membership is adequately informed as to the time and place of each meeting,

- E. to call special meetings when necessary and to ensure that the membership is adequately informed as to the time and place of each meeting,
- F. to chair meetings of the Academic Senate Officers Committee,
- G. to prepare and distribute at the appropriate time meeting agendas and proposed amendments,
- H. to represent the faculty at meetings of the Governing Board and to provide the Academic Senate a summary report of each meeting,
- I. to appoint an Academic Senate member to attend Governing Board meetings which the president is unable to attend,
- J. to act as a tri-chair of the Cuyamaca College Council,
- K. to represent Cuyamaca College faculty at District Executive Council meetings,
- L. to represent Cuyamaca College faculty at the District Planning & Budget Committee,
- M. to be responsible for correspondence to and from the Academic Senate,
- N. to arrange for representation of the Academic Senate at scheduled meetings of such professional organizations as directed by the membership,
- O. to arrange for a voting delegate to attend yearly both Statewide Academic Senate for California Community College meetings,
- P. to represent the Cuyamaca faculty at appropriate District functions,
- Q. to ensure that annual budget requests are prepared for the Academic Senate,
- R. to ensure that all Academic Senate committees carry out their functions as outlined by the Academic Senate and stated in the college governance handbook on “Organization & Governance Structures”,
- S. to facilitate communication among the faculty, administration, classified professionals, students and governing board,
- T. to engage in ongoing discussions with faculty on the issues of the day and facilitate development and airing of faculty perspectives,
- U. to connect with faculty to discuss any problems and to initiate identification and pursuit of important institutional issues,
- V. to serve as the Senate Officers Committee representative in the the Cuyamaca College request, review, recruitment, and appointment process for faculty reassigned time roles not specifically allocated by position,
- W. to supervise the clerical assistance provided for the Senate. The duties of this position include:

1. keeping complete records of the proceedings of each Senate meeting,
2. distributing minutes of these meetings to each Senate member,
3. bringing to each meeting a complete record of the proceedings of the current academic year, a copy of the Constitution, a copy of the latest version of Robert's Rules of Order, and a list of senators and their constituencies,
4. providing Senate members with clerical assistance for Senate related projects and reports), and
5. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

**Section 1.2. The duties of the president-elect are:**

- A. to attend committee meetings on which the president serves,
- B. to attend Academic Senate meetings,
- C. to attend meetings of the Senate Officers Committee, and
- D. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

**Section 1.3. The duties of the vice-president are:**

- A. to assist the president in carrying out Academic Senate business,
- B. to attend the Academic Senate meetings,
- C. to attend the meetings of the Senate Officers Committee,
- D. to assume the duties of the president in the president's absence,
- E. to notify faculty of openings on college and district committees,
- F. to serve as a liaison between the Senate Officers Committee, faculty appointees, and committee chairs regarding new appointments and on-going committee service,
- G. to report committee appointments made by the Senate Officers Committee to the Academic Senate,
- H. to update and maintain an accurate list of faculty appointees serving on college and district committees, and
- I. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

**Section 1.4. The duties of the regular or contract officers-at-large are:**

- A. to represent the academic interests of the faculty members with regular and contract status,
- B. to collect and maintain records of voluntary dues collected,

C. to plan, advertise, monitor, and organize the annual Academic Senate Fundraiser.

D. to attend the meetings of the Academic Senate,

E. to attend the meetings of the Senate Officers Committee, and

F. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

**Section 1.5. The duties of the part-time faculty officer-at-large are:**

A. to attend the meetings of the Academic Senate,

B. to attend the meetings of the Senate Officers Committee,

C. to coordinate and compile a list of part-time faculty who are interested in being included in Academic Senate business,

D. to keep part-time faculty informed of Academic Senate issues,

E. to represent the interests of the part-time faculty members,

F. to assist the president in coordinating evening Academic Senate meetings for part-time faculty, and

G. to assist the election coordinator in the election of the part-time faculty senator.

**Section 1.6. The duties of the past-president are:**

A. to attend the meetings of the Academic Senate,

B. to attend the meetings of the Senate Officers Committee, and

C. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

**Section 1.7. The duties of the faculty co-chair of the Curriculum Committee are:**

A. to co-chair the Curriculum Committee under the direction of the Academic Senate,

B. to make regular reports to the Academic Senate,

C. to attend meetings of the Senate Officers Committee as an ex officio member,

D. to perform all other duties and responsibilities outlined in the Curriculum, General Education, and Academic Policies & Procedures Committee Co-Chair job description approved by the Academic Senate, and

E. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

**Section 1.8. The duties of the faculty professional development coordinator are:**

- A. to co-chair the Professional Development Committee under the direction of the Academic Senate,
- B. to make regular reports to the Academic Senate,
- C. to attend meetings of the Senate Officers Committee as an ex officio member,
- D. to perform all other duties and responsibilities outlined in the approved job description, and
- E. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct,

**Section 1.9. The duties of the Senate Officers Committee are:**

- A. to uphold the values, purview, and boundaries of faculty roles in academic and professional matters,
- B. to strengthen the collective voice of faculty and culture of representational leadership through the Academic Senate,
- C. to be a strong advocate for faculty by focusing on long-term and humanizing continuous improvement,
- D. to prepare and distribute the agenda of Academic Senate meetings and other workshops or sessions of the Academic Senate,
- E. to act on behalf of the Academic Senate in emergencies when the Academic Senate cannot be convened,
- F. to maintain an accurate list of Academic Senate members,
- G. to review representation of the Senate based on changes in faculty and programs,
- H. to engage in ongoing discussions with faculty on the issues of the day and facilitate development and airing of faculty perspectives,
- I. to connect with faculty to discuss any problems and to to initiate identification and pursuit of important institutional issues,
- J. to participate in and help facilitate the Cuyamaca College request and review process for faculty reassigned time roles not specifically allocated by position, and
- K. to appoint faculty to serve on college or district committees, task forces, or other groups and faculty roles dealing with academic and professional matters,
- L. to request report outs as needed from faculty serving as Academic Senate representatives in College or district committees, task forces, or through other faculty roles, and
- M. to revoke as necessary faculty appointments of committee members not meeting their professional responsibilities as defined by the Academic Senate's Committee Service Guidelines),



## **Article 2. Duties of the Senators:**

### **Section 2.1. The duties of the senators are:**

- A. to attend and participate in meetings of the Academic Senate, to appoint a proxy from their appropriate constituency group (A, B, C, D, E) of regular or contract and part-time faculty to attend the meetings of the Academic Senate in their absence,
- B. to monitor and represent the interests of their constituency with regard to academic and professional matters,
- C. to voice the concerns of their constituency with regard to academic and professional matters,
- D. to vote in accordance with the input of the members of their constituency as well as their individual consciences, and
- E. to be responsible for the dissemination of information to their constituency in a timely manner.

## **Article 3. Nomination and Election of Officers and Senators**

### **Section 3.1. The nomination of officers:**

- A. Nominations for president will occur during the Fall semester. During such years, an election coordinator will be nominated during the first week of October by the president of the Academic Senate to be approved by the Senate. The election coordinator will supervise and direct the election, and will not be among those choosing to run for office.
- B. Nominations for officers will occur during the Spring semester. The same election officer will serve for both elections of the president and the officers. During the off-president election cycle, the nomination for election coordinator will occur during the first week in December.
- C. Nominations for president and officers will be received from the faculty during the two weeks after census date of the appropriate semester. The election coordinator will verify nominations.
- D. The election coordinator shall make all other necessary arrangements for carrying out the nomination of officers.

### **Section 3.2. The election of officers ~~and president~~:**

- A. Officers ~~and president~~ shall be elected by secret ballot vote of the faculty within two weeks after the nominations end and will take

office as directed in Article V of the Constitution. During the interim the new officers will familiarize themselves with the duties and responsibilities of the offices that they will assume.

- B. Officers will be elected by a simple majority of the votes cast. If no candidate for any office receives a majority vote, a run-off election between the two candidates receiving the most votes will be held. If the faculty member elected to serve as the Part-Time Faculty Officer-at- Large is not appointed, a special election will be held during the first two weeks of the semester.
- C. Special elections shall be held when necessary and shall be supervised by the election coordinator.

**Section 3.3.** The election of senators:

- A. Senators will be elected by secret ballot for one-year terms from their respective constituency subgroups by a simple majority of the votes cast. When voting for senate representatives, each constituent will cast one vote. Elections will be held in January with the appointment to begin the Monday after Commencement.
  - a. If no contract faculty runs for the position of Senator, a constituency may choose to elect a part-time senator to represent them.
- B. The election of the part-time faculty senator will be conducted after the election of senate officers in the spring semester. The senator is to be elected by a simple majority of votes cast by part-time faculty. If something occurs that prevents the elected part-time faculty to serve from serving, the then Senate Officers Committee (SOC) will select a proxy to fill the vacant part-time senator position.
- C. The election process for senators will be conducted on an annual basis. Constituency subgroups finding it necessary to replaces replace senators during the academic year may do so through a special election prior to the spring semester.
- D. In the event that a constituency subgroup fails to elect a senator or to send a representative to two consecutive Senate meetings, that constituency subgroup's senate seat may be declared vacant by the Senate Officers Committee, and the Senate president may appoint an at-large representative to fill the seat for the remainder of the academic year.

**Section 3.4.** The composition of Senate representation:

- A. ~~During the fall semester,~~ The Senate Officers Committee may review representation of the Senate based on changes in faculty and programs. If the Senate Officers Committee recommends that the Senate representation be modified, constituencies for Senate representation will be proposed by the Senate president and approved by a majority of the senators casting votes followed by a majority of the faculty casting votes. In the event that the Senate Officers Committee does not recommend the Senate representation be modified or if the proposed modifications are not approved by a majority of the senators casting votes followed by the majority of regular or contract faculty casting votes, the representation last approved by a vote of the Academic Senate and the regular or contract faculty will remain in effect. Until such time as representation of the Senate is modified, the following Senate representation by constituency groups will remain in effect.
- B. ~~Additionally, The majority~~ of the part-time faculty casting votes will elect ~~two~~ three part time faculty senators.
- C. The number of senators to be elected from the constituency groups will be based on the following criteria. An approximate ratio of one senator for each eight or nine regular or contract faculty within each constituency group will determine the number of senators from that constituency group. Regular or contract faculty may be counted in only one constituency subgroup
- D. It is understood that the voting members of the Academic Senate shall consist of the official members of the Senate Officers Committee as well as the elected senators. The Senate president will cast a vote only when a vote by the Academic Senate results in a tie.

Constituency Group	Constituency Subgroups	Number of Senators
A	Business and Professional Studies, <u>Paralegal, Real Estate, Graphic Design</u>	1
	Automotive, CIS, CADD Technology, <u>Center for Water Studies, and Fine Arts Surveying</u>	1
	<u>Career Technical Education (CTE):</u>	1

	Child Development, Environmental Health and Safety Management, Ornamental Horticulture	
B	History, Humanities, Ethnic Studies, Kumeyaay Studies, Religious Studies, and Philosophy; <del>Performing Arts</del> ; Social and Behavioral Sciences	1
	English	1
	Communication, ESL, ASL, and Foreign World Languages, Fine Arts, and Performing Arts	1
C	Exercise Science/Health	1
	Mathematics	1
	Biology; Chemistry; Physics; Earth Science; and Engineering	1
D	Counseling	1
	Library	1
	Special Services	1
E	Part-Time Faculty: Instruction,	1

	Part-Time Faculty: Student Services,	1
	Part-Time Faculty: At Large	1

## Article 4. Academic Senate Committees

### Section 4.1. Academic Senate Standing Committees

- A. All committees and councils defined in the Cuyamaca College Governance Handbook, or by GCCCD policy, that make recommendations or decisions in the matters related to the purview of the Academic Senate as established through California Education Code, Title 5, Legislation, or Accreditation standards, such as the 10+1 areas outlined in Title 5, shall be considered Standing Committees of the Academic Senate.
- B. All Academic Senate committees shall operate under the direction of the Academic Senate.
- C. All Academic Senate committees shall provide regular and timely reports to the Academic Senate.
- D. All actions and/or recommendations originating from an Academic Senate committee must be approved by the Academic Senate before taking effect.

### Section 4.2. Academic Senate Sub-Committees

- A. Academic Senate Sub-Committees are established under the authority of the Academic Senate within the jurisdiction of the larger Academic Senate legislative body to focus on specific tasks or areas of the Academic Senate's jurisdiction and mandates.
- B. Sub-Committees established by the Academic Senate:
  - 1. follow the Committee Charge and Composition approved by the Academic Senate.
  - 2. are subject to the same Brown Act and Parliamentary Procedures of the Academic Senate as outlined in the Academic Senate Constitution and Bylaws.
  - 3. function directly under the direction of the Academic Senate.
  - 4. provide regular and timely reports to the Academic Senate.  
and

5. bring all actions and/or recommendations to the Academic Senate for approval before taking effect.

#### **Section 4.3. Faculty Representation in Committees and Councils**

- A. Those faculty members representing voting membership on any standing committee, council, or any decision-making/recommending body of Cuyamaca College, of the GCCCD, or any State or National body, shall represent the Academic Senate in all matters and are responsible for representing the will of the Academic Senate in the business of all such committees/councils/bodies and to report all such committees/councils/bodies business to the Academic Senate.

#### **Section 4.4. Faculty Appointments to Committees**

- A. The Senate Officers Committee is tasked with appointing, overseeing, and supporting all Cuyamaca faculty participation on college or district committees, task forces, and other groups dealing with academic and professional matters, and other areas related to the Academic Senate's purview.
- B. Appointments of faculty representatives will follow the Faculty Appointment to Committees/Councils Process and Criteria maintained by the Senate Officers Committee.

### **Article 5. Quorum**

**Section 5.1.** A quorum of the Senate shall consist of:

- A. two-thirds (2/3) of all voting members of the Academic Senate.

### **Article 6. Disbursements**

**Section 6.1.** Payments of \$100 or less may be made by the president and vice-president provided such payments are reported to the Senate at the first meeting following such a payment.

**Section 6.2.** Payment of over \$100 must be approved in advance by quorum vote of the Senate.

### **Article 7. Parliamentary Procedure**

**Section 7.1.** All meetings of this organization shall be conducted according to parliamentary law as set forth in the latest edition of Robert's Rules of Order.

## **Article 8. Recall and Referendum**

**Section 8.1.** The Recall and Referendum process shall consist of the following:

- A. If a referendum petition protesting an action taken by the Academic Senate, signed by 15 percent of the faculty, is submitted to the president, the president must suspend such actions referred to in the petition until a referendum election is held. Prior to such elections, the Academic Senate president shall notify the faculty, in writing, of a special meeting to discuss the issue. A secret ballot election shall then be administered by the election coordinator within 30 days following the submission of the petition. A simple majority of all votes cast shall determine the outcome.
- B. If a recall petition requesting the recall of any officer, signed by 15 percent of the faculty, is presented to the election coordinator, the coordinator shall notify the faculty in writing of a special meeting to discuss the matter. The election coordinator shall then administer a secret ballot within three weeks following the submission of the petition. A simple majority of votes cast shall determine the outcome. Any position vacated by recall shall be filled by a special election within two weeks after the recall.

## **Article 9. Bylaws**

**Section 9.1.** Adoption of the Bylaws

- A. The Bylaws to this Constitution shall be adopted by a simple majority of the votes cast by the faculty.

**Section 9.2.** Amendment of the Bylaws

- A. The Bylaws to the Constitution may be amended by a two-thirds (2/3) vote of the Academic Senate, followed by a simple majority of votes cast by the faculty.
- B. The text of the amendment shall be published to the faculty at least one week prior to the election.