

# CONSTITUTION

## Of the Academic Senate of Cuyamaca College

### Article I. Name

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

### Article II. Membership

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

### Article III. Representation

Section 3.1 The Academic Senate shall represent all full-time and part-time faculty.

### Article IV. Purposes

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, and ethics,
- B. participate jointly with administration, Grossmont College, and the Governing Board and its designees in the formulation of college and district policies regarding professional and academic matters, and
- C. promote communication with Grossmont College and other colleges within our region.

### Article V. 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.

Section 5.1.1 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. Additionally, the Curriculum Committee Faculty Co-Chair and Professional Development Coordinator shall augment the Senate Officers Committee.

Section 5.2 The vice-president and officers-at-large shall serve for terms of one year beginning the Monday after Commencement. The immediate past president shall serve a one-semester term immediately following the end of his or her term as president. The president-elect shall serve a one-semester term (or part thereof) immediately preceding the start of his or her term as president. The president shall serve a term of two years beginning the Monday after Commencement in the even-numbered years. All officers may succeed themselves for as many terms as elected.

Section 5.3 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 5.4 One officer-at-large shall be a part-time faculty member and shall be elected by the faculty

Section 5.5 No nominee for any office shall be placed on the ballot without his/her consent.

## **Article VI. 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 Academic Senate Officers Committee.

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

## **Article VII. Amendments**

Section 7.1 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 7.2 The faculty shall be notified in writing of the text of the amendment at least one week prior to the vote.

## **Article VIII. Ratification**

Section 8.1 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 8.2 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**

## **of the Academic Senate of Cuyamaca College**

### **Article I. 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 represent the faculty at meetings of the Cuyamaca College

- K. Council ,to represent the faculty at District Executive Council meetings,
- L. to represent 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 stated in the college handbook on “Organization & Governance Structures”,
- S. 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, and
  - 4. providing Senate members with clerical assistance for Senate related projects and reports), and
- S. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

Section 1.1.1 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 1.2 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 1.3

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 attend the meetings of the Academic Senate,
- D. to attend the meetings of the Senate Officers Committee, and
- E. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.

Section 1.3.1

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 1.3.2

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

Section 1.3.3

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, and
- D. 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 **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 1.5

The **duties** of the **Senate Officers Committee** are:

- A. to prepare and distribute the agenda,
- B. to act on behalf of the Academic Senate in emergencies when the Academic Senate cannot be convened,
- C. to maintain an accurate list of Academic Senate members,
- D. to review representation of the Senate based on changes in faculty and programs, and
- E. to appoint faculty to college and district committees. (If necessary, the Senate Officers Committee also has the authority to revoke faculty appointments if committee members are not meeting their professional responsibilities as defined by the Academic Senate's Committee Service Guidelines.)

Section 1.6

The **duties** of the **senators** are:

- A. to attend and participate in meetings of the Academic Senate,
- B. 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,
- C. to monitor and represent the interests of their constituency with regard to academic and professional matters,
- D. to voice the concerns of their constituency with regard to academic and professional matters,
- E. to vote in accordance with the input of the members of their constituency as well as their individual consciences, and
- F. to be responsible for the dissemination of information to their constituency in a timely manner.

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

Section 2.1

The **nomination** of officers and senators:

- A. During the first week in December, the president of the Academic Senate shall nominate an election coordinator approved by the Senate to supervise and direct the election of officers. The election coordinator will not be among those choosing to run for office.
- B. Nominations for officers will be received from the faculty during the two weeks after spring census date. The election coordinator will verify nominations.
- C. The election coordinator shall make all other necessary arrangements for carrying out the nomination of officers.

Section 2.2

The **election** of officers:

- A. Officers 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 2.3

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.
- 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, 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 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 2.4

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 part-time faculty senators. 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.
- C. 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.

<b>Constituency Group</b>	<b>Constituency Subgroups</b>	<b>Number of Senators</b>
<b>A</b>	Business and Professional Studies	1
	CIS, CADD Technology and Fine Arts	1
	Career Technical Education (CTE)	1
<b>B</b>	Humanities, Philosophy, and Religious Studies; Performing Arts; History, Social and Behavioral Sciences	1
	English	1
	Communication, ESL, ASL, and Foreign Languages	1
<b>C</b>	Exercise Science/Health	1
	Mathematics	1
	Science and Engineering	1
<b>D</b>	Counseling	1
	Library	1
	Special Services	1
<b>E</b>	Part-Time Faculty <ul style="list-style-type: none"> <li>• Instruction</li> <li>• Student Services</li> <li>• At Large</li> </ul>	1

### **Article III. Academic Senate Committees**

#### Section 3.1 **Academic Senate Committees**

- A. All Academic Senate committees shall operate under the direction of the Academic Senate.
- B. All Academic Senate committees shall provide regular reports to the Academic Senate.
- C. All actions and/or recommendations originating from an Academic Senate committee must be approved by the Academic Senate before taking effect.

### **Article IV. Quorum**

#### Section 4.1 A **quorum** of the Senate shall consist of:

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

### **Article V. Disbursements**

#### Section 5.1 **Disbursements**

- A. 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.
- B. Payment of over \$100 must be approved in advance by quorum vote of the Senate.

## **Article VI. Parliamentary Procedure**

### Section 6.1      **Parliamentary Procedure**

- A. 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 VII. Recall and Referendum**

### Section 7.1      **Recall and Referendum**

- 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 VIII. Bylaws**

### Section 8.1      **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 8.2      **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.