

Bylaws of the Constitution of the Cañada College Academic Senate

ARTICLE I: MEMBERSHIP

Section 1: In order to create the Academic Senate Governing Council, each member of the College's faculty, full-time and part-time, shall be entitled to one vote in Senate elections. ("Faculty," as used here, is defined in Title 5 CCR Sections 53402, 53301 and 53302)

Section 2: The Academic Senate shall include all certificated full-time and part-time faculty employed under contract by the College loaded at three or more units per semester.

Section 3: The Academic Senate may call members for the payment of professional dues. However, professional dues are not to be a condition for eligibility to membership in the Senate, and no sanctions are to be imposed upon members who do not pay such professional dues. Collection of voluntary dues payments shall be accomplished through payroll deduction.

ARTICLE II: ELECTIONS

Section 1: The president shall appoint an Election Committee subject to the approval of the Governing Council. This appointment should take place by the first Governing Council meeting in March. The Election Committee shall consist of at least two Senate members who represent different divisions and who are not running for Governing Council office. The responsibilities of the Election Committee shall be to:

- establish an election timeline in accordance with Article II, Section 3, and
- solicit and collect names of nominees,
- create, distribute, collect and count the ballot,
- announce election results at the Governing Council meeting in accordance with Article 2, Section 6.

Section 2: All faculty members, as defined in Article I, shall constitute the Electorate.

Section 3: The report of nominations by the Election Committee shall be submitted to the Governing Council at least two weeks prior to the election. Additional nominations may be made from the floor at this time. Nominations will be closed upon action by the Governing Council.

Section 4: In the case that there are no nominees for a vacant office, the office shall remain vacant and the Governing Council shall schedule a special election to occur during the following semester. The candidate elected in the special election shall complete the remaining term of the office.

Section 5: All candidates shall have the opportunity to address the Senate at a Governing Council meeting prior to the election.

Section 6: Elections shall be held by written or electronic ballot. Identities of the voters must be validated. Ballots are to be returned and tabulated on or before the last Governing Council Meeting of the academic year.

Section 7: Election results may not be announced in part.

Section 8: Officers shall be elected by simple majority of the ballots cast. A tie shall be resolved by a simple majority vote of the current Governing Council.

Section 9: The Governing Council shall have the authority to interpret rules for the call and conduct of elections.

ARTICLE III: COMPOSITION AND TERMS OF THE GOVERNING COUNCIL

Section 1: The Governing Council shall consist of the officers and other voting representatives, hereafter referred to as “Senators”, as determined by the Senate Bylaws.

Section 2: The officers of the Governing Council shall be: President, Vice President, Secretary and Treasurer. The officers shall be elected for a term of two years. They shall assume the duties of their respective offices at the first day of the academic year. The President and Vice President shall be elected in odd numbered years, and the Secretary and Treasurer shall be elected in even numbered years. Upon completion of his/her term, the outgoing President shall be invited to serve one year as an ex officio non-voting member of the Governing Council.

Section 3: Vacancies to the Governing Council will be filled as follows:

- Succession: If the President cannot complete his/her term, then the Vice President will succeed the President for the duration of the President’s elected term.
- Appointment: If any Governing Council position other than the President cannot fulfill his/her term, then the balance of the Governing Council shall, after deliberation, appoint a faculty member to complete that individual’s term.

Section 4: The Senators of the Governing Council shall be: the Curriculum Committee faculty Chair or designee, the Senate representative to the Professional Development committee, and one representative from each Division.

A. Divisions which include six or fewer full-time faculty may, by mutual choice, join another division for purposes of representation.

B. Faculty who are not members of a clearly defined division may, by mutual choice, join a division for purposes of representation.

Section 5: Senators shall be nominated by their respective constituency and appointed by the Governing Council for a one-year term.

ARTICLE IV: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the Senate and Governing Council. The President shall in every way endeavor to promote the interests and purposes of the Senate. The President shall uphold the Constitution and Bylaws of the Senate. The President shall appoint all temporary chairpersons of standing and special committees, and they shall serve subject to the approval of the Governing Council. The President shall require an audit of the Senate books at the close of each academic year. The President shall meet regularly with the District Academic Senate to coordinate activities and policies which involve the faculties of the three colleges. The President, or designee, shall serve on District governance committees.

Section 2: The President of the Senate shall begin consultations with the standing committees of the Senate. Subcommittees of the Senate shall submit to the President their respective chair nominees for the upcoming academic year. In addition, the President may make other nominations as needed. The President shall submit these nominees to the Governing Council for acceptance at the first Governing Council meeting of the new academic year. Those nominees accepted by the Governing Council shall begin their duties immediately.

Section 3: The Vice President shall serve as assistant to the President and shall serve as President in the absence of the President. The Vice President shall serve on the District Academic Senate. Other responsibilities of the Vice President shall be mutually agreed upon with the President.

Section 4: The Secretary shall keep a record of the proceedings of all Senate and Governing Council meetings. In cooperation with the President, the Secretary shall prepare agendas for the meetings of the Senate and Governing Council and post minutes of the meetings and relevant materials online. The Secretary shall maintain the files of the Senate, and shall be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President.

Section 5: The Treasurer shall receive all remunerations belonging to the Senate. The Treasurer shall pay out the funds of the Senate on orders signed by the President. The Treasurer shall keep an itemized list of receipts and expenditures and shall make a written report of the prior academic year at the first regular meeting of the Senate. The Treasurer will prepare a budget for the operation of the Senate at the beginning of each academic year and as requested by the President. The Treasurer will invite all new full and adjunct faculty to provide voluntary payroll deductions as dues to the Academic Senate.

ARTICLE V: DUTIES OF THE GOVERNING COUNCIL

Section 1: The Governing Council shall represent the members of the Senate. It shall be the policy-making body of the Senate. It shall deliberate and act upon such matters of Senate interest and concern as are brought to its attention. It shall, through the President or through its special delegates, serve as the voice of the Senate and, when so directed, represent the Senate in relations with the District.

Section 2: The Governing Council shall make all faculty appointments to committees of the College.

Section 3: The Governing Council shall make recommendations to the Cañada College President regarding faculty-related concerns.

Section 4: The Governing Council shall require minutes of action items to be kept and made available to members of the Academic Senate.

Section 5: The Governing Council shall meet on a regular basis to receive and consider the reports and recommendations of the Senate President, the chairpersons of the standing committees, and the Division Representatives. A summary of these reports shall be included in the minutes and posted online for all members of the faculty.

Section 6: Major issues, as defined by the Governing Council, shall be submitted to members of the Senate for their deliberation. A vote may be called by the Academic Senate President at the direction of the Governing Council, or by a petition endorsed by no fewer than 10% of the members of the Senate.

ARTICLE VI: SENATE COMMITTEES AND THEIR DUTIES

Section 1: The Governing Council shall serve as a steering organization, performing the routine tasks for the Senate, preparing items for presentation to the Senate, and receiving all recommendations from the committees.

Section 2: There shall be standing committees of the Academic Senate related to curriculum and other matters identified by the Governing Council. All authority and responsibilities of these committees shall be exercised through the Governing Council.

Section 3: As necessary, the President may constitute committees, workgroups and task forces, and appoint faculty to these bodies with the approval of the Governing Council. At the Governing Council's discretion, students may be appointed to committees. Student representatives may have the same voting privileges as faculty members.

Section 4: All committees established by the Senate shall be advisory and shall be responsible to the Governing Council.

Section 5: All committees established by the Senate Governing Council, must ensure that their Bylaws are developed in consultation with the Senate Governing Council and are consistent with the Senate’s Constitution and Bylaws.

Section 6 – Curriculum Committee:

- The primary function of the Curriculum Committee shall be to coordinate and monitor Cañada’s curricular offerings so that they shall uphold the California Education Code, be consistent among the divisions and colleges of the District, be understandable to our students and staff, articulate with high schools and four- year institutions, and support the goals and objectives of the San Mateo County Community College District and Cañada College.
- The Curriculum Committee shall make recommendations to the Governing Council about general instruction policies and standards, and degree and certification requirements. The Curriculum Committee shall also deliberate over the initiation and modification of programs and courses. To do this, the Curriculum Committee shall seek input from those campus and committee individuals who are affected by curricular decisions, and whose input is needed by the Curriculum Committee to make informed decisions. The Committee shall request the Office of the President of Cañada College to provide such information as is necessary for its deliberations and actions.
- All standing subcommittees of the Curriculum Committee shall have a written charter and guidelines. In addition, these subcommittees shall present, at minimum, annual reports to the Curriculum Committee.

ARTICLE VII: OFFICIAL MEETINGS

Section 1: A quorum for a meeting of the Senate shall consist of those Senate members present.

Section 2: A quorum for a meeting of the Governing Council shall consist of a simple majority of the Council members.

Section 3: A quorum for a meeting of all other Senate subcommittees shall consist of a simple majority of the committee members.

ARTICLE VIII: AMENDMENTS

Section 1: The Constitution may be amended by a vote of at least 60% of the Senate votes cast. Proposed amendments must be announced as a discussion and/or action item on the regularly distributed agenda for the ASGC meeting at which they will be addressed. Copies (hard or electronic) of these proposed amendments must be filed with the Senate Secretary and provided to all Senate members at least two weeks preceding the vote.

Section 2: The Bylaws may be amended by a simple majority of the Senate votes cast. Proposed amendments must be announced as a discussion and/or action item on the regularly distributed agenda for the ASGC meeting at which they will be addressed.

Copies (hard or electronic) of these proposed amendments must be filed with the Senate Secretary and provided to all Senate members at least two weeks preceding the vote.