

SOLANO COLLEGE ACADEMIC SENATE

CONSTITUTION

*Approved by the Academic Senate: 5 February 2018
Ratified by the Solano College Faculty: 07 May 2018*

- *Red denotes senate-approved changes to the constitution and/or its bylaws where they affect the constitution.*
- *Proposed changes approved unanimously for presentation to faculty for ratification by the senate on January 22, 2018 and February 5, 2018 meetings.*
- *Each proposed amendment requires ratification of all faculty by two-thirds vote, per Article IV of this document.*

ARTICLE I

Name of the Organization

This organization shall be known as the **Solano College Academic Senate**, hereafter referred to as the **Academic Senate** or the **Senate**.

ARTICLE II

Academic Senate

- A. **Definition:** The Academic Senate shall be the only organization empowered to speak for the Faculty on matters that are not contractual in nature.
- B. **Empowerment:** The Academic Senate is authorized by the laws of the State of California, the regulations of the Rodda Act, provisions of Title 5 of the California Administrative Code, AB1725, California Education Code, and Policy 2005 of the Solano County Community College District Governing Board.
- C. **Purpose:** The purpose of the Academic Senate shall be to provide the Faculty members with a formal and effective process for participating in the formation and implementation of district policies on academic and professional matters (Title 5, Subchapter 2, Section 53201).
- D. **Functions:** The functions of the Academic Senate are to act as a representative of the faculty with respect to Academic and Professional Matters to include the following items (Title 5, Subchapter 2, Section 53200):
1. Curriculum, including establishing prerequisites and placing courses with disciplines
 2. Degree and certificate requirements
 3. Grading policies
 4. Educational program development
 5. Standards or policies regarding student preparation and success
 6. District and college governance structures, as related to faculty roles
 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports

8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.

The district governing board shall consult collegially with the Academic Senate when developing policies regarding academic and professional matters by using either or both of the following methods, according to its own discretion:

1. Relying Primarily upon the advice and judgment of the Academic Senate, or
2. That the district governing board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligation to reach Mutual Agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

(The SCCCD Board reached agreement with the Senate in 1990-91, choosing Mutual Agreement on all 1-11 items. In 1995, the Board voted to Rely Primarily on the Senate for items 1, 2, and 3. In 2018, the Board voted to Rely Primarily on the Senate for Items 1-7. NOTE: Board Policy # 2005, which was reviewed and adopted in 2018, clearly delineates these roles.)

- E. Senate Spokesperson: The spokesperson of the Academic Senate shall be the Academic Senate President or the Senate President's designee, and may make a statement of faculty action or opinion on academic or professional issues to the Solano Community College Governing Board, the press, or other person or organization. If any person believes that a statement of faculty action or position is in any way inaccurate or misleading then that person shall have the right to bring the matter to the full Senate for clarification.
- F. Senate Membership: The Academic Senate shall be composed of faculty representatives who shall serve a two-year term of office, with half the Senators elected in alternate years. The guidelines for representation shall be found in the Senate By-Laws. The Past-President of the Senate shall be a non-voting ex-officio member, but, if that Past President is no longer a Full-Time Faculty member, this position shall remain unfilled until there is a Past-President. The Chairs of the Academic Senate Academic Program Review Committee, the Academic Senate Assessment Committee, Academic Senate Basic Skills Committee, the Academic Senate Curriculum Committee, the Academic Senate Distance Education Committee, and the Academic Senate Professional Development and Flex Calendar Committee shall be recognized as non-voting, ex-officio Senators.
- G. Senate Officers: The Academic Senate will have three officers: President, Vice-President, and Secretary-Treasurer. The President and the Vice-President serve concurrent two-year terms. The President and the Vice-President shall be elected at large by vote of the faculty. The Secretary-Treasurer shall be elected each year by a vote of the Senate, and shall be a current Senator. The Past-President is not an officer of the Senate.

Transition of officers will take place at the end of the last Academic Senate meeting of the academic year.

- H. Senate Meetings:

1. There shall be at least one scheduled meeting of the Academic Senate per month during the academic year.
2. A quorum of at least 50 percent of the Senators, excluding the President, must be present for the Senate to conduct business.
3. Special Meetings Called by Members of the Academic Senate. Special meetings of the Academic Senate may be called by the President. Special Meetings shall be called by the President upon receipt of a petition signed a majority of Senators; the President must convene the meeting within five working days of receiving the petition.
4. Special Meetings Called by the Faculty. The Senate, by majority vote, shall call a Special Meeting when necessary, or when requested, in writing, by ten percent of the Full-Time Faculty.
5. Voting. Each Senator (representing Full-Time or Part-Time Faculty) will receive an equal vote in Academic Senate meetings. The President will only vote to break ties. The Secretary-Treasurer is considered a Senator and has one vote.
6. Meeting Procedures. The Academic Senate is bound by the rules and regulations of the Brown Act and elects to follow the general and reasonable rules of Parliamentary Procedure.

I. Senate Standing Sub-Committees

1. The **Academic Program Review Committee** is a Standing Sub-Committee of the Academic Senate.
2. The **Assessment Committee** is a Standing Sub-Committee of the Academic Senate.
3. The **Basic Skills Committee** is a Standing Sub-Committee of the Academic Senate.
4. The **Curriculum Committee** is a Standing Sub-Committee of the Academic Senate.
5. The **Distance Education Committee** is a Standing Sub-Committee of the Academic Senate.
6. The **Professional Development and Flexible Calendar Committee** is a Standing Sub-Committee of the Academic Senate.
7. Additional Standing Sub-Committees of the Academic Senate may be created by a majority vote of the Senate, and shall be listed only in the Senate By-Laws, until the next revision of the Senate Constitution is completed.
8. Senate Sub-Committees are bound by the rules and regulations of the Brown Act and shall follow the general and reasonable rules of Parliamentary Procedure.
9. Sub-Committee Chairs shall report regularly to the Academic Senate.
10. Changes to Sub-Committee charges, procedures and/or membership requires the approval of the Academic Senate.

ARTICLE III

Nomination and Election of Senate Officers and Senators

Section 1: Officers

A. President:

The Senate President will be elected by the Faculty every two years. The Senate President must be a Full-Time Faculty member. The Senate President may choose to run for a second consecutive term, but not a third consecutive term. A former Senate President may run

again for Senate President when at least two years has passed since serving as President, but cannot run for Senate Vice-President until completing his/her two-year term as Senate Past-President.

In a reasonable and timely manner, the current Past President shall send out a notice to all faculty that nominations for the office of President will be accepted for two weeks after the distribution of the notice. If the current Past President is no longer a faculty member, then the Vice President, or the Secretary-Treasurer, or any other Senator as designated by the current Senate President shall send out the notice.

B. Vice-President:

The Senate Vice-President will be elected by the Faculty every two years. The Senate Vice-President must be a Full-Time Faculty member. The Senate Vice-President may choose to run for a second consecutive term, but not a third consecutive term. A former Senate Vice-President may run again for Senate Vice-President when at least two years has passed since serving as Vice-President.

In a reasonable and timely manner, the current Past President shall send out a notice to all faculty that nominations for the office of Vice-President will be accepted for two weeks after the distribution of the notice. If the current Past President is no longer a faculty member, then the Vice President, or the Secretary-Treasurer, or any other Senator as designated by the current Senate President shall send out the notice.

- C. Any Full-Time Faculty member may place his/her name into nomination for President or Vice President. If a Senator, who is to serve on the Senate during the next academic year, is elected President or Vice-President, they will need to vacate their position of Senator. All nominees will be asked to include a brief statement of candidacy indicating their qualifications and reasons for running for office.

The current Past President and Secretary-Treasurer shall prepare a ballot including all nominees and their statements.

- D. The current Past President and Secretary-Treasurer shall be responsible for the counting of the ballots. In a reasonable and timely manner, the election of the President and/or Vice-President for the next academic year shall be completed and announced.
- E. In elections for President and/or Vice-President, voting procedures as stated in the Academic Senate By-Laws shall be followed.

E. Secretary/Treasurer

1. One current Senator shall be selected by the Senate by a majority vote to serve as the Secretary/Treasurer, for a period of two years.
2. The Secretary/Treasurer must be a current elected and voting Senator of the Academic Senate, including Full-Time or Part-Time Faculty members.
3. The election of Secretary/Treasurer shall be at the first meeting of the newly constituted Senate.

F. Senators

Senators shall be elected for a two-year term by their constituency.

Constituencies represented by Academic Senators, whether by Department, Division, School, College, Campus or other recognized group, shall be specified in the *Academic Senate By-Laws*, and, as such, determined by the Academic Senate.

Election procedures, timelines, and regulations for Academic Senators shall be placed in the *Academic Senate By-Laws*, and, as such, determined by the Academic Senate.

- G. This Senate Constitution shall be Effective and Valid after the Academic Senate formally receives the results after there has been a Majority Vote for Ratification by the Faculty. When necessary, Sitting Senators shall remain in Office until the Senate formally reorganizes and reconstitutes Senate Representation and Membership, and until the new Senators have been elected and seated, according to the Rules and Procedures set out in the *Senate By-Laws*.

Senators elected or re-elected under this new Senate Constitution shall be seated when elected, but no sooner than June 1, and no later than October 15, of the corresponding academic year, or as specified in the *Senate By-Laws*.

H. Past President:

The President will assume the position of Past President, without an election, at the time the new President begins the term.

Section 2: Resignations and Replacements

- A. The President or Vice-President may resign by notifying the Senate members in writing.
- B. If the President resigns, or is unable to finish the term for another reason, the Vice President shall become President, and complete the term of the President.
- C. If the Vice-President resigns, or is unable to finish the term for another reason, the Senate may choose to hold an election to choose a new Vice-President to complete the term, or the Senate may choose to leave the position vacant until the next scheduled Vice-President election.
- D. A Senator may resign by notifying in writing both the Academic Senate President and his/her constituency.
- E. If a Senator resigns or is unable to finish the term for another reason, the vacancy shall be filled within three weeks upon notification of the vacancy. The process for replacing a Senator may be initiated by the constituency of the Senator, or by the Senate President, or Vice-President.
- F. If any resignation of the President, the Vice-President or a Senator occurs after March 1st of the second year of the term, then no election will be held and the seat will remain vacant until the following Semester.

Section 3: Removal of Academic Senator from Office

- A. An Academic Senator may be removed from office only by the vote of members of his/her constituency. A constituency may remove its Senator from the Academic Senate in the following manner:

1. Any faculty member may obtain signatures of faculty members on a petition seeking the recall of a Senator. When the faculty member obtains signatures of more than twenty percent of the constituency, that faculty member shall notify the Academic Senate President in writing that the effected constituency intends to hold a recall election.
2. The President shall contact the faculty member who distributed the petition and send a notice in writing to every member of that constituency that a recall election is to be held and the date of the election. The recall election must be held within seven working days after the petition for recall was sent to the President by the faculty member.
3. The President shall designate an Academic Senator from another constituency to conduct the recall election shall be held in a reasonable time and manner at the discretion of the Senate.
4. The current Senator shall be removed if a majority of faculty members submitting ballots vote to remove him or her. A replacement Senator shall be elected in a reasonable time and manner at the discretion of the Senate.
5. If a Senator is removed from office after March 1st of the second year of the Senator's term, then no replacement election will be held and the seat will remain vacant, until the following semester.

Section 4: Voting Rights for Senate Elections.

Voting Rights for Faculty on Academic Senate Actions, Issues or Policies that the Senate Places Before the Faculty for an election shall be:

- A. All Full-Time Faculty members shall have one full vote in all elections, including elections for Senate President and Senate Vice-President, with the one exception that Full-Time Faculty members shall not vote in elections for Part-Time Senators. All Part-Time Faculty, who are teaching in the Semester when the election is held, shall have one full vote in all elections, including Senate President and Senate Vice-President.
- B. All Part-Time Faculty, who are teaching in the Semester when the election is held, shall have one full vote in elections for their Part-Time Academic Senators.

ARTICLE IV
Amendments to the Constitution

Section 1. Procedure for Making Amendments

Amendments to Academic Senate Constitution may be made in the following manner:

- A. An amendment may be proposed by an Academic Senator at a meeting where there is a quorum. The proposal must be seconded and must receive a two-thirds vote of the Senators present at the meeting.
- B. The proposed amendment will be distributed to the faculty in writing within five working days after the Academic Senate's affirmative vote.

- C. The President shall call an election to be held no earlier than fifteen working days, nor later than thirty working days after the meeting at which the proposal receives an affirmative vote. Voting will be by secret ballot.
- D. A two-thirds majority of those faculty members voting will be required to amend the Senate Constitution.

END
