

Academic Senate of Cañada College

Bylaws of the Constitution

BYLAW I: 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 3 Senate members who represent multiple 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 Bylaw 1, Section 4, and
- collect names of nominees,
- create, distribute, collect and count the ballot,
- appoint two members of the Election Committee and one additional Senate member to witness the count,
- announce election results at the Governing Council meeting in accordance with Bylaw I, Section 5.

Section 2: The report of the Election Committee shall be submitted to the Senate at least two weeks prior to the election. Additional nominations may be made from the floor.

Section 3: All candidates shall have the opportunity to address the Senate at a Governing Council meeting prior to the election.

Section 4: Elections shall be held by ballot, to be returned and tabulated on or before the last Governing Council Meeting in April.

Section 5: Election results may not be announced in part.

Section 6: A tie shall be resolved by a simple majority vote of the current Governing Council.

Section 7: The Governing Council shall have the authority to interpret rules for the call and conduct of elections.

BYLAW II: COMPOSITION AND TERMS OF THE GOVERNING COUNCIL

Section 1: The Governing Council shall consist of the officers and other voting representatives as determined by the Senate Bylaws.

Section 2: The officers shall be elected for a term of two years. They shall assume the duties of their respective offices at the last regular Senate meeting 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 member of the Governing Council.

Section 3: 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 4: Vacancies to the Governing Council will be filled as follows:

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- **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 or her term, then the balance of the Governing Council shall, after deliberation, appoint a faculty member to complete that individual's term.

Section 5: The voting members of the Governing Council of the Academic Senate shall be: the President, the Vice President, the Treasurer, the Secretary, the Curriculum Committee Chair, the Professional Personnel Committee Chair, the College Council Representative, and the Division Representatives.

BYLAW III: DUTIES OF OFFICERS

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

Section 2: The Vice President shall serve as assistant to the President and shall serve as President in the absence of the President.

Section 3: The Secretary shall keep a record of the proceedings of all Senate and Governing Council meetings. In cooperation with the President, he shall prepare agendas for the meetings of the Senate and Governing Council. He shall maintain the files of the Senate, and he shall be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President.

Section 4: The Treasurer shall receive all remunerations belonging to the Senate. She shall pay out the funds of the Senate on orders signed by the President. She will prepare a budget for the operation of the Senate at the beginning and ending of each academic year and as requested by the President.

- Senate members in need of reimbursement shall submit receipts and original paperwork with proper forms to the Academic Senate Treasurer.

BYLAW IV: DUTIES OF COUNCIL MEMBERS

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 the permanent committees of the College.

Section 3: The Governing Council shall serve as the Cañada College President's Advisory Committee 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.

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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 circulated to the 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.

Section 7: Terms of Division Representatives shall be two years.

BYLAW V: 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 three standing committees of the Academic Senate: Curriculum, Professional Personnel, and faculty membership to the College Council. All authority and responsibilities of these committees shall be exercised through the Governing Council.

Section 3: As necessary, the President may appoint additional committees 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 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.

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- Membership of the Curriculum Committee shall be eight faculty members with a minimum of one from each division. An additional faculty member shall serve as the chair. This chair shall have served at least one year on the Curriculum Committee.
- The voting members of the Curriculum Committee shall be comprised of those faculty members appointed to the Committee, and one representative from the Admissions and Records area that evaluates degree and certificate petitions. The President of the Academic Senate and the Vice President of Instruction shall be non-voting advisors to the Curriculum Committee.
- Senate members shall serve on the Curriculum Committee as division representatives for no more than three consecutive years. One year must pass before additional terms may be served. The chair shall serve a two-year term which may be renewed once.

Section 6 – Professional Personnel Committee (PPC):

- The Professional Personnel Committee is responsible for the administration of the following funds through subcommittees named for each respective fund: Trustee Grants for Program Improvement (TGFPI), Professional Development (PD), and AB1725.
 - TGFPI and PD subcommittee membership shall be determined by the Governing Council in accordance with the rules and regulations set forth in the faculty collective bargaining agreement.
 - AB1725 subcommittee membership shall be determined by the Governing Council in accordance with the rules and regulations set forth by AB1725.
- Membership in the Professional Personnel Committee, which is the umbrella committee for the three subcommittees (TGFPI, PD, and AB1725), shall come from the membership of the three subcommittees and will, whenever possible, reflect all academic divisions and counseling. The PPC may, at the discretion of the Governing Council, have additional non-faculty membership. Senate members shall serve no more than three consecutive years on the PPC. A PPC member shall serve no more than two of the three years as a chairperson. New members shall be proposed by any Senate members when vacancies occur. The Governing Council shall approve proposed members.

Section 7 – Faculty Memberships to the College Council:

- The College Council shall consist of a faculty member from each division and one part-time member.
- The Governing Council shall approve the faculty representatives of the College Council. The College Council shall appoint the part-time member. Faculty members on the College Council shall represent their divisions and general faculty interests.
- College Council Faculty Representatives shall serve terms of two years. The term may be extended by one year.
- Faculty who serve on the College Council shall:
 - represent the interests of the faculty and the concerns of the Governing Council of the Academic Senate,
 - select a representative to the Governing Council,
 - present to the College Council the concerns of the Senate, and
 - assess the effectiveness of the shared governance process.