

# **PALO VERDE COLLEGE ACADEMIC SENATE CONSTITUTION**

## Article I: Name

The name of this organization shall be Palo Verde College Academic Senate.

## Article II: Purpose

The purpose of this organization is to implement the philosophy that members of the Academic Senate have the right and responsibility to participate in the formation of College and District policies.

## Article III: Membership

In accordance with Education Code Title 5, Section 532(a), full-time certificated persons who are not designated as management by the college administration shall be members of the Palo Verde College Academic Senate. Insofar as the duties and responsibilities of part-time Faculty are proportionately similar to those of full-time Faculty, and that the Academic Senate is recognized as the representative of all Faculty to the Board, the Senate recognizes its responsibility to encourage and solicit membership of part-time Faculty.

## Article IV: Organization

### Section A: Business

1. The business of the Academic Senate shall be carried out through the Senate, which may approve or disapprove by a simple majority, provided that a majority plus one of full-time Faculty is present.

### Section B: Meetings

1. The Academic Senate shall meet on campus.

### Section C: Assessments

1. Assessments may be levied annually by the Senate, but shall not be a condition of membership.

### Section D: Rules

1. The most recent edition of *Roberts' Rules of Order* shall govern the Academic Senate on all matters not specifically covered by this Constitution and its Bylaws.

## Article V: Senate Officers

The affairs of the Senate, as herein specified, shall be conducted by the Senate Officers.

### Section A: Officers

1. The officers of the Senate shall be the President, the Vice-President, and the Secretary.

### Section B: Duties

1. The duties of the elected officers shall be those as outlined in *Roberts' Rules of Order*, and detailed in the Bylaws of the Senate.

### Section C: Terms of Office

1. The terms of office of each elected officer shall be from the last regularly scheduled meeting of the spring semester to the first regularly scheduled meeting in May of the subsequent year.
2. The President and Vice-President shall be elected for one-year terms; the Secretary-Treasurer shall be elected for a two-year term. Officers may succeed themselves.

### Section D: Nominations and Elections

1. Nominations will be held the first regularly scheduled meeting of April. The nomination of a candidate requires the consent of that member. No second is needed nor is there a limit of nominees per position. When nominations cease or are closed, the nominees presented will have their name placed on the ballot for the election. No write-in provision will be allowed.
2. The election of officers will be held on the first regularly scheduled meeting in May. Balloting will commence fifteen minutes after the meeting is called to order or as the first Old Business item on the agenda. Ballots will be distributed by the Secretary of the Academic Senate to the members present at the meeting. After completing a ballot, it will be returned to the Secretary.
3. The Secretary, along with two classified employee volunteers, will comprise the election committee. The Secretary will verify the exact number of ballots received coincides with the number given out. Ballots will be checked to ensure only one candidate has been selected per office. In the event two candidates for the same office have been voted upon, the ballot will be considered invalid and will be discarded. A candidate wins the office with a plurality of the votes cast. In the event of a tie, ballots for that position are resubmitted with the tied candidates only being voted upon.
4. Upon final selection of elected candidates, the normal agenda of the meeting will continue. The new officers will take office on the last regularly scheduled meeting of the semester.

### Section E: Vacancies

1. Resignation from any position on the Senate Council shall be presented in writing to the Senate President. Vacancies shall be filled according to procedures outlined in the Bylaws. Vacancies shall be filled as follows:
  - a. A nomination and election process as outlined in Article V, Section D of the Constitution will be adhered to. Instead of holding the nomination in April, it will be held the first meeting after the vacancy has been made

public in the Academic Senate meeting. The election of the vacant office will be held during the next Academic Senate meeting with the aforementioned procedures. The elected candidate will take over the vacant office immediately following the election. If the vacant position is that of Secretary, the Vice-President will serve in that capacity for the election.

#### Section F: Committees

1. Standing committee chairpersons shall be elected by the Academic Senate membership; membership of such committees shall be appointed by the Senate.
2. Ad hoc committees may be appointed by the Senate as the need arises; the chairperson of each ad hoc committee shall be named by the Senate.
3. The Senate shall determine committee jurisdiction and responsibility.
  - a. It shall be the duty of the committees:
    - i. To consider, study, and make recommendations on all matters submitted by the President, the Committee Chairperson and/or the Senate.
    - ii. To report to the Senate.
    - iii. To submit its proposal to the Senate for approval prior to undertaking a study or investigation.
  - b. It shall be the duty of the committee chairperson:
    - i. To call regular meetings of the committee and to publish notice of committee meeting in sufficient time to inform all members.
    - ii. To prepare an agenda for committee meetings, to be responsible for maintaining all committee records, and to report committee actions to the Senate.

#### Article VI: Amendments

An amendment to the Constitution or to the Bylaws may be proposed by a majority vote of the Senate, or by a written petition, of at least four members. The proposed change shall be placed in Faculty mailboxes at least two weeks prior to a regular meeting of the membership, at which it will appear on the agenda.

Adoption of an amendment to the Constitution shall require a two-thirds majority of the membership voting by secret ballot. An amendment to the Bylaws shall require approval of a majority of the membership voting by written ballot.

# PALO VERDE COLLEGE ACADEMIC SENATE BYLAWS

## Article I: Senate

### Section A: Function and Responsibilities

1. It shall be the function of the Senate to develop and implement the policies of the Faculty, and to serve as the voice of the Faculty.
  - a. It shall be the responsibility of the Senate:
    - i. To provide procedures for determining and implementing Faculty policies.
    - ii. To be the official representative of the Faculty in relationships with the administration and the governing board on all academic and professional matters.
    - iii. To establish Standing Rules to expedite the transaction of Senate business.
    - iv. To appoint the members of standing committees; to establish ad hoc committees when necessary, appoint the members and naming the chairperson for each.
    - v. To advise the Senate President; to assist the President in preparing the agenda; and to perform those duties requested by the President or the Senate.

### Section B: Duties of Officers

1. President. It shall be the duty of the President:
  - a. To preside at all meetings of the Senate.
  - b. To be a member of the Palo Verde College administrative councils upon invitation of the Administration.
  - c. To represent the Faculty at meetings of the Governing Board and to keep the Senate informed of pertinent decisions and topics of discussions.
  - d. To assign, with Senate approval, to appropriate committees such matters as are requested by Senate members.
  - e. To communicate Senate recommendations and proposals to the President of the College.
  - f. To communicate recommendations and proposals to the Palo Verde Community College District Governing Board after consultation with the President of the College.
  - g. To prepare the agenda for Senate meetings.
  - h. To be an *ex officio* member of all committees, except as otherwise provided in these Bylaws.
  - i. To assist Faculty requesting grievance aid through the Senate.
  - j. To represent the Faculty at the annual budget meetings on campus.
  - k. To perform other duties as assigned by the Senate.
2. Vice-President. It shall be the duty of the Vice-President:
  - a. To serve for the President of the Academic Senate during any temporary absence of the President.
  - b. To be an *ex officio* member of such committees as are designated by the Senate.
  - c. To be a member of the Palo Verde College administrative councils upon invitation of the Administration.
  - d. To maintain a log of the actions, policies, and other proposals of the Senate.
  - e. To transfer and store pertinent Senate records, policies, etc. in the archives of the library.
  - f. To represent the President of the Academic Senate as the President or Senate may direct.
  - g. To serve with the President as Faculty representatives on the College Budget Committee.
  - h. To perform other duties as assigned by the Senate.
3. Secretary. It shall be the duty of the Secretary:
  - a. To issue notices of meetings, publish the agenda, keep appropriate records, and publish and distribute minutes of all Senate meetings.
  - b. To conduct all correspondence appropriate to this office.
  - c. To serve on the College Budget Committee at the request of the Senate President.
  - d. To perform other duties as assigned by the Senate or Council.
4. Order of Precedence. Order of precedence for officers shall be as follows:
  - a. President, Vice-President, and Secretary. In the event of the temporary absence of any officer, the next in the above order shall perform any necessary functions of the absent officer. A further order of precedence may be established by the Senate Council.

### Section D: Vacancies on the Senate Council

1. Vacancies shall be filled as follows:
  - a. President: The Vice-President shall succeed to this position for the unexpired portion of the President's term.
  - b. Other elected offices: The President of the Senate shall notify the Senate membership of the vacancy. Any Senate member may nominate by petition signed by four Senate members.

## Article II: Standing Committees

### Section A: The Committee on Academic Affairs.

### Section B: The Committee on Evaluation and Accreditation.