

# AMERICAN RIVER COLLEGE ACADEMIC SENATE BYLAWS

## ARTICLE I: NAME

This organization shall be known as the American River College Academic Senate.

## ARTICLE II: POWERS AND RESPONSIBILITIES

Powers and responsibilities of the Senate are as stipulated in the Constitution.

## ARTICLE III: ORGANIZATION

### **Section 1.**

The Senate shall consist of members elected from each Area, Division, or other appropriate organizational unit of the college, as recognized by the Senate and defined in the Senate Bylaws. For purposes of Senate organization the Areas of American River College are

- Behavioral/Social Science
- Business and Computer Science
- Counseling
- English
- Fine and Applied Arts
- Health and Education
- Humanities
- Library, Learning Resources, and Instructional Technology Center
- Mathematics
- Kinesiology and Athletics
- Science and Engineering
- Student Support Services
- Technical Education
- Workforce, Work Experience,  
Apprenticeship, Sacramento Regional  
Public Safety TrainingCenter

The Academic Senate Executive Board shall assign faculty to one of the Areas, Divisions or other organizational units listed above. A list of affiliations shall be maintained on the Academic Senate website. Faculty assigned to the unit shall have the same rights and responsibilities as other faculty members in the unit, including the ability to serve as a Senator from their unit as well as to represent their unit on committees.

The Senate shall consist of three full-time faculty members from each Area of American River College, except that there will be two full-time faculty members from Library, Learning Resources, and Instructional Technology Center, one full-time and three adjunct faculty members from the Workforce, Work Experience, Apprenticeship, Sacramento Regional Public Safety Training Center, and one full-time faculty member from Student Support Services.

The Senate shall also consist of one adjunct faculty member from each Area of American River College except as noted above.

Each Area shall also elect one alternate full-time Senator and may elect one alternate adjunct Senator, whose name(s) shall be forwarded for inclusion on the Senate roster.

## **Section 2.**

The Senate may establish standing committees, task forces, and work groups to perform work that is the rightful responsibility of the Senate as a whole, and may define and limit the powers and duties of these groups. The Academic Senate President will appoint all faculty members of groups established. Members of groups may be selected from within the Senate or outside the Senate.

## **ARTICLE IV: ELECTION OF SENATORS**

### **Section 1.**

Members of the Senate shall serve terms of three years. The terms shall be staggered so that one third of the Senators will be elected each year. Staggered terms will be designated “A”, “B”, and

“C” seats for the purpose of announcing vacancies. Terms of office shall begin June 1 for normally-expiring terms and immediately upon selection in the case of unexpired terms.

**Section 2.**

Each September the Academic Senate Secretary will post the list of expiring terms for the following year. Areas shall follow their agreed-upon selection process by April prior to term expiration. In the event of a vacancy, a member shall be elected to fill the unexpired term.

**Section 3.**

It shall be the responsibility of the Area Senators to inform their Areas of regular and special election/selection processes. No candidate shall be involved in monitoring elections or tallying votes.

**Section 4.**

Members of the faculty shall be nominated for a term in the Senate:

A: By accepting a nomination offered by the Area nominating committee, or

B: By nominating oneself

Within each Area, full-time faculty shall select full-time and alternate Senators, and adjunct faculty shall select adjunct Senators and may elect alternate adjunct Senators.

**Section 5.**

Members of the Senate shall be eligible for reelection, as per their area’s agreed-upon practices

**Section 6.**

The Senate President may declare vacant the position of a Senator who, without extenuating circumstances communicated to the President:

A: Is absent from two consecutive regular meetings of the Senate, unless the alternate substitutes for the Senator, or

B: Beginning with the fourth regular meeting of any school year is absent from a total of 50 percent of the regular Senate meetings held to date for that school year, unless the alternate substitutes for the Senator.

A Senator whose position has been declared vacant under the provisions of this section may not be a candidate to the Senate for one calendar year following removal from office. Vacant positions will be noted on the official Academic Senate roster.

### **Section 7.**

To recall a Senator:

A: A petition to recall a Senator must be signed by 50 percent of the faculty of that Area and presented to the Senate President or Secretary. Only full-time faculty are eligible to sign petitions to recall full-time Senators; only adjunct faculty are eligible to sign petitions to recall adjunct Senators.

B: On receipt of the petition, the Senate shall inform and poll the appropriate faculty of that Area within 10 school days.

C: If a majority of the eligible faculty of that Area supports the recall, the position shall be declared vacant, and the eligible faculty of that Area shall elect a replacement to fill the unexpired term.

### **Section 8.**

When a Senator has been elected as one of the Senate's Officers (President, Vice-President, or Secretary), the Area which the Officer had represented shall elect a substitute to serve during the Officer's term of Office. Likewise, the Past-President, a Senate Officer by virtue of past service to the Senate rather than by election, shall not represent an Area. Senate Officers, except for Senate President, may vote in all matters of the Senate as representatives of the entire faculty. The Senate President may vote only to break a tie.

## **ARTICLE V: ELECTION AND DUTIES OF OFFICERS**

### **Section 1.**

Senators will elect their Officers, who shall include a President, a Vice President, and a

Secretary. There shall also be a Past President. The election of Officers will occur as follows: a nominations committee shall be established, receive nominations throughout April until 96 hours before the election which shall occur no later than the last scheduled meeting in April, and preside over the election. Candidates for office may not serve on the nominations committee. The term of office for Senate Officers shall be from June 1 of the current year until May 31 of the following year. Officers may be reelected.

- A: The officers shall constitute the Senate Executive Council; should an officer be unable to complete his or her term, the Senate shall elect a replacement to finish the term.
- B: The Senate Executive Council shall meet at least monthly during the school year for planning purposes.
- C: The Senate Executive Council shall meet regularly with the College President.
- D: The Senate Executive Council shall serve as members of the District Academic Senate.

## **Section 2. Duties of the President**

- A. The President shall preside over all Senate meetings and all other meetings called by the Senate.
- B. The President shall appoint all faculty members of committees, councils, project teams, and other governance groups.
  - 1. The ARC Academic Senate President makes official faculty appointments to all college governance groups.
    - a. Faculty representation on a governance group is determined according to each governance group's requirements.
    - b. The terms of service are determined according to each governance group's requirements. .

2. The District Senate President makes faculty appointments to District Committees, based on recommendations from the College Academic Senate Presidents.

a. The ARC Academic Senate President will call for names of faculty interested in serving on District-wide committees.

b. In the case that more faculty are interested in serving than there are seats allocated to ARC on a committee, the following process will occur:

i. A letter of interest will be required from each interested faculty member that addresses the experience and interest that the faculty member has regarding this committee.

ii. The ARC Senate Executive Council will consider each application and forward a faculty name and an alternate as a recommendation to the District Academic Senate

President for appointment. If the appointed faculty member is unable to serve, then the alternate faculty member will be appointed.

C. The President shall be empowered to suggest policies and plans for all committees.

D. The outgoing President shall report to the Senate in May on the previous year's accomplishments; copies of the report will be distributed to the full faculty.

### **Section 3. Duties of the Vice President**

The Vice President shall serve as assistant to the Senate President, preside over Senate meetings in the absence of the Senate President, assist in recruitment of faculty appointees to committees and other governance groups.

### **Section 4. Duties of the Secretary**

A: The Secretary shall keep accurate minutes; an accurate roster of officers,

Senators, and Senate appointments; and a master copy of the Constitution and Bylaws. Further, the Secretary shall notify the faculty of changes in the Bylaws within ten days of approval by the Senate;

B: The Secretary shall call to the attention of the President any motions or other business passed by the Senate requiring action on the part of the Senate President and shall record the action taken.

### **Section 5. Duties of the Past President**

The Past President shall provide historical background to the other officers as needed and perform other duties as assigned by the President. The Past President will serve in conjunction with the LRCFT designee as co-chair of the Coalition of Department Chairs and Program Coordinators.

## **ARTICLE VI: PROCEDURES**

### **Section 1.**

The Senate procedures for formulating and presenting recommendations include the following:

- A: Reports will be presented as information items and will then be acted on, if necessary, at a subsequent meeting;
- B: Senate recommendations or views will be sent to the college President on matters of college policy and to the District Academic Senate on matters of district policy;
- C: At its discretion, the Senate shall take action on any policies involving  
  
academic or professional matters before the Chancellor submits them to the Board;
- D: As warranted, the Senate shall review college and district policies involving academic or professional matters.

## **Section 2.**

The procedures for formulating the agenda for Senate meetings include the following  
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A. Any faculty member of American River College may place an item on the agenda by written notice to the Senate President. Items for the agenda shall be submitted at least five school days prior to a Senate meeting.

B. Agenda items shall be categorized as “discussion,” “decision,” “consent,” or “report.”

Decisions growing out of discussion items shall not be voted on at that meeting unless two thirds of the Senators who are present vote to suspend this rule.

C. Reports of committees or subcommittees shall be included with the Senate agenda.

D. As per the Ralph M. Brown Act, the agenda shall be distributed at least 72 hours before the Senate meeting. Senators are responsible for posting the agenda in prominent places in their respective Areas before the Senate meeting.

## **Section 3.**

The Senate President shall be empowered to refer a proposed agenda item to the appropriate committee with the following provisions:

A. Items so referred shall be included as submitted in the regular agenda under the heading of “referred to committee,” and copies of the item, as submitted, shall be included with the agenda with a notation indicating the committee having responsibility.

1. The President shall notify the faculty member submitting the item of the decision to refer to committee, indicating which committee has been assigned responsibility.

2. Items appearing in the regular agenda under the heading “referred to committee” shall not be debated at that meeting except as provided in Section 3B below.



- B. The faculty member who submitted the item or any member of the Academic Senate may appeal the President's decision to refer to committee if said faculty member or Senator feels immediate consideration of the item is imperative. For such appeals,
  - 1. A simple majority of negative votes shall be sufficient to overturn the President's decision to refer;
  - 2. If the President's decision is overturned, the item shall then be placed on the regular agenda as an information item.
- C. The committee to which the item has been referred shall conduct such investigations as are deemed necessary.
- D. The committee shall submit a report on the item. The report may simply give the committee's findings, recommend passage or rejection of the item, suggest amendments, make an alternative proposal, or recommend such other disposition as the committee may deem advisable.

#### **Section 4.**

Meeting procedures include the following:

- A. All Senate meetings shall be open to faculty members and other visitors. Visitors wishing to speak on agenda items shall notify the presiding officer prior to the meeting. On each agenda, the item designated as "Public Comments" will provide members of the public the opportunity to address the Senate on matters on the agenda.
- B. The Senate shall publish reports of its meetings and actions.
- C. The Senate shall meet at least once a month during the school year; such meetings will be included on the regular college calendar.

D. Fifteen Senators present at a regular or special meeting shall be considered a quorum.

E. Special meetings of the Senate may be called either at the discretion of the Senate President or when requested in writing by a majority of the members of the Senate;

F. A simple majority of votes shall be sufficient to overturn any appointment or other action by the President;

G. In all matters of internal functioning not covered by the Bylaws, the Senate shall be governed by Robert's Rules of Order;

H. The American River College Academic Senate shall abide by all rules and regulations of the Brown Act.

#### ARTICLE VII: CHANGES OF BYLAWS

The Bylaws may be changed by a two-thirds vote of the Academic Senate at any meeting, provided the changes have been published and circulated among the entire senate at least two weeks prior to the time of voting.