

Bylaws
Academic Senate of Imperial Valley College

ARTICLE I – Officers of the Academic Senate

Section I. List of Officers

The officers of the Academic Senate of Imperial Valley College shall include the president, vice-president, secretary, and treasurer.

Section II. Academic Senate President

- A. In accordance with Article IV of this document, the faculty shall elect the president during the first six weeks of the spring semester.
- B. Candidates for this office must have previous experience in the Academic Senate of Imperial Valley College within the last three years.
- C. The president shall receive reassigned time as written in the faculty contract.
- D. The duties of the president are to:
 - 1. Facilitate communication among the faculty, administration and board of trustees
 - 2. Jointly develop, with representatives of the board of trustees, recommendations relating to academic and professional matters for the senate to consider
 - 3. Present recommendations considered and approved by the academic senate to the administration and board of trustees on academic and professional matters
 - 4. Assure and manage adequate resources for the academic senate
 - 5. Assign faculty members to academic senate standing and ad hoc committees, subject to approval by the academic senate
 - 6. Serve as the official spokesperson and advocate for the academic senate on academic and professional matters
 - 7. Engage in ongoing discussions with faculty on issues of the day
 - 8. Meet with new faculty members once a semester for the first year to discuss any issues and further familiarize them with shared governance
 - 9. Endorse senate-approved documents
 - 10. Facilitate the development and airing of faculty concerns
 - 11. Identify and address regulatory issues as they relate to academic and professional matters, and organize a faculty response in a collegial and timely manner

12. Provide initiative in identifying and pursuing important institutional issues
13. Participate in the development of institutional policy by sitting on the board policy and procedures committee
14. Develop agenda and conduct meetings of the academic senate
15. Attend and participate in meetings of the board of trustees
16. Provide leadership to academic senate committees to ensure productive and efficient completion of tasks
17. Meet with the college administrative staff as needed
18. Assist in the orderly transfer of authority to the president elect of the academic senate
19. Attend and participate in the fall and spring academic senate plenary sessions and the area pre-conference meetings (The president may send a representative if he or she is unable to attend.)
20. Interact with the statewide academic senate and academic senates of other California community colleges
21. Keep abreast of deliberations of organizations that impact California community college
22. Forward to the academic senate secretary any important correspondence for filing
23. After consultation with the college president, the academic senate president may present the views and recommendations of the academic senate directly to the board of trustees.
24. Appoint faculty members to the college standing committees

Section III. Vice-president

- A. The academic senate shall elect the vice-president from its members.
- B. The duties of the vice-president are as follows:
 1. Act as president in the absence of that officer
 2. Perform such functions as the academic senate president may assign to assist in carrying out the purposes and policies of the academic senate

Section IV. Secretary

- A. The academic senate shall elect the secretary from its members.
- B. The secretary shall receive reassigned time as written in the faculty contract.

C. The duties of the academic senate secretary are to:

1. Record and ensure that minutes of academic senate meetings are published in a timely manner and that they accurately reflect the content of the meetings
2. Conduct the general and special elections of the academic senate
3. Maintain a file with all original adopted minutes of the academic senate
4. Keep a copy of all documents distributed in academic senate meetings
5. Keep a copy of all correspondence that has been forwarded by the academic senate president

Section V. Treasurer

A. The academic senate shall elect the treasurer from its members.

B. The duties of the academic senate treasurer are to:

1. Develop the annual academic senate budget in March in consultation with the academic senate president and vice-president of academic services and submit to the vice-president of business services
2. Generate purchase orders to pay for all academic senate expenditures and keep records of revenue and expenditures
3. Provide financial reports to the academic senate

ARTICLE II – Senate Composition

A. The academic senate shall consist of twenty-two (22) members.

B. The academic senate shall be composed as follows:

1. Academic senate president, elected at large
2. Nine (9) senators, elected at large
3. Division senators, elected by the members of the following divisions:

Behavioral Science / Social Science
Exercise Science, Wellness & Sports
English
Humanities
Science/Mathematics/Engineering
Business
Nursing
Counseling
Learning Services

Industrial Technology

4. Two part-time faculty members, elected by the part-time faculty
- C. Ex officio participants (non-voting members):
1. Immediate past president
 2. Vice-president of academic services
 3. Student representative

ARTICLE III – Meetings, Quorum, Voting, and Agenda Items

Section I. Meetings

- A. At its first meeting, the academic senate shall decide on the dates and times of the regular meetings during the academic year.
- B. The academic senate shall meet twice a month during the academic year.
- C. Special meetings may be called by the academic senate president or by any seven members of the academic senate. In compliance with the Brown Act, members will be given notice of the meeting at least twenty-four hours before the meeting.
- D. The board of trustees and administration will be extended invitations to attend all meetings of the academic senate and shall receive minutes of academic senate meetings.
- E. Closed meetings of the academic senate can be declared by a majority vote of the academic senate in accordance with the Brown Act.
- F. *Robert's Rules of Order, Revised* shall provide procedures for governing meetings of this organization and work will be done by local resolution as defined by Section IV of Article III of these bylaws.

Section II. Quorum

A majority of the voting members of the academic senate shall constitute a quorum.

Section III. Placing of Items on the Agenda of the Academic Senate

Any member of the Imperial Valley College community may place an item on the academic senate agenda. An item may be placed on the agenda by contacting the academic senate president. If appropriate, background information should be submitted to the academic senate president three days prior to an academic senate meeting.

Section IV. Voting

- A. All actions of the academic senate are binding unless or until they are repealed either by the academic senate or by a faculty vote. In the case of the faculty vote, at least two-thirds of the faculty (not merely two-thirds of those voting) shall constitute a decision to repeal an action of the academic senate.
- B. Resolutions may be drafted in committee or by individuals who are academic senators. The attached form must be completed to present the resolution.
- C. Resolutions should be submitted for first reading at an academic senate meeting. Action may be taken at a following meeting. This process may be changed by a suspension of the rules as defined by *Robert's Rules of Order, Revised* for urgent situations.
- D. Resolutions for action should be attached to the meeting agenda and distributed to the faculty at least three days in advance of the scheduled meeting.
- E. Resolutions submitted for first reading should correspond to an identified agenda item. Copies for distribution should be available at the academic senate meeting.
- F. Resolutions may be amended for further clarification, addition, or deletion, as defined by *Robert's Rules of Order, Revised*.
- G. Resolutions may be substituted with another resolution on the same topic. The substitution should be submitted in writing before considering the original resolution.
- H. Resolution amendments and/or substitutions will be considered before the original resolution.
- I. Discussion on resolutions or amendments should have a pre-set time limit.
- J. While the senate is debating a motion, the president may recognize pro and con arguments alternately, as defined by *Robert's Rules of Order, Revised*.
- K. Any attendee at the senate meeting may engage in the debate.
- L. A majority of the voting senate members present may carry a resolution.
- M. Approved resolutions should be forwarded to the appropriate parties by the academic senate president.

ARTICLE IV – Elections, Terms of Office, and Vacancies for the Academic Senate President and the nine senators elected at large.

Section I. Nomination and Election of Senate Members under Article IV

- A. The faculty at large shall elect the academic senate president in the first six weeks of the spring semester.
- B. Full-time faculty shall elect their senators during the first six (6) weeks of spring semester of each year.

- C. For terms that expire on the last day of the spring semester of that year, the secretary shall issue to each qualified member of the faculty a notice of vacancy and a blank declaration of candidacy.
- D. A signed statement of declaration of candidacy must be returned to the secretary no later than one week from the date and hour of the notice.
- E. A sample ballot indicating certified candidates, time, date, and place of the election shall be distributed to each faculty member no fewer than five days before the election.
- F. Absentee ballots may be obtained from the secretary.
- G. Elections shall be conducted by secret ballot.
- H. Immediately following the voting, a team of no fewer than three faculty members, including an academic senate member, shall count the ballots and certify with their signatures, the results of the election and report the results to the faculty.
- I. Academic senators must be elected by a majority vote.

Section II. Vacancies from Senate members under Article IV

- A. Vacancies on the academic senate shall be declared in the following manner:
 - 1. Within ten (10) days following the declaration by the president of vacancies due to absences or resignation, the secretary shall issue to each qualified faculty member a notice of the unexpired term and a blank declaration of candidacy.
 - 2. Within ten (10) days following the declaration by the president of a temporary vacancy (e.g., sabbatical leave), the secretary shall issue to each qualified faculty member a notice of the temporary vacancy and a blank declaration of candidacy.
- B. A signed statement of declaration of candidacy must be returned to the secretary no later than one week from the date and hour of notice.
- C. A sample ballot indicating certified candidates, and the time, date, and place of the election shall be distributed to each faculty member no fewer than five days before the election.
- D. Absentee ballots may be obtained from the secretary.
- E. On election day, the secretary shall set up a poll with a voting booth and a ballot box in the faculty lounge. Faculty members who are not candidates for election shall be assigned to distribute one ballot to each faculty member who wishes to vote. Each voter shall initial a voting register provided by the secretary.
- F. Immediately following the closing of the polls, a team of no fewer than three full-time faculty members with an academic senate member, shall count the ballots and certify with their signatures the results of the election and report the results to the faculty.
- G. Academic senators must be elected by a majority vote.

Section III. Terms of Office of Senators under Article IV

- A. With the exception of the president, each member of the academic senate shall serve three-year, staggered terms with one-third of the members being elected each year. Terms begin on July 1st and end on June 30th.
- B. The academic senate president shall serve a term of one year, effective July 1st and continuing until June 30th. The president may be reelected, but shall serve no more than three consecutive one-year terms.
- C. Any senator who accumulates three consecutive absences without cause acceptable to the academic senate shall have his or her membership reviewed. The academic senate may elect to excuse, censure, or authorize the academic senate president to declare the position vacant.

Section IV. Recall Elections of Academic Senate Members under Article IV

- A. A recall election of any senator elected at large may be initiated by a petition signed by one-third of the full-time faculty. A statement of the reasons for the proposed recall shall be a part of the petition.
- B. Each person named in the recall petition shall have the right to make and distribute at his or her own expense a statement or statements to the faculty.
- C. Recall elections shall be held within twenty duty days of the time the petition is delivered to the academic senate president or secretary. The recall election shall be by secret ballot.
- D. A vote of two-thirds by the full-time faculty members (not merely two-thirds of those voting) shall be required to sustain a recall.

ARTICLE V – Elections, Terms of Office, and Vacancies for the Division Senators

Section I. Nomination and Election of Senators under Article V

- A. Each academic year, the members of each respective division shall elect their division senator.
- B. Procedures for the election shall be determined by each respective division.

Section II. Vacancies under Article V

- A. Within five days following the declaration by the academic senate president of a vacancy due to absences or resignation, the respective division shall apply Section I, Article V to fill the vacancy.
- B. Within five days following the declaration by the academic senate president of a temporary vacancy, the respective division shall comply with Section I, Article V to fill the vacancy for the duration of the temporary vacancy.

Section III. Terms of Office of Senators under Article V

- A. Each member of the senate shall serve for the duration of his or her term as division senator.
- B. Any senator who accumulates three consecutive absences without cause acceptable to the academic senate shall have his or her membership reviewed.

Section IV. Recall Elections of Senators under Article V

- A. Division senators may be recalled only by their own respective division members.
- B. Procedures for a recall of a division senator shall be established by each respective division.

Article VI – Elections, Terms of Office, and Vacancies for Part-time Faculty

Section I. Nomination and Election of Senators under Article VI

- A. Each academic year, the members of the part-time faculty shall elect two senators from among the part-time faculty.
- B. Procedures for the election shall be determined by the part-time faculty.

Section II. Vacancies from Senate members under Article VI

- A. Vacancies of part-time senators shall be declared in the following manner:
 - 1. Within ten days following the declaration by the president of vacancies of part-time faculty due to absences or resignation, the secretary shall issue to each qualified part-time faculty member a notice of the unexpired term and a blank declaration of candidacy.
 - 2. Within ten days following the declaration by the president of a temporary vacancy (i.e., sabbatical leave), the secretary shall issue to each qualified part-time faculty member a notice of the temporary vacancy and a blank declaration of candidacy.
- B. A signed statement of declaration of candidacy must be returned to the secretary not later than one week from the date and hour of notice.
- C. A sample ballot indicating certified candidates, and the time, date, and place of the election shall be distributed to each part-time faculty member not less than five days before the election.
- D. Absentee ballots may be obtained from the secretary.
- E. On or before election day, ballots shall be distributed online and/or via mail by the secretary.

- F. Immediately following the closing of the polls, a team of not less than three part-time faculty members with an academic senate member, shall count the ballots and certify with their signatures, the results of the election and report the results to the part-time faculty.
- G. A majority of those voting shall be required to elect an academic senator.

Section III. Terms of Office of Senators under Article VI

- A. Each part-time member of the academic senate shall serve a one-year term, beginning on the first day of employment in the fall semester.
- B. Any part-time senator who accumulates three consecutive absences without cause acceptable to the academic senate shall have his or her membership reviewed. The academic senate may elect to excuse, censure, or authorize the academic senate president to declare the position vacant.

Section IV. Recall Elections of Academic Senate Members under Article VI

- A. A recall election of any part-time senator elected at large may be initiated by a petition signed by one-third of the part-time faculty. A statement of the reasons for the proposed recall shall be a part of the petition.
- B. Each person named in the recall petition shall have the right to make and distribute at his or her own expense a statement or statements to the part-time faculty.
- C. Recall elections shall be held within twenty duty days of the time the petition is delivered to the academic senate president or secretary. The recall election shall be by secret ballot.
- D. A vote of two-thirds by the part-time faculty members (not merely two-thirds of those voting) shall be required to sustain a recall.

ARTICLE VII – Committees of the Academic Senate

- A. The academic senate president shall assign faculty members to academic senate standing and ad hoc committees, which is subject to approval by the academic senate.
- B. Whenever possible, the academic senate president will request volunteers prior to assigning members to work on a committee.
- C. The standing committees of the academic senate shall be:
 - 1. Curriculum & Instruction
 - 2. Flex Committee/Staff Development
 - 3. Equivalency
 - 4. Learning Support Services
 - 5. Distance Education
 - 6. New Faculty
 - 7. Student Learning Outcome

8. Basic Skills Initiative

ARTICLE VIII – Amendments

A copy of any proposed amendments to the academic senate bylaws must be sent five days in advance to every faculty member by the secretary.

These bylaws may be amended by a majority vote of the faculty who vote.