

**BYLAWS OF THE ACADEMIC SENATE OF THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT**
REVISED: September 2019
Adopted May 1967

5 ***Amended/Ratified: 1967, 1969, 1970, 1977, 1982, 1983, 1984, 1991, 1994, 2016, 2019***

PREAMBLE:

10 We the faculty of the Pasadena Area Community College District, in order to promote the best interests of higher education and the welfare of our profession; to ensure that the faculty assumes its legal role in the governance processes of our District; and to provide a forum for the faculty to discuss, debate, and formulate formal faculty opinions and resolutions both on academic and professional matters and on other issues of concern, hereby establish these Bylaws for the Academic Senate.

BYLAWS

ARTICLE 1—NAME

15 The official name of this organization shall be the Academic Senate of the Pasadena Area Community College District.

ARTICLE 2—PURPOSE

The Purpose of the Academic Senate of the Pasadena Area Community College District shall be to:

- 20 **2.1** Represent the District's faculty, as required by state regulations, in negotiations with the Board of Trustees or its designee in order to reach mutual agreement on all policies and procedures involving academic and professional matters as outlined in the CA Education Code, Title 5;
- 2.2** Represent the faculty in the development and implementation of all college-wide policies and procedures of interest and concern to the faculty;
- 2.3** Promote and maintain the role that faculty plays in the District's governance processes;
- 25 **2.4** Participate in the process of developing the educational philosophy, the objectives, plans, and budgets of the District;
- 2.5** Provide a forum for the faculty to discuss issues and to participate in a resolution process on all issues of concern and/or interest to the faculty that are outside the purview of collective bargaining;
- 2.6** Promote the development and maintenance of excellence in teaching within a framework of academic freedom, professional responsibility, and ethics;
- 30 **2.7** Support the economic interests and welfare of the faculty on issues that are outside the purview of collective bargaining;
- 2.8** Assess and declare positions on existing and proposed legislation relative to the welfare of the District and the California Community College system.

ARTICLE 3—THE ACADEMIC SENATE

35 **3.1 Membership**

A. Regular Faculty are: full-time faculty.

B. Adjunct Faculty are: all faculty who are not Regular Faculty as defined in 3.1A. Adjunct faculty shall have the right to select up to 5 voting members to the Academic Senate Board through the Adjunct Faculty Issues Committee. These members should preferably represent

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the diverse disciplines of the College and are selected for two-year academic period/term. A selected Adjunct Faculty representative who does not receive a faculty assignment for one semester shall be replaced.

45 **C. Honorary Members are:** Emeritus Faculty and individuals who have performed distinguished service for the District and/or the Academic Senate. The Academic Senate Board shall grant Honorary membership. Emeritus Faculty automatically become honorary members.

3.2 The Executive Committee

A. Membership: The Executive Committee of the Academic Senate shall consist of the elected officers. Executive Committee members must retain their status as tenured regular faculty in order to continue in office.

50 **B. Terms of Office:** The regular faculty shall elect all officers—except Immediate Past President—for one-year terms. The term of office for all elected officers shall be July 1 to June 30 or until a successor is elected. The Academic Senate office shall be made available to the new officers no later than July 1 of each year, and the newly elected President shall represent the Academic Senate at the Board of Trustees' meetings beginning July 1 of each year.

55 **C. Vacancies:** A vacancy in any office shall be filled in accordance with the Academic Senate Bylaws or rules.

60 **D. Duties and Responsibilities:** The Executive Committee shall implement actions taken by the Academic Senate Board, transact business, and perform other functions consistent with the intent, purposes, and provisions of the Bylaws and Senate Rules. During the times when the Academic Senate Board is not in session, the Executive Committee shall act on behalf of the Senate Board, and the Academic Senate Board shall review such actions at its next regular meeting.

3.3 Elected Officers

65 **A. Membership.** The elected officers of the Academic Senate shall include a President, Vice President, Secretary, and Treasurer. Each candidate for office must be tenured and have regular faculty status.

B. Terms of Office: The term of office for each elected officer shall be one year. No one may serve more than four consecutive terms of office.

3.4 Financial Resources

70 Academic Senate financial resources derive from three sources:

A. The District's Operating Budget: provided by the District and managed by the Academic Senate President under the direction of the College President.

75 **B. The Academic Senate Savings Account:** supported by voluntary donations of members and friends of the Academic Senate on an annual basis either through payroll deduction or single contributions and managed by the Treasurer under the direction of the Academic Senate Board.

C. Fund Raisers are conducted by the Academic Senate for the purpose of generating funds for scholarships and activities specified by vote.

3.5 Meetings

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General faculty meetings shall be called by the President of the Academic Senate when requested by a majority vote of the Academic Senate Board or by a petition signed by at least ten percent of the regular faculty of the Academic Senate.

ARTICLE 4—THE ACADEMIC SENATE BOARD

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The Academic Senate Board shall be the legislative and representative body of the Academic Senate and shall consist of elected representatives from each academic and vocational division as well as from Counseling, the Library, Special Services, Health Services, Disabled Student Services, all noncredit teaching faculty, and the adjunct faculty. The President, Vice President, Secretary, and Treasurer shall be considered at-large members of the Academic Senate Board and shall be counted in the forming of a quorum with the right to make motions and vote, except as noted in 4.3.

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4.1 Functions

The functions of the Academic Senate Board shall be to:

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- A. Serve as the “advise and consent” body for the Academic Senate;
- B. Provide direction for all Academic Senate Standing, Operational, and Ad Hoc committees, Senate representatives on college-wide committees, and faculty who propose recommendations for the Academic Senate Board’s consideration;
- C. Approve faculty to represent the Academic Senate on all committees, including, but not limited to Senate Standing, Operational, Ad Hoc, college-wide, shared governance, and administrative committees. For the following bodies, representatives shall be selected by the faculty in each division: Curriculum and Instruction, Faculty Hiring Priorities Committee and the Academic Senate Board;
- D. Approve representatives to consult with the Board of Trustees and/or its designee on all academic and professional matters and other matters of concern to the faculty;
- E. Approve recommendations for new policies and procedures for conducting the work of all elements of the Academic Senate;
- F. Approve all recommendations for modifications to existing policies and procedures used to conduct the work of all elements of the Academic Senate;
- G. Approve the attendance of the Academic Senate representatives to conferences, workshops, and the sessions of the Academic Senate for California Community Colleges;
- H. Provide a forum for the Academic Senate to conduct its business in a timely and orderly fashion and in accordance with state laws that impact the role of the Academic Senate;
- I. Approve expenditures from the Academic Senate accounts;
- J. Provide direction for the use of all revenues from approved fund raisers.

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4.2 Eligibility to Serve as a Senator

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Any tenured or third- or fourth-year tenure-track regular faculty member is eligible to serve on the Academic Senate Board. A division having only one representative must have a tenured representative.

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One member shall be elected in each division of the College for each fifteen members of the division or a major fraction thereof, each division having at least one representative to the Academic Senate Board. In addition, five part-time representatives shall be selected to the Academic Senate Board by the Adjunct Faculty Issues Committee; these members shall not be tenured faculty.

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In addition to the academic and vocational divisions, each of the following groups shall be represented:

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- a. College Library and Distance Education;
 - b. Student Services (Counseling);
 - c. Health Services and Disabled Students Services;
 - d. Noncredit teaching faculty.

All those groups shall hold elections at least once every two years.

4.3 Alternates to the Academic Senate Board

130 An alternate senator, elected by their division, may act in place of the elected senator when needed.

A. Definition: Alternate Senators must be regular faculty; they follow same procedures and terms of office as regular Senators.

B. Terms of Office: Alternate senators serve one year, with no term limit.

135 **C. Duties:** Alternate senators attend Senate Board meetings and other committee meetings when the regular Senator is absent. Alternate Senators may attend all Senate meetings but may not vote or participate when the regular Senator is present.

4.4 Presiding Officer

140 The President of the Academic Senate shall preside over the Academic Senate Board meetings. If the President is not able to preside, the Vice President shall preside. The presiding officer shall not have the right to make motions and shall only vote in the event of a tie.

4.5 Meetings

145 Academic Senate Board meetings shall be held alternating weeks during the academic school year where the calendar permits. All meetings shall be planned and implemented in accordance with the **Ralph M. Brown Act**. The Executive Committee of the Academic Senate may call additional meetings.

4.6 Quorum

A quorum shall consist of a simple majority of Academic Senate Board members or their alternates. When a quorum is lost, no action shall be taken; however, discussion may continue.

150 4.7 Agenda

155 The Academic Senate President in consultation with the Executive Committee shall prepare and post the agenda for each meeting in compliance with the **Ralph M. Brown Act**. Officers, faculty, students, staff, and administrators may submit written requests to the President for items to appear on the agenda. Requests must be in a written form and submitted thirteen days prior to the scheduled meeting to the President and to the Senate office.

4.8 Parliamentary

The Academic Senate Board, at the beginning of each academic year, shall select the Parliamentary. The Parliamentary shall have thorough knowledge of the Academic Senate Bylaws and Rules as well as the most current edition of **Robert's Rules of Order Newly Revised**,

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and the **Ralph M. Brown Act**.

A. Rules and Procedures

Where the Bylaws are silent, the most current edition of **Robert's Rules of Order Newly Revised** or the **Ralph M. Brown Act** shall be used to determine the rules of procedure.

ARTICLE 5—COMMITTEES AND APPOINTMENTS

165 5.1 Academic Senate Committees

The Academic Senate office will maintain a current list of Operational, Standing, and Ad Hoc Committees.

A. Committee Members

- 170 1. Membership on the Academic Senate Standing, Operational, and Ad Hoc committees shall be voluntary. All regular faculty and adjunct faculty are eligible for committee appointments. Interested faculty must apply to serve on a committee through the Academic Senate website. The Academic Senate Board shall vote to approve committee membership.
- 175 2. Conducting regular business of a committee outside of the regular contract period is at the discretion of the majority of the committee members.

B. Standing Committees

For the purpose of investigating issues of either a legislative or academic and professional nature, and providing recommendations for the Academic Senate Board's consideration, the Academic Senate shall establish Standing Committees such as:

- 180 1. Academic Freedom and Professional Ethics
2. Adjunct Faculty Issues Committee
3. Calendar Committee
4. Distance Education Committee
5. Educational Policies Committee
- 185 6. Faculty Technology Committee
7. Shared Governance Committee

C. Operational Committees

For the purpose of performing the academic and professional duties and responsibilities of the Senate, the Academic Senate shall establish Operational Committees such as:

- 190 1. Academic Rank Committee
2. Bylaws, Rules and Procedures Committee
3. Equivalency Committee
4. Executive Committee
5. Faculty Development Committee
- 195 6. Learning Assessment Committee
7. Nominations and Elections Committee
8. Ralph Story/Unsung Hero Awards Selection Committee
9. Scholarship Committee

D. Ad Hoc Committees: The Academic Senate shall establish ad hoc committees as necessary.

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E. Standing, Operational, and Ad Hoc Committees will:

Post agendas 72 hours prior to meetings on the Academic Senate website, allow for public comment, take minutes, act only on agenda items, and conduct business according to **Robert's Rules of Order Newly Revised**. Standing, Operational, and Ad Hoc Committees can be dissolved by a simple majority vote of the Academic Senate Board, as long as a second read is provided.

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5.2 Academic Senate Appointments

A. The Academic Senate's representatives to both the College Coordinating Council and the Council on Academic and Professional Matters (CAPM) shall be the President, Vice President, Secretary, and Treasurer.

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B. Curriculum and Instruction Chairperson

The Academic Senate Board shall appoint the Curriculum and Instruction Committee Chairperson following an open selection process. Desirable qualifications for appointment include two years participation on the C&I Committee.

C. Committee Chairpersons

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The chairperson of each committee except the Adjunct Faculty Issues Committee shall be a tenured regular faculty member. The Academic Senate Board shall appoint chairpersons from recommendations presented by the President.

D. Academic Senate Representatives on College-Wide Shared Governance and Hiring Committees

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All regular faculty and adjunct faculty are eligible for committee appointments. Academic Senate representatives to college-wide shared governance and hiring committees shall be recommended by the Academic Senate President and approved by the Academic Senate Board. Such representatives shall maintain regular attendance at the committee meetings and, with the exception of hiring committees, shall represent the views of the Academic Senate as directed by the Academic Senate Board. Faculty representatives to college-wide committees shall report to the Academic Senate Board to receive directions and any advice the Academic Senate Board may give on particular issues. The executive committee may request periodic reports.

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E. Terms of Appointment and Removal

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The terms of all committee chairpersons, committee members, and representatives to college-wide committees and councils shall continue at the discretion of the Academic Senate Board. Appointees who fail or refuse to follow the directions of the Academic Senate Board shall be removed by a simple majority vote of the Academic Senate Board. Failure to attend three consecutive meetings with no contact to the committee chair shall be deemed a resignation on the part of the faculty member and/or grounds for removal by the Academic Senate Board from the committee.

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ARTICLE 6—ACTION BY MEMBERS

6.1 Initiative and Referendum

A. Upon presentation to the President of the Academic Senate during a regular semester (Fall or Spring) of a petition signed by at least ten percent of Regular Faculty requesting that an

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Initiative/Referendum affecting the Academic Senate or the College be submitted to a vote by Regular Faculty, the Academic Senate office shall distribute such Initiative/Referendum, along with a memorandum and explanations of the Initiative/Referendum process outlined in this bylaw, to all Regular Faculty within one week after the next Academic Senate Board meeting.

245 The memorandum shall ask for written statements ("Statements") from Regular Faculty related to the Initiative/Referendum to be submitted to the Academic Senate Office no later than two weeks following the date of distribution. At the end of the two-week Statement Period, the Academic Senate President shall distribute the Statements as written and submit the proposal for vote by secret ballot of Regular Faculty within four weeks after the closing of the Statement Period. Only Statements from identified Regular Faculty will be distributed.

B. The Academic Senate's Nominations and Elections committee will validate petitions for Initiatives or Referendums, verify that the signatures comply with section 6.1A (above) and will conduct the voting process, if needed.

255 C. If an Initiative/Referendum made under Bylaw 6.1A. is approved by a majority of the Regular Faculty who voted, the Academic Senate Board shall place the proposal into effect or seek to place it into effect within two weeks of its approval.

6.2 Recall of Officers

260 Upon presentation to the President of the Academic Senate of a petition signed by at least ten percent of the Regular Faculty requesting that an officer be recalled, the Academic Senate's Nominations and Elections committee will verify that the signatures are signed by at least ten percent of Regular Faculty, and will conduct the voting process, if needed.

265 The Academic Senate Board shall distribute such a proposal to all Regular Faculty within one week following its next scheduled meeting. The Academic Senate Board shall direct the President to distribute any comments as submitted related to the recall of a Senate officer and to submit the proposal for recall for vote by secret ballot of Regular Faculty within four weeks after the distribution of the proposal to the Regular Faculty. If the recall is approved by a majority of the Regular Faculty who voted, such officer shall be removed from office and the Academic Senate Board shall determine the process for filling the vacancy. In the case of the recall of the President, the petition shall be presented to the Vice President, who shall perform the duties of the President listed above in this Section (6.2).

ARTICLE 7—AMENDMENTS TO THE BYLAWS

7.1 Amendments

275 A. An amendment to these Bylaws may be proposed during a regular semester (Fall or Spring) by a majority of the Academic Senate Board or by a petition signed by at least ten percent of all Regular Faculty submitted to the Academic Senate President. The proposed amendment ("Proposal") shall require approval of two thirds of the Regular Faculty who voted.

B. The Academic Senate's Nominations and Elections committee will validate petitions for amendment and check them for conflict with other bylaws, verify that the signatures are signed by at least ten percent of Regular Faculty, and will conduct the voting process, if needed.

280 C. Within one school week of the introduction or receipt of the Proposal, the Academic Senate office shall send the Proposal as submitted, without commentary, by electronic—and/or campus—mail to all regular faculty with explanations of the process outlined in this bylaw. The Academic Senate President shall place the Proposal for discussion on the agenda for a meeting no later than four weeks following the introduction or receipt of the Proposal.

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D. The vote on the Proposal shall take place at least four weeks but no later than six weeks after the Proposal's introduction or receipt by the Academic Senate.

7.2 If the Proposal is approved under 7.1, these Bylaws shall be amended accordingly.

ARTICLE 8— STANDING RULES AND PROCEDURES

8.1 Rules

290 The Academic Senate of the Pasadena Area Community College District may adopt rules to establish procedures and other provisions for implementing the intent and purpose of these Bylaws. In cases not provided for in the rules, the procedures contained in the most current edition of **Robert's Rules of Order Newly Revised** or the **Ralph M. Brown Act** shall govern the meetings of the Academic Senate Board, the Standing, and Operational Committees.

295 8.2 Adoption

Board members present at an Academic Senate Board meeting shall, by two-thirds vote, adopt Senate Rules.

8.3 Amendments

300 An amendment of the rules may be proposed by a majority vote of the Academic Senate Board or by a petition signed by at least ten percent of the regular faculty. Such an amendment to the rules shall require either approval of a majority of the regular faculty who voted or approval of two thirds of the voting members of the Academic Senate Board. At least one month shall intervene between introduction and final vote or ratification of the proposed amendment. This amendment shall be announced, along with statements related to it, in a notice sent to all regular faculty within one week of introduction.

ARTICLE 9— SELECTION OF ACADEMIC SENATE OFFICERS

9.1 Rules and Procedures for Nominating and Electing Officers

310 The chair of the Nominations and Elections Committee shall determine the nomination period for the four elected officers. Candidates seeking office must complete an **Intent to Seek Office** form, which they may obtain from the Academic Senate Office. The form must be completed and submitted to the chairperson of the Nomination and Elections Committee or their designee by the specified deadline date.

315 The names of all candidates who have turned in an **Intent to Seek Office** form by the deadline date shall be announced at the Academic Senate Board meeting that immediately follows the deadline date for self-nomination. At that time, nominations shall also be taken from the floor of the Academic Senate Board meeting. Nominations from the floor shall officially close at the adjournment of the meeting.

320 Prior to the election, the chairperson of the Nominations and Elections Committee shall submit balloting procedures, including the length of the balloting period, to the Academic Senate Board for approval. Candidates for office who wish to do so may submit a one-page platform statement to the Nominations and Elections Committee chairperson by the date specified. All statements shall be duplicated and sent out with the ballots, which shall also have a space for write-in candidates.

325 The chair of the Nominations and Elections Committee shall schedule a meeting for the ballots to be tallied by the members of this committee. There will be at least one full-time faculty observer who is not a member of the committee during the tallying of the vote.

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The Academic Senate President will be notified of the results of the election by the Chair. The Academic Senate President shall notify all of the candidates, and all of the faculty, of the outcome of the election.

330 Election results should be presented to the Academic Senate Board prior to the Spring Plenary Session of the Academic Senate for California Community Colleges.

9.2 Vacancies

335 Except in the case of the Vice President succeeding to the Presidency, in the event of a vacancy in the Executive Committee, the President of the Academic Senate will announce the vacancy at the first Academic Senate meeting that is held after the vacancy occurs. Nominations will be sent to the chair of the Nominations and Elections Committee (with Cc going to the Administrative Assistant for the Academic Senate) by noon on Thursday of the week of the meeting in which the vacancy is announced. Nominations will be announced at a special meeting that will be held no later than Wednesday of the following week. At the following regular Academic Senate meeting, Senators will elect the replacement.

340 Candidates to fill a vacancy on the Executive Committee may be recommended by the Executive Committee and/or nominated from the floor of an Academic Senate Board meeting.

ARTICLE 10— DUTIES AND RESPONSIBILITIES

10.1 Elected Officers

A. The President shall:

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1. Establish the time and place for all meetings of the Academic Senate Board and the Executive Committee;
 2. Prepare the agenda for all Academic Senate Board meetings in consultation with the Executive Committee;
 3. Prepare the agenda for Executive Committee meetings;

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 4. Preside over all Academic Senate Board and Executive Committee Meetings;
 5. Represent and serve as the spokesperson for the Academic Senate to the Board of Trustees, the administration, and the other constituent groups on campus and in the community as directed by the Academic Senate Board;

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 6. Serve as faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;
 7. Recommend expenditures from the savings account to the Academic Senate Board;
 8. Recommend for the Academic Senate Board's approval a candidate for the position of Parliamentarian;

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 9. Perform all functions that are normally thought to be within the realm of the presiding officer which are not denied by the Bylaws, Senate Rules, or Procedures;
 10. By the close of the president's term, the president shall prepare a summary report for the incoming president.

B. The Vice President shall:

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1. Act in the absence of the President;
 2. Succeed to the Presidency in the event of an unexpected vacancy in that office;
 3. Serve as faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;
 4. Serve as chair of the Committee Support Committee;
 5. Recommend to the president faculty participants for campus wide hiring committees;

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 6. Perform such functions as the President assigns to assist in carrying out the purposes

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and policies of the Academic Senate.

C. The Secretary shall:

1. Prepare and distribute minutes of all Academic Senate Board meetings;
2. Maintain a file of all records (minutes, reports, etc.) and official documents of the Academic Senate except those placed in the keeping of others, such as records stored in the College archives;
3. Serve as faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;
4. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

D. The Treasurer shall:

1. Keep the accounts, books, tax status, and other financial records up to date and in good order;
2. Give oral and/or written financial reports of the status of the Academic Senate's finances as required or requested by the Academic Senate Board;
3. With the approval of the President, make all properly authorized payments which are not inconsistent with the Bylaws, the Senate Rules or the Procedures, and which do not threaten the solvency of the Academic Senate;
4. Take responsibility for requesting donations to the savings account;
5. Take responsibility for all contracts for services provided by organizations outside of the Academic Senate;
6. Serve as faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;
7. Perform such functions as the President assigns in carrying out the purposes and policies of the Academic Senate Board.

10.2 Advisors, Representatives and Chairpersons

A. Immediate Past President shall:

1. Serve for one year as advisor to the Executive Committee and the Academic Senate Board in any capacity that the Executive Committee determines is appropriate.

B. Senators shall:

1. Regularly attend meetings of the Academic Senate Board and vote on issues to represent the interests of the divisions/areas that elected them;
2. Bring issues from their divisions/areas to the Academic Senate Board;
3. Solicit input from their division/area faculty on issues before the Board.

C. Chairpersons of Academic Senate Subcommittees shall:

1. Regularly hold committee meetings;
2. Regularly report to the executive committee.
3. Any change in faculty status or resignation from the committee must be made immediately known to the Committee Chair, who will inform the Academic Senate President so that a replacement can be sought.