

BY-LAWS OF THE COLLEGE SENATE
OF
SANTA FE COLLEGE

Updated July 9, 2019

These By-Laws are adopted to facilitate the achievement of the purposes of the College Senate as described in Article II of the Constitution. These purposes are:

- to provide a means by which the membership may participate in the formulation of policies for the College
- to promote cooperation for the improvement of the College and community
- to provide a medium through which solutions to educational problems may be found
- to provide opportunities for self-development and the exercise of initiative and leadership
- to stimulate professional enthusiasm and spirit
- to function as a liaison between the membership and other local, state, and national associations and programs.

ARTICLE I: Officers of the College Senate

Section A. Filling Vacancies

1. If the President resigns or is unable to continue serving in this office, the Presiding Officer shall serve as President for the remainder of the College Senate year as stipulated in Article VI, Section C of the College Senate Constitution.
2. If the Presiding Officer of the Executive Council assumes the presidency, resigns from office, or is unable to continue serving, the Executive Council shall appoint a Presiding Officer for the remainder of the College Senate year. An individual so appointed may not assume the presidency as provided in paragraph 1; therefore, if there is a vacancy in the presidency and the current Presiding Officer has been appointed, the Executive Council shall conduct a special election of the College Senate for the purpose of electing a President.
3. If the Secretary resigns or is unable to continue serving, the Executive Council shall appoint a Secretary for the remainder of the College Senate year.

Section B. Officer Compensation

1. President

An annual stipend in the amount of \$2,000 plus three credit hours leave time each Fall term and Spring term if nine-month faculty or the equivalent of four contact hours per week if administrative or professional staff will be provided to the President.

2. Presiding Officer

An annual stipend in the amount of \$2,000 plus three credit hours leave time each Fall term and Spring term if nine-month faculty or the equivalent of four contact hours per week if administrative or professional staff will be provided to the Presiding Officer.

3. Secretary

An annual stipend in the amount of \$2,000 will be provided to the Secretary.

ARTICLE II: Executive Council

Section A. Membership

1. As provided in Article V of the Constitution, the Executive Council shall consist of the officers of the Senate, three Representatives for part-time faculty and Administrative and Professional employees, and representatives elected from constituent groups on the basis of one representative for each fifteen College Senate members, or major fraction thereof, with each group having at least one member.

2. The Executive Council shall determine whether or not reapportionment is necessary to ensure representation as provided in the Constitution. Any necessary changes shall be announced at the regularly scheduled College Senate meeting of the Spring term.

3. The College Senate President shall appoint an individual or individuals to conduct the election of representatives.

4. Only those individuals who have indicated their willingness to serve as representatives shall have their names on the ballot.

5. Executive Council Representatives shall be elected as follows:

a. **Full-Time Personnel:** Executive Council Representatives shall be nominated and elected by their constituent groups by the end of Spring term after the Senate officers have been elected. These representatives shall serve for two years. Terms will begin the first day of Summer A term following the election.

b. **Part-Time Faculty and Administrative and Professional Personnel:** Three part-time faculty and Administrative and Professional Representatives and three Alternates shall be elected each year at the beginning of the Fall term by an at-large method (the three highest vote-getters are representatives, while the next three highest vote getters are alternates). Prior supervisory approval is required to run for these seats.

5. Representatives to the Executive Council may be re-elected.

6. The constituent groups will be reviewed each Fall at the first meeting of the Executive Council. These groups shall be as follows:

a. **Full-time Personnel**

- 1) Academic Affairs
- 2) Administration
- 3) Advising and Career Exploration Center
- 4) Business Programs
- 5) Centers and Continuing Education

- 6) Communications and Development
- 7) Construction and Technical Programs
- 8) Disabilities Resources, Diversity, and Grant Programs
- 9) Education
- 10) English
- 11) Facilities and Finance
- 12) Fine Arts
- 13) Health Sciences
- 14) High School Dual Enrollment
- 15) Humanities and Foreign Languages
- 16) Information Technology Education
- 17) Information Technology Services
- 18) Institute of Public Safety
- 19) Library and Center for Academic Technologies and Training
- 20) Mathematics
- 21) Natural Sciences
- 22) Nursing
- 23) Records / Admissions / Financial Aid
- 24) Social and Behavioral Sciences
- 25) Student Development Leadership and Counseling
- 28) Student Life and Athletics

7. If a constituent group has more than one representative, the elections for these representatives shall be staggered so that some are elected in even-numbered years and some in odd-numbered years.

8. Any member of the Executive Council, any Standing Committee, or any special committee on the College Senate is charged with the responsibility of promoting the purposes of the College Senate.

Section B. Procedures

1. Proxy: A member of the Executive Council who is unable to attend a meeting may send a proxy from his or her constituent group to any regular or special meeting of the Executive Council. The proxy shall notify the Secretary so that the member will not be listed as absent. A member may be represented by proxy at not more than three consecutive meetings. No individual may serve as proxy for more than one representative simultaneously.

2. Vacant Seat: The Executive Council may declare a seat vacant if one of the following situations occurs:

- a. when a member submits his or her resignation
- b. when a member no longer belongs to the constituent group from which he or she was elected
- c. when a member has three consecutive absences from regularly scheduled meetings
- d. when fifty percent of the constituent group from which the representative was elected submits a written request to the Senate President for the member's recall.

Whenever there is a vacant seat, the Executive Council shall see that the member's constituent group holds a special election within two weeks. If the member's constituent group fails to hold a special election within two weeks, the Presiding Officer of the Executive Council may appoint a

representative from the member's constituent group until such time when a special election can be held.

When a seat on the Executive Council is to be vacant for longer than three meetings because of an approved College Senate absence (i.e., sabbatical or leave request), the vacancy shall be filled by an alternate, who may be recommended by the member on leave, or by the constituents he or she represented, or by the Presiding Officer of the Executive Council.

3. Minutes and Agenda: The minutes of the Executive Council and the agenda for the next meeting shall be published as soon as possible to promote the informed participation of all members, as provided in the Constitution. If there is a delay in publication, any member may consult the Presiding Officer of the Executive Council or Secretary about the agenda prior to the meeting.

ARTICLE III: Standing Committees

Section A. Standing Committees

In order to carry out the functions of the College Senate, there shall be three Standing Committees, as provided in the Constitution. The purposes, functions, and membership of these committees are hereby established as follows:

1. Salary and Benefits Committee: The Salary and Benefits Committee is established to allow members of the College Senate to participate in the formulation of policies relating to salaries and benefits. The President of the College Senate shall appoint College Senate members to this committee and shall designate one of these members to attend Career Service Salary and Benefits Committee meetings as a non-voting liaison with that committee. One nonvoting Career Service representative shall be included on the College Senate's Salary and Benefits Committee as a liaison with the Career Service Council.

The College Senate President shall with approval of the Executive Council appoint one co-chair from among Administrative and Professional personnel in the College Senate and one co-chair from among the faculty. These co-chairs will serve staggered 2 year terms.

The Salary and Benefits Committee is composed of a proportional number of representatives from the administrative and professional and faculty personnel who proportionally represent the various salary interests throughout the College. The Salary and Benefits Committee meets routinely during the calendar year in order to anticipate and to make fiscal recommendations to the President of the College when appropriate. The Salary and Benefits Committee shall keep the College Senate fully informed of budgetary matters within it. The College's President or designee is requested to consult with the College Senate's Salary and Benefits Committee concerning those budgetary matters of primary concern to the College Senate.

2. Curriculum Committee: The Curriculum Committee is established to provide a systematic process for reviewing and recommending actions for proposed changes that affect the College's curricula. The process should be faculty-driven, incorporate administrative leadership and support, and assure effective communication and feedback throughout the College.

The Curriculum Committee necessarily provides a forum for the discussion of educational matters related to AA, AS/AAS/PSAV, Baccalaureate, Academic Foundations, and Student Affairs curricula. It also makes recommendations to the Provost and Vice President for Academic Affairs that reflect the views of faculty and administrative and professional staff. The Curriculum Committee shall be composed of three subcommittees as follows:

a. Liberal Arts and Sciences (LAS) Curriculum (AA, Academic Foundations, Student Development Instruction, Library):

All voting members must be faculty.

- 1) two voting members from each LAS department
- 2) two voting members from Academic Foundations
- 3) one voting member from Student Development Instruction
- 4) one voting member from Library
- 5) one voting member from Education
- 6) the Director of Advisement, Counseling and Career Resource Center (advisory)
- 7) the Curriculum Information Liaison (advisory)
- 8) Liaison from Provost and Vice President for Academic Affairs Office (advisory)

b. Career and Technical Education (CTE) Curriculum (AS/AAS/PSAV):

All voting members must be faculty.

- 1) one voting members from each CTE department/area
- 2) CTE program advisors (advisory)
- 3) Liaison from Provost and Vice President for Academic Affairs Office (advisory)
- 4) the Curriculum Information Liaison (advisory)

c. Baccalaureate Curriculum:

All voting members must be faculty and fifty percent of voting members must possess terminal degrees in discipline area.

- 1) 1 voting member from Liberal Arts and Sciences Curriculum Subcommittee
- 2) 1 voting member from Career and Technical Education Curriculum Subcommittee
- 3) 1 voting faculty member from each baccalaureate degree program with terminal degree when possible
- 4) 1 designated representative appointed by the department chair or director of each baccalaureate degree program (advisory)
- 5) 1 Liberal Arts and Sciences Academic Advisor (advisory)
- 6) 1 Career and Technical Education Advisor (advisory)
- 7) Liaison from Provost and Vice President for Academic Affairs Office (advisory)
- 8) the Curriculum Information Liaison (advisory)

The members of this committee shall be appointed for staggered two-year terms by the President of the College Senate based upon recommendations from department chairs, directors and/or associate vice presidents. Advisory members are non-voting. Because of specific and individual concerns of the various divisions (LAS, Academic Foundations, Student Development Instruction, Library, TAS, and Baccalaureate), the subcommittees will be the primary working bodies.

The College Senate President shall, with approval of the Executive Council and the committee, appoint a chair and co-chair for each subcommittee. These co-chairs will serve staggered 2 year terms. If a sitting

member of a subcommittee is appointed chair or co-chair, the College Senate President shall appoint a replacement based upon recommendations from department chairs, directors and/or associate vice presidents.

The Curriculum Committee as a whole will be co-chaired by the chairs of each subcommittee.

The Curriculum Committee will act within the framework of an annual charge by the Provost and Vice President for Academic Affairs and when a proposal is submitted to the Committee according to the defined process. Recommendations of the Committee will be reported to the Executive Council of the College Senate and submitted to the Provost and Vice President for Academic Affairs for review and action.

3. The Professional Committee: The Professional Committee is established to promote professional standards of excellence at the College for faculty and contract personnel. It shall encourage in-service training activities and other developmental programs. It also will coordinate and provide input for the development of guidelines for the yearly process of faculty and contract personnel evaluations.

The Professional Committee shall be composed of two subcommittees as follows:

a. **The Professional Standards Committee** is established to ensure and promote professional standards of excellence at the College for faculty and contract personnel. It shall assist in the definition and assessment of professional responsibilities and encourage in-service and professional development activities that will enhance the College's mission and purpose. These activities will be coordinated with academic and administrative units of the College. To this end the committee will review and recommend guidelines for the evaluations of faculty and contract personnel. The President of the College Senate shall appoint College Senate members to this committee who collectively represent the various disciplines within academic, student affairs, and administrative units of the College.

The College Senate President shall, with approval of the Executive Council, appoint a chair and co-chair for the committee. These co-chairs will serve staggered 2 year terms.

b. **The Faculty and Professional Employee Appeal Committee** will be established as needed. The Faculty and Employee Appeal Committee is established to provide a hearing process for any faculty or professional contract employee who wishes to pursue a disputed matter through those established avenues identified in accordance with College Rule 3.23. The President of the College Senate shall appoint College Senate members to this committee who are acceptable to all parties for the purpose of reaching resolution without intervention of the College President or the Board of Trustees.

Section B. Procedures

1. **Minutes:** The minutes of all Standing Committees and special committees shall be published as soon as possible. Advisory decisions of standing committees will follow the provision of Article V, Section C of the Constitution.

2. **Quorum:** A quorum shall be a majority of the voting members of the committee. Decisions shall require the affirmative vote of a majority of the members present.

3. **Proxy:** Provision for proxy as stated in Article II, Section B of the By-Laws shall also apply to Standing Committees and special committees of the College Senate. In addition, committee co-chairs or acting co-chairs may designate a proxy from among full or part-time non-committee member meeting attendees. In such cases where committee membership is defined by Department or Salary Schedule classification, the designee must be a member of the specified grouping of the person they are filling in for.

A member of the LAS Curriculum Sub Committee (LAS CSC) who is unable to attend a meeting may send a proxy from his or her constituent group to any regular or special meeting of the LAS CSC. The member shall inform the LAS CSC chairs by e-mail as to the name of the proxy and meeting date he or she will be attending. After notifying the chairs of the proxy, the member will not be listed as absent. A member may be represented by proxy at not more than three consecutive meetings. No individual may serve as proxy for more than one representative simultaneously.

4. **Vacant Seat:** Provision for declaring and filling a vacant seat as stated in Article II, Section B of the By-Laws shall also apply to Standing Committees and special committees of the College Senate.

The LAS CSC may declare a seat vacant if one of the following situations occurs:

- a. when a member submits his or her letter of resignation should they need to retire from the committee.
- b. when a member no longer belongs to the constituent group from which he or she was elected
- c. when a member has three consecutive absences from regularly scheduled meetings
- d. when fifty percent of the constituent group from which the representative was elected submits a written request to the Senate President for the member's recall.

Whenever there is a vacant seat, the LAS CSC will inform the Senate President who shall follow up the designated department chair/division head of the member's constituent group and request the appointment of a new constituent group representative to complete the term associated with the vacant seat. A vacant seat shall not be counted in determining a majority of voting members.

When a seat on the LAS CSC is to be vacant for longer than three meetings because of an approved College Senate absence (i.e., sabbatical or leave request), the vacancy shall be filled by an alternate, who may be recommended by the member on leave, or by the constituents he or she represented, or by the Senate President.

ARTICLE IV: AMENDMENTS

These By-Laws may be amended if approved by two-thirds of the votes cast, a quorum being present, at any regular or special meeting of the Executive Council provided Senate members have been notified of the proposed amendment at least five working days before the meeting.