LAKE TAHOE COMMUNITY COLLEGE ACADEMIC SENATE
CONSTITUTION AND BYLAWS

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CONSTITUTION

ARTICLE I - LEGAL BASIS FOR AN ACADEMIC SENATE

SECTION 1 – Title 5

We the faculty of the Lake Tahoe Community College District hereby establish this constitution and these bylaws of the Academic Senate of Lake Tahoe Community College in order to promote the best interests of higher education and to serve the needs of the faculty and all members of the district community; to ensure that the faculty participate in the governance process of the district and that it consult collegially with the district governing board; to provide a forum for the faculty to discuss, debate, and formulate opinion on district policy development of academic and professional matters as set forth in Title 5 of the California Code of Regulations.

SECTION 2 – Powers Vested in the Faculty

All powers and responsibilities herein granted shall be vested in the faculty acting through the Academic Senate.

ARTICLE II - PURPOSE

SECTION 1 – Senate Purpose

The Academic Senate, in accordance with Title 5 of the California Code of Regulations, shall be the recognized representative of the faculty to the administration and governing board of Lake Tahoe Community College in matters concerning academic and professional issues, and shall participate in the formation and revision of district policies and procedures in all matters of an academic and professional nature.

The purpose of the Senate shall be to:

- Promote the general welfare of Lake Tahoe Community College and the faculty.
- Promote the development and maintenance of high standards in teaching within a framework of academic freedom, professional responsibility, and ethics.
- Strengthen the role that faculty members play in the College's governance processes.
- Participate in the process of developing the educational philosophy, objectives, plans, and budgets of the district.
- Participate in the selection of administrative and management personnel and faculty.
- Assess and declare positions on existing and proposed legislation relative to the welfare of the district and the California Community College system.
- Represent the faculty of Lake Tahoe Community College and make recommendations to the college administration and the district governing board

with respect to local and statewide academic and professional matters and the formation of college policy. "Academic and professional matters" means the policy development and implementation matters delineated in section 2.

SECTION 2 – Senate Responsibilities

The Academic Senate shall have primary responsibility (the Board of Trustees shall "rely primarily" on the Senate) and shall work with the Board of Trustees to reach mutual agreement ("mutually agree") on academic and professional matters as follows (See Appendix: Board/Senate Agreement):

1. Curriculum, including establishing prerequisites and placing courses within disciplines—**rely primarily**
2. Degree and certificate requirements—**rely primarily**
3. Grading policies—**rely primarily**
4. Educational program development—**mutually agree**
5. Standards or policies regarding student preparation and success—**rely primarily**
6. District and college governance constitutions, as related to faculty roles—**rely primarily**
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports—**mutually agree**
8. Policies for faculty professional development activities—**rely primarily**
9. Processes for program review—**mutually agree**
10. Processes for institutional planning and budget development—**mutually agree**
11. Appointment of faculty to committees—**rely primarily**
12. Prioritization and processes for hiring of faculty—**rely primarily**
13. Other academic and professional matters as are mutually agreed upon between the Board of Trustees and the Senate—**mutually agree**

ARTICLE III - MEMBERSHIP QUALIFICATIONS

SECTION 1 – Senate Membership

Membership in the Academic Senate shall consist of those individuals employed by the Lake Tahoe Community College District who as contract employees are employed one-half time or more in regular, authorized positions and who are employed in positions that are not designated as supervisory or management. An adjunct faculty member is eligible for membership only if currently employed by the district.

Members (Senators) will regularly attend meetings of the Academic Senate of Lake Tahoe Community College and will professionally discuss, debate, and take opinions on matters brought before the Academic Senate.

SECTION 2 – Ineligibility

If a member of the Academic Senate becomes ineligible for membership (refer to Constitution, Article III, Section 1), that person will no longer continue to be a member of the Senate and the vacancy shall be filled as provided in the Bylaws.

ARTICLE IV - COMPOSITION AND OFFICERS

SECTION 1 – Senate Composition

The Academic Senate shall be composed of the elected President of the Senate, the elected Vice-President of the Senate, the elected Secretary of the Senate, six (6) additional full-time faculty members, and two (2) adjunct faculty members.

SECTION 2 – Senate Officers

The officers of the Senate shall include a President, Vice-President, and a Secretary. The officers' terms, election procedures, and duties are set forth in the Bylaws.

SECTION 3 – Senate Representation

Representation to the Senate shall be as follows. There will be a total of eight (8) representative Senators according to the following academic groups:

1. Mathematics, Physics, Biology, Chemistry, Geology, and Physical Education (2 Senators)
2. Anthropology/Sociology, Psychology, History/Political Science, English, Art, World Languages, Music, Theatre (2 Senators)
3. Counseling, Disabilities Resource Center, Library (1 Senator)
4. Early Childhood Education, Culinary Arts, Business, Computer and Information Sciences, Computer Applications (1 Senator)
5. Adjunct Faculty (2 Senators)

The President, Vice-President, and Secretary shall be nominated and elected by the faculty as a whole. Academic group members shall nominate and elect from their own group. If any academic group chooses not to elect a representative, that position will become an at-large position, and the person elected to that at-large position will represent all full-time faculty members. Only Senators elected by the means set forth in the Bylaws will be seated. Officers and Senators shall not hold concurrent positions, except if necessary to fill a vacancy on an emergency and/or temporary basis.

ARTICLE V - DUTIES AND RESPONSIBILITIES

SECTION 1 – Senate Quorum

The Academic Senate shall have regular and special meetings, as herein provided, and a majority of the Senate shall constitute a quorum, which shall be sufficient to transact business.

SECTION 2 – Meeting Minutes

The Academic Senate shall keep minutes of all its meetings and publish the proceedings of each meeting.

SECTION 3– Senate Committees

The Academic Senate may create and maintain committees and authorize such to perform any duty within the scope of the Senate's authority.

SECTION 4 – Recommendations to the Board of Trustees

The Academic Senate shall present its written and oral views and recommendations to the Board of Trustees through regularly established channels. However, the Senate, after consultation with the college administration and/or the Board of Trustees' designee, may present its views directly to the Board of Trustees. In accordance with the regulations of the California Community College Board of Governors, "The Board of Trustees shall consider such views and recommendations."

ARTICLE VI - AMENDMENTS

The Academic Senate and/or members of the faculty may propose amendments to the Lake Tahoe Community College Academic Senate Constitution and Bylaws, as set forth in the Bylaws, Article V.

BYLAWS

ARTICLE I - DUTIES OF OFFICERS AND SENATORS

SECTION 1 – Officers of the Academic Senate

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

SECTION 2 – Election of the Officers

1. Officers will be elected at-large from the full-time faculty. Any full-time faculty member is eligible for these offices.
2. The election of the officers shall conform to the procedures specified in the Bylaws, Article III, Section 1.

SECTION 3 – Election of the Senators

1. Senators will be elected from the specific academic groups as delineated in Article IV, Section 2 of the Constitution.
2. The election of the Senators shall conform to the procedures specified in Bylaws, Article III, Sections 2 and 3.

SECTION 4 – Terms

1. Officers and Senators shall serve for a term of one academic year (with the exception of 3 Senators, who shall serve one two-year term—2012-13 and 2013-14) (see Article III, Section 6).
2. Terms of officers and full-time faculty Senators shall begin July 1 and end June 30 of the calendar year.
3. Adjunct Senators' terms shall begin on the second Academic Senate meeting of the fall quarter and end on June 30.

SECTION 5 -- Duties of the President

1. Serve as the official spokesperson for the Academic Senate and perform those tasks that the Senate deems necessary to the responsible discharge of the President's obligations to the faculty and Senate.
2. Establish the place and time for all meetings of the Senate and attend all regular and special meetings of the Senate and all meetings of the faculty called by the Senate President or by the Senate.
3. Ensure that Senate business is carried forward from previous Senate meetings in a timely manner.
4. Implement decisions of the Senate and supervise administration of Senate business, including being responsible for all financial matters associates with the Senate.
5. Assist in the production of the Year-End Report of the Academic Senate.

6. Attend, or have a Senate representative attend, all regular meetings of the Board of Trustees. The Vice-President should first be asked to attend in the President's absence; if the Vice-President is unavailable, then another member of the Senate should be asked.
7. Preside over meetings of the Academic Senate in the absence of the Vice-President.
8. Appoint members of committees formed by the Academic Senate and recommend faculty members to the administration for College committees.
9. Serve as an ex-officio member of all committees formed by the Academic Senate.
10. Serve on the Learning Council and as one of the tri-chairs (along with the Vice-President of Academic Affairs and Student Services and the Director of Institutional Research) for the Accreditation Self-Study.
11. Represent the Senate on all "major governance" committees if the Senate has not already appointed a person to represent the Senate at such meetings. The President should regularly attend all "major governance" committees, especially when major academic and professional matters are under discussion. The Academic Senate shall determine which committees are to be defined as "major governance" committees.
12. Represent the Academic Senate and act as liaison in affairs and meetings with the administration and Board of Trustees. The President should be accompanied by the Vice-President, another Senator, or designated faculty representative at all meetings with the administration. The Vice-President should first be asked to accompany the President; if the Vice-President is unavailable, another member of the Senate or a faculty representative should be asked.
13. Coordinate activities with the Faculty Association.
14. Maintain ties between the Academic Senate and the statewide Academic Senate for California Community Colleges.
15. Encourage Senators to attend area meetings and fall and spring sessions of the statewide Academic Senate for California Community Colleges.

SECTION 6 – Duties of the Vice-President

1. Prepare and distribute an agenda for each Senate meeting and preside over all meetings of the Academic Senate.
2. Represent the Academic Senate and, in conjunction with the President, act as liaison in affairs and meetings with the administration and Board of Trustees.
3. Assist the President and execute all duties specifically assigned to him/her by the President.
4. If the President is absent or incapacitated, the Vice-President shall assume full presidential powers until such time as determined by the Senate.
5. Preside over elections of the Academic Senate.
6. Serve on the Learning Council.
7. Be responsible for accurate knowledge of the *Ralph M. Brown Act* and the current edition of *Robert's Rules of Order*.

SECTION 7 – Duties of the Secretary

1. Maintain a written record of attendance for Academic Senate members.
2. Prepare and distribute the minutes of previous meetings to all faculty at least twenty-four hours prior to meetings of the Academic Senate.
3. Prepare and distribute motions and resolutions of each meeting to all faculty in a timely fashion.
4. Be responsible for all official correspondence and all official minutes of the Academic Senate and for keeping the historical record to be passed on to the Secretary elect.
5. Assume full presidential powers if both the President and Vice-President are absent or incapacitated.
6. Assist the President and execute all duties specifically assigned to him/her by the President, including serving on the Learning Council, if so designated.

SECTION 8 – Duties of Senators

1. Attend Senate meetings regularly.
2. Report Senate deliberations to constituents and communicate and represent the interests, opinions, and concerns of constituents at Senate meetings.
3. Represent assigned committees and report on committee work during Senate meetings when appropriate and/or arrange for committee chairs to report to Senate.
4. Represent the Senate only when authorized to do so and assist the President and execute all duties specifically assigned to him/her by the President, including serving on the Learning Council, if so designated.

SECTION 9 –Duties of Adjunct Faculty Representatives:

1. Serve as the direct liaisons between the full-time faculty and the adjunct faculty.
2. Represent and communicate the interests and opinions of all adjunct faculty.
3. Maintain communication on academic and professional matters, especially those related to adjunct faculty issues, through necessary means, such as surveys, newsletters, e-mails, the portal, discussion groups/boards, and meetings of the adjunct faculty.
4. Assist the President and execute all duties specifically assigned to him/her by the President, including serving on the Learning Council, if so designated.

SECTION 10 –Scope of Office and Compensation of Officers:

1. Academic Senate officers are the representative leadership of the faculty and, in consulting collegially with the administration and Board of Trustees, must represent the majority interest of the Academic Senate.
2. Academic Senate representatives (Senators) are the representative leadership of their academic groups and, in consulting collegially with the other members of the Academic Senate, the administration, and Board of Trustees, must represent the majority interest of their academic groups.
3. Officers will be compensated at the rate negotiated by the Faculty Association and with distribution approved by the Academic Senate. If any officer must delegate duties to

other individuals, those individuals may be compensated from the amount allotted to that officer proportionate to the duties given.

4. Senators' work on the Academic Senate and related assigned roles shall be considered as some portion of their contractually required "college work" or as negotiated by the Faculty Association.

SECTION 11 – Removal from Office, Vacancies, Ineligibility, or Resignation

1. Officers who miss half or more of the Academic Senate meetings in any quarter may be removed from office. The process of removal will begin with a petition presented to the Academic Senate and signed by forty percent of the faculty who voted that individual into office. The officer may be removed by a two-thirds vote and previous notice of the full-time faculty.
2. Officers may also be removed from office by a no-confidence vote by written ballot of two-thirds and previous notice of the full-time faculty.
3. Senators who miss half or more of the Academic Senate meetings in any quarter may be removed from office. The process of removal will begin with a petition presented to the Academic Senate and signed by forty percent of the faculty who voted that Senator into his or her position. The Senator may be removed by a two-thirds vote and previous notice of their academic groups.
4. Senators may also be removed from office by a no-confidence vote by written ballot of two-thirds and previous notice of the faculty of their academic groups.
5. If a vacancy of any sort occurs, it shall be filled by special election no later than ten working days after the vacancy has been announced. If the vacancy is the Vice-President, the election shall be presided over by the highest ranking officer remaining.
6. If the President resigns or becomes permanently incapacitated, the full-time faculty shall determine whether to hold a new election or have the Vice-President serve the remainder of the President's term.
7. Upon the election of a new President by special election or as outlined in Bylaws, Article III, Section 1, the new President will immediately assume the role of President of the Academic Senate.
8. A Senator shall become ineligible for a position on the Senate when he or she no longer meets the definition of "faculty" as set forth in Constitution, Article III, Section 1, and shall be required to resign immediately from the Academic Senate. The vacancy thus created shall be filled as herein provided (See Bylaws, Article III).
9. In the case of all officers resigning from office, the full-time faculty will elect an election chair to preside over nominations and the elections of new officers.
10. Officers filling vacancies shall do so for the remainder of the term. If the vacancy occurs among the Vice-President/President, the vacancy shall be filled for the coming year during the regularly scheduled spring elections.

ARTICLE II- MEETINGS

SECTION 1 – Regular Meetings

1. In accordance with the *Ralph M. Brown Act*, all meetings of the Academic Senate of Lake Tahoe Community College are open meetings.
2. Any full-time or adjunct faculty member, administrator, classified staff member, student, trustee, community member, or member of the public may attend Academic Senate meetings.
3. Regular meetings of the Academic Senate shall be held:
   a. At a regularly scheduled meeting time on a bi-monthly basis
   b. When called by the President.
4. Meetings shall be scheduled to accommodate the greatest number of members. Specific meeting times shall be established by the Academic Senate officers at the beginning of each term.
5. An agenda for each regular meeting shall be posted at least 72 hours before the meeting containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall also specify the time and location of the meeting and shall be posted in a location that is freely accessible to members of the public (Sec. 54954.2, California Government Code [Brown Act]).
6. The most current edition of *Robert's Rules of Order* will serve as the parliamentary authority of the Academic Senate of Lake Tahoe Community College.
7. Matters may be brought before the Academic Senate by Academic Senate members, college staff, the Board of Trustees, or students in the following ways:
   a. By requesting that an item be put on the agenda before distribution;
   b. Through a committee chair or his/her representative;
   c. By requesting that an item be added to the agenda during an Academic Senate meeting.
8. Minutes of the meetings, as well as any documents or proposals discussed, shall be distributed by the Secretary to all Academic Senate members and posted in a location that is freely accessible to members of the public.
9. Discussion time for all matters will be limited to ten minutes with a majority vote to continue required for any additional ten minutes.
10. A majority of the Senate shall constitute a quorum, which shall be sufficient to transact business.

SECTION 2 – Special Meetings

Special meetings of the Academic Senate may be held for regular or special business matters, but 24-hour notice, per Brown Act requirements, must be given to all Senators, full-time and adjunct faculty, and the general public setting forth the date, time, and place.

SECTION 3 – Compliance with Brown Act

All regular and special meetings of the Senate and its committees shall be open to all parties, with the exception of those portions of the meetings closed by the consent of the Senate or President such as sessions to discuss personnel matters. (See Section 54956.7—Closed Session, California Government Code [Brown Act], for guidelines for closed session requirements.)

SECTION 4 – Calling Special Meetings

A special meeting of the Academic Senate shall be called by the President upon the written petition of at least three members of the Senate, of ten percent of the members of the faculty, or at the discretion of the President.

ARTICLE III - ELECTIONS

SECTION 1 – Election of Officers

1. The President shall determine the nomination period for the offices of President, Vice-President, and Secretary. Candidates must complete an intent-to-seek-office form, due by the specified deadline date. The names of all candidates who have returned forms will be announced at the meeting immediately following the deadline date for nominations. At that meeting, nominations will be taken from the floor. Nominations will officially close at the adjournment of that meeting.
2. Officers will be chosen by a majority vote and previous notice of the full-time faculty. If no candidate for office receives a majority, the two top candidates receiving the most votes will participate in a run-off vote.
3. For the offices of President, Vice-President, and Secretary, a secret, written ballot will be distributed by the Vice-President to all members within one week of the first Academic Senate meeting in May. Election results will be announced at the next Academic Senate meeting.
4. The Vice-President shall secure the ballot box, ensure that each faculty member casts only one vote, and ensure that all faculty members are given the opportunity to vote appropriately.

SECTION 2 – Election of Senators Representing Academic Groups

1. The President shall determine the nomination period for the positions of the full-time faculty Senators. Nominations will be accepted from interested faculty from the four (4) academic groups and will be solicited using a written nomination form. Nominations will close by the date specified on the form.
2. For the positions of Senator, a written ballot will be distributed to the faculty of the academic groups that are eligible to elect a member from within their group within one week of the first Academic Senate meeting in May. Only those individuals who meet the

criteria for "faculty" as set forth in Senate Constitution, Article III, Section 1, may be elected. Election results will be announced at the next Academic Senate meeting.

3. The Vice-President shall secure the ballot box, ensure that each faculty member casts only one vote, and ensure that all faculty members are given the opportunity to vote appropriately.
4. The nomination from an academic group may be made by self-nomination or by another member of the representative group, with the consent of the nominee.
5. If a representative area or academic group does not submit a nominee, that position shall be declared an at-large position and the person elected to that position will represent all faculty.

SECTION 2 – Election of Senators Representing Adjunct Faculty

1. The President shall determine the nomination period for the positions of the adjunct faculty Senators. Nominations will be accepted from interested adjunct faculty and will be solicited using a written nomination form. Nominations will close by the date specified on the form.
2. For the positions of Senator, a written ballot will be distributed to the adjunct faculty who are eligible to elect a member from within their group within one week of the first Academic Senate meeting in the fall quarter. Only those individuals who meet the criteria for "faculty" as set forth in Senate Constitution, Article III, Section 1, may be elected. Election results will be announced at the next Academic Senate meeting.
3. The Vice-President shall secure the ballot box, ensure that each faculty member casts only one vote, and ensure that all eligible adjunct faculty members are given the opportunity to vote appropriately.
4. The nomination of adjunct faculty may be made by self-nomination or by another member of the representative group, with the consent of the nominee.
5. If the adjunct faculty group does not submit a nominee, that position shall be declared an at-large position and the person elected to that position will represent all faculty.

SECTION 3 – Election of At-Large Senators

1. If any of the academic groups does not submit a nominee, the Vice-President will notify the faculty of open at-large seats and will begin accepting nominations. These seat include:
    a. The seat(s) reserved for full time faculty.
    b. The seat(s) reserved for adjunct faculty.
    c. Any seat(s) that may result from an academic area's not nominating a Senator to represent it.

2. For the positions of at-large Senator, a written ballot will be distributed to all faculty within one week of the first Academic Senate meeting in the fall quarter. Only those individuals who meet the criteria for "faculty" as set forth in Senate Constitution, Article III, Section 1, may be elected. Election results will be announced at the next Academic Senate meeting.

SECTION 4 – Senate Terms

The Senate Officers shall serve one-year terms. Officers will be elected every spring quarter. Senators shall serve one-year terms. Full-time faculty Senators will be elected every spring quarter. Adjunct faculty Senators will be elected every fall quarter. Elections for the Senators shall be staggered as follows:

A. All Senators shall be elected to serve the 2012-13 term.
B. One Senator from each of the following academic groups 1, 2, and 3/4 will be elected to serve 2013-2014, with the other Senator from each of those groups serving an initial two years in order to stagger terms.
C. The Senator's position that was filled for an initial two-year term will be elected to serve the 2014-2015 term.
D. After this initial exception, all Senators will be elected for one-year terms, with three elected in one year, and the remaining three elected in the subsequent year.
E. Adjunct faculty Senators will be elected every fall quarter, beginning in 2012.

The academic groups are as follows:

1. Mathematics, Physics, Biology, Chemistry, Geology, and Physical Education (2 Senators)
2. Anthropology/Sociology, Psychology, History/Political Science, English, Art, World Languages, Music, Theatre (2 Senators)
3. Counseling, Disabilities Resource Center, Library (1 Senator)
4. Early Childhood Education, Culinary Arts, Business, Computer and Information Sciences, Computer Applications (1 Senator)
5. Adjunct Faculty (2 Senators)

ARTICLE IV – COMMITTEES

1. The President of the Academic Senate shall select members for appointment to Senate and College committees, including hiring committees.
2. Adjunct faculty committee representatives will be chosen by the President of the Academic Senate in consultation with the adjunct faculty Senators.
3. Academic Senate committees may be created and appointed by the President and/or a majority vote in an Academic Senate meeting.
4. Academic Senate committees shall recommend action on designated issues to the Academic Senate, unless specifically authorized by the Senate to report directly to the administration or concerned parties.
5. Committees will each be assigned to a Senator for the purposes of updates and reporting at Academic Senate meetings. Reports of Academic Senate committees shall be presented either by the representative Senator or by the committee chairperson, when necessary and appropriate. Committees will also be encouraged to present such reports in written form.
6. Standing committees shall conduct business in accordance with the *Ralph M. Brown Act* and the most recent edition of *Robert's Rules of Order*.

7. Committee chairpersons shall:
    a. Be elected by majority vote of their committee.
    b. Regularly hold committee meetings.
    c. Regularly report to the Academic Senate President.
    d. Be responsible for updating the representative Senator on information necessary to report to the Academic Senate and/or for presenting committee reports at Academic Senate meetings.
    e. Be responsible for the final committee report in the Year-End Report of the Academic Senate.
8. Other college committees and bodies may be granted courtesy report status on the agenda of the Academic Senate.
9. The Year-End Report of the Academic Senate of Lake Tahoe Community College will be produced by the officers and committee chairs of the Academic Senate.
    a. The report will be distributed as part of the official record of the Academic Senate by no later than the last Academic Senate meeting of the academic year.
    b. This report will generally detail the activities and accomplishments of officers, standing committees, ad hoc committees, and other pertinent matters deemed of major importance.
    c. The report will further include suggested goals for officers, standing committees and ad hoc committees for the upcoming academic year.
    d. The report will finally include a text summary of all Academic Senate resolutions of that year.

ARTICLE V - AMENDMENT PROCEDURES

SECTION 1 – Manner of Amendment

The Lake Tahoe Community College Academic Senate Constitution and Bylaws shall be amended in the following manner:

1. By a two-thirds vote of the Academic Senate and previous notice of the faculty.
2. Amendments must be presented in writing a minimum of one week prior to voting.

ARTICLE VI – SUPPLEMENTAL PROCEDURES

In order to facilitate the operation of the Senate and provide for the resolution of contentious issues, the Senate shall from time to time formulate "Supplemental Procedures." These Supplemental Procedures will carry the authority of Senate resolution and shall be binding. They will generally deal with issues of less importance than those items enumerated in this Constitution and Bylaws. They can be passed and modified by a majority vote of the Senate. They will be published separately from this Constitution and Bylaws.