

**BY-LAWS OF THE ACADEMIC SENATE OF
GLENDALE COMMUNITY COLLEGE**

Approved Fall 1997
Revised April 1999
Revised October 2003

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ARTICLE I

GENERAL COMMITTEE PROVISIONS

Section 1. Committee and Taskforce. For the purpose of the Academic Senate, the terms committee and task force are inter-changeable.

Section 2. Selection of Committee Members. Members and chairs of Senate committees and Senate representatives on college governance and other committees shall be appointed by the Senate Executive Committee, unless otherwise specified in the Constitution or By-laws. The Senate, however, can at any time decide to make any of these appointments itself.

Section 3. Terms of Committee Members. The term of office of any committee member appointed in Section 1 is one year or the duration of the committee itself, whichever is shorter. Any such appointment may be renewed without restrictions.

Section 4. Meetings of Senate Committees.

A. Meetings shall be called by the chairperson of each committee.

B. Should the chairperson fail or decline to call meetings frequently enough to accomplish the committee's objectives, a meeting may be called by a majority of committee members provided that all members, including the chairperson, are given sufficient notice.

Section 5. Quorum. A majority of members shall constitute a quorum for any Senate committee.

ARTICLE II

OPERATIONS COMMITTEES

Section 1. The Executive Committee

A. Duties. It shall be the duty of the Senate Executive Committee:

1. To consider such matters as fall within the purview of the Senate, to formulate recommendations and opinions on these matters and to forward such recommendations and opinions to the Senate or the appropriate committees.
2. To schedule meetings of the Senate and prepare the agenda.
3. To request the presence of any individual(s) who may be needed to facilitate the business of the meeting(s).
4. To propose to the Senate amendments to the Constitution, By-laws, and Rules of the Senate.
5. To secure nominations for elective officers of the Senate.
6. To act as liaison committee between the Senate and the College Administration and the Board of Trustees, and between the Senate and relevant statewide agencies.
7. To appoint members and/or chairs of Senate committees, governance committees and other committees, as needed.
8. To appoint the Budget Review Committee Representative.

B. Meetings. The Executive Committee shall meet at least one week prior to each regular meeting of the Senate and at other times when called by the President.

Section 2. The Elections Committee

A. Composition. The Elections Committee shall consist of the Secretary of the Senate, who will be its chair and at least two other members, one of whom must be a Senator. Members of the committee, other than the chair, shall be appointed by the Senate Executive Committee.

B. Duties. It shall be the duty of the Elections Committee:

1. To devise procedures for election of members to the Senate and the election of Senate Officers.
2. To supervise and, when appropriate, administer all elections of members to the Senate and officers of the Senate in compliance with the Senate Constitution, the Election Code of the Senate By-Laws and the Senate Rules.
3. To prepare and publish all election documents and all other communications between the Senate and the Electorate regarding elections, including:

- a) an annual Senate Rotation Schedule
 - b) announcements
 - c) forms for nomination by petition
 - d) forms for self-nominations to elect the Senator from the voting Adjunct Academic unit.
 - e) Ballots for election of Senate representatives
 - f) Announcements of election results
4. To assume the responsibility for filling vacancies in the Senate in the Senate in accordance with the Election Code of the Senate By-Laws, Article III.
 5. To conduct all opinion polls as directed by the Senate.
 6. To act as tellers, for Senate Elections and to report the results to the Senate.
 7. To resolve cases of doubt as to eligibility for election to any office, for membership in the Senate, or for membership status in the Electorate.

Section 3. Budget Advisory Committee.

A. Composition. The Budget Advisory Committee shall consist of the President of the Senate, or his/her designee, the Senate representative to the Budget Review Committee, three senators selected by the Senate Executive and approved by the Senate, and two additional faculty members selected by the Senate Executive and approved by the Senate.

B. Duties. The Budget Advisory Committee shall have the following duties:

- 1) Define and implement the Academic Senate's role in the college's budget process.
- 2) Make recommendations regarding the GCC budget.
- 3) Solicit Partnership for Excellence (PFE) grant applications and allocate available PFE funds.
- 4) Develop budget recommendations for initiatives approved by the Academic Senate, or referred by the Senate Executive.

ARTICLE III

ELECTION CODE

Section 1. Voting Units

Voting units shall consist of recognized divisions and/or service areas. The purpose of establishing a division is to provide a broad and varied basis for representation in the Senate.

A. Each of the following divisions shall have independent Senate representation:

- 1) Allied Health
- 2) Biology
- 3) Business
- 4) Business and Life Skills, non-credit
- 5) College Services
- 6) English
- 7) English as a Second Language, Credit
- 8) English as a Second Language, Non-credit
- 9) Health and Physical Education
- 10) Language Arts
- 11) Mathematics
- 12) Physical Science
- 13) Social Science
- 14) Technology/Aviation
- 15) Visual and Performing Arts

B. The following service area of the college shall be considered a voting unit and shall have independent Senate representation:

- 1) Academic Adjunct

Section 2. Division Unit Affiliation and Election.

A Regular member of the Electorate shall be considered, for election purposes, to be in that division voting unit in which the majority of his/her professional time is spent, unless in the judgement of the Elections Committee the best interest of the College will be otherwise served. Regular Electorate members whose professional time is equally divided between two divisions must officially declare their exclusive affiliation through the Elections Committee.

Section 3. Service Area Affiliation.

Adjunct faculty shall be considered, for election purposes, to be in the Adjunct Academic Unit.

Section 4. At-Large Senators.

A. The required number of At-Large Senators shall be determined by dividing the total number of Division and Service Area Senators by two and rounding up in the event of a fraction.

B. All members of the electorate are eligible to serve as At-Large Senators. At-Large Senators may be nominated by Division Voting Units, as specified in the Constitution, or by petition. Petitions may be circulated and signed by any member of the electorate, but no member of the electorate may sign more than one petition to be submitted for any one election. Petitions must be specific and include the signatures of the proposed nominee, the nominator and the seconder, each of whom must be a member of the Senate Electorate. Petitions bearing at least 20 additional qualified signatures and submitted to the Senate Elections Committee at least 15 days prior to distribution of the Senate ballot, shall qualify the specific nominee for inclusion in the election.

Section 5. Voting.

Voting shall be in accordance with the Senate Constitution and By-Laws, and by procedures established by the Elections Committee. Voting shall be under the supervision of the Elections Committee or its appointed representative(s). Only Regular faculty may vote for Division representatives to the Academic Senate; only Adjunct faculty may vote for the Adjunct Academic representative to the Academic Senate. All faculty may vote for Senators-at-Large.

Section 6. Rotation of Membership.

An annual Senate Rotation Schedule shall be prepared and published by the Elections Committee and posted on the Academic Senate web site at the beginning of each academic year.

Section 7. Time.

The Elections Committee shall submit the election results to the Senate Executive committee at least one week prior to the first regularly scheduled Senate meeting in April. Within one week after the close of all special elections, the Elections Committee shall submit to the Senate Executive Committee the election results.

Section 8. Vacancies

A. The Senate seat of an elected member shall be declared vacant when a Senator:

1. resigns from the Senate.
2. is absent without proxy from three regular or special Senate meetings during one academic year.
3. no longer meets eligibility requirements.
4. accepts a leave of absence of any kind for one semester or longer.
5. is expelled from the Senate.
6. is recalled by a vote of representation.

B. Senators-At-Large. If additional At-Large Senators are required according to the Senate By-Laws, those positions will be filled through the procedures established in the Senate By-Laws. If fewer At-Large Senators are required according to the Senate By-Laws, that number will be decreased at the next general election. Senate terms of less than three years maybe necessary to maintain the Senate Rotation Schedule which require approximately 1/3 of the terms to expire each year. In the event of a vacancy of a Senator-at-large, the runner-up candidate in the most recent past at-large election will be appointed to serve out the remainder of the term. (Motion 2008-59)

C. Division Senators. In the event of a vacancy of a Division's Senator, the Division shall elect a replacement Senator who shall serve for the remainder of the term. (Motion 2008-59)

ARTICLE IV

SENATE FUNDS

Section 1. Senate Budget

A. The treasurer of the Academic Senate shall submit a proposed budget at the May meeting of the Senate, and a Budget Review shall be held in February.

B. Senate books are to be subjected to audit by an outside examiner by October 15th at the request of the President or Senate Executive Committee.

Section 2. Expenditures

A. The President may authorize expenditures from Senate funds up to the amount of \$150.00.

B. Expenditures of more than \$150.00 but less than \$200.00 may be authorized by the Senate Executive Committee.

C. Expenditures of more than \$200.00 shall require approval by majority vote of a quorum of the Senate in advance of the expenditure.

D. After appropriate approval, requests for reimbursement of any expenses incurred in the interests of the Academic Senate for conference attendance, retreats, or participation in Senate sponsored off-campus activities, shall be submitted to the Treasurer of the Academic Senate on the Standard College Conference Request Form, no fewer than ten (10) working days in advance of the expenditure. Either a copy of the Standard Form or an "Absent from Campus" form shall be forwarded to the Vice President of Instruction prior to the event, so that persons representing the Senate at conferences and retreats are protected by college insurance.

E. Requests for reimbursement for expenses incurred in the interest of the Academic Senate shall be submitted to the Treasurer of the Academic Senate accompanied by proof of prior approval of the appropriate body of the Academic Senate and documentation of expenses, including receipts.

Section 3. Access to Senate Funds.

All requests for withdrawals, including those for scholarships, shall be submitted to the Treasurer. In the absence of the Treasurer, vouchers may be signed by the President.