

**CONSTITUTION OF THE ACADEMIC SENATE  
OF GLENDALE COMMUNITY COLLEGE**

Approved May, 2002  
Approved May 2003

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**ARTICLE I**

**NAME**

**Section 1. Name.** The name of this organization shall be the Academic Senate of Glendale Community College.

**ARTICLE II**

**PURPOSE AND DUTIES**

**Section 1. Purpose.** The purpose of this organization shall be to represent the faculty in the formation of policy on academic and professional matters.

**Section 2. Duties.** It is the duty of the Senate to address, either directly or through its designated committees, all matters pertaining to the educational well being of the college, to develop and establish faculty positions on all such matters and to inform all relevant constituencies, inside and

outside the college, of these positions. The Senate shall also assume responsibilities as legally directed, for example, in the California Code of Regulations, Section 53100, Article 2.

### ARTICLE III

#### ELECTORATE

**Section 1. Electorate.** The Electorate shall consist of all faculty members whose primary assignment does not require an administrative and/or supervisory credential and who belong to one of the following categories:

- A. **Regular Faculty:** a regular employee is any faculty member who has begun or completed the tenure process, excluding Emeritus Faculty.
- B. **Adjunct Faculty:** an adjunct employee is any faculty member who has not begun the tenure process, including leave replacements.
- C. **Emeritus Faculty:** Any Regular Faculty member who has retired from Glendale College but continues to be employed as a part-time faculty member for the institution. For purposes of this document, Emeritus Faculty are considered Academic Adjunct Faculty.

### ARTICLE IV

#### MEMBERSHIP

**Section 1. Eligibility.** All members of the Electorate, in accordance with the characteristics of eligibility established in the Senate By-Laws, shall be eligible to serve on the Senate.

**Section. 2. Number and Election.**

- A. The Senate shall consist of an appropriate number of members to allow representation from each division and Academic Adjunct service area, together with the maintenance of at least one-third At Large representation, in accordance with the Senate By-Laws.
- B. The Senators shall be chosen in the following manner:
  - 1. Voting units consisting of Regular Faculty of divisions as specified in the Senate By-Laws, and a voting unit comprised of Adjunct Faculty as defined in the Senate By-Laws.
  - 2. At a meeting (or by written ballot) by the fifth week of the spring semester, each division voting unit shall elect by majority vote one Regular Faculty member to serve as Division Senator.

3. The Senator representing the Academic Adjunct Voting Unit shall be elected in the general election in April. The Chair of the Elections Committee will be responsible for distributing self-nomination forms to all Adjunct Faculty by the second week of the spring semester. Nominations will close by the fifth week of the spring semester. All Adjunct nominees names will appear on the Academic Adjunct ballot in the general election. This senator will be elected by approval voting and secret ballot by the adjunct faculty.
4. Each Division voting unit may also nominate at least one Regular Faculty member by majority vote/secret ballot for an At-Large position. Each division voting unit with fifteen or more Regular Faculty members may nominate one additional Regular Faculty member for an At-Large position. All nominations shall be made at a meeting (or by written ballot) by the fifth week of the spring semester.
5. Any member of the Electorate, including both Regular and Adjunct Faculty, may be nominated for an At-large position by petition in accordance with the Election Code of the Senate By-Laws.
6. The required number of Senators-at-Large shall be elected by approval voting by the Electorate, in accordance with the Election Code of the Senate By-Laws.
7. Annual elections of At-Large members to the Senate shall be held prior to April 30. Senators-elect shall be invited to attend all meetings of the Senate during May and June as non-voting observers, and will take office at the close of the Spring Semester.

**C. Senators may be recalled by a two-thirds vote.**

1. A recall election for a division senator may be held at any regularly scheduled division meeting if the recall election has previously been placed on the agenda and distributed at least three days prior to the meeting.
2. A recall election for the Academic Adjunct Senator will be conducted by the Chair of the Elections Committee within thirty days of receiving a petition with fifty signatures from members of the Academic Adjunct unit.
3. A recall election for an At-Large Senator will be conducted by the Chair of the Elections Committee within thirty days of receiving a petition with fifty signatures from members of the Senate Electorate.

**Section 3. Terms of Office.**

**A.** Unit Senators shall be elected for three-year terms, except when a change in voting units disrupts the Senate Rotation Schedule. In such cases, the first elected representative of a new voting unit may serve a term of less than three years in accordance with the Election Code of the Senate By-Laws.

**B.** Senators At-Large shall be elected for three-year terms except when a change in voting units disrupts the Senate Rotation Schedule. In such cases, one or more At-Large representative(s) may serve a term of less than three years in accordance with the Election Code of the Senate By-Laws.

**Section 4. Reelection.** There shall be no restrictions on reelection to the Senate.

**Section 5. Vacancies.**

**A.** If a vacancy occurs in the Senate, the voting unit Senator, or the At-Large Senator shall be replaced in accordance with the Election Code of the Senate By-Laws.

**B.** Should a Voting Unit fail to comply with Article IV, Section 2.B.2. or 2.B.3., the Senate can, at its discretion, fill the vacant position for the remainder of the term by calling a special At-Large election or by appointing a replacement directly.

**Section 6. Responsibilities.** Elected Senators are trustees of their constituents. Senators may poll and shall consider recommendations made by their constituents; however, no individual or group may dictate the vote of a senator. A senator will always consider the good of the college community first and foremost.

## ARTICLE V

### OFFICERS

**Section 1. Senate Executive Committee and Officers** The officers shall be the President, or Immediate Past-President, President-Elect, First Vice-President, Second Vice-President, Secretary, Treasurer, and Budget Review Committee Representative. These officers shall constitute the Senate Executive Committee.

**Section 2. Selection and Terms.** Elected officers shall assume their offices at the close of the academic year.

**A. President:** The Senate shall elect the President by majority vote at the last regular Senate meeting.

**B. Other Elected Officers:** By majority vote, the Senate shall elect the President-Elect, First Vice-President, Second Vice-President, Secretary and Treasurer. The election shall occur at the last regularly scheduled Senate meeting of the academic year.

**C. Budget Review Committee Representative:** This representative shall be appointed from the electorate by the elected officers of the Senate Executive Committee for a one-year term immediately after the last regularly scheduled Senate Meeting of the academic year.

**D. Terms of Office:** The terms of office shall be one (1) year for President-Elect, First Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past-President, and Budget Review Committee Representative. The term of office shall be two (2) years for the President; however, at the end of the first year of the President's term, and every year thereafter, the President may elect to extend the term of office for an additional year subject to approval by a majority vote of the Senate. The position of Immediate Past-President will be held during the first year of the President's term. The position of President-Elect will be held during the final year of the President's term and will be elected along with the other Senate officers at the last regularly scheduled Senate meeting prior to the beginning of the final year of the President's term.

**E. Immediate Past-President or President Elect:** During the first year of the President's term, the Senate Executive will be composed of the President, First Vice-President, Second Vice-President, Treasurer, Secretary, Immediate Past-President, and Budget Review Committee Representative. During the final year of the President's term, the Senate Executive will be composed of the President, First Vice-President, Second Vice-President, Treasurer, Secretary, President-Elect, and Budget Review Committee Representative.

**Section 3. Reelection.** There shall be no restrictions on reelection of officers or on reappointment of representatives.

### **Section 4. Vacancies.**

**A. President.** In the event that the President is not a member of the Senate during what would have been the second year of his or her term, the Senate will conduct a special election to fill the office of the President for a

two year term. In all other cases, the First Vice-President shall fill the office for the remainder of the academic year.

**B. Other Elected Officers.** In the case of the continued disability or resignation of any elected officer, other than the President, the Senate shall hold a special election to fill the vacancy.

**C. Budget Review Committee Representative.** In the case of the continued disability or resignation of this representative, the Senate Executive Committee shall designate a member of the electorate to fill the vacancy for the remainder of the term.

### **Section 5. Powers and Duties.**

**A. President.** It shall be the duty of the President:

1. To preside at all Senate meetings, including the Senate Electorate meetings.
2. To chair the Senate Executive Committee and be an ex-officio member of all other Senate committees.
3. To issue Calls-to-Meetings of the Senate and to publish the agenda.
4. To cast the deciding vote in the event of a Senate deadlock. (The President will not regularly vote on matters before the senate)
5. To serve as the Senate representative to the Academic Affairs Committee.
6. To serve as the Senate representative to the Board of Trustees.
7. To appoint with the approval of the Senate Executive:
  - a. chairs to tenure review committees (September)
  - b. Senate representatives to all governance committees (as needed)
  - c. Senate representatives to all administrative and faculty hiring committees (as requested)
  - d. Nominations to ASCCC committees (as requested)
  - e. Co-chair of the C&I Committee
8. To represent Glendale Community College at ASCCC
9. To perform such other duties as may be necessary and proper.
10. To post the Senate agenda in accordance with the Brown Act.

**B. First Vice-President.**

It shall be the duty of the First Vice-President:

1. To assist and act as substitute for the President at the request of the President.

2. To oversee the implementation of governance matters as they relate to the Senate.
3. To Chair the Disciplines List Committee and the Equivalencies Committee.
4. To work with the Senate and Academic Affairs to determine assignment to discipline for new courses and to keep records of same.
5. To review and edit new job announcements for correct discipline.

**C. Second Vice-President.**

It shall be the duty of the Second Vice-President:

1. To coordinate the work of the Senate ad hoc committees and task forces appointed by the Senate and to maintain records of all committee memberships, activities, and reports.
2. To coordinate all academic issues pertinent to Adjunct Faculty.

**D. Secretary.**

It shall be the duty of the Secretary:

1. To take accurate minutes for all meetings of the Senate and to publish and distribute those minutes to all Senators and to others as deemed necessary by the Senate Executive Committee, and to post minutes on the Senate web site.
2. To chair the Elections Committee.
3. To prepare and process all routine correspondence pertaining to the Senate.

**E. Treasurer.**

It shall be the duty of the Treasurer:

1. To receive, deposit, and disburse all Senate funds, to keep accurate records of all such transactions, and to present an annual report to the Senate at the end of the academic year.
2. To serve as Senate Representative to the Foundation.
3. To coordinate Senate-sponsored social functions.
4. Once a year, to encourage all faculty to contribute to the Senate, either through monthly payroll deductions or as a one-time contribution.
5. Once a year, to encourage all faculty to contribute to Senate scholarships.

**F. Budget Review Committee Representative.**

It shall be the duty of the Budget Review Committee Representative:

1. To represent the interest of the Senate in the GCC budget process.
2. To make presentations to the Senate membership regarding budget issues or activities.

3. To study the budget process and remain current in all budget activities both locally and at the state level.
4. To attend all meetings of the GCC Budget Review Committee.

## ARTICLE VI

### FUNCTIONS AND PROCEDURES

#### **Section 1. Meetings and Special Meetings**

**A.** The Senate shall be required to hold at least one general meeting with the Electorate each academic year.

**B.** The Senate shall be required to hold at least one regular meeting per month during the fall and spring semesters and winter inter-session.

**C.** Special meetings:

1. may be called by the Senate Executive Committee.
2. shall be called by the President upon receipt of a written request signed by one-third of the Senators or 5% of the members of the Electorate.

**D.** The agenda for all general, regular, and special meetings shall be prepared by the Senate Executive Committee and distributed to the members of the Senate at least three working days prior to the particular meeting. The agenda shall also be posted in a public location on campus.

**E.** Participation in meetings of the Senate shall be open to the public. Visitors may speak at Senate meetings during the >Communications from the Audience= agenda item. Unless visitors are recognized by the Chair during the course of the Senate meeting, they may not participate in Senate debate or discussion.

**F.** *Roberts Rules of Order* shall govern the conduct of all meetings except as may be otherwise provided in the Senate By-Laws or Senate Rules.

**Section 2. Quorum.** Two-thirds of the Senate shall constitute a quorum.

**Section 3. To Give Proxy Vote** A Senator who is unable to attend a meeting is responsible to give a written proxy form to any other member of the Electorate who is not a Senator. The proxy form must be given to the Secretary at the beginning of the meeting and entitles the bearer to full speaking and voting rights for that meeting. In no case shall an individual hold more than one proxy at any given meeting. Each Senator who expects to be unavailable during the summer or winter inter-session shall appoint a proxy to serve in case of special meetings and so notify the Secretary in writing.

**Section 4. Introduction of Pertinent Matters.** Any member of the Electorate may submit items for the Senate agenda by written request, presented to any Senator. The Senator shall deliver such items in the form of motions or resolutions which bear the signatures of a presenter and a seconder to the Senate Executive Committee. The Senate Executive Committee shall place the item on the agenda for one of the next two Senate meetings or refer the item to a specific committee. Disposition of such items shall be reported to the Senate.

**Section 5. Processing of Matters Referred to Committee.** Upon the completion of a committee's work, the chair shall submit its report to the Senate Executive Committee for placement on the Senate agenda.

**Section 6. Disposition of Senate Findings.**

- A. The Senate shall make known the results of all Senate reports, recommendations, and polls to the Electorate and, if appropriate, to the College Administration.
- B. A majority vote of the whole number of Senators shall be required for further action.
- C. Senate recommendations for further action shall be presented to the appropriate governance committee.
- D. If necessary, Senate recommendations for further action may then be presented to the College Board of Trustees.

**Section 7. Opinion Polling.**

- A. Whenever the Senate decides that a reasonable doubt exists as to the wishes of the faculty, it may direct the Elections Committee to conduct a poll of the Electorate before committing the faculty to a major action.
- B. Fifteen percent of the Electorate, by submitting an appropriate petition to the Senate, shall cause a poll of the total Electorate to be taken on any relevant subject whether or not it has been previously considered by the Senate.

**Section 8. Senate Rules.** The Senate shall be responsible for constructing its own rules of operating procedure which shall be known as the Senate Rules and which shall have the status of By-Laws of this Constitution. Changes in the Senate Rules may be made by a majority vote of the whole number of Senators provided the change has been proposed at a previous regular meeting of the Senate. The Senate shall annually review the Senate Rules.

**Section 9. Censure and Expulsion of a Senator.**

- A. The procedure for censure and expulsion shall be determined by the Senate and placed in the Senate Rules.
- B. A two-thirds vote of the whole number of Senators shall be required for censure.
- C. A three-fourths vote of the whole number of Senators shall be required for expulsion.

**ARTICLE VII**

**COMMITTEES**

**Section 1. Committee and Taskforce**

For the purpose of the Academic Senate the terms committee and taskforce are inter-changeable.

**Section 2. Operations Committees.**

- A. The Operations Committees of the Senate shall include the Senate Executive Committee and the Elections Committee.
- B. Committee compositions and duties not otherwise mentioned in the Constitution, shall be specified in the Senate By-Laws or Senate Rules.



**Section 3. Other Committees.** Other committees may be established at the direction of the Senate or the Senate Executive Committee.

## ARTICLE VIII

### BY-LAWS

**Section 1. Additions and Amendments.** By-Laws to this Constitution may be adopted or amended by a two-thirds vote of the Senate provided the proposal has been introduced in writing at a previous regular or special Senate meeting.

## ARTICLE IX

### AMENDMENTS

**Section 1. Proposal.**

- A. Amendments to the Constitution may be proposed by a majority vote of the whole number of Senators or by petition signed by 25% of the Electorate and presented to the Senate Executive Committee.
- B. All proposed amendments shall be submitted in writing to the Electorate at least one week prior to voting.

**Section 2. Ratification.**

- A. To be adopted, the proposed amendment shall require a three-fourths majority of votes cast by the Electorate.
- B. An amendment shall become effective immediately, unless otherwise provided.