



Academic Senate
College of the Siskiyous
800 College Avenue
Weed, CA 96094

www.siskiyous.edu/academicsenate/

**CONSTITUTION
OF
COLLEGE OF THE SISKIYOU'S ACADEMIC SENATE**

ARTICLE I - NAME

The organization shall be known as the College of the Siskiyous Academic Senate.

ARTICLE II - PURPOSES

The purposes of the College of the Siskiyous Academic Senate (hereafter to be known as the Senate) shall be to facilitate participation of the electorate in the formulation and implementation of district policies on academic and professional matters including but not limited to the following:

A. Policies on Academic Matters.

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the Academic Senate.

Items 1-11 are from Ed Code Title 5 Article 2. Section 53200

- (12) philosophy of education and instruction
- (13) facilities and services related to instruction
- (14) student relations
- (15) faculty responsibilities for participation in committee matters and other professional matters.
- (16) administration – selection and evaluation
- (17) setting the academic calendar

B. Professional personnel policies. The Academic Senate will consult with the bargaining unit on the following issues:

- (1) academic freedom
- (2) ethical standards
- (3) faculty evaluation, retention, tenure
- (4) policies that have produced grievances
- (5) sabbatical leave policies
- (6) leaves and absences.

ARTICLE III - ORGANIZATION

Section 1 - Electorate

The electorate of the Senate shall be composed of all contract and regular faculty, including counselors and librarians, who directly serve registered College of the Siskiyous students, and two representatives of the part-time faculty.

Section 2 - Senate of the Whole

The executive and legislative power of the Senate shall be vested in the Senate of the Whole, which is to be composed of all members of the Electorate.

Section 3 - Composition of the Executive Committee

An Executive Committee shall consist of these officers: President, Vice President, Secretary, immediate Past-President, and two At-large representatives.

Section 4 - Autonomy

The Senate shall be distinct from any other faculty organization.

Section 5 - Representation

The Senate shall seek full representation on all college committees and councils deemed important for its purposes by the Executive Committee. Appointments of members to these committees and councils shall be made by the Senate President in consultation with the Executive Committee and must be ratified by the Senate.

Section 6 - Committees

The Executive Committee, representing the Senate, shall have the power to form committees and to provide for their membership.

Section 7 - Recognition

The Senate shall be an official body representing the academic and professional interests of the faculty of the College. Individual faculty members or representatives of other faculty organizations retain all faculty rights and prerequisites including the right to address the Board of Trustees.

ARTICLE IV - DUTIES OF EXECUTIVE COMMITTEE MEMBERS

Section 1 - The President of the Senate shall:

- A. Preside at meetings of the Senate and of the Executive Committee.
- B. Have the power of appointment and removal of committee members, subject to the consent of the Senate.
- C. Be an ex-officio member of all Senate committees.
- D. Serve as a Senate representative on the College administrative cabinet.
- E. Attend all Board of Trustees meetings or designate a representative.
- F. Publish agendas for all Executive Committee and Senate meetings.
- G. Be responsible for the progress and work of the Senate.
- H. Attend area and statewide Academic Senate meetings as required by the Senate.
- I. Initiate policies and plans for the Senate.
- J. Be the official spokesperson for the Senate.
- K. Be familiar with the governance documents of the Senate and the District, including but not limited to: Board policies, Title V, AB1725.
- L. Deliver to the campus community a year-end state-of-the-college report.
- M. Perform additional duties as may be required by the Senate.

Section 2 - The Vice President shall:

- A. Act as President in the absence of the President.
- B. Be ex-officio member of all Senate committees.
- C. Serve as a Senate representative to the Instruction Council.
- D. Be the assistant to the President in the performance of those duties.
- E. Be familiar with the governance documents of the Senate and the District, including but not limited to: Board policies, Title V, AB1725.
- F. Become President of the Senate in the event of a vacancy in the office of President, until such time as a special election produces a new president.
- G. Serve as chair of the Sabbatical Committee
- H. Perform additional duties as may be required by the office.

Section 3 - The Secretary shall:

- A. Be responsible for preparation, publication and distribution of minutes, including vote tallies, in all Senate and Executive Committee meetings.
- B. Maintain and file all Senate records for deposit in the Archives.
- C. Distribute copies of minutes to all Senate members as well as to other individuals and groups designated by the Senate.
- D. Validate petitions submitted to the Senate.
- E. Maintain the Senate web page.
- F. Maintain the roster of Senate members.
- G. Perform additional duties as may be required by the Senate.

Section 4 – The Immediate Past President shall:

- A. Serve as a member of the Executive Committee
- B. Serve as member of campus committees as directed by the Executive Committee

Section 5 – The At-large Representatives shall:

- A. Serve as a member of the Executive Committee
- B. Serve as member of campus committees as directed by the Executive Committee

Section 6 – Multiple representation

In the event that an officer of the Senate is already representing another entity on a committee, the Executive Committee shall appoint another Senate member to be the Senate representative.

Section 7 – Compensation of officers

It is expected the president will receive at least forty percent reassigned time.

ARTICLE V - COMMITTEES AND DUTIES

All Standing and Special Committees of the College of the Siskiyous Academic Senate in effect on the date of the adoption of this Constitution shall be deemed to be the same Standing and Special Committees of the Senate until dissolved or superseded in pursuance of this Constitution.

ARTICLE VI - DELEGATION OF AUTHORITY

The Senate is expressly prohibited from legislating or delegating away, directly or indirectly, to any other Siskiyou Joint Community College District organization, any of the Senate's authority, expressed or implied, granted to it by majority vote of the full-time academic personnel of College of the Siskiyous in the general election held in 1969.

ARTICLE VII - ADOPTION AND AMENDMENTS

Section 1 - Adoption

This Constitution, if adopted under the provisions of Article X and Bylaw V of the existing Constitution and Chapter XVIII of Robert's Rules of Order, Newly Revised, latest edition shall supersede that Constitution effective June 1.

Section 2 - Amendments to the Constitution

- A. Any member of the Senate may introduce to the Executive Committee a petition signed by one-third of the voting membership requesting an amendment to these articles.
- B. Within ten academic calendar days of the receipt of a valid petition to amend the articles, the Executive Committee shall distribute copies of the proposed amendment to all members.
- C. The President shall call a special meeting of the Senate to be held within ten academic calendar days of the distribution of the proposed amendment for the purpose of discussion.
- D. The election committee shall hold a special election within twenty academic calendar days following the special meeting.
- E. A two-thirds vote shall be required for an amendment to pass.
- F. The amendment shall take effect immediately upon its adoption, unless otherwise directed within the text of the amendment or revision.
- G. If a general revision is required, it shall be effected through the substitution of an entirely new constitution entitled "**revision**.", and shall be subject to the same procedures as described above for an amendment.

**BYLAWS
OF
COLLEGE OF THE SISKIYOU ACADEMIC SENATE**

BYLAW I - QUORUMS

Section 1 - Executive Committee

A quorum shall consist of a simple majority of the Executive committee.

Section 2 - Senate of the Whole

A quorum shall consist of at least 33 percent of the Electorate.

BYLAW II - TERMS OF OFFICE AND ELECTION PROCEDURES

Section 1 - Elective Offices and Terms of Office

- A. The electorate of the Senate shall be composed of all contract and regular faculty, including counselors and librarians, who directly serve registered College of the Siskiyous students, and two representatives of the part-time faculty.
- B. The Immediate Past President shall be the person who has most recently been the President, and shall serve until a new Immediate Past President is available to fill the position. In the event the immediate past president does not serve as an Executive Committee member, the seat will be filled by an additional at-large representative.
- C. The President shall be elected for a term of two years. All other positions shall be elected for terms of one year. There shall be no term limits on any of the elected positions. All members of the Senate are eligible for the Executive Committee.
- D. Terms of office commence on June 1 of each year.

Section 2 - Nominations and Election Procedures

- A. The deadline for nominations is to be 5:00 pm, the third Tuesday in April.
- B. Elections shall take place on the first Tuesday and Wednesday in May

- C. Any member of the Senate may place her or his name on the ballot as a candidate for any of the above offices.
- D. The name of any member of the Senate may be placed in nomination by any other member of the Electorate, with the consent of the nominee.
- E. An election committee consisting of three members of the Senate, appointed by the President, shall administer all elections and shall promptly announce election results to the membership.
- F. Of the candidates for the at-large positions, members shall vote for two (or, if appropriate, three) candidates.
 - 1. The election committee shall receive nominations within the time frames established above and shall verify the eligibility of candidates.
 - 2. The election committee shall issue a ballot to each member of the Senate as per the most current roster of membership provided by the Secretary. Given that some part-time faculty are not able to retrieve their ballot on campus, ballots will be emailed to part-time faculty. Part-time faculty will be given the choice to submit their ballot through email or by regular mail.
 - 3. The election committee shall receive ballots until 5 p.m. on the last day of the election. The election committee may make such provisions for collection of ballots as are consistent with customary practices of secret balloting.
 - 4. Immediately following the closing of the election, the election committee shall count the ballots and certify the results of the election. This procedure shall be open to inspection by any and all members of the Senate. The voting record shall be available for inspection for one week subsequent to the election.
 - a) The election committee may declare a ballot illegal if it contains indication of tampering, is not an official ballot, or has marked votes for more candidates than there are vacancies.
 - b) Winning candidates are determined by plurality.
 - c) The chairman of the election committee shall prepare a teller's report which shall state the number of ballots received, the number of illegal ballots, and the names of the successful candidates.
 - d) The teller's report shall be submitted to the President of the Senate, who shall announce the results of the election.
 - e) In the event of a tie vote, within one week the election committee shall conduct a run-off election among those individuals tied.

Section 3 - Special Elections

- A. General provisions
 - 1. Special elections are called by the President of the Senate under conditions as outlined below for each type of election.
 - 2. Special elections are administered by the election committee according to Bylaw II, Section 2, B-D. If an election committee is not in place, the President shall immediately appoint one.
- B. Types of special elections

1. Vacancies on the Executive Committee: A special election to fill a vacancy caused by resignation, impeachment, or death of an Executive Committee member shall be ordered by the President within five academic calendar days of such vacancy. Successful candidates shall complete the term of the office.
2. Impeachment: Any member of the Senate may submit a petition signed by one-third of the voting membership requesting impeachment of an Officer of the Executive Committee. Upon receipt of a valid petition, the President (or Vice President if the President is the impeached party) shall call a special election for impeachment to be held within fifteen academic calendar days. If the impeachment is subsequently approved by at least two-thirds of the membership, a special election to fill the vacancy shall then be held.
3. Initiative or Referendum: Any member of the Senate may submit a petition signed by one-third of the voting membership requesting an initiative or referendum measure. Upon receipt of a valid petition, the President shall call a special election to be held within thirty academic calendar days.

BYLAW III Meetings

Section 1 - Meetings of the Academic Senate

- A. The President shall schedule regular monthly meetings of the Senate during the academic year.
- B. The President may call an emergency meeting, but must give two academic calendar days notice to the membership.
- C. The president may be directed by the membership to call an emergency meeting upon the submission of a valid petition signed by one-third of the membership. Such a meeting shall be held within five academic calendar days upon receipt of the petition.
- D. The time and place of regular meetings shall be established by the Senate at the beginning of the academic year.

Section 2 - Meetings of the Executive Committee

- A. The Executive Committee shall meet the week preceding and the week succeeding the regular meeting of the whole.
- B. All members of the Senate shall be notified of the time and place of Executive Committee meetings and shall have the right to attend.

Section 3 - Closed Session

- A. The President may declare a closed session of any meeting, subject to Brown Act restrictions.

BYLAW IV Parliamentary Authority

Robert's Rules of Order, Newly Revised, latest edition, shall be the parliamentary authority for the Senate.

BYLAW V Amendment of Bylaws

- A. Any member of the Senate may introduce to the Executive Committee a petition signed by one-third of the voting membership requesting an amendment to these bylaws.
- B. Within ten academic calendar days of the receipt of a valid petition to amend the bylaws, the Executive Committee shall distribute copies of the proposed amendment to all members.
- C. The President shall call a special meeting of the Senate to be held within ten academic calendar days of the distribution of the proposed amendment for the purpose of discussion.
- D. The election committee shall hold a special election within twenty academic calendar days following the special meeting.
- E. A two-thirds vote shall be required for the amendment to pass.
- F. The amendment shall take effect immediately upon its adoption, unless otherwise directed within the text of the amendment or revision.
- G. If a general revision is required, it shall be effected through the substitution of an entirely new constitution entitled "**revision**", and shall be subject to the same procedures as described above for an amendment.

BYLAW VI

Implementation of This Revised Constitution

- A. These bylaws constitute a general revision of the existing Constitution of the Academic Senate of College of the Siskiyous.
- B. These bylaws, if adopted under the provisions of Article X and Bylaw V of the existing Constitution, shall supersede both that Constitution and the Constitutions of the Academic Senate of the College of the Siskiyous, adopted April 15, 1971, amended January 24, 1974, and August 15, 1991. The effective date of this new constitution shall be June 1, 2002.
- C. Upon adoption of this new constitution, the president shall direct the elections commission to conduct the next election in accordance with the new Executive Committee composition. The new Executive Committee shall take office on June 1 and the new constitution shall take effect on that same date. With the exception of election procedures, the current constitution will stay in effect until that time.

PASSED BY 2/3 VOTE OF THE ACADEMIC SENATE
March 21, 2002

ARTICLE III, SECTION 1, REVISED AND UPDATED, PASSED BY 2/3 VOTE OF THE ACADEMIC SENATE
November 1, 2012

ARTICLE IV, SECTION 7, REVISED AND UPDATED, PASSED BY 2/3 VOTE OF THE ACADEMIC SENATE
November 1, 2012

BYLAW II, SECTION 1, REVISED AND UPDATED PRESIDENTIAL TERM, PASSED BY UNANIMOUS VOTE OF THE ACADEMIC SENATE
May 9, 2017

ARTICLE III, SECTION 1, REVISED AND UPDATED TWO REPRESENTATIVES OF PART-TIME FACULTY, PASSED BY UNANIMOUS VOTE OF THE ACADEMIC SENATE
October 25, 2019

BYLAW II, SECTION 1, REVISED AND UPDATED TWO REPRESENTATIVES OF PART-TIME FACULTY, PASSED BY UNANIMOUS VOTE OF THE ACADEMIC SENATE
October 25, 2019

BYLAW II, SECTION 2, REVISED AND UPDATED BALLOT DISTRIBUTION AND VOTING BY PART-TIME FACULTY, PASSED BY UNANIMOUS VOTE OF THE ACADEMIC SENATE
October 25, 2019

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(<https://www.siskiyous.edu/humanresources/nondiscrimination.htm>
and <https://www.siskiyous.edu/mainfiles/titleIX.htm>)