CYPRESS COLLEGE ACADEMIC SENATE

CONSTITUTION

Adopted June 1974
Revised April 1986
Revised May 1991
Revised April 1996
Revised December 1999
Revised February 2004
Revised April 2007
Revised April 2008

Article 1 – Name

Section 1. The organization shall be known as the Cypress College Academic Senate, hereinafter referred to as the Academic Senate.

Article 2 – Reference

Section 1. The authority for the operation of the Academic Senate is established in Title 5, subchapter 2 of the California Administrative Code.

Article 3 – Purposes

Section 1. The Academic Senate’s primary purpose is to represent all faculty in consulting collegially with the Board of Trustees and its representatives regarding academic and professional matters affecting the college and the district. This requirement to consult collegially shall not limit other rights and responsibilities of the Academic Senate which are specifically provided in statute.

a. The Academic Senate is thus to have a formal and effective procedure for participating in the formation and implementation of campus and district policies on academic and professional matters, and any other matters deemed important to the welfare of the college and the district.

b. Academic and professional matters means the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development, review, or discontinuance
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 mutually agreed upon by the Board of Trustees and the Academic Senate.

c. Consulting collegially is defined as the Board of Trustees relying primarily on the advice and judgment of the Academic Senate OR the Board of Trustees and the Academic Senate reaching mutual agreement.

Section 2. The Academic Senate shall also have the purpose of increased communication, awareness, and understanding with and among various entities, including the members of the college faculty as a whole, other groups concerned with the policies, welfare, and growth of the college, district representatives acting on matters affecting faculty concerns and interests, and statewide organizations.

Article 4 – Powers and Responsibilities

Section 1. The Academic Senate shall have the power to establish and amend its own composition, structure, and procedures.

Section 2. The Academic Senate has the right to meet with or appear before the governing board with respect to the views, recommendations, or proposals of the Academic Senate.

Section 3. The Academic Senate has the right to meet with or appear before the administration of the college and/or district with respect to the views, recommendations, or proposals of the Academic Senate.

Section 4. The Academic Senate shall have the exclusive right to appoint or to determine the method of appointment of the faculty members who serve on college and/or district shared governance committees, task forces, or other groups established for the purpose of implementing shared governance except in instances where the collective bargaining agents have been granted representation.

Section 5. The Academic Senate may assume such responsibilities and perform such functions as requested of it by the administration or Board of Trustees.
Article 5 – Academic Senate Organization

Section 1. Electorate

a. The full-time Electorate (hereinafter referred to as the full-time faculty) shall be limited to those non-management academic persons who are employed on a more than sixty percent contract. The full-time faculty shall elect Division Senators and Senators-at-Large.

b. The part-time Electorate (hereinafter referred to as the adjunct faculty) shall be limited to those non-management academic persons who are employed sixty percent or less. The adjunct faculty shall elect the Adjunct Senator.

Section 2. Academic Senate Structure

a. Division Senators: There shall be one senator elected by and from each of the following divisions:

   1. Business and Computer Information Systems
   2. Counseling and Health Services
   3. Fine Arts
   4. Health Science
   5. Language Arts and Library
   6. Physical Education and Athletics
   7. Science, Engineering, and Mathematics
   8. Social Science
   9. Vocational Technical

b. At-Large Senators: Senators-at-Large will be elected by and from the full-time faculty and shall be equal in number to the Division Senators.

c. Adjunct Senator: There shall be one Adjunct Senator elected by and from the adjunct faculty, except that an Adjunct Senator may be appointed to fill a vacancy under special circumstances that are identified in the By-Laws.

d. Additional Representation

   1. The President of the Academic Senate shall sit as a voting member per Robert’s Rules of Order.

   2. The Past President of the Academic Senate shall sit as a voting member.

   3. The President-Elect shall sit as a voting member but must resign from any remaining term as a division senator or senator-at-large.
e. Although liaisons with other committees and organizations may be invited to participate in Senate meetings on a continuing basis, the membership of the Senate is limited to the positions named above, and any reference to “member(s)” or “membership” of the Senate in this Constitution, or in the By-Laws, or in any official document produced by the Senate is understood to refer only to the above positions.

Section 3. Duties of Senators

a. Areas of Responsibility

Senators shall of their own determination concern themselves with academic and professional matters and any other matters deemed important to the welfare of the college and the district, including but not limited to:

1. Professional Rights and Responsibilities (e.g., academic freedom, ethical standards).

2. Professional Standards (e.g., local minimum qualifications, equivalencies, professional competence, accreditation).

3. Professional Personnel Policies (e.g., recruiting, selecting, evaluating, assignment and teaching load, promotion, retention of competent faculty, tenure, selection and retention of administrative personnel, and sabbatical leaves).

4. Academic Policies (e.g., curriculum, admissions, honors and degree requirements, retention of students).

5. Institutional Philosophy (e.g., college goals and objectives and relations with the community).

6. Student Personnel Policies (e.g., conduct, discipline, intercollegiate activities).

7. Education Expenditures (e.g., library, technology, other instructional supplies and equipment, maintenance and enhancement of instructional and campus facilities).

b. Senators shall serve as the representatives of their divisions, the adjunct faculty, or of the faculty at large at all Academic Senate meetings.

c. Senators shall serve as liaisons between the Academic Senate and the faculty.

d. Alternates

1. Each senator is responsible for choosing an alternate.
2. Senators-at-Large may select alternates from the full-time faculty.

3. A Division Senator must select an alternate from the full-time faculty of the division represented.

4. The Adjunct Senator must select an alternate from the adjunct faculty.

5. The President of the Academic Senate shall call for the names of alternates and the senators they represent at the beginning of each meeting.

6. An alternate shall assume all the rights and privileges of a senator for that meeting.

Article 6 – Officers

Section 1. The officers of the Academic Senate are the President, President-Elect or Past President, Secretary, and Treasurer. The term of office shall be two years for the President and one year for the other officers. The office of Past President will exist during the first year of the President’s term, and the office of President-Elect will exist during the second year of the President’s term.

In order to effect a transition from a one-year presidency to a two-year presidency, immediately after approval of this constitutional change, the current senate will determine, by majority vote, whether the first President to have a two-year term will be the current President-Elect or the next President-Elect.

Section 2. The Executive Committee shall consist of the President, President-Elect or Past President, Secretary, Treasurer, and one additional member elected for a one-year term by the senate. All elected members of the Executive Committee shall be chosen from among the members of the Academic Senate.

Section 3. For any Executive Committee position for which there is more than one candidate, election shall be by secret ballot. Elections shall be held annually at the last regular meeting in May at the commencement of the new business section of the agenda. The voting members shall consist of the newly elected and returning members of the Academic Senate. The new or continuing President shall conduct the elections. The order of election shall be President-Elect (when needed), Secretary, Treasurer, and the additional Executive Committee member. Nominations for each position shall be followed by election before proceeding to the nomination and election of the subsequent position.
Section 4. If the retiring President is not available to serve as Past President, the senate may choose to elect a Past President from among those current or retiring members who have served as President. An election shall be held to fill any seat vacated by the elected Past President.

Section 5. Officers shall assume their responsibilities immediately upon the conclusion of the elections.

Section 6. Duties of the President

a. The President shall preside over meetings.

b. The President or designate shall represent the faculty at appropriate campus, district and state-wide meetings.

c. The President, in conjunction with the Academic Senate Treasurer, shall approve expenditures of funds held by the Academic Senate or designated for Academic Senate usage.

d. The President shall have the power to appoint faculty representatives to standing or ad hoc committees. Such appointments may be overruled by a majority vote of the Academic Senate.

e. The President shall be responsible for all Academic Senate correspondence.

f. The President shall succeed to the past-presidency.

g. The President shall perform other duties as authorized by the Academic Senate.

Section 7. Duties of the President-Elect and Past President

a. The President-Elect or Past President shall preside over meetings in the absence of the President.

b. The President-Elect or Past President shall conduct all elections.

c. The President-Elect or Past President shall perform other duties as authorized by the Academic Senate.

Section 8. Duties of the Secretary

a. The Secretary shall keep a record of the proceedings of all Academic Senate meetings. Such records shall be distributed to the faculty, the college administration, other district Senates, and the Board of Trustees.
b. The Secretary shall be responsible for calling for agenda items from the faculty and for publishing or posting announcements of meetings and agendas.

c. The Secretary shall perform other duties as authorized by the Academic Senate.

Section 9. Duties of the Treasurer

a. The Treasurer shall be responsible for handling all funds collected by the Academic Senate. The Treasurer shall maintain records of all receipts and expenditures of the senate and periodically shall give financial reports to the senate.

b. The Treasurer shall perform other duties as authorized by the Academic Senate.

Article 7 – Meetings

Section 1. Regular meetings of the Academic Senate shall be held twice per month during the fall and spring semesters unless the regular meeting date falls on a day when classes are not in session. The President shall establish a calendar of meeting dates and ensure that the day, time, and location of meetings are well publicized.

Section 2. Special meetings may be called by the President of the Academic Senate, or at the request of any five voting members of the Academic Senate. Rules for announcing and conducting special meetings shall be specified in the By-Laws.

Section 3. All meetings of the Academic Senate shall be open to any interested parties.

Section 4. The agenda of the Academic Senate shall be established by its members and published prior to the meeting in accordance with state law.

Section 5. Actions of the Academic Senate shall be in the form of motions or resolutions approved by a majority vote.

Section 6. A quorum shall be a majority of the total membership.

Section 7. No proxy voting is allowed.

Article 8 – Liaison

Section 1. The President of the Academic Senate shall establish adequate liaison between the Academic Senate and administration of the college.
Section 2. The President of the Academic Senate shall establish adequate liaison between the Academic Senate and the North Orange County Community College District administration and Board of Trustees.

Section 3. The President of the Academic Senate shall establish adequate liaison between the Academic Senate of Cypress College and the other academic senates of the North Orange County Community College District.

Section 4. The President of the Academic Senate shall establish adequate liaison between the Academic Senate of Cypress College and collective bargaining agents of the full-time faculty and the adjunct faculty of the North Orange County Community College District.

Section 5. The President of the Academic Senate shall establish adequate liaison between the Academic Senate and the Academic Senate for California Community Colleges (ASCCC).

Section 6. The President of the Academic Senate shall establish proper liaison with other organizations as directed by the Academic Senate.

Article 9 – Recall or Removal

Section 1. Recall of Senators-at-Large

a. Ten percent or twenty members (whichever is smaller) of the full-time faculty may initiate the recall of a Senator-at-Large by written petition to the Academic Senate.

b. The recall vote shall be by secret ballot at a special meeting called within two weeks of the receipt of the petition of recall and at least two school days after formal announcement of the meeting.

c. A Senator-at-Large may be recalled by a two-thirds majority vote of the full-time faculty present at that special meeting.

Section 2. Recall of Division Senators

At a special divisional meeting called for the purpose of voting on a recall, a division senator may be recalled by a two-thirds majority vote of the full-time faculty of the division present at that special meeting.

Section 3. Recall of the Adjunct Senator

a. Ten percent or twenty members (whichever is smaller) of the adjunct faculty may initiate the recall of the Adjunct Senator by written petition to the Academic Senate.
b. The recall vote shall be by secret ballot at a special meeting called within two weeks of the receipt of the petition of recall and at least two school days after formal announcement of the meeting.

c. The Adjunct Senator may be recalled by a two-thirds majority vote of the adjunct faculty present at that special meeting.

Section 4 Removal

Failure to attend Senate meetings may result in the Senate removing a Senator from office. The criteria and procedures for removal are specified in the By-Laws.

Article 10 – Amendments

Section 1. Amendments to the Constitution may be proposed by one-third of the Academic Senate or by ten percent of the academic staff eligible for election to the Academic Senate.

Section 2. All proposed amendments shall be submitted in writing (in printed form or electronically) to the faculty at least one week prior to the deadline for voting.

Section 3. Voting shall be by secret ballot.

Section 4. To be ratified, amendments must receive an affirmative vote of at least two-thirds of the faculty members voting and notice of the change must be sent to the Board of Trustees.

Article 11 – Adoption

This Constitution shall go into effect immediately upon approval by a two-thirds vote of the members of the faculty voting.
Article 1 – Elections and Removal

Section 1. All elections conducted by the Academic Senate for Adjunct Senator and Senators-at-Large shall be decided on the basis of plurality. Write-in voting shall be allowed except when no vote is conducted, in accordance with the provisions in Section 3(f) and Section 4(f) of this article. Election of members of other committees responsible to the Academic Senate also shall be decided on the basis of plurality.

Section 2. Election of Division Senators

a. Each Division shall be responsible for the election of one representative to the Academic Senate.

b. Division Senators shall assume their responsibilities at the last regular meeting of the spring semester.

c. Division Senators shall be elected for two-year terms in April of odd-numbered years.

d. If at any time the seat of a Division Senator is vacated before the term expires, the President-Elect shall contact the Division and request an election to replace that senator.

Section 3. Election of Senators-at-Large

a. The President-Elect shall solicit nominations from the full-time faculty and then hold an election to determine who shall serve as Senators-at-Large.

b. Senators-at-Large shall be elected by April 30 from the list of nominations.

c. Senators-at-Large shall assume their responsibilities at the last regular meeting of the spring semester.

d. Senators-at-Large shall be elected for two-year terms in April of even-numbered years.
e. If at any time the seat of a Senator-at-Large is vacated before that term expires, the President-Elect shall hold a special nomination and election to replace that Senator.

f. If, for either a regular election or a special election, the call for nominations does not result in a number of nominees that exceeds the number of vacancies, those nominated will be automatically elected. To fill any remaining positions, the Senate will vote to either (1) authorize the President to appoint faculty to the vacant seats, subject to confirmation by a majority vote of the senate, or (2) direct the President-Elect to conduct another call for nominations and an election.

Section 4. Election of the Adjunct Senator

a. The President-Elect shall be responsible for the election of an adjunct faculty representative to the Academic Senate.

b. The Adjunct Senator shall be elected by the part-time faculty as soon as possible after the beginning of the academic year.

c. The Adjunct Senator shall assume his/her responsibilities at the first regular meeting after the election results are known.

d. The Adjunct Senator shall serve for that academic year and until a successor is elected, subject to continuing employment at Cypress College.

e. If the seat of the Adjunct Senator is vacated before the end of the spring semester, that Senator will be replaced with the candidate having the second highest votes from that year’s Adjunct Senator election.

f. If, for either a regular election or a special election, the call for nominations does not result in a nominee, or if a replacement is not available under the provisions of section (e) above, the senate will vote to either (1) authorize the President to appoint an adjunct faculty member to fill the vacant seat, subject to confirmation by a majority vote of the senate, or (2) direct the President-Elect to conduct another call for nominations and election.

Section 5. Removal of a Senator

Any Senator who misses three meetings in one semester may be removed from the senate by a majority vote. The vacancy will be filled promptly according to the procedures contained in the other sections of this article.
Section 6. Standing Committees

1. Senators shall serve on one of the standing committees of the Academic Senate — Faculty Affairs, Judicial, or Student Affairs.

2. The Faculty Affairs Committee makes recommendations on issues that primarily affect and involve instructional and/or administrative personnel including affirmative action.

3. The Judicial Committee makes recommendations on issues involving the governance of the college.

4. The Student Affairs Committee makes recommendations on issues that primarily affect and involve the student body.

Article 2 – Meetings

Section 1. Quorum

The Academic Senate quorum shall consist of a majority of the membership.

Section 2. Rules of Procedure

a. Matters not specifically covered in the Constitution or By-Laws shall be governed by the current edition of Robert’s Rules of Order.

b. Motions proposed to the Academic Senate may be voted on in the same meeting they are proposed.

c. Resolutions shall be presented to the Academic Senate for consideration at one meeting and voted upon at the next meeting. Resolutions represent the "voice of the Senate" and express the Senate’s rationale and proposed actions.

Section 3. Special Meetings

a. A special meeting may be called to consider a single topic or multiple topics.

b. A special meeting may be called by the President.

c. A special meeting also may be called at the request of five members of the Senate. The written request must be presented to the President and the Secretary. The President will then set the time and place for the meeting, no less than two days nor more than one week from the time the request was received. If the President does not act, the President-Elect may schedule and conduct the meeting.
d. The Secretary will make every effort to ensure that the faculty know about the special meeting.

**Article 3 – Academic Senate Recommendations**

Upon the direction of the Academic Senate, the President of the Academic Senate shall forward all specific recommendations and concerns to the President of the college, the Chancellor of the North Orange County Community College District, and/or to the Board of Trustees of the North Orange County Community College District.

**Article 4 – Academic Senate Representation – Liaison**

Section 1. The Academic Senate’s two representatives to the President’s Advisory Cabinet shall be the President and either the Past President or the President-Elect.

Section 2. The Academic Senate’s two representatives to the college’s Planning and Budget Committee shall be the President and either the Past President or the President-Elect.

Section 3. The President of the Academic Senate shall serve as the Academic Senate’s representative to the Chancellor’s Cabinet.

Section 4. The President and either the Past President or the President-Elect shall serve as the Senate’s representatives to the District Planning Council.

Section 5. The President shall represent the Senate at the resource table at meetings of the Board of Trustees.

**Article 5 – Nominating Committee**

Section 1. The Nominating Committee for Academic Senate Officers shall consist of the Past President and two Senators appointed by the President.

Section 2. Members of the Nominating Committee shall not be eligible for election to any Academic Senate office at that election.

**Article 6 – Amendments**

Section 1. These By-Laws may be amended by a two-thirds vote of the Academic Senate.
Section 2. An amendment proposed at one meeting cannot be approved until the following meeting.