



## **Constitution**

### **Preamble.**

The Santa Monica College Academic Senate is the primary voice of the faculty in academic and professional matters.

### **Article 1. Name and Scope of Society.**

#### **Section 1.1 Name.**

The name of the representative organization shall be the Santa Monica College Academic Senate, herein called the Senate.

#### **Section 1.2 Scope of Representation.**

The Senate represents all nonconfidential, nonmanagement academic personnel employed by the Santa Monica Community College District.

#### **Section 1.3 Responsibilities of the Senate.**

- 1.3.A.** The Senate operates pursuant to Subchapter 2, Title 5, California Administration Code.
- 1.3.B.** The Senate shall formulate and/or recommend to the Board of Trustees and/or its designees with respect to policy development and implementation in the following areas:
  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.
  11. Processes for academic personnel matters.
  12. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Senate.

**1.3.C.** The Senate shall consider in good faith any recommendation submitted by a member of the faculty, classified staff, associated students' government, administration, or Board of Trustees for Senate action.

**1.3.D.** The Bylaws of the Senate shall be enacted or amended by the Senate in accordance with the Constitution and Standing Rules of the Senate.

## **Article 2. Organization**

**Section 2.1** The Senate shall consist of members from organizational units of the College, as defined in the Bylaws of the Academic Senate (Senate Bylaws). Such members will be called Senators.

**Section 2.2** The Bylaws shall make provisions for elected representation of both full-time and adjunct faculty and shall stipulate terms of office and procedures involving vacancies.

**Section 2.3** The Bylaws shall make provisions for Officers and members of the Senate Executive Committee to serve on the Senate.

## **Article 3. Senate Officers and Responsibilities.**

### **Section 3.1 Officers of the Academic Senate.**

The officers of the Senate shall consist of a President, the Immediate Past President, the President-Elect, Recording Secretary, and Treasurer. Election procedures shall be stipulated in the Senate Bylaws. The officers of the Senate shall perform the duties described below as well as others articulated in the Senate Bylaws.

### **Section 3.2 President.**

**3.2.A.** The President of the Senate shall:

1. Serve as the leader of the Santa Monica College faculty on all academic and professional matters.
2. Serve as faculty liaison to the Superintendent/President and the Administrative Staff and meet at least monthly throughout the calendar year with senior staff.
3. Serve as faculty liaison to the Santa Monica College Board of Trustees, attend planning retreats, and represent the Senate and faculty at monthly Board of Trustees meetings throughout the calendar year.
4. Distribute in advance of all Senate and Executive Committee meetings agendas according to all open meeting laws and rules.
5. Convene and preside over all meetings of the Senate and the Executive Committee.
6. Facilitate faculty participation in shared governance.
7. Serve as a voting member of the Fiscal Affairs Committee and as an ex-officio, non-voting member of all Senate committees.

8. Serve as liaison between the Santa Monica College faculty and other campus and non-campus groups and organizations.
9. Oversee the operation of the Santa Monica College Academic Senate office and Senate budget.
10. Represent the Santa Monica College faculty at college-sponsored events and activities.
11. Appoint on a yearly or as-needed basis faculty to all district committees, task forces, advisory groups, including but not limited to hearing and appeals bodies. This responsibility will not apply to faculty appointments made by the Faculty Association.
12. Represent the interests and viewpoints of Santa Monica College faculty and the Senate at local, regional and statewide meetings and conferences; on committees; and to legislators, faculty leaders, the public, and others as needed.
13. Perform other duties as directed by the Senate.

**3.2.B. Term of Office.**

The term of office for the Senate President shall be for two years.

**Section 3.3 Immediate Past President.**

**3.3.A. The Immediate Past President shall:**

1. Serve on the Executive Committee of the Senate.
2. Assume the duties of President in the absence of the Senate President.
3. Perform other duties as directed by the Senate.

**3.3.B. Term of Office.**

The term of office for the Senate Immediate Past President shall be one year.

**Section 3.4 President-Elect.**

**3.4.A. The President-Elect shall:**

1. Serve on the Executive Committee of the Senate.
2. Assume the duties of President in the absence of the Senate President.
3. Perform other duties as directed by the Senate.

**3.4.B. Term of Office.**

The term of office for the Senate President-Elect shall be one year, after which the role of the Senate President shall be assumed.

**Section 3.5 Recording Secretary.**

**3.5.A. The Recording Secretary shall:**

1. Serve on the Executive Committee of the Senate.
2. Take, write, and distribute all minutes of all sessions of the Senate and Executive Committee meetings.
3. Ensure the currency of all lists of voting members of the Senate.

4. Maintain an accurate record of attendance and votes of Senators and Officers at both Senate and Executive Committee meetings.
5. Perform other duties as directed by the Senate.

**3.5.B. Term of Office.**

The term of office for the Senate Recording Secretary shall be one year.

**Section 3.6 Treasurer.**

**3.6.A. The Treasurer shall:**

1. Serve on the Executive Committee of the Senate.
2. Serve as chief accountant for the Senate.
3. Provide written reports to the Senate regarding the financial well being of the Senate.
4. With the approval of the Senate President and in conjunction with Senate administrative assistant(s), oversee all properly authorized payments that are consistent with the Constitution, Bylaws, and the approved budget, and that do not threaten the solvency of the Senate.
5. Assist the Senate President in in conjunction with the Fiscal Affairs Committee in preparing an annual budget to be submitted to the Executive Committee and the Senate for adoption each fall semester.
6. Perform other duties as directed by the Senate.

**3.6.B. Term of Office.**

The term of office for the Senate Treasurer shall be one year.

**Article 4. Meetings of the Senate.**

Meetings of the Senate shall be held and conducted according to the rules stipulated in the Senate Bylaws.

**Article 5. Amendments, Initiatives, and Referendums.**

**Section 5.1 Constitutional Amendments.**

- 5.1.A.** Amendments to the Constitution may be proposed by the Election and Rules Committee.
- 5.1.B.** Amendments to the constitution require approval of Senate by two-thirds vote of those present provided a quorum has been established.
- 5.1.C.** The Senate President shall order a vote on the proposed amendment by the total membership of the faculty within ten days of a successful vote in the Senate unless there are extenuating circumstances delaying the vote. The vote shall be held by secret ballot and administered by the Election and Rules Committee of the Senate.
- 5.1.D.** A simple majority vote of those members voting shall be necessary for the adoption of any amendment.

## **Section 5.2 Constitutional Initiatives.**

- 5.2.A.** Constitutional Initiatives are changes to the Constitution proposed by the general faculty.
- 5.2.B.** Constitutional Initiatives may be proposed by at least eight (8) percent of the total number of faculty having voted in the immediate past Senate election for President by submission in writing to the Election and Rules Committee.
- 5.2.C.** The Election and Rules Committee will validate initiative petitions and recommend changes as necessary to correct problems with language and conflict with legal requirements.
- 5.2.D.** Upon receipt of a valid petition, the Senate President shall carry the proposal forward to the Senate at its next regular meeting for consideration. After a quorum has been established a vote will be taken on the proposal. If approval by two-thirds vote of the membership is achieved in the Senate, the proposed changes will be sent to the full faculty for a vote with a note indicating it has the support of the Senate. Otherwise, the proposed changes will be sent to the full faculty for a vote with a statement of nonsupport of the Senate.
- 5.2.E.** The Senate President shall order a vote on the proposed amendment by the total membership of the faculty within ten days of a successful vote in the Senate unless there are extenuating circumstances delaying the vote. The vote shall be held by secret ballot and administered by the Election and Rules Committee of the Senate.
- 5.2.F.** A simple majority vote of those members voting shall be necessary for the adoption of any initiative.

## **Section 5.3 Referendums to Reverse Previous Senate Actions.**

- 5.3.A.** A referendum may be proposed by at least six (6) percent of the total number of faculty having voted in the immediate past Senate election for President and within thirty (30) days of the official Senate action in question when such time remains in the regular semester. Otherwise the election will be held within thirty (30) days of the beginning of the next regular semester.
- 5.3.B.** A referendum petition to reverse any Senate action will be validated by the Elections and Rules Committee.
- 5.3.C.** Upon receipt of a valid petition, the Senate action in question shall be suspended until a vote of the full faculty is held.
- 5.3.D.** Upon receipt of a valid petition, the Senate President shall order a special election be held within ten (10) days of such proposed referendum by secret ballot administered by the Elections and Rules Committee of the Senate unless there are extenuating circumstances delaying the vote. A

simple majority vote of those members voting shall be necessary for the adoption of any referendum.

**Ratification Date of this Constitution: 06/06/2016**

188 votes cast in favor of ratification with 7 no votes. Moya M Mazorow, Chair – Elections and Rules Committee

