**CONSTITUTION OF THE GAVILAN COLLEGE ACADEMIC SENATE**

**ARTICLE I: NAME AND AUTHORITY**

This organization shall be known as the Gavilan College Academic Senate, and it functions by the authority of the Gavilan College Board of Trustees and the State of California statutes.

**ARTICLE II: PURPOSE**

The purpose of this organization shall be to:

1. Represent the interests and concerns of the faculty in academic and professional matters through recommendations to the administration and governing board of the college.

2. Serve as the academic instructional representative body of the faculty.

3. Promote excellence in the teaching profession.

4. Promote communication and mutual understanding within the institution and the community.

5. Provide representation to the Academic Senate of California Community Colleges.

**ARTICLE III: MEMBERSHIP**

Section 1: "Faculty" shall be defined as full-time and part-time classroom/non-classroom personnel whose positions do not require an administrative or supervisory credential, and/or whose salaries are determined by the faculty salary schedule.

Section 2: Senators who are part-time must be under faculty contract during their tenure on the senate.

~~The part-time senator must be under a faculty contract during her/his tenure on the senate.~~

Section 3: Any member of the faculty is eligible to be elected to the Academic Senate.

Section 4: The ~~Faculty~~ Academic Senate shall consist of ~~fourteen~~ elected members apportioned in the following manner:

4.1 ~~Twelve~~ ~~full-time~~ One faculty member~~s~~, from each of the ~~following~~ departments represented at Department Chair meetings, including but not limited to:

Fine Arts
Natural Science ~~and Physical Education~~
English
Social Science
Business ~~and CSIS~~
Child Development
~~Vocational and Technical~~ Career and Technical Education *[Is this really a department or more like a division?]*Allied Health
~~Student Support Services~~ Counseling
Library
~~Physical Education/~~ Kinesiology and Athletics
ESL
DRC Distance Education?

***[Do we even want to list these specific departments or should we keep it more general? Note that the language above does offer flexibility in the selection of departments.]***

4.2 ~~One~~ At least one at-large representative~~s~~ elected by the entire full-time faculty.

4.3 One part-time representative elected by the entire part-time faculty*.* ***[Should we include details in the bylaws in terms of how this process should work e.g. minimum participation requirements, percentage required to win?]***

~~4.4 When any area/department reaches about eight members, it should be awarded a senatorial position. (see Article VIII)~~ [***Do we want to include a provision for a 2nd Senator (if full-time faculty exceed 10?) Should we calculate this on the basis of FTE, not full-time faculty numbers? Should we leave these details to the bylaws?]***

~~4.5~~ 4.4 The Vice President of Academic Affairs ~~Instructional Services~~ shall serve as an ex-officio member of the Academic Senate.

4.5 The Gavilan College Faculty Association (GCFA) president or an appointed representative of the GCFA shall serve as an ex-officio member of the Academic Senate.

**ARTICLE IV: OFFICERS**

Section 1: The officers shall be the President, Vice-President, Secretary, Past President and such other officers as the Academic Senate deems necessary. The President shall be a full-time faculty member. Officers may not simultaneously serve as department representatives.

Section 2: The first order of Senate business is to elect the above officers by secret ballot. The outgoing President shall conduct the election.

Section 3: The Past President, ~~if not elected to Senate membership following her/his presidency~~, shall serve the Senate in an ex-officio capacity during the first semester of the newly-elected president’s term.  ~~that year~~~~in an ex-officio capacity.~~ ***[Should the past president serve longer?]***

Section 4: The ~~President~~ officers of the Senate shall be compensated during her/his tenure in office as set forth in the by-laws.

**ARTICLE V: ELECTION AND TERMS OF OFFICE**

Section 1: The election of senators shall be held ~~in~~ ~~September~~ ~~each year~~, following the election procedure specified in the by-laws. The election of officers shall be held every two years in the spring semester following the procedure specified in the by-laws.

Section 2: New officers shall assume their positions on July 1st of the same year that they are elected.

Section 3 ~~2~~: The terms of office shall be:

~~2.1:~~ 3.1 Two years for officers. An officer may not serve more than two consecutive terms, after which he/ she must skip a term before running for office again.

~~2.21~~  3.2 Two years for senators elected by departments, and terms shall be staggered.

~~2.1.1 To implement staggered terms commencing in the 2002 spring term, one and two year lots will be drawn by the new department senators.~~

~~2.1.2 Following the establishment of staggered terms, elections of one-half of the department senators will occur each year.~~

~~2.1.3 Once the staggered term provision has been implemented, sub-sections 2.1.1, 2.1.2, and 2.1.3 become moot and shall be deleted from the constitution.~~

~~2.2~~ 3.3 Terms ~~of office~~ for at-large senator(s) and ~~part-time senators~~ the representative of part-time faculty shall be for one year. **[Do we need to include more details related to these positions in the bylaws?]**

~~2.3~~ 3.4 Senate vacancies shall be filled in accordance with procedures specified in the by-laws. *[Right now the bylaws only address the department and president vacancies, not other officers]*

**ARTICLE VI: MEETINGS**

~~Section 1: The outgoing president of the senate shall organize and conduct the first meeting in September or early October of the year prior to the term of the Senate. The sole purpose of the meeting shall be to elect the new officers and appoint the standing committee chairs. The senate shall then adjourn until January.~~

Section ~~2~~ 1: The President of the Senate shall schedule as many regular meetings of the Senate as are necessary to conduct the business of the senate. There will be a minimum of one meeting per month during each of the fall and spring semesters. The first meeting of the fall semester will occur in either August or September and the first meeting of the spring semester will occur in either January or February. (Or do we want to leave as is and specify frequency in by-laws?)

Section ~~3~~ 2 : Special Meetings

2.1 The President of the Senate may call special meetings of the senate as necessary.

2.2 The President of the Senate must call a special meeting of the Senate if asked to do so by four or more senators.

2.3 The President of the Senate must call a special meeting of the faculty on petition of ten percent or more of the faculty. ***[Does this mean all faculty, FT faculty?]***

Section ~~4~~ 3: All Academic Senate meetings shall be open to the public except closed sessions of the senate that are called by the President. ***[Is the Senate allowed to hold closed meetings?]***

**ARTICLE VII: COMMITTEES**

Section 1: Senate standing or ad hoc committees may be formed to conduct business that falls within the jurisdiction of the senate as outlined in the by-laws.

Section 2: Duties, responsibilities and organization shall be determined when the committees are established.

Section 3: All faculty appointments to any college standing or ad hoc committee, panel, council or other body requiring faculty participation, except in the area of negotiations, must be made by the ~~President of~~ the Academic Senate as outlined in the bylaws. ~~in consultation with the senate~~. All appointees shall bring matters of concern to the attention of the Academic Senate.

**ARTICLE VIII: ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURES**

The most recent edition of Robert’s Rules of Order, Newly Revised, shall be the authority on the order of business and parliamentary procedures in both regular and special meetings.

Section 1: The constitution and/or amendments shall be adopted when ratified by a two-thirds majority of the full-time faculty, with a minimum of 50% of eligible faculty voting. ~~and approved by the governing board of the college~~. Upon ratification, the constitution will be presented to the governing board of the college for their information and recognition.

Section 2: Amendments to the constitution may be proposed at any regular or special meeting of the faculty called by the Senate. The proposed amendments must be filed with the Senate Secretary ~~two weeks~~ before presentation to the faculty and shall be voted upon by ballot ~~one week~~ within two weeks after presentation. Written or e-mailed proxies shall be accepted.