LAS POSITAS COLLEGE ACADEMIC SENATE Constitution

REVISED APRIL 14, 2021

# PREAMBLE

We, the faculty of Las Positas College, in order to establish a formal and effective procedure for participating in the formation of district and college policies on academic and professional matters, adopt this Constitution.

# ARTICLE I – NAME

This organization shall be known as the Las Positas College Academic Senate.

# ARTICLE II – PURPOSE, SCOPE, POWERS

## Section 1: Definition

All powers and responsibilities referred shall be vested in the faculty acting through the Academic Senate (Senate hereafter). The Senate is defined as the elected members and officers who attend Senate meetings.

## Section 2: Function and Powers

The primary function of the Senate is to represent the faculty in making recommendations to the administration and to the Board of Trustees in academic and professional matters. These include, but are not limited to, the following:

a. The Senate has the power to:

1. Appoint faculty members to serve on committees.

2. Consult with the Board of Trustees regarding powers delegated by the Board of Trustees to the Senate.

b. The Board of Trustees shall rely primarily upon the advice and judgement of the Senate regarding:

1. Curriculum, including establishing prerequisites.

2. Degree and certificate requirements.

3. Grading policies.

4. Faculty roles and involvement in accreditation processes.

5. Waiver of minimum qualifications and equivalency procedures.

6. Administrative retreat rights.

c. The Board of Trustees or its designees and the Senate shall reach mutual agreement by written resolution, regulation or policy of the governing board effectuating such recommendations regarding:

1. Educational program development.

2. Standards or policies regarding student preparation and success.

3. College governance structures, as related to faculty roles.

4. Policies for faculty professional development activities.

5. Processes for program review.

6. Processes for institutional planning and budget development.

7. Hiring criteria, policies and procedures for new faculty.

8. Other academic and professional matters as mutually agreed upon.

## Section 3: Representation

The Senate shall send a representative to all regular meetings of the Board of Trustees.

## Section 4: Communication

The Senate shall present its views and recommendations to the Board of Trustees through regularly established channels.

## Section 5: Actions

Senate action shall become effective within seven calendar days after its publication and distribution except for the following cases:

a. The Senate decides by a majority vote of their quorum that action must be submitted to a vote of the faculty for approval.

OR

b. A petition for a faculty referendum vote signed by ten percent of the full-time (contract or regular) faculty is submitted to the Senate within ten calendar days.

1. The referendum shall be submitted to the faculty within fifteen calendar days.

2. For passage, a referendum shall require a majority of the votes cast in the referendum.

3. For the purposes of referenda, one full-time (contract or regular) faculty vote shall be equivalent to one and a half OR one part-time faculty votes. OR For the purposes of referenda, only part-time faculty who are currently teaching or taught in the previous semester, summer session, or winter inter-session are eligible to vote.

## Section 6: The Academic Senate Year

The Academic Senate Year shall be July 1 through June 30.

# ARTICLE III - MEMBERSHIP

## Section 1: Qualifications for the Senate

a. Qualifications for membership in the Senate shall be the same as those defined for full-time (contract and regular) and part-time faculty.

b. A faculty member shall be deemed ineligible to serve in the Senate if that person is appointed to a position defined as “management” as defined by the contract.

## Section 2: Membership and Voting in the Senate

a. The Executive Committee is comprised of President, President-Elect OR Past-President, Secretary and Treasurer.

b. Senate representation from each Division will be determined by a ratio formula determined by the Senate and identified within the Las Positas College Senate Bylaws.

1. Each Division shall be entitled to a minimum of two full-time (contract or regular) faculty representatives.
2. It is recommended that senators be selected from more than one curricular group or support service group within each division.

c. There can be up to two representatives and one alternate from the part-time faculty (part-time representatives shall each have a full vote).

d. There may be an honorary, non-voting representative from the Las Positas College Student Senate.

e. There may be an honorary, non-voting representative from the Las Positas College Classified Senate.

## Section 3: Election to the Senate

a. Procedures for election to the Senate shall be determined by the respective divisions and part-time faculty.

b. Senators from the Divisions shall be elected by a majority of the members of their respective areas. Senators from the part-time faculty shall be elected by a majority of votes cast by the part-time faculty.

c. Procedures for election of part-time faculty representation will be determined by the Election Committee (Article 4, Section 3). Should refer to Bylaws

d. The Senate shall settle disputes regarding elections and qualifications.

Move to Bylaws

redundant

# ARTICLE IV – OFFICERS

## Section 1: Officers

The Officers of the Senate shall be:

a. The President

b. Vice President

c. The Secretary

d. The Treasurer

1. Move to Bylaws

## Section 4: Duties of Officers

a. Senate President

1. The Senate President shall preside over meetings of the senate. In addition, the President is responsible for:

i. Representing the opinions, votes and/or referendum results of the Senate to the administration, to other committees, and to the Board of Trustees.

ii. Reporting to the Senate on all matters of academic and professional concern to the faculty.

iii. Setting agendas.

iv. Attending meetings of the Board of Trustees.

v. Being familiar with the statutory context in which the Senate operates.

vi. Advocating for faculty interests.

vii. Promoting an effective relationship between the Board of Trustees and the Senate.

viii.Maintaining contact with the Academic Senate for California Community Colleges.

ix. Developing Senate participation and leadership.

x. Fostering communication.

xi. Working to secure resources to ensure Senate success.

xii. Participating in the hiring process to assure the appointment and retention of qualified academic personnel.

xiii.Serving as the Academic Senate for California Community Colleges representative for Las Positas College.

xiv.Serving or appointing others to serve on college and district committees as provided by the shared governance structure or requested by the chancellor or administrators.

xv. Working to ensure that board policies and procedures, particularly those governing curriculum and hiring processes, are adhered to both at the district and campus level.

xvi. Serving as the major conduit for district-wide information that must reach faculty in a timely manner.

xvii.Advising the district on the Senate’s position on present and emergent policy matters.

xviii. Appointing a Legislative Specialist as needed.

xix. Appointing a Parliamentarian with the concurrence of the majority of the Senate.

xx. Presiding over the Executive Committee and serving on other committees as provided by the shared governance structure.

xxi. Other duties as needed.

2. In the absence of the Senate President, the duties of that office shall be discharged by the Vice President. If the Vice President is unable to discharge these duties, they shall be discharged in the following order: Secretary, then Treasurer.

b. Senate Vice President

1. The Senate Vice President assumes the duties of the President when the President is absent or leaves the chair.
2. When acting in the place of the President, the Vice President has all the powers, duties, responsibilities, and privileges of the President.
3. The Vice President assists the President, as needed, in assuming and delegating tasks and duties.
4. The Vice President serves on the Executive Committee.

c. Senate Secretary

1. The Secretary conducts Senate personal correspondence as necessary.
2. The Secretary assists in drafting Senate resolutions, statements, and amendments to the Senate Constitution and Bylaws.
3. The Secretary works in consultation with the President to perform other duties as needed.
4. The Secretary serves on the Executive Committee.

d. Senate Treasurer

1. The Treasurer is responsible for the collection, safekeeping, and expenditure of all funds of the organization, and for keeping an accurate financial record.
2. The Treasurer shall report on the finances of the organization as necessary.
3. The Treasurer works in consultation with the President to perform other duties as needed.
4. The Treasurer serves on the Executive Committee.

## Section 5: Duties of Senators

a. Senators shall attend meetings of the Senate.

b. Senators shall report on and carry out Senate business in Division meetings, and present at Senate meetings items of interest and concern to the Senate.

c. Senators shall read Senate minutes and agenda prior to Senate meetings.

d. Senators shall serve on Senate task forces.

e. Senators may serve on Senate subcommittees and ad hoc committees.

## Section 6: Recall of Officers

a. Recall of a Senate officer shall be initiated by:

1. A fifty percent vote of the total Senate.

OR

1. A recall petition signed by forty percent of the full-time (contract or regular) faculty.

b. A Senate officer shall be removed by a vote of sixty percent of the total number of votes in the previous elections.

1. A recall vote shall take place no less than ten working days nor more than fifteen working days after step a. 1. or a. 2. above.

c. A new Senate officer shall be selected in accordance with the provisions of Article IV, Section 3 the Bylaws

d. A recall petition for an officer may be considered ninety days after that Senate officer has taken office.

# ARTICLE V – EXECUTIVE COMMITTEE

## Section 1: Executive Committee

a. The Executive Committee shall be composed of the officers of the Senate.

b. The Executive Board shall meet in open meetings between meetings of the Senate at a publicized time.

c. The Executive Board shall maintain liaison with the Chabot College Senate and report to the Las Positas College Senate items of interest.

d. The Executive Committee shall:

1. Assist in preparation of Senate agendas.
2. Assist in implementing Senate decisions, policies, and recommendations for awards.
3. Draft Senate resolutions.
4. Conduct Senate referenda.
5. Announce its meetings to the faculty at least seventy-two hours in advance in accordance with the Brown Act.

Move to Bylaws

# ARTICLE VII – AMENDMENTS

## Section 1: Proposed Constitutional Amendments

Amendments may be proposed in the following ways:

a. By a majority vote of the members of the Senate in a regular meeting.

OR

b. By a petition signed by ten percent of the full-time (contract or regular) faculty.

## Section 2: Ratification of Amendments

a. Shall be by a secret ballot of the entire full-time (contract or regular) and part-time faculty.

b. This ballot shall require a vote of sixty percent of the full-time (contract or regular) faculty and part-time faculty.

c. Full-time faculty who also have part-time assignments shall have only one vote.

## Section 3: Non-policy Revisions of the Constitution

a. Constitutional revisions regarding language and/or procedures, that do not affect standing constitutional policies, may be enacted by a majority vote of all Senate members after appropriate announcement.

b. Announcement and voting on these revisions shall follow the Brown Act. Las Positas College

Academic Senate Constitution approved by faculty vote: October 24, 1989

Revisions to the Las Positas College Academic Senate Constitution approved by faculty vote: November 9, 1990 January 28, 1991 March 29, 1995 March 30, 1996 March 9, 2000 March 14, 2001 April 9, 2003 May 13, 2009 March 13, 2019 April 14, 2021 TBA 2025