

**BUTTE COLLEGE FACULTY ASSOCIATION
BYLAWS**

Spring 2011

ARTICLE I. MEMBERSHIP

Membership of the Butte College Faculty Association is comprised of the entire faculty.

Full-time faculty is defined to mean those persons who teach full-time at Butte College or other full-time non-classroom faculty who are not members of the Management / Supervisory / Confidential group as defined by Board policy. Full-time faculty who also hold an associate contract shall be considered full-time faculty for purposes of this definition.

Associate faculty is defined to mean those academic staff who have a contract of up to 67% of an equivalent full-time load and are currently employed by the Butte Community College District.

Faculty is defined to mean both full-time and associate faculty.

Executive Committee is comprised of the Senate Officers and may refer to both the group itself as well as the discussions, recommendations, and decisions that arise from the officers' various responsibilities (see Article III., Section 2). The Executive Committee must always answer to the full Senate.

ARTICLE II. MEETINGS OF THE ASSOCIATION

A quorum shall be defined as all those attending a publicly announced Faculty Association meeting.

ARTICLE III. THE EXECUTIVE BODY OF THE ASSOCIATION

Section 1: Membership

A. Composition

The executive body of the Faculty Association shall be called the Academic Senate, comprised of thirteen (13) full-time faculty and five (5) associate faculty members, hereafter, called **Senators**. One (1) full-time faculty member will be elected from each of the following constituency groups:

- Business Education; Business Computer Information Systems
- Arts; Digital Arts and Design; Drama; and Music
- Public Service Center; Computer Science and Design; Agriculture; Automotive
- Family & Consumer Sciences; Health Occupations; Cosmetology
- Physical Education and Athletics; Social & Behavioral Sciences; Sociocultural Studies
- Language Arts; Language Education and Development; Communication Studies; Humanities; Sign Language; Philosophy; and History
- Mathematics; Biology; Physical Sciences
- Counseling
- Assessment, Career and Employment Services, CAS, DSPS, EOP&S, Library, Orientation, Student Activities, Student Health Services, and Transfer Center

Four (4) additional full-time faculty will be elected for at large positions. Five (5) associate faculty will be selected at large as Senators.

If no faculty member (associate or full-time) from a vacant constituency is nominated, that Senate seat shall be filled by a faculty member, ideally from that group, recommended by the Executive Committee and subject to a two-thirds approval vote by the Senate.

B. Senate Duties

Senators will participate in Senate meetings in order to represent and inform their constituencies.

C. Elections

Academic Senate elections will be conducted by the Executive Committee under the direction of the Vice-President using the following guidelines:

1. Nominations

- Prior to the nomination period, the Executive Committee may adjust Senator representation to allow for a larger nomination pool (e.g. move an At Large Senator to a position that represents their specific constituency). Any such adjustments shall be approved by the Senate before the nomination period opens.
- Candidates may be self-nominated or nominated by another faculty member during a stipulated ten-day period by submission of a letter to the Vice-President of the Senate.
- If a member of the faculty is nominated to represent more than one constituency, the nominee must declare which constituency s/he is a nominee.
-
- In the event that no individual is nominated for a constituency-specific vacancy and there are multiple nominees for another, the Executive Committee may place a nominee in the unfilled slot. All efforts will be made to choose the candidate who is most capable of representing the constituency in question.

2. Election Rules

The following rules shall be observed for all elections for the Academic Senate and its elected committees:

- a. Balloting shall be secret.
- b. Balloting shall be verified by the Executive Committee.
- c. Candidates shall be listed alphabetically. Incumbents shall be identified as such on the ballot. The constituency of each candidate shall be stated on the ballot.
- d. Ballots shall be counted by the Executive Committee members on the last day of the election after 3 p.m.

- e. A Senate vacancy in any constituency will be filled by the candidate with the largest number of votes. If there is a tie, a run-off election will be held.

3. Voting

Full-time and associate faculty are eligible to vote. This includes faculty on Sabbatical (but not their replacements). Associate faculty Senators shall be elected by and from associate faculty. All other Senators shall be elected by and from full-time faculty. Voting shall be conducted by the Executive Committee during a Monday through Friday the first two weeks in March extending from 8 a.m. Monday to 3 p.m. Friday.

All contested elections will be conducted in such a way as to ensure confidentiality and integrity

4. Absentee Ballots

Absentee ballots will be mailed to all faculty on Leave provided requests for such ballots and current addresses are provided to the Vice President of the Senate at least ten (10) days prior to the date of the election. The ballots are to be returned to the chairperson of the Professional Relations Committee within the specified voting days.

5. Vacancies

In the event of a vacancy on the Senate, the Academic Senate may, after consulting with the individual if possible, choose to elect a replacement according to the above procedure. The replacement shall be for the unexpired remainder of the term. However, the Senate may:

- a. Authorize the Senate Executive Committee to select a faculty person to fill the vacated seat. This person will then be appointed to the seat upon a two-thirds approval vote of the Senators, or...
- b. Decide to leave said seat vacant until the next regular election, or...
- c. Vote to keep the senator in his or her position if the vacancy is due to an associate faculty senator receiving a temporary full-time position. While service on the Senate shall count towards the faculty member's full-time duties, the senator shall continue to represent associate faculty. Any stipend designated for associate faculty service on the Senate, however, shall be

forfeited. If the temporary position becomes permanent, the seat shall become vacant.

D. Terms of Office

Senators shall be elected for three (3) year terms which will be staggered and contingent on their continued employment with the district. An exception for the President's term is noted below in Article III, Section 2, Subsection B, Paragraph 1.

Terms shall begin on June 1 of the calendar year. Approximately one-third of the members shall be elected each Spring Semester.

E. Attendance

A Senator may not miss more than three consecutive regular scheduled meetings unless approved by the total Senate. In the event of excessive absences, and if determined appropriate by the Senate, the Senate seat shall be declared vacant and may be filled according to Article III., Section 1., Subsection C., paragraph (5.) above.

Section 2: Officers

A. Election Procedures

The President, Vice-President, Secretary, and Treasurer shall be nominated by the Academic Senate from the full-time faculty within the Academic Senate, and each shall be separately approved by two-thirds (2/3) vote of the entire faculty exercising their right to vote.

B. Terms

1. **President:** It is suggested that the office of President be held for two (2) consecutive one-year terms subject to faculty confirmation. If the President's term as senator is set to expire after his or her first year as President, the Senate may, prior to announcing open positions to the faculty (see Appendix 1), vote to extend the senator term by one year. In the event that the President is not subsequently nominated and approved according to procedures described in Article III., Section 2., Subsection A., the Senate will decide upon the appropriate course of action.
2. **Other Officers:** It is suggested that the offices of Vice-President, Secretary, and Treasurer be held for a minimum of two (2) consecutive one-year terms subject to faculty confirmation.

C. Duties

In addition to the specific duties listed below, it is the responsibility of all officers to remain current on ongoing legislative matters which affect the welfare of the college.

1. President

The President shall:

- preside at all meetings of the Academic Senate and the Faculty Association
- in every way endeavor to promote the interests and purposes of the Faculty Association
- call meetings of the Academic Senate
- be held responsible and accountable to the faculty for the progress and work of the Academic Senate
- be the chief liaison officer between the faculty, classified staff, student body, administration, and the Governing Board of the district

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Executive Committee
- Serve as a member of the Planning and Budget Development Committee
- Serve as a member of the Governance Committee
- Serve as a member of the College Council
- Serve as a member of the Equivalency Committee or assign a Senate designee)
- Conduct Academic Senate meetings
- Prepare agendas and handle Senate correspondence
- Attend Board of Trustees meetings and pre-meetings
- Attend all Enrollment Management Team meetings
- Meet regularly with the President/Superintendent
- Meet with institutional Vice-Presidents
- Attend Learning Council meetings
- Serve as a member of the Distance Learning Committee (or assign a Senate designee)
- Attend all Area and Statewide Academic Senate Conferences, and serve as voting delegate
- Attend Classified Senate meetings (or assign a Senate designee)

2. Vice President

The Vice-President shall:

- in the absence of the Senate President, preside over all meetings of the Academic Senate
- in the event of the permanent absence of the Senate President, assume full presidential powers

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Executive Committee
- Serve as a member of the Planning and Budget Development Committee
- Serve as a member of the Governance Committee
- Serve as a member of the Program Vitality Committee
- Serve as Chairperson of the Professional Relations Committee
- Serve as Senate representative to the Curriculum Committee
- Call and plan Faculty Association meetings
- Attend Board of Trustees Meetings in the absence of the Senate President
- Meet regularly with the President/Superintendent
- Meet with institutional Vice-Presidents
- If possible, attend Area and Statewide Academic Senate Conferences

3. Secretary

The Secretary shall:

- Promote communication between the Academic Senate and other campus organizations.

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Executive Committee
- Handle Academic Senate correspondence between statewide, district, and community organizations
- Serve as a member of at least one standing committee
- With the Executive Committee, meet regularly with the President/Superintendent
- With the Executive Committee, meet with institutional Vice-Presidents
- If possible, attend Statewide Academic Senate Conferences

4. Treasurer

The Treasurer shall:

- Maintain Academic Senate funds

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Executive Committee
- Authorize disbursement of funds and maintains Senate Budget
- Authorize expenditures and Academic Senate Social/Memorial Funds
- Serve as a member of at least one standing committee
- With the Executive Committee, meet regularly with the President/Superintendent
- With the Executive Committee, meet with institutional Vice-Presidents
- If possible, attend Statewide Academic Senate Conferences

D. Limitations

No member shall hold more than one office at a time, and no member should be eligible for more than two consecutive terms in the same office.

Section 3: Meetings

The Academic Senate shall meet at least two times each academic calendar month.

Special meetings may be called at the discretion of the Academic Senate President or by any Senate Member.

A quorum of the Senate shall consist of one more than 50% of all Senators.

Any action taken by the Senate shall be by a majority vote with the exception of those actions noted in these bylaws requiring greater majorities.

The Vice-President of the Senate should call a Faculty Association meeting at least once each academic term.

A. Standing Committees

There shall be seven standing committees:

1. Professional Relations Committee
2. Equivalency Committee
3. Leave, Tenure and Professional Advancement Committee
4. Distance Learning Committee
5. Student Success Committee
6. Diversity/Student Equity Committee
7. Emeritus Committee

B. Composition of the Standing Committees:

Each of these committees shall have an Executive Committee officer or Senate designee as one of its members.

1. The Vice-President shall serve as the Chairperson of the Professional Relations Committee.
2. The President or Senate designee will serve as a member of the Equivalency Committee.
4. The Secretary and Treasurer will serve as the Senate's representative on at least one committee each
5. The chairpersons of the respective committees and/or Academic Senate President shall then select the other members from the entire faculty (process to be specified in individual Committee charters).
(Senate appointees will be confirmed by a two-thirds (2/3) vote of the Senate.)

C. Responsibilities of the Standing Committees

1. The Professional Relations Committee
The Professional Relations Committee is available to consider non-contractual, conflict issues between or among faculty members. Concerns should be addressed to the chair to initiate the process.
2. The Equivalency Committee
This committee will make decisions regarding the granting of equivalency in a discipline for all faculty applicants who lack minimum qualifications.

3. The Leave, Tenure and Professional Advancement Committee.
This committee will make recommendations to the CIO on the granting of sabbaticals, tenure and professional advancement.
4. Distance Learning Committee (DLC)
The Distance Learning Committee will consider online courses submitted for diagnostic approval, modifications to the Course Diagnostic Standards for Online and Hybrid Courses, and the content and scheduling of ongoing Learning Management System (LMS) training and online certification courses.
5. Student Success Committee
The Student Success Committee will research, evaluate, and make recommendations to the Senate regarding staff development, instructional practices, and related resource allocation as they pertain to student success, including basic skills development, student learning, and related statewide or national initiatives. Recommendations regarding organizational and administrative practices, program components, and related resource allocation as they pertain to student success efforts will be made by the Committee to the institution.
6. Diversity/Student Equity Committee
The Diversity Committee will promote and foster a diverse and inclusive environment, and will assist the college by identifying policies, procedures, and service programs that need to be developed that are supportive of diversity.
7. Emeritus Committee
The Emeritus Committee will solicit and consider nominations for Faculty Emeritus status. This committee will forward its recommendations to the full Senate for its affirmation before such recommendations are forwarded to administration.

D. Ad-Hoc Committees

At the Senate's discretion, Ad-Hoc committees may be formed.

ARTICLE IV. OTHER ELECTED POSITIONS

The membership of the Butte College Faculty Association is represented on the Curriculum Committee, in accordance with the bylaws of that committee which also define their responsibilities. The Vice-President of the Academic Senate will conduct elections for the faculty members of the Curriculum Committee.

ARTICLE V. VOTES OF CONFIDENCE

Individual members of the Academic Senate or members of standing committees shall be subject to a vote of confidence at any time twenty percent (20%) of the full-time faculty deems it so necessary in writing.

The Professional Relations Committee shall conduct the vote of confidence. Balloting by the full-time faculty shall be secret. A majority of all faculty exercising their right to vote shall constitute a successful vote of confidence. (If the Vice-President of the Senate should be subject to a vote of confidence, then another member of the Executive Committee will chair the committee.)

In the event that a member of the Academic Senate or members of standing committees do not secure a vote of confidence, his/her Senate seat or standing committee membership shall be given up, and the vacancy filled by regular procedures. (Refer to Article **III**, Section **1**, subsection **C**, paragraph **(5.)** above).

APPENDIX 1

GUIDELINE FOR ELECTIONS

1. Preliminary Review

- a. Review the Bylaws to the Constitution for the Butte College Faculty Association, Article **III** and **IV**.

2. Informing Faculty

- a. Send a memo to full-time and associate faculty at the beginning of February announcing the opening of nominations.
- b. Candidates shall be nominated during a stipulated ten-day time period through notification of the Senate Vice-President.
- c. The election shall be scheduled no later than seven school days from the close of nominations and shall be conducted by the Executive Committee during a specified five-day period in March, extending from 8 a.m. Monday to 3 p.m. the following Friday.

- d. Review appropriate documents to determine which positions are open on all committees.
- e. Make a list of faculty members eligible to vote. This includes faculty on sabbatical and on leave (but does not include their replacements). Faculty on sabbatical leave will be mailed ballots provided a request is given to the Senate Vice-President.

3. Reminders

- a. Send a reminder memo to faculty members a few days before the deadline to accept nominations.

4. Receiving Nominations

- a. Consult with all nominees to confirm nomination and explain office and committee responsibilities.
- b. If a person has been nominated to represent more than one constituency, consult with the nominee to determine which constituency s/he wishes to represent.

5. Balloting

- a. Shall be secret.
- b. Shall be verified by the Executive Committee.
- c. Candidates shall be listed alphabetically. If an incumbent, this information shall be noted. The constituency being represented should be stated for each candidate.

6. Election Procedures

- a. The balloting process shall ensure voter confidentiality.
- b. Voting faculty shall place their completed ballots in a blank envelope, signing their name legibly on the envelope.
- c. The envelopes shall be sent or delivered to the office of instruction by the close of the election.
- d. Ballots for faculty who are off campus (on sabbatical, or at outreach centers) should be mailed on the Thursday prior to the conclusion of the election process. Ballots received after 3 p.m. on the last day of the election will not be counted.
- e. Faculty names will be checked off a master list. The ballots will then be removed and separated from the envelopes prior to counting ballots.

- f. Vacancies in any election with a constituency will be filled by the candidate in that constituency with the most votes. If there is a tie, the tie will be run off in a subsequent election.
- g. After informing all nominees, a memo will be sent to faculty with election results and a list of the new senators.
- h. A memo of congratulations will be sent to new Senators and committee members from the Senate Vice-President.

7. New Senators: Information

- a. A copy of the Constitution will be sent to new Senators together with the pamphlet, "The Role of Academic Senates in California Community Colleges."
- b. Appropriate documents defining committee responsibilities will be sent to new members of all committees.

Dated: March 3, 1993
 Submitted by: Tony Wren, Senator
 Kelly White, Associate Senator

Approved: March 3, 1993
 Ratified: April 26, 1993

Revised: Jan. 9, 1998
 Ric Machuga, Senate President
 Scot Hoiland, Senate Vice-President and Chair of the Professional Committee

Ratified: March 4, 1998
 Dated: December 19, 2001
 Submitted by: Carol Stanley Hall
 Shaaron Vogel

Approved: November 28, 2001
 Ratified: December 19, 2001

Approved: May 3, 2006
 Submitted By: John Holland, Senate President
 Ric Machuga, Senate Vice President
 Ratified: May 25, 2006

Revised: February 5, 2008
 Approved: February 5, 2008
 Submitted by: David Payne, Senate President

Jo Anne Cripe, Senate Vice-President
Miya Squires, Senate Treasurer
Kenneth Bearden, Senate Secretary

Revised: March 30, 2011

Approved: March 30, 2011

Submitted by: Jo Anne Cripe, Senate President
Kenneth Bearden, Senate Vice-President
Tip Wilmarth, Senate Secretary
Stacey Bartlett, Senate Treasurer