

# **BYLAWS**

of the  
**San Bernardino Valley College Academic Senate**

## **100: MEMBERSHIP**

- 101: The conditions for membership in the Academic Senate shall be as defined in the Constitution of the San Bernardino Valley College Academic Senate.

## **110: DUTIES OF MEMBERS**

- 111: The duties of the members of the Academic Senate include: representing their Division at Senate Meetings, providing a means of communication between Senate and the faculty, and participating in the work of the Senate as an officer or committee member.

## **120: APPORTIONMENT OF REGULAR AND ADJUNCT SENATORS**

- 121: Regular Senators shall be apportioned according to the total number Faculty Members in each Division. Faculty members are defined as faculty, contractual or otherwise, with the equivalent of more than one-half of a full-time load. All such faculty will be counted in the Division in which they carry their majority workload. Where workload is evenly divided between two or more Divisions, the Divisional Assignment will be determined by mutual agreement among the Divisions involved, or in the case of a lack of agreement, by lottery. The Faculty Member count will include personnel on sabbatical or other leave so long as such leave does not exceed one year and so long as the position is not counted twice. (4/04/75) Each division shall be entitled to at least one (1) representative. In totaling division membership for representation on the Academic Senate, each major fraction of five (three) will entitle a division to an additional representative. Each representative shall be elected for a maximum of no more than three (3) years. but representatives may succeed themselves.
- 122: Adjunct Senators representing part-time faculty shall be apportioned so that one Senator represents each 125 adjunct faculty bargaining unit members or major fraction thereof. For apportionment purposes, regular faculty members who teach overloads on an hourly basis shall not be counted as adjunct faculty. Adjunct Senators shall be elected at large rather than as

representatives of Divisions. Adjunct Senators will attend all regular and special meetings of the Academic Senate and they will have voting rights in all Senate business. (4/12/95)

### 130: **ELECTION OF REGULAR SENATORS**

- 131: All faculty members with more than one-half of a full-time contract and serving a majority of that time in a Division may participate in an election for Senators in that Division. (2/13/74)
- 132: The Senate Committee on Elections shall conduct Elections to the Senate within each Division of the College. For purposes of representation in the Senate, all counseling faculty not already represented will be considered a Division and all library faculty not already represented will be considered a Division. (5/15/13) The elections shall be held during the Spring Semester at such time as will permit the selection of Senators prior to the final preparation of the Fall Class Schedule. Announcements of elections will be circulated as soon after March 1 as possible. Successive balloting will take place until the required number of Senators is elected. (3/12/69) A special division may be formed when indicated by the Elections Committee and approved by the Senate to ensure that all faculty on campus are represented on the Academic Senate.
- 133: In conducting the election in each Division, the Elections Committee will list on the first ballot all eligible faculty, exclusive of those who request that their names be omitted.
- 134: Candidates receiving a majority or winning quota of votes cast shall be considered elected to the Senate. The winning quota is to be determined by dividing the number of ballots cast by the number of seats to be filled plus one, and then rounding down to the nearest whole number. In casting his or her ballot, each Faculty member may, from the list of available candidates, rank order his or her preferences from the most to the least preferred. The first candidate to meet the winning quota will be declared elected. The winning quota will be determined by counting first place preferences on to last place until the quota is filled. The candidate or candidates filling the quota with the most votes will be declared winner or winners, respectively. (4/04/75)
- 135: Ballots shall contain, in alphabetical order, the names of those eligible for election and a statement of the date by which they must be returned to the Chairperson of the Elections Committee. Accompanying the ballot, there shall be an envelope addressed to the Chairperson of the Election Committee in which the completed ballot shall be returned.

- 136: Ballots shall be counted by the standing Committee on Elections. The results for each Division shall be announced as soon as feasible. If required, the second ballot shall be mailed at the same time. (4/04/75)
- 137: Senators elected at the regular elections will begin serving on the first day following Commencement. Their terms shall usually be for three years and they may succeed themselves. However, for Divisions having more than one Senator, the Elections Committee shall endeavor to provide for staggered terms. This shall be done by establishing that one or more of the terms be for less than the normal three-year period. Senators who are to fill short terms shall be determined by lot from among those chosen at the election. (5/12/93)
- 138: To fill vacancies and to adjust to Divisional growth, a special election may be held during the first semester of each academic year, using a time schedule similar to that used in the regular elections. The announcement of such a special election is to be distributed to the appropriate Division no later than the Monday of the third week of instruction. The term of office of Senators elected at a special election shall begin immediately upon the official announcement of the election results.
- 139: Vacancies on the Senate between elections resulting from leaves or resignations may be filled temporarily by an appointment made by other Senators from the Division involved. Such appointees shall only serve until a regular or special election is held. In the event a Division is represented by only one Senator, the temporary appointment to fill that vacancy may be made by the Chair of the Elections Committee. (3/14/79)
- 140: No elected Senator, once his or her term has begun, shall have his/her term in office reduced, except as provided in paragraph 141. (3/14/79)
- 141: A Senator must attend or be represented by proxy for at least five out of every nine meetings or that Senator shall be terminated as a member and a new election to replace that person shall be called. (3/14/79) Attendance is defined as physical presence at the meeting (11/12/02).
- 150: ELECTION OF ADJUNCT SENATORS**
- 151: Adjunct Senators shall be elected to serve a one-year term, commencing at the first Fall Senate meeting following their election. (4/12/95)
- 152: Candidates who wish to serve as Adjunct Senators will nominate themselves in writing to the President of the Senate during the same time period in

Spring Semester when elections of Regular Senators are being conducted. Adjunct faculty eligible to nominate themselves will be notified and sent the necessary forms at least two weeks prior to the closing date for nominations. Each nominee will submit a brief biographical summary and a declaration of intent to serve during the following academic year along with his or her nomination form. (4/12/95)

- 153: Election of Adjunct Senators shall be conducted by the Standing Committee on Elections at the beginning of the Fall Semester. All nominees shall be listed on the ballot in alphabetical order, and brief biographical information about each nominee shall be included with the ballot. Accompanying the ballot, there shall be an envelope addressed to the Chairperson of the Elections Committee in which the completed ballot shall be returned. (4/12/95)
- 154: In order to be elected to serve as Adjunct Senator, a nominee must be employed as a member of the faculty bargaining unit at SBVC. If the number of nominees is less than or equal to the number of vacant positions, then the nominees shall be declared elected. Vacancies unfilled by election shall go unfilled be appointed by the President after nominations by Senators. (4/12/95)
- 155: Candidates receiving a majority or winning quota of votes cast shall be considered elected as Adjunct Senators. (4/12/95)
- 156: If a duly elected Adjunct Senator is not able to complete his or her term of office, the President of the Senate shall appoint a replacement to serve out the balance of her or her term. (4/12/95)

## 200: **OFFICERS**

- 201: Two candidates for the office of Senate President shall be selected by the Academic Senate from nominations made by and from the faculty at large, including nominations from the floor of the Academic Senate. The President will then be chosen by a secret ballot of faculty with more than one-half of a full-time contract no later than December 15 for the following fall term. During the spring semester prior to the president-elect taking office, the president-elect shall be a member of the Executive Committee. (11/12/02) The President shall serve a two year term in office, and during this time will be considered a member-at-large of the Senate, not a representative of the Division of which he or she is a member. In the event there is only one candidate, the ballot must include a space for a write-in candidate. (3/03/71) (2/13/74) (3/17/88) The president shall not serve more than two consecutive terms, but may return to stand for re-election

after at least one term out of office. (4/15/15)

- 202: The election of a Senate Vice-President and a Secretary shall be made at the first meeting of the Academic Senate following completion of the regular annual elections. Their terms of office shall be one year, and all officers of the Senate may succeed themselves. (3/03/71)
- 203: The President shall preside at all meeting of the Academic Senate and the Executive Committee. He or she shall represent the Academic Senate at all meetings of the Board of Trustees. He or she can call meetings of the Executive Committee and, with the approval of the Executive Committee, may call special meetings of the Academic Senate.
- 204: The Vice-President shall, in the absence of the President, perform those duties.
- 205: In the absence of both the President and the Vice-President, the Executive Committee shall appoint a Temporary Chairperson.
- 206: The Secretary shall have custody of all records and documents relating to the business of the Academic Senate. He or she shall issue notices and conduct correspondence of the Senate unless otherwise provided for. He or she shall keep minutes of the Academic Senate and shall distribute a "Summary of Proceedings" to the faculty of the college.
- 207: The President of the Senate may appoint a Parliamentarian who shall serve at the pleasure of the President.
- 208: The President of the Senate shall appoint a Senate Web Master who will maintain the Senate Website, including uploading current agendas and minutes, the current list of Senators, SBVC Committee members, the Senate calendar, and important announcements in a timely manner.
- 209: The officers of the Senate shall attend all meetings of the Senate and Executive Committee. Absence from these meetings can cause the President and/or the Executive Committee to request the officer's resignation. (11/12/02)

### 300: **COMMITTEES OF THE SENATE**

- 301: The Executive Committee: The Executive Committee shall be composed of the elected officers of the Academic Senate and the chairpersons of the standing committees on policy, the past President, and the chairs of the Curriculum and Program Review Committees. (2/13/74) (4/15/15)

302: The President of the Senate shall preside at meetings of the Executive Committee and in conducting its affairs, shall observe the rules of procedure as laid down elsewhere in these bylaws. All decisions or recommendations purporting to issue from the Executive Committee shall have the approval of a majority of the Committee's membership.

303: The duties of the Executive Committee shall be to serve as a steering committee for expediting the affairs of the Senate in meetings with the Administration of the college and to serve as an advisory council for the President of the Academic Senate. (5/06/92)

1. Emergency business

- a. If an item of emergency nature is brought before the Executive Committee, the Committee may call an emergency meeting of the full Academic Senate to consider the matter.
- b. Notice of the Emergency Meeting, including the date, time, location, and agenda shall be sent to each Senate member at least 24 hours in advance.
- c. Only those items of business on the agenda may be considered in an Emergency Meeting. (5/06/92)

304: The Executive Committee shall:

1. Meet at least once between the regular meetings of the Academic Senate.
2. Meet with authorized members of the College Administration at least once each month of the Academic Year.
3. Prepare an agenda for the regular meetings of the Academic Senate.
4. Have the authority to refer matters arising between regular meetings of the Academic Senate to appropriate committees for study and recommendation. All such interim referrals shall be reported to the Academic Senate at its next regular meeting.
5. Assign Senators to membership on the several standing and ad hoc committees. Assignments shall be based on the stated preference of the Senators being assigned, where that is feasible. In all cases, however, the controlling consideration shall be the good of the Senate

and the most effective discharge of its responsibilities to the faculty and to the College in general.

**310: Standing Committees**

- 311: There shall be eight standing committees: a Committee on Elections, a Committee on Legislation, a Committee on Student Services, a Committee on Vocational Education, a Committee on Equal Opportunity, and three committees on policy. The three standing committees on policy shall be the Personnel Policy Committee, the Educational Policy Committee, and the Financial Policy Committee. It shall be the duty of these committees to study and make recommendations concerning matters referred to them from the Senate or the Senate Executive Committee, and, in general, to concern themselves with matters affecting policy in the subject areas indicated by the titles of their respective committees. The officers of the standing committees shall consist of a chairperson who shall be appointed by the President of the Senate with the approval of the Senate and such other officers as the committee itself shall deem proper for the conduct of its business. (4/04/75) (6/09/84) The standing committees of the Academic Senate will be reviewed and appointed annually, no later than the last meeting in the Spring term. (4/15/15) Each senator will participate on at least one of the standing committees, and will be appointed to the committee by the President and Committee Chairs before the second meeting of the senate in fall semester. (11/12/02)
- 312: The chairperson of a standing committee may, with the approval of the committee, establish subcommittees and appoint committee members to the chair of such subcommittees as may be proper for the conduct of business.
- 314: The Elections Committee shall determine the need for and conduct elections for faculty members to the Senate in conformity with these bylaws and the Constitution of the Academic Senate.
- 315: The Committee on Legislation shall report periodically to the Academic Senate on any legislative matters or proposals that would appear to have significant bearing on the conduct of community college affairs.
1. The purpose of the Legislative Committee is to investigate pending and current community college legislation and to keep the faculty informed as to the state of this legislation.
  2. The goal of the Legislative Committee is to ensure that relevant legislation does not go unnoticed by faculty and to provide faculty with

the opportunity to make their voices heard in Sacramento.

3. The objectives of the Legislative Committee are to collect and integrate the diverse sources of information on legislation for dissemination to the faculty and to serve as a liaison with the community college legislative advocate. (4/04/75) (6/01/88)
- 316: The Committee on Student Services shall report periodically to the Academic Senate on any and all matters or proposals that would appear to have significant bearing on, and be of interest to the Senate, regarding any and all Student Services policies and operations. (6/09/84)
- 317: The Committee on Equal Opportunity shall report periodically to the Academic Senate on any matters dealing with Equal Opportunity and be of significant interest to the Senate regarding Equal Opportunity.
1. The goal of the Equal Opportunity Committee is to assure effective implementation of the San Bernardino Valley College District Equal Opportunity Policy, relative to the San Bernardino Valley College campus.
  2. The objectives of the Equal Opportunity Committee are to:
    - a. Facilitate activities that will produce and maintain minority employee balance on the SBVC campus consistent with the ratio of their availability within the workforce.
    - b. Maintain effective communication between the SBVC Academic Senate, the District Equal Opportunity Officer, and the District Equal Opportunity Advisory Committee.
  3. The Equal Opportunity Committee shall be responsible for:
    - a. Collaborating with the District Equal Opportunity Officer at regular intervals for:
      - i. mutual sharing of information regarding District targets and goals,
      - ii. development of strategies for meeting specified Equal Opportunity targets and goals, and



- iii. evaluation of the effectiveness of strategies implemented in reaching the identified Equal Opportunity targets and goals.
  - b. Attendance at meetings of the District Equal Opportunity Committee to provide input for planning and/or implementation of Equal Opportunity activities, relative to identified goals and objectives.
  - c. Initiating and/or participating in efforts to resolve faculty concerns and problems relative to Equal Opportunity issues.
  - d. Acting as a resource to SBVC faculty for receiving and disseminating Equal Opportunity information and materials.
  - e. Maintaining current files of all policies, procedures, and guidelines regarding Equal Opportunity and grievance (student, CTA, CSEA).
  - f. Monitoring implementation of District notification procedures for employment opportunities.
  - g. Monitoring the structure of selection and hiring committees, to ensure appropriate minority representation.
  - h. Maintaining effective communication with the Executive Vice President to assure that employment, promotions, transfers, and assignments, etc. are implemented in keeping with Equal Opportunity policies and procedures.
  - i. Participating in human relations awareness training as provided by the District Equal Opportunity Officer. (6/01/88)
- 318: The Committee on Financial Policy shall report to the Academic Senate on all financial matters or proposals that would appear to have significant bearing on the Senate or the SBVC Faculty.
- 1. The purpose of the Financial Policy Committee is to identify and monitor information about budget changes that occur that directly or indirectly affect the Senate or the SBVC Faculty.
  - 2. The goals of the Financial Policy Committee are to read and understand the budget and how it relates to each line item by the effect the district has on supplies, course materials, staffing, etc. on the SBVC Faculty.
  - 3. The charge of the Financial Committee is to identify budget trends and departures from trends, and provide input and feedback concerning the

various financial issues facing the College. The financial policy committee serves as the liaison between the Faculty Senate and the San Bernardino Valley College budget committee.

4. The objectives of the Financial Policy Committee are to:
  - a. Read and understand (terminology) budget reports that yield the greatest information with which to denote changes in the decision making process, and
  - b. set up lines of communication that will enable the faculty to be able to monitor and understand the budget changes that are, or have occurred that directly influence programs, etc.
5. The methods to be used by the Financial Policy Committee to meet these objectives are to:
  - a. establish specific dates which, where, and by whom do we get reports of a relevant nature,
  - b. list the consistent terminology of the school's accounting procedure, listing consistent data,
  - c. develop a line by line technique of registering inputs and outputs of budget dollars, measuring month-to-month, year-to-year, etc., and
  - d. establish communication with the Senate Committee on Legislation that may help:
    - i) identify new legislation that has an effect on ADA-money incomes given to District
    - ii) caps placed on budgets
    - iii) payments as received by District from State and other agencies
    - iv) significant planned cash outflows
    - v) establish priority lists of dollar programs

320: **Ad Hoc Committees**

321: Ad Hoc Committees may be constituted from time to time by the Executive

Committee upon authorization by the Academic Senate.

330: **Committee Reports**

- 331: All standing committees shall, no later than the last Senate Meeting of the academic year, report out all matters that have been referred to them from the Senate.
- 332: The Senate, by majority vote, may require a committee to report to it at its next regular meeting concerning any matter that the committee has under consideration.
- 333: In addition to the Senate Standing Committees, the following College committees report directly to the Senate, and are required to present a written or oral report at the end of each semester they meet and are active, or as requested by the Academic Senate: Advancement in Rank, Curriculum, Library/Learning Resources, Matriculation, Occupational Education, Program Review, and Tenure Review.
- 334: **The Honors Committee** is authorized by the Academic Senate to make recommendations to the Department Heads about the curriculum of new honors courses.

The position of Honors Committee Chair carries .2 release time per semester, for a term of two years with the possibility of a one year extension should there be no viable candidate for the position. The process for electing the chair of the Honors Committee shall be as follows:

1. An announcement stating a vacancy in the position of Honors Committee Chair will be distributed to all faculty in departments with honors courses at the beginning of the spring semester (January);
  2. A memo from interested faculty detailing their qualifications shall be submitted to the Chair of the Elections Committee no later than March 1;
  3. The candidates will be asked to attend the next Senate meeting following the submission deadline to present their qualifications and answer any questions;
  4. A vote will be taken following the presentations to select the new chair.
- 335: **The Curriculum Committee** is authorized by the Academic Senate to

make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, and approval of prerequisites and co-requisites.

The position of Curriculum Committee Chair is for a term or three years with the possibility of a one-year extension should there be no viable candidate for the position. The process for electing the chair of the Curriculum Committee shall be as follows:

1. An announcement stating a vacancy in the position of Curriculum Committee Chair will be distributed to all faculty at the beginning of the spring semester (January);
  2. A memo from interested faculty detailing their qualifications shall be submitted to the Chair of the Elections Committee no later than March 1;
  3. The candidates will be asked to attend the next Senate meeting following the submission deadline to present their qualifications and answer any questions;
  4. A vote will be taken following the presentations to select the new chair.
- 336: **The Committee on Vocational Education** shall report to the Academic Senate on all matters that deal with vocational education, which would be significant to the college or the SBVC faculty.

The Committee on Vocational Education shall be responsible to:

1. Present issues to the Academic Senate that directly effect staff or Vocational Technical Programs.
2. Share information regarding vocational education with the senate and its committees.
3. Act as liaison between faculty and administrators on issues pertaining to vocational education.
4. Act as a resource for providing staff information on the impact of political issues pertaining to vocational education.

340: **Tenure of Committees**

- 341: The term of office of all committee members shall expire at the end of the academic year in which they were appointed.

#### **400: MEETING PROCEDURES**

- 401: There shall be at least nine meetings of the Academic Senate scheduled during the academic year. Additional meetings may be called by the President with the approval of the Executive Committee, or by petition of ten (10) members of the Academic Senate filed with the Secretary. If a regularly scheduled Senate meeting falls on a non-instructional day, such as during Spring Break, this meeting will be cancelled unless a motion is made to either hold or reschedule the meeting. (4/15/15)
- 402: Meetings of the Academic Senate shall be open to all faculty members unless the Senate goes into executive session. An executive session will be ordered by the President after concurrence by a majority of the Senate present and voting.
- 403: A quorum must be present in order for the Senate to conduct business. A quorum shall be a majority of the membership of the Academic Senate.
- 404: An agenda for all regular meetings of the Senate shall be prepared by the Executive Committee and distributed by the Secretary of the Senate prior to each meeting.
- 405: Individuals who are not members of the Academic Senate may be invited by the Executive Committee or any Committee Chairperson to make a presentation to the Senate.
- 406: Any member of the college community may request of the Executive Committee that he/she be permitted to make a presentation to the Senate.
- 407: Robert's Rules of Order, Revised, shall be followed at all meetings of the Academic Senate and the Senate Committees unless otherwise stated in the Constitution of Bylaws of the Academic Senate.

#### **410: SPECIAL MEETINGS**

- 411: When decisions concerning professional or academic matters need to be made while faculty are off campus (days when faculty are not working to complete regular contract hours), including but not limited to summer, winter and spring breaks, the Senate President will convene the Executive Committee. In the absence of the President, the Vice President or

Secretary, in order mentioned, will convene the Executive Committee.

412: During these eventualities, a quorum will be the number of Senators at the meeting, and the Executive Committee will have the authority to make decisions on behalf of the faculty.

413: The Senate President or convening officer will inform the faculty of the decision(s) made within two weeks of the meeting via electronic mail.

## 500: **AMENDMENT PROCEDURE**

501: A motion to amend these Bylaws may be initiated in the same way that any other motion is initiated by the Academic Senate, but the amendment may not be adopted before the next regular meeting of the Senate after the amendment was introduced. To be adopted, the amendment will require a favorable vote of two-thirds of the Senators present.<sup>1</sup>

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<sup>1</sup> Adopted by the Academic Senate  
March 13, 1968

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