Article I - Name and Definitions

Section 1: Name

The organization shall be known as the Skyline College Academic Senate, hereinafter referred to as the Academic Senate or Senate.

Section 2: Definitions

The following terms are to be understood in the restrictive and technical sense herein defined.

**Electorate:**

The electorate shall be all full-time faculty and adjunct faculty members.

**Faculty:**

A faculty member shall be any certificated employee of Skyline College who is employed in an academic position that is not designated as supervisory, management or administrative positions. Reassigned time responsibilities will not affect membership.

**Full-time Faculty:**

A full-time faculty member shall be a member of the faculty who is tenured or tenure-track at Skyline College.

**Adjunct Faculty:**

An adjunct faculty member shall be any member of the faculty who is employed part-time.

**Division:**

A division shall be any academic or administrative area as defined by the Academic Senate.

**District:**

The district shall be known as the San Mateo Community College District, hereinafter referred to as the District.
Advisory Members:

An advisory member shall be any member of the faculty appointed to any position whose work applies to academic and professional matters (10+1) of the Academic Senate. This includes, but is not limited to, liaison positions created by the State Academic Senate, collective bargaining, student representation and other non-senate representative bodies.

Executive Committee:

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Past-President and two senate members voted on by the Senate.

Collegial Consultation: (Per California Code of Regulations: Title 5, Article 2, 53200. Definitions)

“Consult collegially” means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

1. relying primarily upon the advice and judgment of the Academic Senate; or
2. agreeing that the district governing board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

Article II – Purpose

Section 1: Reference

The authority for the operation of the Academic Senate is established in Title 5, Article 2 of the California Administrative Code (53200).

Section 2: Roles and Responsibilities

The Academic Senate’s primary function is to represent the faculty and make recommendations to the administration of the college and to the governing board of the San Mateo Community College District with respect to academic and professional matters.

Section 3: Academic and Professional Matters

Academic and professional matters include 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. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate

Section 4: Powers

1. The Academic Senate shall have the power to establish and amend its own composition, structure and procedures.
2. The Academic Senate has the right to meet with or appear before the Board of Trustees with respect to the views, recommendations or proposals of the Academic Senate.
3. The Academic Senate has the right to meet with or appear before the Administration of Skyline College with respect to the views, recommendations or proposals of the Academic Senate.
4. The Academic Senate shall have the right to appoint or to determine the method of appointment of the faculty members who serve on college and/or district participatory governance committees, task forces or other groups established for the purpose of implementing participatory governance.

Section 5: Senate Relationship with Board of Trustees and Administration

The Board of Trustees or its designees will consult collegially with the Academic Senate when adopting policies and procedures. The Board of Trustees will rely primarily on faculty expertise on academic and professional matters as listed above (Section 3) through the established Academic Senate processes. The Academic Senate will consult collegially with the administration of the college and/or district (per Board Policy No. 2.05).

Article III: Membership and Dues

Section 1: Academic Senate Membership

The Academic Senate shall consist of:
A. Division senators elected by and from the faculty of each division at Skyline College. Divisions that include six (6) or fewer faculty may join another division, by mutual choice, for purposes of representation.
   1. Academic Support and Learning Technologies (ASLT)
   2. Business, Education and Professional Programs (BEPP)
   3. Counseling
   4. Global Learning Programs and Services (GLPS)
   5. Kinesiology, Athletics and Dance (KAD)
   6. Language Arts (LA)
   7. Science, Mathematics and Technology (SMT)
   8. Social Science/Creative Arts (SS/CA)

B. Two adjunct senators elected by and from the adjunct faculty at Skyline College.

C. One at-large senator elected by faculty and from the Career and Technical Education (CTE) faculty at Skyline College.

D. The Executive Council: President, Vice President, Secretary and Treasurer elected by and from the faculty at Skyline College.

E. Past President of the Academic Senate appointed by the current Academic Senate President.

F. Advisory members, as designated by the Executive Council, and appointed by their respective bodies.

Section 2: Dues

Consistent with the California Education Code, the Academic Senate may call upon the faculty for payment of professional dues.

1. Professional dues are not to be a condition for eligibility to membership in or representation by the Senate, and no sanctions are to be imposed upon those who do not pay such professional dues.

2. Collection of dues payments may be accomplished under the District’s payroll deduction arrangements or through receipt from the members of personal checks made payable to: Skyline College Academic Senate.

ARTICLE VI – Senate Roles and Duties

A. The duties of the officers shall be as described below:
   1. President
a. The President shall organize and preside over all meetings of the Senate and Executive Committee, and shall see that all meetings are held in compliance with the Brown Act, parliamentary procedures and senate rules. These duties shall include the time and place of meetings, the preparation and distribution of meeting agendas, minutes and reports.
b. The President shall act as liaison between the Senate and all other constituent groups including campus administration, district administration and the Board of Trustees.
c. The President shall, in every way, endeavor to promote the interests and purposes of the Senate.
d. The President shall be familiar with the Senate Constitution and Bylaws.
e. The President or Senate designee shall be an ex-officio member of all committees.
f. The President shall authorize all orders drawn upon the Treasury.
g. The President shall suggest charges and jurisdiction for standing and special committees, and shall be held responsible for the progress and work of the Senate.
h. The President may require and audit of the Senate books at the close of each term of office.
i. The President shall serve on the College Governance Council, District Academic Senate and on the District Participatory Governance Council.
j. The President is a non-voting member except in the case of a tie.
k. The President shall serve as a voting delegate at all state academic senate plenary sessions, and represent the Academic Senate at all state academic senate area meetings.
l. The President shall register senate endorsement of certain important documents, sent to relevant authorities, (e.g. SSSP (Matriculation), Program Development, Accreditation-Self Study and Annual Report.)
m. The President shall develop recommendations relating to academic and professional matters in consultation with the Academic Senate for presentation to the Board of Trustees.
n. Advocate for adequate resources for the Senate and manage them.

2. Vice-President
   a. The Vice-President shall assist the President in the preparation and distribution of meeting agendas, minutes and reports.
b. The Vice-President shall serve as President in the temporary absence of the President.
c. The Vice-President shall help in the coordination and appointment of members to the standing committees.
d. The Vice-President shall attend District Academic Senate and College Governance Council meetings.
e. The Vice-President shall assist the President with regular senate business and special projects.

f. The Vice President shall represent the Academic Senate or be responsible for other duties as deemed necessary and appropriate by the President.

3. Secretary
   a. The Secretary shall keep a record of the proceedings of each Senate and Executive Committee meeting.
   b. The Secretary shall maintain the files of the Senate and be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President.
   c. The Secretary shall prepare and distribute minutes of all actions taken by the Senate in accordance with State Laws.
   d. The Secretary shall assist the President with regular Senate business and special projects.

4. Treasurer
   a. The Treasurer shall be responsible for the collection and disbursement of Senate monies, including those for dues, the Academic Senate scholarship and any other funds established by the Academic Senate.
   b. The Treasurer shall keep an itemized list of receipts and expenditures and shall make a written report at the last regular Senate meeting of the academic year.
   c. The Treasurer shall be responsible for preparing all document required by the U.S. Bureau of Internal Revenue.
   d. The Treasurer shall assist the President with regular Senate business and special projects.

5. Past-President
   a. The Past-President shall serve as a reference and resource for the President and the Academic Senate.
   b. The Past-President shall serve as parliamentarian for the Executive Committee and the Senate.
   c. The Past-President shall be the final judge of parliamentary procedure at Senate and Executive Committee meetings.
   d. In the absence of the President and the Vice President, the Past-President shall preside over meetings of the Academic Senate or assume other duties of the President as directed by the Senate.
   e. The Past-President shall be responsible for preparing documents for nominations, collecting nominations, creating a ballot, counting and reporting the Senate election results.
   f. The Past-President may assist the President with regular Senate business and special projects.
B. The duties of the senators shall be as described below:
   1. Concern themselves with academic and professional matters and any other matters deemed important to the welfare of the college and district.
   2. Be knowledgeable of professional rights, responsibilities, standards and policies.
   3. Represent the voice of their respective constituencies.
   4. Inform their constituencies of Senate business in a timely manner.
   5. Determine the will of their constituency.
   6. Vote to represent the view of their constituency at all Senate meetings.

C. The duties of the Advisory Members shall be as described below:
   1. Attend Senate meetings when requested.
   2. Provide information/updates from their respective bodies.
   3. Represent the voice of their respective bodies.
   4. Collaborate with the Senate on issues.

ARTICLE V – Elections and Terms of Office

Section 1: Elections

A. Division Senators
   1. Elections for division senators shall be conducted in or before April of each academic year, to take office the following fall term.
   2. Each serving division senator is charged with initiating and delegating the process of division elections.
   3. Votes in any contested election must be cast by secret ballot.
   4. Serving division senators shall report the results of their division elections to the Senate at the next regularly scheduled Senate meeting following the division election, but not later than the first Senate meeting in May.
   5. In the event a division lacks a serving senator, the Senate President or another senator, designated by the Senate President, shall administer that division’s election.

B. Adjunct Senators
   1. Elections for adjunct senators shall be conducted in or before April of each academic year, to take office the following fall term.
   2. The Senate Vice President is charged with initiating and conducting the election process for adjunct senators.
   3. The Senate Vice President shall report the results of the adjunct senator election to the Senate at the next regularly scheduled Senate meeting following the adjunct senator election, but not later than the first Senate meeting in May.
   4. In the event the Senate Vice President is unable to conduct the election process for adjunct senators, the Senate President shall administer the election.
C. At-large CTE Senator
   1. Elections for the at-large CTE senator shall be conducted in or before April of each academic year, to take office the following fall term.
   2. The election shall take place on the same ballot as the election for the Executive Council officers.

D. Nominating Committee and Responsibilities
   1. The nominating committee shall consist of three immediate Past Senate Presidents who are still faculty. Vacancies on the nominating committee may be filled by appointment of the Senate President, subject to approval of the Senate.
   2. The Chair of the nominating committee shall be the Past President of the Senate.
   3. The nominations for President, Vice President, Secretary, Treasurer, Chair of Curriculum Committee, Chair of Educational Policy Committee, Chair of Professional Personnel Committee and the at-large CTE Senator shall be made by the nominating committee.
   4. The report of the nominating committee shall be submitted to the Senate with the advanced notice of a meeting; said meeting to be held at least two weeks prior to the election.
   5. Additional nominations may be made from the floor after the Senate accepts the nominating committee’s report.
   6. Elections shall be held by a method that assures a secret ballot and only eligible voters have cast ballots.
   7. The Senate shall have the power to interpret the rules for the call and conduct of elections.
   8. The elections shall be completed and results reported no later than the first Senate meeting of May.

E. Recall Elections for Officers, Adjunct Senators and At-Large CTE Senator
   1. On petition from 40% of the respective electorate for each position, a recall election shall be held.
   2. A simple Yes or No ballot shall be submitted to the Senate within two weeks of the submission of said petition.
   3. On a two-thirds (2/3) affirmative vote of those voting, the elected Senate official shall be considered recalled.
   4. The recalled Senate official shall be replaced by a senator appointed by the Senate President.
   5. In case, however, the recalled Senate official shall be the Senate President, the individual shall be replaced by the Senate Vice President immediately upon counting of the recall ballots. Then, the Senate Vice President shall be filled as indicated above for recall vacancies.

Section 2: Terms of Office, Resignations & Vacancies

A. President
1. The term of office shall be two (2) academic years.
2. A President who resigns within 80% of completing their term shall be replaced by one of two options:
   a. Conduct an election within 30 days of the vacancy becoming known.
   b. Appoint the Vice President or Immediate Past President to serve as President for the remainder of the term.

B. Other Executive Officers
1. The term of office shall be two (2) academic years.
2. An executive officer who resigns within 80% of completing their term shall be replaced by one of two options:
   a. Conduct an election within 30 days of the vacancy becoming known.
   b. Appoint a senator to serve for the remainder of the term.

C. Division Senators
1. The term of office shall be one (1) academic year.
2. Division senators who resign within 80% of completing their term shall be replaced in a timely manner by their divisions.
   a. Divisions missing representation for more than three (3) consecutive Senate meetings will be advised that their division senator(s) have been removed from office and will be asked to replace them in a timely manner.
3. In the case that a division has a vacant senator position, the Senate will advise the division of the vacancy and request that it be filled in a timely manner.

D. Adjunct Senators
1. The term of office shall be one (1) academic year.
2. In the event that an elected adjunct senator is unable to serve, the senate may choose one of the following options:
   a. Conduct elections to replace the adjunct senator in a timely manner.
   b. Appoint an adjunct senator to serve the remainder of the term in which the position was vacated.
3. In the case that there is a vacant adjunct senator position, the Senate will advise the adjunct faculty of the vacancy and support a process of appointing an adjunct senator in a timely manner.

E. At-large CTE Senator
1. The term of office shall be one (1) academic year.
2. In the event that an elected at-large CTE senator is unable to serve, the senate may choose one of the following options:
   a. Conduct elections to replace the at-large CTE senator in a timely manner.
   b. Appoint an at-large CTE senator to serve the remainder of the term in which the position was vacated.
3. In the case that there is a vacant at-large CTE senator position, the Senate will advise the faculty of the vacancy and support a process of appointing an at-large CTE senator in a timely manner.

**ARTICLE VI – Executive Committee**

Section 1: Membership and Responsibilities

A. The Executive Committee shall be composed of the officers of the Senate, the Past-President and two members of Senate who are elected by the Senate.

B. The Executive Committee shall meet as necessary in January and during the summer after the last Senate meeting of the academic year to the first Senate meeting of the following academic year.

C. The Executive Committee shall:
   1. Assist in implementing Senate decisions and policies
   2. Assist in drafting motions.
   3. Assist in making decisions with the President when the Senate is not in regular session outside the Academic Calendar.

**ARTICLE VII – Committees and Duties**

Section 1: Standing Committees

A. There shall be the following standing committees of the Senate:
   1. Curriculum Committee
   2. Educational Policy Committee
   3. Professional Personnel Committee

B. All standing committees of the Senate are responsible to the Senate.

C. Minutes of all meetings shall be posted within two weeks of each meeting.

D. Each standing committee shall be composed of one faculty member from each division. Divisions which include 6 or fewer full-time faculty may join another division by mutual choice for purposes of representation.

E. Standing committees shall also include Administrators who shall be ex-officio members, appointed by the College President and students who shall be ex-officio, appointed by the Associated Students.
F. All work of the standing committees shall be carried out in accordance with applicable State Laws.

G. The charge of each standing committee is as designated in the Senate Rules.

Section 2: Ad Hoc Committees

A. As necessary, the President may appoint ad hoc committees with the approval of the Senate.

B. All ad hoc committees are responsible to the Senate.

C. Minutes of all meetings shall be filed with the Secretary of the Senate within two weeks of each meeting.

D. Appointments to ad hoc committees shall be made by the Senate.

ARTICLE VIII – Senate Processes and Procedures

Section 1: Meetings

A. The President shall determine the time and place of all regular meetings.

B. A regular meeting of the Senate shall be held at least once every month during the academic year.

C. An agenda for each Senate meeting will be posted according to the regulations of the Brown Act.

D. Agendas may be amended with a majority affirmative vote at the beginning of the meeting.

E. A special meeting shall be called by the President upon request from a majority of the Senate.

Section 2: Quorum

A. Senate meetings shall require a quorum of the membership to vote on action items.
B. A quorum shall consist of a simple majority of the elected senators.

Section 3: Rule of Order

A. Robert’s Rules of Order shall be used as the primary reference on questions of parliamentary procedure.

B. The parliamentarian may consult other sources if the primary references are not sufficient.

Section 4: Voting

A. Executive Officers
   1. The President is a non-voting member except whenever his or her vote will affect the result.
   2. The Vice President, Secretary and Treasurer each have one vote with no proxy voting allowed.
   3. The Past President is a non-voting member.

B. Division Senators
   1. Each division may elect up to two senators or one senator and one alternate.
   2. Each division will be allowed one vote.
   3. No proxy voting is allowed.

C. Adjunct and At-large Senators
   1. Each adjunct and at-large senator will be allowed one vote.
   2. No proxy voting is allowed.

D. Advisory Members
   1. Advisory members are non-voting members of the Senate.

ARTICLE IX – Appeals

The decision of any Senate committee or officer may be appealed to the Executive Council.

ARTICLE X – Senate Appointments

Section 1: The Senate shall make all faculty appointments to committees dealing with academic and professional matters. Senate appointees to such committees shall report regularly to the Senate.
Section 2: Failure to attend meetings may result in Senate removal from committee or office. The criteria and procedures for removal are specified in Senate rules.

**ARTICLE XI: Adoption and Amendments to Constitution & Bylaws**

Section 1: Adoption

A. The Constitution shall be adopted if approved by a simple, affirmative, majority vote of the Electorate.
B. The Bylaws shall be adopted if approved by a simple, affirmative, majority vote of the Academic Senate.

Section 2: Amendment

A. The Academic Senate shall have the power to amend its Constitution by a simple majority affirmative vote of the Electorate.
B. The Academic Senate shall have the power to amend its bylaws by a simple majority affirmative vote of the Senate.
C. Any Amendment to the Senate constitution or bylaws must be communicated to the electorate within 7 days of adoption.