

Academic Senate Constitution

Preamble

We, the members of the faculty of the Copper Mountain Community College District (CMCCD), are uniting to form the Academic Senate. We are inspired by a common desire to maintain the quality of community college education.

We believe that the Academic Senate is essential for realizing the fullest educational and professional potential of each member of the faculty and for furthering the aims and goals of CMCCD. Toward these endeavors we pledge our mutual support and cooperation.

Purpose

The purpose of the Academic Senate is to serve as the official voice of the faculty on educational and professional matters.

Article I - Name

The official name of this organization shall be the Academic Senate.

Article II - Membership

All full-time and currently assigned adjunct academic employees of the Copper Mountain Community College District are members of the Academic Senate.

All full-time faculty shall be voting members of the Academic Senate. Adjunct faculty shall have one voting representative and one alternate, nominated and elected at large by the adjunct faculty. All adjunct faculty are welcome to participate in Academic Senate meetings.

Article III - Organization

The Academic Senate meetings shall be run by a President, elected during each spring semester. The Academic Senate shall have a Vice-President, elected during each spring semester. The Academic Senate shall have a Secretary, elected during each spring semester. The Academic Senate shall have a Designee for State Academic Senate matters, elected during each spring semester. The Academic Senate shall have an Adjunct Faculty Representative, elected during each spring semester. Election will be by ballot where each ballot shows the name of the Senator who is voting. At least one week will be allowed for submitting ballots; the voting period and an election committee of at least three Senators who are not running for office will be chosen by a vote of the Senate at a meeting in spring semester and this period must allow the elected officers to be installed at the last Senate meeting of spring semester. The vote by each Senator shall be reported in the minutes of the Senate meeting where the winners are announced. In the event of a tie vote for any position, a tie-breaking vote will be made by roll-call during the meeting where the election

results are announced. No proxy votes shall be allowed during a tie-breaking vote; only those present at the meeting are eligible to vote. Officers shall be installed at the last Academic Senate meeting of the spring semester. An officer of the Academic Senate shall be the representative to the CMCCD Board of Trustees.

The Academic Senate shall have a standing Curriculum Committee, whose chair shall be elected by the Academic Senate. In accordance with Title 5 Section 51023.7, the Academic Senate mandates the inclusion of a voting student representative to the Curriculum Committee.

The Academic Senate shall have a standing Professional Standards and Ethics Committee whose chair shall be elected by the Academic Senate.

The Academic Senate shall have a standing Educational Technology Committee whose chair shall be elected by the Academic Senate.

Other Ad Hoc committees shall be appointed as needed.

Article IV - Responsibilities of Officers

The President shall preside at all meetings of the Academic Senate. The President shall assure that all members perform their assigned duties and implement the provisions of the constitution. The President, or another officer appointed by the President, shall represent the recommendations of the Academic Senate to the CMCCD Board of Trustees.

The Vice-President shall assume the responsibilities of the President when the President is unavailable. The Vice-President is not a President-elect position.

The Secretary will be responsible for publishing and distributing agendas and minutes of Academic Senate meetings. Agendas will be distributed at least three days prior to meetings. The Secretary is charged with keeping the Academic Senate Calendar.

The Adjunct Faculty Representative shall attend Academic Senate meeting and keep adjunct faculty informed.

The Designee to the State Academic Senate shall be the local contact for State Academic Senate matters. The Designee shall keep the Academic Senate informed on state level concerns.

The Chair of the Curriculum Committee will preside over meetings of the committee that serves as the primary recommending body on matters of curriculum. The Chair is responsible for informing the Academic Senate of committee recommendations so that they may be reviewed by the Academic Senate. Minutes of the Curriculum Committee shall be distributed to all Academic Senate members. Committee recommendations shall be placed on the Academic Senate calendar for action.

The Chair of the Professional Standards and Ethics Committee will preside over meetings of the committee. The Chair is responsible for informing the Academic Senate of committee recommendations so that they may be reviewed by the Academic Senate. Minutes of the Professional Standards and Ethics Committee shall be distributed to all Academic Senate members. Committee recommendations shall be placed on the Academic Senate calendar for action.

The Chair of the Educational Technology Committee will preside over meetings of the committee. The Chair is responsible for informing the Academic Senate of committee recommendations so that they may be reviewed by the Academic Senate. Minutes of the Educational Technology Committee shall be distributed to all Academic Senate members. Committee recommendations shall be placed on the Academic Senate calendar for action.

Article V - Meetings

The Academic Senate shall meet twice a month, or as needed, to conduct business. Special meetings of the Academic Senate may be called by the Academic Senate President or upon petition of a quorum of the membership. Members shall be given 24-hour prior notification of special meetings.

Motions or resolutions can be submitted to the Academic Senate from committees or individual faculty members. Individuals or committee designees will inform the secretary to put a motion/resolution on the agenda and be present at the meeting to submit the motion/resolution. Notice of such action will be included in Academic Senate minutes. Faculty members can submit written proxy votes. Passage of motions/resolutions will be by a majority of members present and proxy. Actions of the Academic Senate shall be effective immediately upon passage unless otherwise stated in the motion.

The Academic Senate minutes will be forwarded to Administration and/or the Board of Trustees.

A quorum shall consist of one-third of the voting members of the Academic Senate. When a quorum is present, a resolution or action on policy by the Academic Senate shall require an affirmative vote of one-half, plus one of those present for passage.

The official parliamentary authority of the Academic Senate shall be Robert's Rules of Order, new revised.

Article VI - Relationship of Academic Senate to Faculty

The Academic Senate is the voice of the Faculty. The Academic Senate shall be responsible and responsive to the faculty at all times. The Academic Senate and any of its committees may act with the full authority of the faculty only on those matters upon which the Academic Senate as a whole has taken a position through the form of motions or resolutions carried out in accordance with the provisions of this Constitution.

Article VII - Ratification of the Constitution

Ratification of this Constitution will require a minimum of two-thirds affirmative vote of the Academic Senate membership. Copies of the proposed ratification shall be distributed to all members of the faculty for discussion two weeks prior to voting on the ratification. Voting on the ratification shall be by secret ballot.

Article VIII - Amending the Constitution

Amendments to this Constitution can be made in two ways:

1. By action of a majority vote of the Academic Senate.
2. By petition signed by at least 50% of the full-time faculty.

To initiate the amendment process, copies of the proposed amendments shall be distributed to all members of the faculty for discussion at least two weeks prior to voting or petitioning the amendments.

The Constitution will be reviewed and amended as necessary.

Ratified - May 1999

Amended - September 2001

Amended - November 2008

Amended - April 2015