

## PROPOSED REVISIONS 9/10/15

### Diablo Valley College Faculty Senate Bylaws

#### **BYLAWS for the FACULTY SENATE and SENATE COUNCIL**

(Adopted 5/21/91, Revised 9/1/92)

Revised 04/23/02

#### **Article I: Faculty Senate**

General meetings of the Faculty Senate will be for discussion, debate, and for informational purposes. Voting on issues will be carried out as specified in Article IV, Section 1D of the Constitution.

#### **Article II: Faculty Senate Council**

##### **Section 1.**

Regular Faculty Senate Council meetings will be held Tuesdays at 2 p.m. and shall adjourn by 4:00 p.m. unless the Faculty Senate Council votes to extend the meeting. At the first meeting in ~~August or September~~ in the fall semester the Faculty Senate President, with the approval of the Council, shall establish the schedule of Council meetings for the academic year.

##### **Section 2.**

An agenda workgroup, consisting of the officers (president, vice-president and corresponding secretary), the full-time rep at large and a part-time representative at large, shall meet regularly to prepare an agenda for Faculty Senate Council approval. Other Faculty members may submit an agenda item for consideration to the agenda work group.

##### **Section 3.**

If disagreement between the Faculty Senate Council and a standing committee cannot be resolved, a vote of the Faculty Senate will be called for by the Council. *(language is vague. What kind of disagreements, and what kind of resolutions would be acceptable?)*

##### **Section 4.**

The Faculty Senate President may vote only to resolve a tie vote. *(Should the president be required to vote, otherwise there is no resolution to an issue)*

##### **Section 5. Faculty Senate Voluntary Fund**

The Faculty Senate Administrative Secretary shall make available to the Faculty Senate President and Council information on the finances of the Faculty Senate Voluntary Fund which includes the undesignated Voluntary Fund and the Legal Defense Fund at regular intervals or as requested.

#### **A. The Undesignated Voluntary Fund**

1. The Undesignated Voluntary Fund shall be used to fund all or part of the following: the Faculty Lecturer, Dinner Theater, Retirement Banquet, and the Legal Defense Fund. At the beginning of each academic year, the Faculty Senate President will provide a report on the previous year's Voluntary Fund expenditures and provide an overview of projected activities and expenses for the current academic year.

2. Additional activities to be funded by the Voluntary Fund may include but are not limited to scholarships, and other activities proposed to Faculty Senate Council. Faculty Senate Council will vote on proposed activities.
3. No funds shall be appropriated for the campaign of a candidate for public office or for a campaign pertaining to a public ballot proposition.
4. Checks on Voluntary Fund accounts shall bear the signatures of two officers of the Faculty Senate Council.
5. The Faculty Senate President and Vice-president may purchase a gift or make a memorial donation to a charity in the name of a member of the campus community from the Faculty Senate Voluntary Fund without prior Faculty Senate Council approval if the amount does not exceed \$100. The gift purchase shall be announced at the Council meeting following the decision of the Faculty Senate President and Vice-president.

#### **B. The Legal Defense Fund**

1. Monies for legal expenses of the Faculty Senate are allocated out of the Legal Defense Fund.
2. At the beginning of each academic year, the Faculty Senate President will provide a report on the current status of the Legal Defense Fund, the previous year's legal expenditures, and provide projected expenses for the current academic year.
3. Proposed changes to expenditures from the Legal Defense Fund must be approved by Faculty Senate Council.
4. New legal expenditures will be presented to Faculty Senate Council. Faculty Senate Council will determine whether Faculty Senate Council will vote and/or the Faculty Senate of the whole vote must occur to approve the new legal expenditures.

#### **Section 6.**

The Faculty Senate Council shall grant recognition at its meetings to representatives of the faculty collective bargaining organization.

#### **Section 7.**

In accordance with the Ralph M. Brown Act and SB 751, minutes of the DVC Faculty Senate Council will record the votes of all committee members as follows: Members in attendance will have their votes recorded including names of members voting in the minority or abstaining.

#### **Section 8.**

Meetings of the Faculty Senate Council are open to all, including members of the press, unless a closed session has been called in accordance with the Brown Act (Education Code, Sections 54950-54959).

### **Article III: Officers of the Faculty Senate Council**

In addition to the responsibilities of the officers as described in the Constitution (Article IV, Section 3) the officers shall be responsible for those duties enumerated below.

#### **Section 1. Faculty Senate President**

The Faculty Senate President is responsible for the following:

##### **A. Faculty Serving On Committees**

1. Senate Committees  
President is responsible to ensure committee membership and committee chair positions are filled.  
Forwards to Faculty Senate Council faculty appointments to Senate committees as established in committee descriptions.
2. College Committees  
Recruits faculty for college committees as established in committee descriptions and forwards their names to the Council for appointment approval.
3. The Faculty Senate President may provide a stipend or reassigned time for chairing college or senate committees.

##### **B. Representation**

1. Represents the Faculty Senate's voice in academic and professional matters before the Governing Board, the Chancellor, and the college administration.
2. Represents the Faculty Senate at the state and regional meetings of the Academic Senate for California Community Colleges. The Senate President may send a designee. The Faculty Senate representative at ASCCC Plenary Session will consult with Faculty Senate Council before voting.
3. Appoints, with the approval of the Faculty Senate Council, a delegate to serve on state and regional task forces, workgroups, etc. of the Academic Senate for California Community Colleges.
4. Represents the Faculty Senate before the Governing Board, the Chancellor, the college administration.

##### **C. Office Operational Duties**

1. Supervises, and administers, the Faculty Senate operational and voluntary budgets. Reports the budgets to the Faculty Senate Council.
  - a. Allocates operational monies from district and college funds for Faculty Senate activities to provide services and compensation as outlined in the academic senate budget guidelines established in District business procedure.
  - b. Determines and allocates reassigned time to Faculty Senate members with delegated Faculty Senate responsibilities in order to compensate such recipients for duties, tasks or special projects beyond their professional responsibilities.
  - c. Presents for FSC approval of voluntary fund expenditures in the amount of ???+.
2. Trains and oversees a classified Administrative Secretary, to assist in such matters as the recording of minutes, record keeping, financial reporting and correspondence. Other tasks may be assigned by the Faculty Senate President, in accordance with the job description, toward the efficient accomplishment of Faculty Senate business.

##### **D. Additional Responsibilities**

1. The Faculty Senate President is responsible to review and present to Faculty

- Senate Council state mandated college reports. Upon Faculty Senate Council approval the Faculty Senate President shall for sign off on state mandated college reports.
- E. Schedules and chairs meetings of the Agenda Work Group to develop Faculty Senate Council meeting agendas.
  - F. Insures regular reporting from all Faculty Senate Committees to the Council.
  - G. Serves as a member of the district Faculty Senates Coordinating Council (FSCC) and chairs FSCC when elected.
  - F. Other duties as necessitated by the position.

## **Section 2. Vice-President**

- A. Acts as chair in place of the Faculty Senate President at Faculty Senate Council meetings, and performs the duties of the Senate President in his/her absence.
- B. Chairs one of the Faculty Senate standing committees or college committees if assigned by the Faculty Senate President with a vote of endorsement by the Faculty Senate Council.
- C. Edits minutes of Faculty Senate Council meetings and those meetings where substituting for the Senate President.
- E. Reviews, edits, critiques, and summarizes college, district and statewide documents.
- F. Serves on the Agenda Work Group to develop Faculty Senate Council meeting agendas.
- G. Serves as a member of the District Faculty Senates Coordinating Council.
- H. Represents the Faculty Senate at the state and regional meetings of the Academic Senate for California Community Colleges, and originates drafts of Policy statements and resolutions for these meetings.

## **Section 3 Corresponding Secretary**

- A. Assists in editing Faculty Senate Council minutes.
- B. Serves on the Agenda Work Group to develop Faculty Senate Council meeting agendas.
- C. Assist in conducting Council meetings by ensuring documents are available for Council viewing.
- D. Represents the Faculty Senate Council at the state and regional meetings of the Academic Senate for California Community Colleges as an alternate if neither Faculty Senate President nor Vice President can attend.
- F. And other responsibilities as mutually agreed upon with the Senate president.

## **Article IV: Senate Standing Committees/Task Forces/WorkGroups**

### **Section 1. Committee Organization**

- A. Any committee procedure not covered by the Faculty Senate Constitution or by these bylaws shall be covered by "Roberts Rules of Order," most current edition.
- B. Faculty Senate Council standing committees shall meet on a regular basis. Meeting times and locations shall be established by Committee chairs in late spring in consultation with Faculty Senate President to coordinate meeting schedules.
- C. The first committee meeting of each semester shall be scheduled by the Faculty Senate President unless arranged for by the committee during the

previous semester.

- D. The quorum for each standing committee shall consist of a majority of the voting membership, not including vacant positions. A simple majority of those voting shall carry a motion.
- E. Each committee chair shall be responsible for adequate record keeping procedures. All official committee actions and resolutions shall be recorded and sent to the Faculty Senate office for distribution, action, and/or filing as appropriate. The minutes shall list those members in attendance and those absent.
- F. If any member of a committee resigns, withdraws, or for any reason is not attending, the committee chair shall immediately notify the division chair concerned that the division has lost its representation on the committee.
- G. All meetings shall be open to all, including the press, unless a closed session has been called in accordance with the Brown Act (Education Code, Sections 54950-54959).
- H. The terms of faculty representatives to Faculty Senate Council standing committees shall be two (2) years.
- I. Policies developed by Faculty Senate Council standing committees must be approved by the Faculty Senate Council before being forwarded by the Council to the college president for approval.

## **Section 2. The Committees**

### **A. Instruction Committee**

#### **1. Responsibilities**

~~—The Committee shall oversee the college curriculum and make recommendations to the Dean of Instruction regarding new courses and programs, degree, certificate and transfer requirements including General Education requirements, and other matters which concern curriculum.~~

#### **2. Membership**

- a. the Faculty Senate President (chair) or designee
- b. one representative from each division, selected by the division
- c. the college articulation officer
- d. one librarian selected by the Library Department
- e. one student representative selected by the ASDVC
- f. the Dean of Instruction

#### **3. Voting**

~~—All members of the committee may vote except the Dean of Instruction. The student representative may vote after serving for one semester on the committee.~~

### **B. Student Services Committee**

#### **1. Responsibilities**

~~—The committee shall serve as an advisory body to the Dean of Student Services on matters concerning the college's services to students. The Committee shall also draft policies as needed, such as, but not limited to: student discipline, appeals by students on academic and progress probation, and other matters which concern student services for approval by the Faculty Senate Council. The committee shall interview candidates and recommend the selection of the college ombudsperson to the Faculty Senate Council and annually review his/her report and performance.~~

~~—(Tabled dependent on Article II.9)~~

## 2. Membership

- a. one representative from each division, selected by the division.  
—The chair of the committee shall be appointed by Faculty Senate president, and confirmed by the Faculty Senate Council.
- b. one student representative selected by the ASDVC
- c. one part-time faculty representative
- d. the Dean of Student Services

## 3. Voting

—All members of the committee may vote, except the Dean of Student Services.

- 4. The chair of the committee or designated alternate shall attend Faculty Senate Council meetings and report to the Council as needed.

## C. Arts and Lectures Committee

### 1. Responsibilities

—The committee shall allocate funds designated for Arts and Lectures activities, work with departments and divisions in developing and presenting cultural events, and organize a symposium and a Scholar-Artist Performance in Residence program each year. The Committee shall report to the Faculty Senate Council as needed.

### 2. Membership

- a. Four faculty members appointed by the Faculty Senate President and confirmed by the Faculty Senate Council.
- b. One management representative appointed by the college president.
- c. One classified representative selected by the Classified Staff Union.
- d. One student representative selected by the ASDVC.

### 3. Voting

—All members of the committee may vote.

## D. Faculty Development Committee

### 1. Responsibilities

—The Committee shall oversee the faculty staff development funds as determined by the Faculty Development Super Committee, develop procedures and guidelines for the disbursement of faculty staff development funds, review all applications for funds and approve all proposals, work with the NEXUS Coordinator and the Staff Development Coordinator in developing programs for these activities, and be responsible for an annual needs survey of faculty.

### 2. Membership

- a. four (4) faculty members appointed by the Faculty Senate President and confirmed by the Faculty Senate Council. The Faculty Senate President or his/her designee on the Council, confirmed by the Faculty Senate Council, shall be chair of the committee.
- b. two (2) faculty members selected by the faculty collective bargaining organization,
- c. one (1) part-time faculty member appointed by the Faculty Senate President and confirmed by the Faculty Senate Council.
- d. the Staff Development Coordinator.

~~e. the NEXUS Coordinator.~~

~~3. Voting~~

~~— All members of the committee may vote.~~

~~4. The Staff Development Coordinator shall serve on the Faculty Senate~~

~~— Council and report as needed on staff development activities.~~

**Article V: Faculty Appointments**

When the Faculty Senate Council appoints a faculty member to a Task Force and other non-Senate standing committees, it is expected that the faculty member shall report, in a timely manner, to the Faculty Senate president.

**Article VI: Elections--Full- and Part Time-Faculty**

**Section 1.**

All full-time faculty will be notified through their college mail boxes of the criteria and the procedure to run for elected offices of the Faculty Senate Council and the dates of election. All part-time faculty will be notified through their college mailboxes of the criteria and the procedure to run for part-time representatives and the dates of election.

**Section 2.**

All faculty shall receive ballots through their college mailboxes and shall vote by returning the ballot to the Faculty Senate Office.