

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 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 committee, consisting of the officers and full- and part-time representatives at large, shall meet regularly and openly at announced times and places to prepare agenda for Faculty Senate Council approval. Other members of the Council shall be encouraged to attend. The Committee shall place on the agenda any matter needing Council attention and any item presented to it by any Senator.

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.

Section 4.

The Faculty Senate President may vote only to resolve a tie vote.

Section 5. Faculty Senate Voluntary Fund

- A. No funds, over \$50, shall be appropriated from the Faculty Senate Voluntary Fund unless the proposals shall have been first placed on the agenda, which shall have been distributed to the faculty prior to the council meeting at which the appropriation is made. The item shall include specific amount of expenditure, name of person requesting expenditure, and the purpose of the expenditure. No funds shall be appropriated for the campaign of a candidate for public office or for a campaign pertaining to a public ballot proposition. Checks on Voluntary Fund accounts shall bear the signatures of two officers of the Faculty Senate council..
- B. The Faculty Senate Council or the Agenda Committee 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

announcement in the agenda if the amount does not exceed \$50. The amount need not show in the minutes.

- C. 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 at regular intervals or as requested.

Section 6.

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

Section 7.

One-fifth (1/5) of the Council members present may order a roll-call vote on any issue before the Faculty Senate Council.

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).

Section 9.

The Faculty Senate Council shall appoint an Ombudsperson from the full-time or retired faculty based on the recommendation of the Student Services Committee. The term shall be for three (3) years, the term ending at the close of the spring semester. Vacancies shall be filled for a term of two (2) years in addition to the remainder of the academic year during which the vacancy occurs.

(change of current status of the ombudsperson - tabled)

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

- A. Represents the faculty at various college meetings and functions, and all shared governance committees at DVC and at the District.
- B. Chairs the Instruction Committee and Faculty Staff Development Committee or appoints chairs with the approval of the Faculty Senate Council. Leave to the discretion of the Faculty Senate President the option to give the IC chair a stipend or .20 RAT release time.
- C. Supervises, administers, and reports the Faculty Senate Council budget, i.e., monies allocated from district and college funds for Senate activities as prescribed by law.
 - 1. Trains and supervises 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 Senate business.
 - 2. Pays, with approval of the Faculty Senate Council and as may be appropriate, a stipend not to exceed \$2,000 per semester to an officer of the Senate, any

member of the Council, or the immediate past-president, or any member with the delegated responsibility of chairing the Instruction Committee, in lieu of release time, in order to compensate such recipients for duties, tasks or special projects beyond their professional responsibilities.

3. Represents the faculty before the Governing Board, the Chancellor, the college administration, or the Budget Review Committee in requesting and justifying college or district funds for Senate business.
- D. Schedules and chairs meetings of the Agenda Committee to develop Council meeting agenda.
 - E. Insures regular reporting from all Faculty Senate Committees to the Council.
 - F. Supervises and administers the Voluntary Fund in accordance with regulations set forth in "Bylaws for Faculty Senate and Senate Council" Article II Section 5.
 - G. Serves as a member of the district Faculty Senates Coordinating Council (FSCC) and chairs FSCC every third year.
 - H. Represents the Faculty Senate Council at the state and regional meetings of the Academic Senate for California Community Colleges.
 - I. Appoints, with the approval of the Council, the delegate to the state and regional meetings of the Academic Senate for California Community Colleges and consults with the delegate prior to voting.

Section 2. Vice-President

- A. Acts as chair in place of the Faculty Senate President at Senate and Instruction Committee meetings as required.
- B. Chairs one of the Faculty Senate standing committees if assigned by the Faculty Senate President with consent of the Council.
- C. Edits minutes of Faculty Senate meetings and those meetings where substituting for the Senate President.
- D. Communicates to the faculty through the *Forum* and other appropriate means about important Faculty Senate matters.
- E. Reviews, edits, critiques, and summarizes college, district and statewide documents.
- F. Serves on the Agenda Committee to develop Council meeting agenda.
- G. Serves as a member of the district Faculty Senates Coordinating Council.
- H. Represents the Faculty Senate Council 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 Committee to develop Council meeting agenda.
- C. Maintains, with the assistance of the Staff Secretary, an up-to-date listing of current Faculty Senate sub-committees, and faculty representatives on all college and district committees.
- 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.

Article IV: Senate Standing Committees

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.

