

**CONSTITUTION  
of the  
MENDOCINO COLLEGE ACADEMIC SENATE**

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**ARTICLE I: Name of Organization**

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

**ARTICLE II: Purpose and Definitions**

***Section 1. Purpose***

The purpose of the Academic Senate shall be to act as the representative of the faculty and make recommendations to the Board of Trustees of the Mendocino-Lake Community College District on all academic and professional matters as defined in California Education Code, Title 5 §53200 (c):

1. Curriculum, including establishing prerequisites
2. Degree & Certificate Requirements
3. Grading Policies
4. Educational Program Development
5. Standards & Policies regarding Student Preparation and Success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process
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 mutually agreed upon

The academic and professional interests of the Mendocino College Faculty shall be furthered through the Academic Senate and Committees of the Senate. The faculty retains all the rights of initiative, recall and petition.

Per Assembly Bill 1725, the activities of the Academic Senate are also focused on ensuring student success in an educational experience of the highest quality.

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

The following terms are used frequently throughout the constitution:

- A. Full-time Faculty: Employees of Mendocino College compensated on the certificated salary schedule who are contracted on at least a 60% basis as faculty and for which minimum qualifications for hire are specified by the Board of Governors (Ed. Code 87003).
- B. Part-time Faculty: Employees who are compensated on the full-time certificated schedule under 66.9% and those who are compensated on the part-time hourly schedule.
- C. Member: Any faculty elected to the Senate by the full or part time faculty.
- D. Resolution: A written expression of an opinion, or a request for action to be taken. Resolutions require a majority vote of the Academic Senate to be passed

## **ARTICLE III: Membership, Officers and Qualifications**

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

The membership of the Academic Senate shall be made up of the president, vice president and six full time faculty members and two part time faculty members Faculty with management/confidential/administrative responsibilities per the job description are excluded from Academic Senate membership. All Academic Senate members must retain their faculty status at Mendocino College to continue in office.

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

The officers of the Academic Senate shall be the President and Vice President.

### ***Section 3. Qualifications of Officers and Members***

- A. President: Any active tenure member of the faculty who possess the qualifications noted in the bylaws to this constitution is eligible for election to the Academic Senate shall be eligible to be nominated for the office of the president.
- B. Vice-president: Any active tenure member of the faculty who possess the qualifications noted in the bylaws to this constitution is eligible for election to the Academic Senate shall be eligible to be nominated for the office of the Vice President.
- C. Members: Any active member of the full time faculty with a minimum of two years of service with the District and a two-year contract is eligible to be nominated to the Academic Senate. Any active member of the part time faculty with four semesters of service with the District is eligible to be nominated to the Academic Senate.

## **ARTICLE IV: Duties of Officers and Members and Reassigned time**

### ***Section 1. Duties of the President***

The President shall:

- A. Act as the chief liaison between the faculty, administration, and the Board of Trustees.
- B. Perform all other functions normally within the realm of a presiding officer (which is otherwise not denied by the Academic Senate Constitution) including establishing and chairing Academic Senate meetings.
- C. Attend all Board of Trustees meetings and report back to the Academic Senate and faculty on important faculty issues discussed there.
- D. Serve as a voting member of the PBC (Planning and Budgeting Committee) or other designated institutional decision-making body.
- E. Serve as a voting member of the President's Policy Advisory Committee (PPAC)
- F. Serve as the co-chair of the Educational Action Planning Committee.
- G. Serve as the co-chair of the Accreditation Steering Committee
- H. Preside over the appointment of all faculty to standing, special and hiring committees as outlined in the Academic Senate Bylaws.
- I. Perform all other duties addressed in the Bylaws to this Constitution

### ***Section 2. Duties of the Vice President***

The Vice-President shall:

- A. Act as the President in the absence of that officer.
- B. Succeed to the presidency in the event that the President is unable to complete the term leaving it vacant
- C. Serve as a voting member of the Planning and Budgeting Committee (PBC) or other designated institutional decision-making body
- D. Serve as a voting member of the Educational Action Planning Committee (EAP)
- E. Serve as co-chair of the Enrollment Management Committee
- F. Serve as a voting member of the President's Policy Advisory Committee (PPAC), unless another senator or MCFT Executive Committee member is appointed by the Academic Senate
- G. Perform all functions normally within the realm of the elected position, including those assigned by the Academic Senate President
- H. Perform all other duties addressed in the Bylaws to this Constitution

### ***Section 3. Duties of Members***

Academic Senate members shall:

- A. Perform all functions normally within the realm of the elected position, including those assigned by the Academic Senate President
- B. Communicate regularly with their faculty constituents regarding all Academic Senate activities, including resolutions
- C. Attend Academic Senate and faculty meetings
- D. Represent the Academic Senate and faculty as a member of one of the key decision making committees (e.g., EAP, SLOT, Professional Development, Technology, Facilities, Outreach and Marketing, Staffing)
- E. Perform all other duties addressed in the Bylaws to this Constitution

### ***Section 4: Reassigned Time***

In order to effectively carry out the responsibilities outlined in in this Constitution and its Bylaws the President and Vice President shall receive reassignment in accordance with the Mendocino College Federation of Teachers Collective Bargaining Agreement. The President shall be granted reassigned time of at least 40 percent and Vice President 20 percent of their respective load.

## **ARTICLE V: Election Procedures and Nominations**

### ***Section 1. Election Procedures***

An Election Committee consisting of at least three faculty members (one of which is a senator) who are not on the ballot will be appointed by the Academic Senate to conduct and verify elections. Voting shall be secret and verifiable. All full time faculty may cast a ballot in all senate elections. The two sitting part-time faculty senators may vote in elections for all senators.

### ***Section 2: Nomination of Prospective Senate Members***

- A. Candidates for the positions of President and Vice President of the Academic Senate shall be nominated by another full time faculty member or self-nominated in accordance with the criteria outlined in the Bylaws to this Constitution.
- B. Candidates for full time faculty positions on the Academic Senate shall be nominated by another full time faculty member or self-nominated during a stipulated time period established by the Election Committee
- C. Candidates for part time faculty positions on the Academic Senate shall be nominated by another part time faculty member or self-nominated.

## **ARTICLE VI: Resignations, Absences and Removal from Office**

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

- A. If the president resigns with less than three semesters (or 51 weeks) remaining of the term, the vice president will become the president. If more than 3 semesters (or 51 weeks) remain of the term, a special election will be held to fill the vacancy. The special election will be held within one month of the resignation; if the resignation occurs in the summer months, the election will be held within one month of the start of fall semester.
- B. If the vice president resigns with less than three semesters (or 51 weeks) remaining of the term, the Academic Senate will appoint a sitting full time faculty senator to complete the term. If more than 3 semesters (or 51 weeks) remain of the term, a special election will be held to fill the vacancy. The special election will be held within one month of the resignation; if the resignation occurs in the summer months, the election will be held within one month of the start of fall semester.
- C. If a full time faculty senator resigns with less than three semesters (or 51 weeks) remaining of the term, the Academic Senate will appoint a sitting full time faculty member to complete the term. If more than 3 semesters (or 51 weeks) remain of the term, a special election will be held to fill the vacancy. The special election will be held within one month of the resignation; if the resignation occurs in the summer months, the election will be held within one month of the start of fall semester.
- D. If a part time senator resigns with less than three semesters (or 51 weeks) remaining of the term, the Academic Senate will rely on the advice of the sitting part-time senator and President to appoint a part-time faculty member to complete the term. If more than 3 semesters (or 51 weeks) remain of the term, a special election will be held to fill the vacancy. The special election will be held within one month of the resignation; if the resignation occurs in the summer months, the election will be held within one month of the start of fall semester.

### ***Section 2. Absence from Office***

Any member of the Academic Senate Member, including the President and Vice President, who has three consecutive absences from regular meetings may be removed from office by formal resolution (except in the event of illness or a disability that prevents participation for a limited time).

### ***Section 3. Removal from Office***

Any member of the Academic Senate, including the president and vice president shall be subject to a vote of confidence. For full time faculty senators 20 percent of the full time faculty and for part time senators 10 percent must request such a vote in writing. An Election will be held, according to the procedures outline in Bylaws of this Constitution to determine confidence.

Balloting shall be secret. A simple majority of ballots cast indicating a vote of confidence shall constitute a successful vote of confidence.

In the event that a Senate member does not secure a simple majority indicating a vote of confidence, the position shall be vacated, and filled by regular election procedures.

## **ARTICLE VII: Meetings**

### ***Section 1. Academic Senate Meetings***

Regular meetings of the Academic Senate will be held at least twice a month during the Fall and Spring semesters. Special meetings of the Academic Senate may be called at the discretion of the President or the request of any two Senate members.

- A. Rules of Order: The Academic Senate is governed by the Open Meeting Act. The Senate will conduct their business according to Roberts Rules of Order. Any deviation from Roberts Rules of Order shall be determined by formal Senate action.
- B. Quorum: A simple majority of voting members shall comprise a quorum. The president is not a voting member for this purpose.

### ***Section 2. Faculty Meetings***

Meetings of the faculty will be held at least once per semester. The President will call for additional meetings as necessary.

## **ARTICLE VIII: Committees**

All faculty appointments to District standing and special committees shall be made by the Academic Senate according to processes outlined in the Bylaws of this Constitution.

## **ARTICLE IX: Amendments to the Constitution and Bylaws**

Any faculty member may submit recommendations to the Academic Senate proposing constitutional and/or bylaw amendments.

Constitutional amendments shall be ratified by receiving a two-thirds (2/3) vote of the ballots cast by faculty eligible to vote (all active full time faculty and the two part time faculty senators.) Bylaw amendments shall be ratified by a majority vote of the Academic Senate.

## **ARTICLE X: Ratification of the Constitution**

Upon the approval of two-thirds (2/3) of the ballots cast by full-time faculty eligible to vote in a duly authorized election, this Constitution will become effective on July 1 following the constitutional changes, unless otherwise noted in the vote of the faculty

***Revised: May 2019***  
May 2016

May 2013  
May 2003  
September 1998  
May 1997  
May 1996  
April 1994  
May 1988  
May 1985  
March 1978  
March 1976

*Ratified:*

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