

**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 tenured member of the faculty who possesses the qualifications to serve as the president, as noted below and in the bylaws to this constitution is eligible to be nominated for the office.
 - 1. Have completed and/or participated in the completion of at least one Program Review and Planning process,
 - 2. Served on at least one of the key decision-making committees for a full term,
 - 3. Familiarity with District Policy and procedures, Chancellor's office mandates, initiatives, and priorities,
 - 4. Ability to establish priorities and execute committee goals,

5. Ability to communicate and coordinate with all faculty, committee members, and relevant college staff.
- B. Vice-president: Any active tenured member of the faculty who possesses the qualifications to serve as the Vice President, as noted and in the Bylaws to this constitution is eligible to be nominated for the office.
1. Have completed and/or participated in the completion of at least one Program Review and Planning process,
 2. Served on at least one of the key decision-making committees for a full term,
 3. Familiarity with District Policy and procedures, Chancellor's office mandates, initiatives, and priorities,
 4. Ability to establish priorities and execute committee goals,
 5. Ability to communicate and coordinate with all faculty, committee members, and relevant college staff.
- 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 Mendocino College Federation of Teachers (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., Educational Action Planning (EAP), Student Learning Outcomes Team (SLOT), Professional Development, Technology, Facilities and Safety, 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 60 percent (and 80% during the year of an Accrediting Commission for Community and Junior Colleges site visit) 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.

A Full-time Faculty: All full-time faculty may vote in all Academic Senate elections, including full-time senate representatives, president, vice-president, and constitutional changes.

B. Part-time faculty: All part-time faculty eligible to vote per Article II, Section 3 of the Bylaws of this Constitution may vote for part-time faculty senate representatives, president, vice-president, and constitutional changes.

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 three 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 three 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 three 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 three 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

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. A vote of confidence must be requested, in writing, by faculty. For a vote to occur,

- 20% of the full-time faculty must request a vote for a full-time faculty senator
- 10% of the part-time faculty must request a vote for a part-time faculty senator.

An Election will be held, according to the procedures outlined 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 Parliamentary Procedures

- B. Quorum: A simple majority of voting members shall comprise a quorum. The president is not a voting member for this purpose.
- C. The Academic Senate Meeting schedule will be approved before the end of the academic year for the following year.

Section 2. Faculty Meetings

Meetings of the faculty will be held at least once per semester. The schedule will be approved by the Academic Senate before the end of the academic year for the following year. Additional meetings may be scheduled, 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 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: April 2022

May 2019
May 2016
May 2013
May 2003
September 1998
May 1997
May 1996
April 1994
May 1988
May 1985
March 1978

Ratified: March 1976

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