

BY-LAWS OF THE COLLEGE SENATE
OF
SANTA FE COLLEGE

Updated February 14, 2023

These By-Laws are adopted to facilitate the achievement of the purposes of the College Senate as described in Article II of the Constitution.

ARTICLE I: Officers of the College Senate

Section A. Filling Vacancies

1. If the President resigns or is unable to continue serving in this office, the Presiding Officer will serve as President for the remainder of the College Senate year as stipulated in Article VI, Section C of the College Senate Constitution.
2. If the Presiding Officer of the Executive Council assumes the presidency, resigns from office, or is unable to continue serving, the Executive Council will appoint a Presiding Officer for the remainder of the College Senate year. An individual so appointed may not assume the presidency as provided in paragraph 1; therefore, if there is a vacancy in the presidency and the current Presiding Officer has been appointed, the Executive Council will conduct a special election of the College Senate for the purpose of electing a President.
3. If the Secretary resigns or is unable to continue serving, the Executive Council will appoint a Secretary for the remainder of the College Senate year.

Section B. Officer Compensation

1. President

An annual stipend in the amount of \$2,000 plus three credit hours leave time each Fall term and Spring term if faculty or the equivalent of four contact hours per week if administrative or professional staff will be provided to the President.

2. Presiding Officer

An annual stipend in the amount of \$2,000 plus three credit hours leave time each Fall term and Spring term if faculty or the equivalent of four contact hours per week if administrative or professional staff will be provided to the Presiding Officer.

3. Secretary

An annual stipend in the amount of \$2,000 will be provided to the Secretary.

ARTICLE II: Executive Council

Section A. Membership

1. As provided in Article V of the Constitution, the Executive Council will consist of the officers of the Senate and representatives elected from constituent groups.
2. The Executive Council will determine whether reapportionment is necessary to ensure representation as provided in the Constitution.
3. Only those individuals who have indicated their willingness to serve as representatives will have their names on the ballot.
4. Executive Council Representatives will be nominated and elected by their constituent groups by the end of Spring term after the Senate officers have been elected. These representatives will serve for two years. Terms will begin the first day of Summer A term following the election.
5. A constituency group may fill vacancies or replace their representative at any time within the term.
6. Representatives to the Executive Council may be re-elected.
6. The constituency groups will be reviewed as outlined in the Constitution. These groups will be as follows:

- Academic Affairs
- Administration
- Adult Education / Workforce Development
- Advising / Career Exploration Center
- Business Programs / Information Technology Education
- Centers / Continuing Education
- Communications / Development
- Construction and Technical Programs
- Disabilities Resources / Diversity / Grant Programs
- English
- Facilities / Finance
- Fine Arts and Entertainment Technology
- Health Sciences / Emerging Technologies
- Humanities and Foreign Languages
- Information Technology Services
- Institute of Public Safety
- Library / Center for Academic Technologies and Training
- Mathematics
- Natural Sciences
- Nursing
- Records / Admissions / Financial Aid
- Sciences for Health
- Secondary Programs
- Social and Behavioral Sciences
- Student Development and Leadership / Learning Commons
- Student Life / Athletics / Counseling

7. Representation for each constituency group is determined on a tiered basis for the number of full-time constituents. The tiers are as follows:

- A. One representative: 18 or fewer full-time constituents
- B. Two representatives: 19 – 36 full-time constituents
- C. Three representatives: more than 36 full-time constituents

8. A full-time individual having work duties in more than one constituency is eligible only to represent the constituency in which the majority of work duties take place. A part-time individual having work duties in more than one constituency is eligible to represent one of those constituencies.

Section B. Procedures

1. Proxy: A representative who is unable to attend a meeting may send a proxy from their constituent group. The proxy will notify the Secretary or Presiding Officer so that the member will not be listed as absent. No individual may serve as proxy for more than one representative simultaneously.

2. Vacant Seat: The Executive Council may declare a seat vacant if one of the following situations occurs:

- a. when a member submits their resignation
- b. when a member no longer belongs to the constituent group from which they were elected

Whenever there is a vacant seat, the Executive Council will see that the member's constituent group selects a new representative.

ARTICLE III: Standing Committees

Section A. Standing Committees

In order to carry out the functions of the College Senate, there will be five Standing Committees, as provided in the Constitution. The purposes, functions, and membership of these committees are hereby established as follows:

1. Salary and Benefits Committee: The Salary and Benefits Committee is established to allow members of the College Senate to participate in the formulation of policies relating to salaries and benefits. The President of the College Senate will appoint College Senate members to this committee and will liaise with Career Service Salary and Benefits Committee as appropriate. Liaisons from the Career Service Council are invited to attend meetings of the College Senate Salary and Benefits Committee as non-voting representatives.

The College Senate President will with approval of the Executive Council appoint one co-chair from among Administrative and Professional personnel in the College Senate and one co-chair from among the faculty. These co-chairs are not voting members of the committee; however, they may serve as proxy for voting members within their employment classification. These co-chairs will serve staggered 2-year terms.

The Salary and Benefits Committee is composed of two co-chairs and sixteen voting representatives, eight (at least one should be a part-time employee) from the administrative and professional personnel and eight (at least one should be a part-time employee) from faculty personnel who represent the various salary interests throughout the College. The Salary and Benefits Committee will meet routinely during the calendar year in order to anticipate and to make fiscal recommendations to the President of the College when appropriate. The Salary and Benefits Committee will keep the College Senate fully informed of budgetary matters within it. In the event of a tie vote within the Committee, the College Senate President will cast the deciding vote. The President of the College or designee is requested to consult with the College Senate's Salary and Benefits Committee concerning those budgetary matters of primary concern to the College Senate.

2. Curriculum Committees: The Curriculum Committees are established to provide a systematic process for reviewing and recommending actions for proposed changes that affect the College's curricula. The process should be faculty-driven, incorporate administrative leadership and support, and ensure effective communication and feedback throughout the College.

The Curriculum Committees necessarily provide a forum for the discussion of educational matters related to programs offered by the College. It also makes recommendations to the Provost and Vice President for Academic Affairs that reflect the views of faculty and administrative and professional staff. The Curriculum Committee will be composed of three subcommittees as follows:

a. Liberal Arts and Sciences (LAS) Curriculum (AA):

All voting members must be faculty.

- 1) two voting members from each LAS department
- 2) one voting member from Student Development & Leadership
- 3) one voting member from Library
- 4) a representative of Advisement (advisory non-voting)
- 5) the curriculum information liaison (advisory non-voting)
- 6) liaison from Provost and Vice President for Academic Affairs Office (advisory non-voting)

b. Career and Technical Education (CTE) Curriculum (AS/AAS/Certificate):

All voting members must be faculty.

- 1) one voting member from each CTE department/area
- 2) representative(s) from CTE program advisement (advisory non-voting)
- 3) liaison from Provost and Vice President for Academic Affairs Office (advisory non-voting)
- 4) the curriculum information liaison (advisory non-voting)

c. Baccalaureate Curriculum:

All voting members must be faculty and fifty percent of voting members must possess terminal degrees in discipline area.

- 1) one voting member from Liberal Arts and Sciences Curriculum Subcommittee
- 2) one voting member from Career and Technical Education Curriculum Subcommittee
- 3) one voting faculty member from each baccalaureate degree program with terminal degree when possible

- 4) one designated representative appointed by the department chair or director of each baccalaureate degree program (advisory non-voting)
- 5) one Liberal Arts and Sciences academic advisor (advisory non-voting)
- 6) one representative from CTE advisement (advisory non-voting)
- 7) liaison from Provost and Vice President for Academic Affairs Office (advisory non-voting)
- 8) the curriculum information liaison (advisory non-voting)

The members of these committees will be appointed for staggered two-year terms by the President of the College Senate based upon recommendations from department chairs, directors and/or associate vice presidents. Advisory members are non-voting. Because of specific and individual concerns of the various divisions, the subcommittees will be the primary working bodies.

The President of the College Senate, with approval of the Executive Council and the committee, will appoint a chair and co-chair for each subcommittee. These co-chairs will serve staggered 2-year terms. If a sitting member of a subcommittee is appointed chair or co-chair, the President of the College Senate will appoint a replacement based upon recommendations from department chairs, directors and/or associate vice presidents.

The Curriculum Committees will act within the framework of a charge by the Provost and Vice President for Academic Affairs and when a proposal is submitted to the Committee according to the defined process. Recommendations of the Committee will be reported to the Executive Council of the College Senate and submitted to the Provost and Vice President for Academic Affairs for review and action.

3. The Professional Committee: The Professional Committee is established to promote professional standards of excellence at the College for faculty and administrative and professional personnel. It will encourage in-service training activities and other developmental programs. It also will coordinate and provide input for the development of guidelines for the yearly process of faculty and contract personnel evaluations. It will assist in the definition and assessment of professional responsibilities and encourage in-service and professional development activities that will enhance the College's mission and purpose. These activities will be coordinated with academic and administrative units of the College. To this end the committee will review and recommend guidelines for the evaluations of faculty and contract personnel. The President of the College Senate will appoint College Senate members to this committee who collectively represent the various disciplines within academic affairs, student affairs, and administrative units of the College.

The College Senate President will, with approval of the Executive Council, appoint a chair and co-chair for the committee. These co-chairs will serve staggered 2-year terms.

Section B. Procedures

1. Minutes: The minutes of all Standing Committees and special committees will be published as soon as possible. Advisory decisions of standing committees will follow the provision of Article V, Section C of the Constitution.

2. Quorum: A quorum will be a majority of the voting members of the committee. Decisions will require the affirmative vote of a majority of the members present.

3. **Proxy:** Provision for proxy as stated in Article II, Section B of the By-Laws will also apply to Standing Committees and special committees of the College Senate.

A member of a Standing Committee who is unable to attend a meeting may send a proxy from their constituent group to any regular or special meeting. The member will inform the committee chairs by e-mail as to the name of the proxy and meeting date they will be attending. After notifying the chairs of the proxy, the member will not be listed as absent. No individual may serve as proxy for more than one representative simultaneously.

4. **Vacant Seat:** Provision for declaring and filling a vacant seat as stated in Article II, Section B of the By-Laws will also apply to Standing Committees and special committees of the College Senate.

A committee may declare a seat vacant if one of the following situations occurs:

- a. when a member submits their letter of resignation should they need to retire from the committee.
- b. when a member no longer belongs to the constituent group from which they were elected.

Whenever there is a vacant seat, the committee chairs will inform the Senate President who will follow up the designated department chair/division head of the member's constituent group and request the appointment of a new constituent group representative to complete the term associated with the vacant seat. A vacant seat will not be counted in determining a majority of voting members.

When a seat on a standing committee is to be vacant for longer than three meetings because of an approved College Senate absence (i.e., sabbatical or leave request), the vacancy will be filled by an alternate, who may be recommended by the member on leave, or by the constituents they represented, or by the President of the College Senate.

ARTICLE IV: AMENDMENTS

Amendments must be approved by a two-thirds vote of Executive Council members of the College Senate, provided that the full College Senate has been notified of the proposed amendment(s) at least five working days before the meeting.