

# **CONSTITUTION OF THE MOORPARK COLLEGE ACADEMIC SENATE**

Passed by Academic Senate Council and adopted by general membership April 18, 2023

As authorized under Title 5 of the California Administrative Code, sections 53200-53205, we, the members of the faculty of Moorpark College, have united to form an Academic Senate in order to promote academic excellence, equity, and inclusion at Moorpark College, in accordance with the Moorpark College Academic Senate Statement of Professional Ethics.

## **ARTICLE I – NAME**

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

## **ARTICLE II – PURPOSE**

The purpose of this organization is to implement Title 5 of the California Administrative Code that states that the Academic Senate has primacy in decision making regarding academic and professional matters and thus has the responsibility to participate in the formation and implementation of college and district policies as defined in section 53200 in the following areas:

- (1) Curriculum, including establishing prerequisites and placing courses within disciplines
- (2) Degree and certificate requirements
- (3) Grading policies
- (4) Educational program development
- (5) Standards or policies regarding student preparation and success
- (6) District and college governance structures, as related to faculty roles
- (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports
- (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 as are mutually agreed upon between the governing board and the Academic Senate.

## **ARTICLE III – PROCEDURES**

The Academic Senate, according to the stipulations stated in Title 5, shall consult collegially with the administration and the governing board on the matters under its authority.

The Academic Senate, according to the policy of the Ventura County Community College District, shall interpret “consult collegially” to mean by mutual agreement. This is defined by Title 5 as “the obligation to reach mutual agreement by written resolution, regulation, or policy” (Title 5 § 53200). If mutual consent is not achieved, “existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or substantial fiscal hardship” (Title 5 § 53203).

If mutual agreement is not achieved between the administration of Moorpark College or the District and the Academic Senate, the Senate shall have a reasonable expectation of receiving a written explanation.

#### ARTICLE IV – THE ACADEMIC SENATE MEMBERSHIP

“The Academic Senate” refers to the members of the organization.

Embracing the ideas of inclusion and diversity to encourage equal participation from all members, all faculty, both full-time and part-time faculty, of Moorpark College are voting members of the Moorpark College Academic Senate.

Academic Senate Council may request voluntary donations, but these shall not be a condition of membership.

Final authority lies with the general membership of the Academic Senate, which retains the rights of initiative, recall, and petition, and may overturn actions according to the process outlined in the By-Laws, Article IV.

All members of the Moorpark College Academic Senate have the rights afforded to them in Article IV of the By-Laws and the Brown Act.

#### ARTICLE V – ACADEMIC SENATE GENERAL MEETINGS

“A General Meeting of the Academic Senate” refers to a meeting open to all members of the Senate as voting participants.

The Academic Senate general membership shall meet at least once a year in a General Meeting as specified in Article V of the By-Laws.

Additional General Meetings shall be called upon petition of at least one-tenth of the membership, or upon majority vote of the Academic Senate Council.

## ARTICLE VI – THE ACADEMIC SENATE COUNCIL

The affairs of the Academic Senate as herein specified shall be conducted by the Academic Senate Council, the Senate's governing body composed of the faculty's elected representatives, along with its Standing Committees.

### Section A: Membership of the Academic Senate Council

The voting membership of the Academic Senate Council shall include one elected representative from each Moorpark College department (By-Laws, Article VI), along with the Executive Officers, elected by the general membership of the Academic Senate (By-Laws, Article VII).

### Section B: Expectations of Members of Academic Senate Council

The expectations of the elected members of Academic Senate Council shall be those detailed in the By-Laws, Article VI, outlined in Robert's Rules of Order, and consistent with the Moorpark College Academic Senate Statement of Professional Ethics.

### Section C: Terms of Elected Representatives

The term of office for each elected representative shall be one year, beginning the first day of June.

### Section D: Vacancies of Elected Representatives

Resignation of an elected representative shall be presented in writing to the Academic Senate President. If an alternate representative has already been elected by the department, this person shall take on the position; if not, the department shall hold new elections according to the By-Laws, Article VI.

## ARTICLE VII: THE ACADEMIC SENATE EXECUTIVE OFFICERS

"The Academic Senate Executive Officers" refers to the officers of the Academic Senate elected by the general membership.

### Section A: Executive Officer Positions

The Academic Senate shall have elected Executive Officers as determined in the By-Laws, Article VII.

#### Section B: Duties of Executive Officers

The duties of the elected Executive Officers shall be those detailed in the By-Laws, Article VII, outlined in Robert's Rules of Order, and consistent with the Moorpark College Academic Senate Statement of Professional Ethics.

#### Section C: Terms of Executive Officers

The term of office for each Senate Executive Officer shall be two years, beginning the first day of June of odd-numbered years.

Elections for the Executive Officers shall be held in the fall semester of even years. Members elected to office shall shadow the current officers during the Spring semester before their term of office commences.

Executive Officers may serve for three terms consecutively and then shall stand down for at least one term before being able to stand again for election.

#### Section D: Vacancies of Executive Officers

Resignation from any Executive Officer position of the Academic Senate shall be presented in writing to the Academic Senate President (or, in the case of the resignation of the President, to the next Executive Officer in order of precedence). Vacancies caused by resignation shall be filled by a two-thirds vote of the Academic Senate Council (By-Laws, Article VII).

A recall election for the removal of any Senate Executive Officer shall take place when the Academic Senate Council is presented with a petition so requesting, and that petition has been signed by at least half of the number of those Academic Senate members voting in the most recent officer election by the general membership. A two-thirds majority of those voting in the Senate Council on the removal of an officer shall be required to recall.

The terms of recalled officers shall end at the end of the semester during which the recall election takes place. For the remainder of the semester, the recalled officer will become a non-voting member of the Academic Senate Council. Vacancies caused by recall shall be filled by a special election of the Academic Senate general membership (By-Laws, Article VII).

### ARTICLE VIII – THE ACADEMIC SENATE STANDING AND OTHER COMMITTEES

The Academic Senate Standing Committees are the participatory governance committees of Moorpark College as stipulated by Title 5.

The Academic Senate shall participate fully in the writing and revising of the Moorpark College Participatory Governance Handbook outlining Standing Committee jurisdiction, membership, and responsibilities. This participation shall occur according to shared governance procedures as laid out by Title 5.

## ARTICLE IX – AMENDMENTS

The Academic Senate Council shall re-examine the Constitution at least once every six years and the By-Laws at least once every two years. Any recommendation for an amendment shall be considered and may be adopted as stated below.

### Section A: Amendments to the Constitution.

An amendment to the Academic Senate Constitution may be proposed to the Academic Senate Council for its consideration, requiring a majority vote of the Council for placement on its agenda. Alternatively, an amendment may be proposed to the Senate President by a written petition signed by at least one-tenth of the Academic Senate membership.

Any proposed amendment shall be made available to all faculty at least two weeks prior to a general meeting at which it will appear on the agenda, or one month prior to a ballot of the Academic Senate general membership.

Adoption of an amendment to the Constitution shall require a two-thirds majority of those voting in a secret paper or electronic ballot in a vote open to all members of the Academic Senate.

### Section B: Amendments to the By-Laws.

An amendment to the By-Laws may be proposed to the Academic Senate Council for its consideration, requiring a majority vote of the Council for placement on its agenda. Alternatively, an amendment may be proposed to the Senate President by a written petition signed by at least one-tenth of the Academic Senate general membership.

Any proposed amendment to the By-Laws shall be made available to all faculty at least two weeks prior to an Academic Senate Council meeting or a General Meeting at which it will appear on the agenda, or two weeks prior to a ballot of the Academic Senate general membership.

Adoption of an amendment to the By-Laws shall require either a two-thirds majority vote of the Academic Senate Council or a majority of those voting in a secret paper or electronic ballot in a vote open to all members of the Academic Senate.

Any amendment to the Constitution or By-Laws that is passed shall be in immediate effect.

#### ARTICLE X – RATIFICATION

Adoption of this Constitution shall be effected by a majority of those Academic Senate members voting to ratify it, by a secret paper or electronic ballot.