

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

Passed by Academic Senate Council and adopted by general membership April/May, 2015

As authorized under Title V 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 at Moorpark College.

## **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 V of the California Administrative Code that states that members of the Academic Senate have the right and responsibility to participate in the formation and implementation of college and district policies on academic and professional matters.

These are defined in Section 53200 as follows:

- (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; and
- (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 V, 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 V as “the obligation to reach mutual agreement by written resolution, regulation, or policy” (Section 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” (Section 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.

All full-time and part-time faculty of Moorpark College are voting members of the Moorpark College Academic Senate.

Dues may be levied annually by the Academic Senate Council, but shall not be a condition of membership.

Final authority within the organization lies with the general membership of the Academic Senate,

which retains the rights of initiative, recall, and petition, and may, by a majority of votes cast, overturn action taken by the Academic Senate Council and the Executive Officers, provided that one-third or more of the general membership participate in the voting. (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).

The faculty chairpersons of all Standing Committees shall be non-voting members of the Academic Senate Council.

Section B: Duties of Department Representatives

The duties of the elected department representatives shall be those detailed in the By-Laws, Article VI, and outlined in *Robert's Rules of Order*.

Section C: Terms of Department Representatives

The term of office for each department representative shall be one year, beginning the first day of June. Department representatives shall have no term limits.

Section D: Vacancies of Departmental Representatives

Resignation of a department 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, and outlined in *Robert's Rules of Order*.

### 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 election. 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. 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 V.

The Academic Senate shall participate fully in the drawing up and revising of the Moorpark College master document outlining Standing Committee jurisdiction, membership, and responsibilities. This participation shall occur according to shared governance procedures as laid out by Title V.

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.

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

Any proposed amendment shall be made available to all faculty, both in paper and electronic form, 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 membership.

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 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 General Meeting or a majority of those voting in a secret paper or electronic ballot open to all members of the Academic Senate.

Any proposed amendment to the By-Laws shall be made available to all faculty, both in paper and electronic form, 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 membership.

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, written ballot.