ARTICLE I. MEMBERSHIP

Membership of the Butte College Faculty Association is comprised of the entire faculty.

Full-time faculty is defined to mean those persons who teach full-time at Butte College or other full-time Student Development faculty who are not members of the Management / Supervisory / Confidential group as defined by Board policy. Full-time faculty who also hold an associate contract shall be considered full-time faculty for purposes of this definition.

Associate faculty is defined to mean those academic staff who have a contract of up to 67% of an equivalent full-time load and are currently employed by the Butte Community College District.

Faculty is defined to mean both Full-time and Associate faculty.

Academic Senate Executive Committee is comprised of the Senate Officers and may refer to both the group itself as well as the discussions, recommendations, and decisions that arise from the officers’ various responsibilities (see Article III., Section 2). The Executive Committee must always answer to the full Senate.

The Academic Senate Leadership Team is comprised of the Academic Senate Executive committee along with the Curriculum Committee Chair, Student Learning Outcomes Coordinator and Professional Development Coordinator.

The Academic Senate represents the entire faculty association. (Article III)

ARTICLE II. MEETINGS OF THE FACULTY ASSOCIATION

A quorum shall be defined as all those attending a publicly announced Faculty Association meeting.
ARTICLE III. THE EXECUTIVE BODY OF THE ASSOCIATION

Section 1: Membership

The executive body of the Faculty Association shall be called the Academic Senate, comprised of thirteen (13) full-time faculty and five (5) associate faculty members, hereafter, called Senators. Full-time faculty members will be elected from each of the following constituency groups:

- 3 Career & Technical Education Faculty
- 3 Transfer/General Education Faculty
- 1 Basic Skills Faculty
- 1 Counseling Faculty
- 1 Student Development Faculty

Four additional (4) full-time faculty will serve as the Academic Senate Executive Committee and will constitute At-large positions. Five (5) Associate Faculty will be elected as At-large Senators.

A. Senate Duties

Senators will participate as representatives on the Academic Senate meetings in order to inform their constituencies of matters related to the 10+1. Responsibilities include:

- Attend all regularly scheduled Academic Senate meetings
- Participate in ad-hoc work groups
- Be informed on Academic Senate related matters in order to represent their constituency
- Communicate regularly with constituents
- Solicit constituent input and report out at Academic Senate meetings, as appropriate
- Other duties, as warranted.

B. Elections

Academic Senate and Curriculum Committee elections will be conducted by the Executive Committee under the direction of the Vice-President of the Academic Senate using the following guidelines:

1. Nominations

- Prior to the nomination period, the Executive Committee may adjust Senator representation to allow
for a larger nomination pool. Any such adjustments shall be approved by the Senate before the nomination period opens.

- Candidates may be self-nominated or nominated by another faculty member during a stipulated ten-day period by submission of intent to run for a position to the Vice-President of the Senate.

- If a member of the faculty is nominated to represent more than one constituency, the nominee must declare for which constituency s/he is a nominee in consultation with the Academic Senate Executive Committee.

- In the event that no individual is nominated for a constituency-specific vacancy by the close of the nomination period and there are multiple nominees for another, the Executive Committee will offer the opportunity to eligible nominees to run for the unfilled position.

- In the event that no individual is nominated for a constituency-specific vacancy by the close of the nomination period and there are not multiple nominees for another, the seat shall remain vacant until the next scheduled or special election.

- The Vice President will confirm the nominations and prepare the ballot for election.

- In the event that confirmation is not received within 72 hours of the election after good-faith effort has been made, the nominee will be pulled from the ballot.

2. Election Rules

The following rules shall be observed for all elections for the Academic Senate and the Curriculum Committee:

a. Voting shall be confidential.

b. Voting shall be verified by the Executive Committee.

c. Candidates shall be listed alphabetically.

d. Incumbents shall be identified as such on the ballot.

e. The constituency and disciplines of each candidate shall be stated on the ballot.

f. Ballots shall be totaled and confirmed by the Executive Committee members on the last day of the election after 12:00 p.m.
g. An Academic Senate or Curriculum Committee vacancy in any constituency will be filled by the candidate with the largest number of votes. If there is a tie, a run-off election will be held.
h. All contested elections will be conducted in such a way as to ensure confidentiality and integrity.

3. Eligibility for Voting
All full-time and associate faculty are eligible to vote. This includes faculty on sabbatical (but not their replacements). Associate faculty Senators shall be elected by and from associate faculty. Full-time Senators shall be elected by and from full-time faculty. Voting shall be conducted during a 10 day period during the spring semester, extending from 8:00 a.m. Monday to 12 p.m. the following Monday.

4. Ballots
Ballots will be sent electronically to all eligible faculty on the designated Monday by 8:00am and be accessible through the following Monday until 12:00pm.

5. Absentee Ballots
Absente ballots will be sent to all eligible faculty on Leave during the given semester. The ballots are to be submitted within the specified voting period.

D. Vacancies
In the event of a vacancy, the Senate may, choose to elect a replacement for the remainder of the term. The Senate may:

a. Authorize the Academic Senate Executive Committee to select a faculty person to fill the vacated position. This person will then be appointed to the position upon a 2/3 approval vote of the Senators, or...
b. Decide to leave the position vacant until the next scheduled or special election, or…
c. Vote to keep the Senator in his or her position if the vacancy is due to an associate faculty Senator receiving a temporary full-time faculty position. While service on the Senate shall count towards the faculty member’s full-time duties, the Senator shall continue to represent associate faculty. Any stipend designated for associate faculty service on the Academic Senate or Curriculum Committee, however, shall be forfeited. If the
temporary position becomes permanent, the position shall become vacant.

C. Terms of Office

Academic Senators and Curriculum Committee members shall be elected for three (3)-year terms which will be staggered and contingent on their continued employment with the district. An exception for the Academic Senate Executive Committee is noted in {Article III, Section 2, Subsection B, Paragraph 1}. The exception indicates that the Executive Committee shall be elected for two (2)-year terms according to procedures delineated in Section 2.

Terms shall begin on July 1 of the calendar year. Approximately one-third of the members shall be elected each spring semester.

E. Attendance

A Senator may not miss more than two (2) consecutive or three (3) regularly scheduled meetings during a given semester. In the event of excessive absences, and if determined appropriate by the Senate, the Senate or Curriculum position shall be declared vacant and may be filled according to {Article III, Section 1., Subsection C., paragraph (5.) above.}

Section 2: Officers

A. Election Procedures

The President, Vice-President, Treasurer and Secretary of the Academic Senate shall be elected for two-year terms, at-large positions. Nominations may include any eligible Full-time faculty. Nominations will be conducted by the Academic Senate from the Full-time faculty within the Academic Senate. Once an individual accepts the nomination, his/her name will be placed on the ballot, and each shall be separately approved by two-thirds (2/3) vote of the entire faculty exercising their right to vote.

If a nominee is approved and will be leaving their original term unfinished, vacancy will be filled in accordance with {Section 1. Subsection D.}

B. Terms

1. The Academic Senate Executive Committee: It is suggested that the offices of the Academic Senate Executive Committee be held
for a two (2)-year term. If an Executive Committee member’s term as Senator is set to expire after his or her first year, the Senate may, prior to announcing open positions to the faculty, vote to extend the position by one year.

2. If an existing officer steps down during his/her term, the Executive Committee shall recommend either appointing an individual to fulfill the remainder of the term by 2/3 vote by the full Academic Senate, hold a special election, or leave the position vacant until the next scheduled or special election.

C. Duties

In addition to the specific duties listed below, it is the responsibility of the entire Academic Senate Leadership Team to remain current as to ongoing legislative matters which affect the welfare of the college.

1. President

The President shall:
- Preside at all meetings of the Academic Senate and the Faculty Association
- Promote the interests and purposes of the Faculty Association
- Be held responsible and accountable for the progress and work of the Academic Senate
- Be the chief liaison officer between the faculty, classified staff, Associated Students, administration, and the District Board of Trustees.

Specific responsibilities shall include:
- Serve as a member of the Academic Senate Leadership Team
- Prepare agendas and handle primary Senate correspondence among the Academic Senate Leadership Team
- Conduct Academic Senate meetings and vote only in the instances where there is a tie
- Meet regularly with the President/Superintendent
- Meet with institutional Vice-Presidents, as deemed necessary
- Attend Board of Trustees meetings and pre-meetings
- Serve as a member of the Planning & Budget Committee
- Serve as Chair of the LTPA Committee
- Serve as co-Chairperson of the Program Vitality/Program Discontinuance (PVPD) Committee
- Serve as a member of the College Council
• Serve as a member of the Participatory Governance Committee
• Serve as a member of the College Council
• Attend Learning Council meetings
• Attend SSSP Committee meetings
• Attend Student Equity meetings
• Serve as a member of the Commencement Committee
• Attend Accreditation Steering Committee meetings, as warranted
• Attend Area A regional meetings
• Attend Academic Senate Plenary sessions and serve as a voting delegate
• Serve as an *Ex-officio* member of all district-wide and Academic Senate standing committees

2. Vice President

The Vice-President shall:
• In the absence of the Senate President, preside over meetings of the Academic Senate
• In the event of the permanent absence of the Senate President, assume full presidential responsibilities until the next scheduled or special election

Specific responsibilities shall include:
• Serve as a member of the Academic Senate Leadership Team
• Run elections for the Academic Senate and Curriculum Committee
• Serve as Senate representative to the Curriculum Committee
• Serve as Chairperson of the Equivalency Committee
• Serve as Chairperson of the Professional Relations Committee
• Serve as ex-officio member of the College Council and attend meetings, as needed
• Serve as ex-officio member of the Planning & Budget Committee and attend meetings, as needed
• Meet regularly with the President/Superintendent
• Meet with institutional Vice-Presidents
• If possible, attend Area A regional meetings, Academic Senate Plenary, and Curriculum Institute
3. Treasurer

The Treasurer shall:
- Monitor Academic Senate budget

Specific responsibilities shall include:
- Serve as a member of the Academic Senate Leadership Team
- Meet regularly with the President/Superintendent
- Meet with institutional Vice-Presidents
- Authorize disbursement of funds
- Authorize expenditures and Academic Senate Hearts & Flowers funds
- Serve as a member of at least one standing committee
- If possible, attend Academic Senate Plenary sessions.

4. Secretary

The Secretary shall:
- Promote communication between the Academic Senate and other campus constituents.

Specific responsibilities shall include:
- Serve as a member of the Academic Senate Leadership Team
- Meet regularly with the President/Superintendent
- Meet with institutional Vice-Presidents
- Handle Academic Senate correspondence between statewide, district, and community organizations
- Review the minutes prior to the minutes going out.
- Serve as a member of at least one standing committee
- If possible, attend Academic Senate Plenary sessions

D. Limitations

No member of the Academic Senate or Curriculum Committee should be eligible for more than two consecutive terms in the same office.

Section 3: Meetings

The Academic Senate shall meet at least twice each academic calendar month on the first and third Wednesday of the month.

Additional meetings may be called at the discretion of the Academic Senate President or by any Academic Senator.
A quorum of the Senate shall consist of one more than 50% of all Senators.

Any action taken by the Senate shall be by a majority vote with the exception of those actions noted in these bylaws requiring greater majorities.

The Vice-President of the Senate should call a Faculty Association meeting at least once each academic term.

Section 4: Committees

A. Standing Committees

There shall be ten (10) standing committees:

1. Curriculum Committee
2. Distance Learning Committee
3. Emeritus Committee
4. Equivalency Committee
5. Faculty Professional Development Committee
6. General Education (GE) Assessment Committee
7. Leave, Tenure and Professional Advancement Committee
8. Professional Relations Committee
9. Student Equity Committee
10. Student Success Committee

B. Composition of the Standing Committees:

Each standing committee of the Academic Senate will make a report to the Academic Senate at least once per semester/year.

The Chairpersons of the respective committees and/or Academic Senate Executive Committee will select the other members of the standing committees from the entire faculty. Committee appointees will be confirmed by a 2/3 vote of the Academic Senate.

C. Responsibilities of the Standing Committees

1. The Curriculum Committee is responsible for approving all curricula proposed by the individual departments, assuring compliance with all Title 5 regulations. The committee has the additional responsibility for reviewing all proposals for new courses and programs (including modifications) as well as major revisions or restructuring of existing programs.
2. Distance Learning Committee (DLC)
   The Distance Learning Committee considers online courses submitted for diagnostic approval, modifications to the course diagnostic standards for online and hybrid courses, and the content and scheduling of ongoing Learning Management System (LMS) training and online certification courses.

3. The Emeritus Committee
   The Emeritus Committee reviews all emeritus applications per the Faculty Emeritus Application process, Board Policy 3950 Emeritus, and Administrative Policy 3950 Emeritus. This committee makes recommendations to the Superintendent/President of the College and the Board of Trustees on the granting of Emeritus.

4. The Equivalency Committee
   This committee makes decisions regarding the granting of equivalency in a discipline for all faculty applicants who do not meet minimum qualifications.

5. Faculty Professional Development Committee:
   Provides oversight for the Faculty Professional Development program to identify training needs and assists in the development and monitoring of in-service training strategies to meet the professional development needs of faculty. Reports to Superintendent/President.

6. General Education (GE) Assessment Committee:
   Develops and implements assessments of GE Learning Outcomes, compiles and reports results, and guides and promotes dialogue about improving student learning. Also provides stewardship of the General Education program, providing leadership in the review of the GE program and in the development and implementation of initiatives to ensure that GE meets the needs of students.

7. The Leave, Tenure and Professional Advancement Committee (LTPA).
   This committee makes recommendations to the Vice President of Student Learning and Economic Development on the granting of sabbaticals, tenure and professional advancement.

8. The Professional Relations Committee
   The Professional Relations Committee considers non-contractual, conflict issues between or among faculty members. Concerns should be addressed to the Chair to initiate the process.
9. Student Equity Committee
This committee develops, coordinates, gains approval and oversees implementation of the Student Equity Plan to meet the requirements of Title 5, Section 51026.

10. Student Success Committee
Determines criteria by which Student Success Projects will be prioritized for institutionalization, define parameters with associated accountability measures to assess effectiveness of programs, review and ensure alignment with Student Success Task Force recommendations and mandates as well as combat fatigue and support morale throughout the campus and on our committee (to include campus education, public relations, balanced committee representation including students, etc.).

D. Shared Governance:
All faculty appointed to these committees will serve 3-year terms.

ARTICLE IV. VOTES OF CONFIDENCE

Individual members of the Academic Senate or members of standing committees shall be subject to a vote of confidence at any time twenty percent (20%) of the full-time faculty deems it so necessary, in writing.

The Professional Relations Committee shall conduct the vote of confidence. Balloting by the full-time faculty shall be confidential. A majority of all faculty exercising their right to vote shall constitute a successful vote of confidence. (If the Vice-President of the Senate should be subject to a vote of confidence, then another member of the Academic Senate Leadership Team will chair the committee.)

In the event that a member of the Academic Senate or members of standing committees do not secure a vote of confidence, his/her Senate seat or standing committee membership shall be given up, and the vacancy filled by regular procedures. {(Refer to Article III, Section 1, subsection C, paragraph (5.) above).}
APPENDIX 1
GUIDELINE FOR ELECTIONS

1. Preliminary Review
   a. Review the Bylaws to the Constitution for the Butte College Faculty Association, {Article III and IV.}

2. Informing Faculty
   b. Send a memo to all full-time and associate faculty eligible to vote announcing the opening of nominations.
   c. Candidates shall be nominated during a stipulated ten-day time period through notification of the Academic Senate Vice-President.
   d. The election shall be scheduled no later than seven school days from the close of nominations and shall be conducted by the Academic Senate Executive Committee during a specified ten-day period extending from 8:00 a.m. Monday to 12:00 p.m. the following Monday.
   e. Review and determine which positions are vacant.
   f. Make a list of faculty members eligible to vote. This includes faculty on Sabbatical and on Leave (but does not include their replacements). Faculty on sabbatical leave will be given the opportunity to vote provided a request is given to the Academic Senate Vice-President.

3. Reminders
   a. A reminder will be sent to faculty members a few days before the deadline to accept nominations.

4. Receiving Nominations
   a. The Vice-President will consult with all nominees to confirm nomination and explain the position and committee responsibilities.
   b. If a person has been nominated to represent more than one constituency, consultation with the Academic Senate Executive Committee and the nominee will determine which constituency s/he chooses to represent.
5. Balloting
   
a. Shall be confidential.
b. Shall be verified by the Academic Senate Executive Committee.
c. Candidates shall be listed alphabetically. If an incumbent, this information shall be noted. The constituency being represented should be stated for each candidate.

6. Election Procedures
   
a. The balloting process shall ensure voter confidentiality.
b. Voting faculty shall place completed ballots in a blank envelope, signing their name legibly on the envelope.
c. The envelopes shall be sent or delivered to the Academic Senate Office by the close of the election.
d. Ballots for faculty who are off campus (on sabbatical, or at outreach centers) should be returned in a timely fashion prior to the conclusion of the election process. Ballots received after 12:00 p.m. on the last day of the election will not be counted.
e. Faculty names will be checked off a master list. The ballots will then be removed and separated from the envelopes prior to counting ballot votes.
f. Vacancies in any election with a constituency will be filled by the candidate in that constituency with the most votes. If there is a tie, the tie will be run off in a subsequent election.
g. After informing all nominees, the results will be sent to faculty with election results and a list of the individuals assuming the positions.

7. New Senators: Information
   
a. Access to or a copy of the Constitution and Bylaws together with the pamphlet, “The Role of Academic Senates in California Community Colleges” will be provided to new Senators.
b. Appropriate documents defining committee responsibilities and other information as deemed necessary will be sent to new members of all committees.
Dated: March 3, 1993
Submitted by: Tony Wren, Senator
Kelly White, Associate Senator

Approved: March 3, 1993
Ratified: April 26, 1993

Revised: Jan. 9, 1998
Ric Machuga, Senate President
Scot Hoiland, Senate Vice-President and Chair of the Professional Committee

Ratified: March 4, 1998
Dated: December 19, 2001
Submitted by: Carol Stanley Hall
Shaaron Vogel

Approved: November 28, 2001
Ratified: December 19, 2001

Approved: May 3, 2006
Submitted By: John Holland, Senate President
Ric Machuga, Senate Vice President

Ratified: May 25, 2006

Revised: February 5, 2008
Approved: February 5, 2008
Submitted by: David Payne, Senate President
Jo Anne Cripe, Senate Vice-President
Miya Squires, Senate Treasurer
Kenneth Bearden, Senate Secretary

Revised: February 1st, 2015
Approved:
Submitted by: Stacey Bartlett, President
Carrie Roberson, Vice-President
Christie Trolinger, Treasurer
Vahan Hovsepian, Secretary
Kathleen Turner, Associate Faculty At-Large
Shaaron Vogel, Past-President