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 non-classroom 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.

Executive Body: is called the Academic Senate and represents the entire faculty (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

A. Composition

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. One (1) full-time faculty member will be elected from each of the following constituency groups:

- Business Education; Business Computer Information Systems; Career & Technical Education Faculty
- Arts; Digital Arts and Design; Drama; and Music Transfer/General Education Faculty
- Public Service Center; Computer Science and Design; Agriculture; Automotive I Basic Skills Faculty
- Family & Consumer Science; Health Occupations; Cosmetology Counseling Faculty
- Physical Education and Athletics; Social & Behavioral Sciences; Sociocultural Studies; I Student Development Faculty
- Language Arts; Language Education and Development; Communication Studies; Humanities; Sign Language; Philosophy; and History
- Mathematics; Biology; Physical Sciences
- Counseling
- Assessment, Career and Employment Services, CAS, DSPS, EOP&S, Library, Orientation, Student Activities, Student Health Services, and Transfer Center

The remaining Four (4) additional full-time faculty will serve as the Academic Senate Executive Committee and will constitute at large
positions, be elected for at large positions. Five (5) associate faculty will be selected as at large as Senators.

If no faculty member (associate or full-time) from a vacant constituency is nominated, that Senate seat shall be filled by a faculty member, ideally from that group, recommended by the Executive Committee and subject to a two-thirds approval vote by the Senate.

A.B. Senate Duties

Senators will participate in Senate meetings in order to represent and inform their constituencies. 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.C. Elections

Academic Senate elections will be conducted by the Executive Committee under the direction of the Vice-President 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 a letter 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 or 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 its elected committees:

a. Balloting shall be secret.

b. Balloting 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 counted and confirmed by the Executive Committee members on the last day of the election after 3 p.m.

eg. A Senate 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. All Other Full-time Senators shall be elected by and from full-time faculty. Voting shall
be conducted by the Executive Committee during a Monday through Friday during the spring semester, the first two weeks in March extending from 8 a.m. Monday to 3 p.m. Friday.

All contested elections will be conducted in such a way as to ensure confidentiality and integrity.

4. Ballots

Ballots will be sent electronically to all eligible faculty on the designated Monday by 8:00am and accessible through the following Monday until 5:00pm.

4. Absentee Ballots

Absentee ballots will be mailed to all faculty on Leave during the given semester provided requests for such ballots and current addresses are provided to the chairperson of the Executive Committee at least ten (10) days prior to the date of the election. The electronic ballots are to be submitted within the specified voting period days.

5. Vacancies

In the event of a vacancy on the Senate, the Academic Senate may, after consulting with the individual if possible, choose to elect a replacement according to the above procedure. The replacement shall be for the unexpired remainder of the term. However, the Senate may:

a. Authorize the Senate Executive Committee to select a faculty person to fill the vacated position. This person will then be appointed to the position upon a two-thirds approval vote of the Senators, or...

b. Decide to leave the position vacant until the next regular/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 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 Senate, however, shall be forfeited. If the temporary position becomes permanent, the seat shall become vacant.

D.C. Terms of Office
Senators 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 June/July 1 of the calendar year. Approximately one-third of the members shall be elected each Spring semester.

E.E. Attendance

A Senator may not miss more than three (3) regularly scheduled meetings unless approved by the total Senate during a given semester. In the event of excessive absences, and if determined appropriate by the Senate, the Senate seat 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, Secretary, and Treasurer shall be nominated by 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. President: The Academic Senate Executive Committee It is suggested that the offices of President the Academic Senate Executive Committee be held for a two (2) consecutive one-year terms, subject to faculty confirmation. If the President's term as Executive Committee member's term as Senator is set to expire after his or her first year as President, the Senate may, prior to announcing open positions to the faculty (see Appendix.
1) Vote to extend the president term by one year. In the event that the President is not subsequently nominated and approved according to procedures described in Article III, Section 2, Subsection A., the Senate will decide upon the appropriate course of action.

2. Other Officers: It is suggested that the offices of Vice President, Secretary, and Treasurer be held for a minimum of two (2) consecutive one-year terms subject to faculty confirmation.

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 election.

C. Duties

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

1. President

   The President shall:
   - call meetings of the Academic Senate
   - preside at all meetings of the Academic Senate and the Faculty Association
   - in every way endeavor to promote the interests and purposes of the Faculty Association
   - call meetings of the Academic Senate
   - be held responsible and accountable to the faculty for the progress and work of the Academic Senate
   - be the chief liaison officer between the faculty, classified staff, student body, Associated Students, administration, and the Governing Board/District Board of Trustees of the district

   Specific responsibilities shall include:
   - Serve as a member of the Academic Senate Executive Leadership Council Team
   - Prepare agendas, reviews minutes, handles primary Senate correspondence
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 and Budget Development Committee

Prepare agendas, reviews minutes, handles Senate correspondence

Serve as Chair of the LTPA Committee

Serve as co-Chairperson of the Program Vitality/Program Discontinuance (PVDP) Committee

Serve as a member of the College Council

Serve as a member of the Equivalency Committee or assign a Senate designee

Serve as a member of the Participatory Governance Committee

Serve as a member of the College Council

Conduct Academic Senate meetings

Prepare agendas, reviews minutes, handles Senate correspondence

Attend Board of Trustees meetings and pre-meetings

Attend all Enrollment Management Team meetings

Meet regularly with the

President/Superintendent

Meet with institutional Vice-Presidents

Attend Learning Council meetings

Attend SSSP Committee meetings

Attend Student Equity meetings

Serve as a member of the Graduation Committee (or assign a Senate designee)

Attend Accreditation Steering Committee meetings, as warranted

Attend all Area A regional meetings and Statewide

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 all 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 powers

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Executive 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 a member of the Planning and Budget Development Committee
- Serve as Chairperson of the Professional Relations Committee
- Serve as Senate representative to the Curriculum Committee
- Call and plan Faculty Association meetings
- Attend Board of Trustees Meetings in the absence of the Senate President
- Meet regularly with the President/Superintendent
- Meet with institutional Vice- Presidents, as deemed necessary
- If possible, attend Area regional meetings and Statewide Academic Senate Plenary sessions, and Curriculum Institutes Conferences

3. Secretary

The Secretary shall:

- Promote communication between the Academic Senate and other campus organization constituents.

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Executive Council Leadership Team.
Meet regularly with the President/Superintendent
Meet with institutional Vice-Presidents, as deemed necessary
Handle Academic Senate correspondence between statewide, district, and community organizations
Serve as a member of at least two Standing committees.
If possible, attend Academic Senate Plenary sessions.

4. Treasurer

The Treasurer shall:

- Monitor Academic Senate funds

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Executive Council/Leadership Team
- Meet regularly with the President/Superintendent
- Meet with institutional Vice-Presidents, as deemed necessary
- Authorize disbursement of funds and maintain Senate Budget
- Authorize expenditures and Academic Senate Social/Memorial Hearts & Flowers Funds
- Serve as a member of at least two Standing committees.
- If possible, attend Academic Senate Plenary sessions.

D. Limitations

No member shall hold more than one office at a time, and no member should be eligible for more than two consecutive terms in the same office.

Section 3: Meetings

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

Special Additional meetings may be called at the discretion of the Academic Senate President or by any Senate Member 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 seven standing committees:

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

B. Composition of the Standing Committees:

Each of these standing committees of the Academic Senate shall have an Executive Committee officer or Senate designee as one of its members. will make a report to the Academic Senate at least once per semester/year.

1. The Vice-President shall serve as the Chairperson of the Professional Relations Committee.
2. The President or Senate designee/Vice-President will serve as a member of the Equivalency Committee.
4. The Secretary and Treasurer will serve as the Senate’s representative on at least two committees each.
5. The Chairpersons of the respective committees and/or Academic Senate President Leadership Team shall select the other members of the committee from the entire faculty (process to be specified in individual Committee charters).

(Senate Committee appointees will be confirmed by a two-thirds (2/3) vote of the Senate.)

C. Responsibilities of the Standing Committees
1. The Professional Relations Committee
   The Professional Relations Committee is available to consider non-contractual, conflict issues between or among faculty members. Concerns should be addressed to the chair to initiate the process.

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

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

4. Distance Learning Committee (DLC)
   The Distance Learning Committee will consider online courses submitted for diagnostic approval, modifications to the Diagnostic Standards for Online and Hybrid Courses, and the content and scheduling of ongoing Learning Management System (LMS) training and online certification courses.

5. 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.). The Basic Skills Committee will research, evaluate, and make recommendations to the Senate regarding staff development, instructional practices, and related resource allocation as they pertain to student success, including basic skills development, student learning, and related statewide or national initiatives. Recommendations regarding organizational and administrative practices, program components, and related resource allocation as they pertain to student success efforts will be made by the Committee to the institution.

6. Diversity/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.
The Diversity Committee will promote and foster a diverse and inclusive environment, and will assist the college by identifying policies, procedures, and service programs that need to be developed that are supportive of diversity.

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.

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

D. **Shared Governance: Ad-Hoc Committees**

All faculty appointed to these committees will serve 3-year terms.

At the Senate’s discretion, Ad-Hoc committees (taskforce) may be formed.

ARTICLE IV. **OTHER ELECTED POSITIONS**

The membership of the Butte College Faculty Association is represented on the Curriculum Committee, in accordance with the bylaws of that committee which also define their responsibilities. The Vice President of the Academic Senate will conduct elections for the faculty members of the Curriculum Committee.

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
secret/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 Executive Committee 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
   a. Send a memo to all full-time and associate faculty eligible to vote at the beginning of February announcing the opening of nominations.
   b. Candidates shall be nominated during a stipulated ten-day time period through notification of the Senate Vice-President.
   c. The election shall be scheduled no later than seven school days from the close of nominations and shall be conducted by the Executive Committee Academic Senate Executive Committee during a specified five-seven day period in March, extending from 8:00 a.m. Monday to 3:50 p.m. the following Friday-Monday.
   d. Review and determine appropriate documents to determine which positions are open on all committees vacant.
   e. 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 mailed given the opportunity to vote ballots, provided a request is given to the Senate Vice-President.

3. Reminders
4. Receiving Nominations

a. **Consult:** The Vice-President will consult with all nominees to confirm nomination and explain office and committee responsibilities.

b. If a person has been nominated to represent more than one constituency, consult with the Academic Senate Executive Committee and with the nominee to determine which constituency s/he wishes to represent.

5. Balloting

a. Shall be **confidential.**

b. Shall be verified by the Executive Committee 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 their completed ballots in a blank envelope, signing their name legibly on the envelope.

c. The envelopes shall be sent or delivered to the office of instruction 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 mailed and returned on the Thursday in a timely fashion prior to the conclusion of the election process. Ballots received after 5:00 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 ballots.

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, a memo will be sent to faculty with election results and a list of the individuals assuming the new positions senators.
7. New Senators: Information

a. A Access to or a copy of the Constitution, bylaws will be sent to new Senators 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
Miy Squires, Senate Treasurer
Kenneth Bearden, Senate Secretary
Revised: February 1st, 2015
Approved: Stacey Bartlett, President
Submitted by: Carrie Roberson, Vice-President
Christie Trolinger, Treasurer
Vahan Hovsepian, Secretary
Kathleen Turner, Associate Faculty At-Large
Shaaron Vogel, Past-President