



BYLAWS
to the
CONSTITUTION
of the
MIRAMAR COLLEGE ACADEMIC SENATE
1989

Amended in Sept 1999; Feb 2005; Apr 2016; Apr 2017; May 2021; and
May 2022

San Diego Miramar College Academic Senate
10440 Black Mountain Rd. K2-105
San Diego, CA
<http://www.sdmiramar.edu/governance/committees/academic-senate>

Article I. Order Of Business

Each meeting of the Academic Senate and/or the Executive Committee shall consist of:

- Call to Order
- Approval of Minutes
- Reports
 - President
 - Vice President or President-Elect
 - Treasurer
 - Adjunct Representative
 - Chair of Chairs
 - Administration
 - Classified Senate
 - Associated Student Government
 - Bargaining Units
 - Committee Reports
- Action Items
- Discussion Items
- Public Comments
- Announcements
- Adjournment

Article II. Dues

Section 1.

Dues will be solicited from each faculty member, contract and adjunct, for each school year. The amount of dues will be decided by the Academic Senate each school year at the first meeting. The adjunct dues will be one-half (1/2) the contract faculty dues. No member of the faculty, contract or adjunct, will be denied access or membership of the Academic Senate due to the payment status of any dues.

Section 2.

The Treasurer of the Senate will be responsible for collecting and accounting for the payment of all dues and will report the Academic Senate's fiscal status and all financial activities at each Academic Senate meeting. Faculty may elect to pay dues by the automatic direct deposit systems available to all SDCCD employees. In such cases, the Treasurer will update Senate records when the appropriate statements are available.

Article III. Duties

Section 1.

President: It shall be the duty of the President of the Academic Senate to:

- A. Preside at all meetings of the Academic Senate and the Executive Committee.
- B. Be an ex-officio member of all committees of the Academic Senate.
- C. Serve as the Miramar College Academic Senate representative to all district, state, and/or national meetings, councils and/or committees, unless another is so designated.
- D. Be the official representative of the Academic Senate to the Board of Trustees for the San Diego Community College District, unless another is so designated.
- E. Represent the faculty and/or the Academic Senate of Miramar College at all community and/or public events applicable, unless another is so designated.
- F. In coordination with the Committee on Committees, appoint all faculty members of all campus, Senate, and District committees.
- G. Perform other duties as specified by the Academic Senate.
- H. Establish additional duties of the members of the Executive Committee as appropriate and agreed upon by the majority of the Executive Committee.
- I. Serve on the Miramar College Council.
- J. Serve on the Committee on Committees.

Section 2.

Vice President: It shall be the duty of the Vice President of the Academic Senate to:

- A. Serve as the Vice President of the Academic Senate.
- B. Serve as the President in any capacity during the absence of the President.
- C. Serve as the Co-Representative of the Academic Senate to the District Governance Committee.
- D. Serve on the Executive Committee of the Academic Senate.
- E. Serve on the Miramar College Council.
- F. Serve as the Chair of the Committee on Committees and the Amendments and Bylaws Committee.
- G. Help the President of the Academic Senate manage hybrid meetings.

Section 3.

President-Elect: It shall be the duty of the President-Elect of the Academic Senate to:

- A. Serve as the President-Elect of the Academic Senate.
- B. Serve as the President in any capacity during the absence of the President.
- C. Serve as the Co-Representative of the Academic Senate to the District Governance Committee.
- D. Serve on the Executive Committee of the Academic Senate.
- E. Serve on the Miramar College Council.
- F. Serve as the Chair of the Committee on Committees and the Amendments and Bylaws Committee.

Section 4.3.

Treasurer: It shall be the duty of the Treasurer to:

- A. Collect, process, and account for all dues collected or income received as part of this Senate.
- B. Maintain public records on all finances of the Academic Senate.
- C. Represent the Academic Senate in matters involving finances of this body.
- D. Report to the Academic Senate and the Executive Committee as outlined in Article II of these Bylaws.
- E. Serve on the Executive Committee of the Academic Senate.
- F. Serve on the Committee on Committees and the Amendments and Bylaws Committee.

Section 5. 4

Secretary: It shall be the duty of the Secretary to:

- A. Keep minutes, files and records of the Academic Senate and Executive Committee during the regular academic year.
- B. Publish minutes within one week of all regular meetings of the Academic Senate.
- C. Assist the Academic Senate in directing the activities of the paid clerical support person and in other duties as required.
- D. Help manage meetings by taking attendance, tracking motions, counting votes, and noting the highlights of discussion throughout the meeting.
- E. Help Academic Senate Administrative Assistant with minutes and publish them within one week of all regular meetings of the Academic Senate
- F. Keep, files and records of the Academic Senate and Executive Committee during the regular academic year.
- G. Assist the Academic Senate in collaboration with the Academic Senate Administrative Assistant in other duties as required.
- H. Keep records of all Senate Officers and Senators.
- I. Serve on the Executive Committee of the Academic Senate.
- J. Serve on the Committee on Committees and the Amendments and Bylaws Committee.

Section 6 5.

Members At Large: It shall be the duty of the ~~three~~ **two** Members At Large to:

- A. Investigate and report on issues and items that do not fall under the purview of the Senate's Standing Committees.
- B. Serve on the Executive Committee of the Academic Senate.
- C. Serve on the Committee on Committees and the Amendments and Bylaws Committee.

Section 7 6.

Chair of Chairs: In addition to the duties outlined for their position elsewhere, it shall be the duty of the Chair of Chairs to:

- ~~A. Serve as the Chair of the Chairs Committee.~~
- ~~B. Serve as the Chair of the Contract Faculty Hiring Prioritization Committee.~~
- ~~C. Serve as the Co-Chair of the Enrollment Management Committee.~~
- ~~D. Serve on the Miramar College Council.~~
- E. **A.** Serve on the Executive Committee of the Academic Senate.

Section 7.

Curriculum Chair: In addition to the duties outlined for their position elsewhere, it shall be the duty of the Curriculum Chair to:

A. Serve on the Executive Committee of the Academic Senate.

Section 8.

Senators: It shall be the duty of all Senators to:

- A. Attend Senate meetings regularly.
- B. Report back to their respective constituents (department faculty or adjunct) about Senate proceedings on a regular basis.
- C. Bring appropriate concerns to the attention of the Senate.
- D. Vote according to the direction of their respective constituents.

Section 9.

Parliamentarian: (acting in an ex-officio capacity): The Academic Senate President shall act as the Parliamentarian, unless another is appointed by the Committee on Committees. The Parliamentarian will ensure that meetings are conducted in an orderly and efficient manner, in accordance with Robert's Rules of Order.

Article IV. Elections

Section 1.

Elections:

- A. Each spring semester, the Election Committee will be formed as provided for in the Constitution, Article VIII.
- B. As provided for in Article IX of the Constitution, the Election Committee will conduct elections for the Vice President ~~or President-Elect~~, the Treasurer, and the Secretary of the Academic Senate for the following academic year.
- C. As provided for in Article IV, Section 2, D of the Constitution, the Election Committee will conduct elections for two Executive Committee Members at Large for the following academic year.
- D. ~~As provided for in Article IV, Section 2, E of the Constitution, the President or President-Elect, if it is the President's last semester in office, will appoint one Executive Committee Member at Large for the following academic year.~~
- E. As provided for in Article III and Article IX of the Constitution, the Election Committee will direct all contract faculty departments to conduct Senator elections for the following ~~academic year~~ **two-year term**.
- F. As provided for in Article III and Article IX of the Constitution, the Election Committee will conduct elections for seven Adjunct Senators for the upcoming academic year.
- G. ~~Each spring, the Academic Senate Executive Committee will discuss and recommend a distribution of the reassigned time, based on workload, provided to the Academic Senate Executive Committee members. In the spring semester, the Academic Senate Executive Committee (ASEC) serving in the following academic year may choose to discuss and recommend the distribution of reassigned time provided to the ASEC members based on ASEC member duties. This recommendation must be brought to and approved by the Academic Senate body, ideally by the first Academic Senate meeting in May. Total reassigned time is delineated in the SDCCD CBA Article VII, Section 12.4. This recommendation must be approved by the Academic Senate body prior to the election of Executive Committee members for the following year.~~
 - 1) If there is no approved change from one year to the next, then the distribution currently in effect will carry forward to the next academic year.
 - 2) The newly elected Academic Senate Executive Committee members can opt to receive less than the approved amount allocated by the AS body but may not redistribute reassigned time to exceed the approved allocation for any executive member at the time of elections.

Section 2.

Election procedures:

- A. During the nomination period, the Election Committee will notify faculty of the upcoming election, to solicit nominations. Faculty members who wish to run for open seats must

submit their names and the seat for which they wish to run to the Election Committee during the nomination period. Nominations for these offices will also be accepted from the Academic Senate floor. Nominees should review position requirements and expectations before accepting the nomination.

- B. Nominations for the positions of Vice President ~~or President-Elect~~, Treasurer, Secretary, and Executive Committee Members at Large will be presented by the Election Committee to the Academic Senate.
- C. If, at the end of the nomination period, there are no nominees for an open Executive position, that election will not be held. Instead, the position, with the exception of President-Elect, will be filled within two weeks by Academic Senate Executive Committee appointment. In the event that there are no nominations for President-Elect, a Special Election for Vice President will be held within two weeks, to fill that Executive position for the upcoming Fall semester. A Special Election for President-Elect will be held the following November, to fill that Executive position for the following Spring semester.
- D. The Academic Senate will vote for each office independently by secret ballot. The faculty member receiving the highest number of votes shall hold that seat until the term expires or when recalled.
- E. In the event of an uncontested seat, the Academic Senate President may opt to conduct the election for that seat by acclamation.
- F. The Election Committee shall report the results of the elections to the entire faculty within two business days of the results being known. Newly elected positions shall be seated upon the closing of the Spring semester, unless otherwise directed by these Bylaws.
- G. The Election Committee will direct the adjunct faculty to conduct elections for seven (7) Senators for the upcoming academic year.
 - 1) Nominations may be forwarded by any adjunct faculty member following an informational email sent by the Election Committee to each adjunct faculty member in August.
 - 2) No later than the Friday following the first meeting of the Academic Senate, the Chair of the Election Committee will provide all names of the nominated adjunct faculty members on one ballot to the adjunct faculty.
 - 3) Votes will be tallied a week after the opening of the election.
 - 4) The seven (7) adjunct faculty members receiving the highest number of votes shall be Senators for that academic year.

Section 3.

In the event of a vacancy of:

- A. The President - The Vice President will finish that year as President and the Election Committee will conduct elections for a new President-Elect immediately. In the event the President-Elect has already been elected, they will immediately assume the position of President. The President-Elect will finish out their predecessor's term before beginning their elected term as President.
- B. The Executive Committee - For those elected positions, the Election Committee will conduct elections immediately. For those appointed positions, the President will appoint new members.

- C. Senators of the Academic Senate - The Election Committee will direct the contract faculty departments to conduct elections to immediately fill the positions. In the event of an adjunct Senator vacancy, the adjunct faculty member with the next highest number of votes in the Fall election will fill the vacancy. If an adjunct Senator vacancy remains, the Election Committee will conduct an election immediately to fill the position.
- D. The seat of any Senator on sabbatical is considered to be vacant and that seat will be filled as outlined in Part C above.

Section 4.

As provided for in Article V, Section 2 of the Constitution, after determining the legitimacy of the need for such extension, the Executive Committee shall direct the Election Committee to hold a vote during the next Academic Senate meeting to ratify an extension of the President's term.

Section 5.

As provided for in Article V, Section 3 of the Constitution, after determining the legitimacy of the need for such extension, the Executive Committee shall direct the Election Committee to hold a vote during the next Academic Senate meeting to ratify an extension of the Executive Committee member's term.

Section 6.

In the event that the President is elected for a second term, the Election Committee will conduct a Special Election for Vice President immediately.

Section 7.

The following Advisory Representatives shall be selected in the following manner:

- A. The Student representative shall be appointed by the President of the Miramar College Associated Student Government. The Secretary of the Academic Senate shall ensure the Miramar College Associated Student Government is notified of the need to fill this position at the beginning of each academic year.
- B. The Classified representative shall be appointed by the President of the Miramar College Classified Senate. The Secretary of the Academic Senate shall ensure the Miramar College Classified Senate is notified of the need to fill this position at the beginning of each academic year.
- C. The Administrative representative shall be appointed by the President of Miramar College. The Secretary of the Academic Senate shall ensure the Miramar College President is notified of the need to fill this position at the beginning of each academic year.
- D. The Faculty Coordinator for Educational Equity shall be selected by recommendation of the Academic Senate and appointed by the President of Miramar College. The Secretary of the Academic Senate shall ensure the Faculty Coordinator for Educational Equity is aware of their advisory position at the beginning of each academic year.

Article V. Recall

Any Executive member or Senator may be recalled from the Miramar College Academic Senate. The procedure is as follows:

- A. A motion for recall of a specific Executive member or Senator must be made by voting members of the Academic Senate at a regular meeting of the Academic Senate. It must be seconded by a Senator of the Academic Senate at that same meeting.
- B. Discussion and clarification shall be encouraged.
- C. After an appropriate time has elapsed for such dialogue, there needs to be a vote by the Senate to hold a recall vote. For a recall motion to move forward, 51% of the body must vote in favor of considering the motion.
- D. Not less than 30 days after the vote referenced in C, the recall question will be considered at the next regularly scheduled Academic Senate meeting. In the case of the President, Vice President, or President-Elect, the recall question will be called no sooner than the end of the current semester, if in their first year of office.
- E. If two thirds (2/3) of the total number of present and voting Senators of the Academic Senate vote for the recall, then the Executive member or Senator shall be recalled.
- F. Any Executive member or Senator who has been recalled may not be a Senator for a minimum period of two years following the academic year in which they are recalled.
- G. Subsequent vacancies shall be filled as provided for in Article IV, Section 3 of these Bylaws.

Article VI. Question of Resolution

Any matter involving the Academic Senate not covered in this Constitution and/or Bylaws, nor amendable by same, will be resolved by a fifty one percent (51%) majority vote of the Executive Committee, with a concurrence of a fifty one percent (51%) majority vote of the Academic Senate.

End of Bylaws