

Moreno Valley College Academic Senate Bylaws

Preamble: These Bylaws implement the intent and purposes of the MVCAS Constitution. In cases not provided for in these Bylaws, the MVCAS shall follow the procedures prescribed in the most recent edition of Robert's Rules of Order.

ARTICLE I. DEFINITIONS

The following terms are to be understood in the sense herein defined:

- A. Moreno Valley College, hereinafter "MVC."
- B. Moreno Valley College Academic Senate, hereinafter "MVCAS."
- C. Riverside Community College District, hereinafter "RCCD."
- D. Riverside Community College District Board of Trustees, hereinafter "BOT."
- E. Riverside Community College District Academic Senate, hereinafter "DAS."

ARTICLE II. MISSION

In fulfillment of the purpose of the MVCAS as outlined in the Constitution, the MVCAS shall

- A. initiate studies relating to and participate in the formation of policies and procedures on academic and professional matters;
- B. consult collegially in the construction of, as well as, monitor, assess and evaluate the College's strategic planning and operations structure;
- C. provide and maintain channels of communication between students, faculty, other Colleges in the RCCD, administration, and the BOT;
- D. hear, investigate, deliberate, negotiate, recommend or refer any matters brought to its attention by a member of the faculty, and shall be the representative body in all academic and professional matters;
- E. participate with BOT representatives in the joint development of institutional policies pertaining to the 10+1 items in the Senate purview such as minimum qualifications, equivalencies, and hiring procedures; and, with the bargaining agent, in the development of personnel policies (e.g., tenure review, evaluation procedures, and faculty service areas).

ARTICLE III. EXECUTIVE COUNCIL AND OFFICERS' POWERS AND DUTIES

Section 1. Executive Council

- A. consists of MVCAS Officers including: President, Vice President, Secretary-Treasurer, and Senator At-Large
- B. serves to advise the MVCAS President when needed and assist in consultations with MVC administration.
- C. solicits support and advice from past MVCAS Presidents as needed.

Section 2. The MVCAS President shall

- A. develop agendas and conduct meetings of the MVCAS;
- B. distribute agendas of the MVCAS at least 72 hours prior to scheduled meetings;
- C. serve as MVCAS spokesperson and advocate in all relevant matters, particularly to the following: the DAS, MVC and RCCD Administrations, and the BOT;
- D. report regularly to the MVCAS on all relevant issues;
- E. participate, as requested, in the evaluation of MVC and RCCD Administrators;
- F. meet regularly with the faculty bargaining unit to ensure that the academic and professional aspects of negotiable issues reflect the MVCAS concerns and to help maintain open lines of communication and cooperation;
- G. upon consent of the MVCAS, register MVCAS endorsement of documents sent to relevant authorities such as accreditation reports and college master plans;
- H. organize a timely and collegial MVCAS response to regulatory issues in the Education Code and Title 5;
- I. interact with the Academic Senate for California Community Colleges and the Academic Senates of other California Community Colleges, and attend conferences, meetings, and seminars of organizations that relate to California Community Colleges;
- J. manage resources for MVCAS operations with the Secretary-Treasurer;
- K. appoint faculty members to committees or other task forces with the approval of a quorum of the MVCAS and maintain communication with those groups,
- L. appoint a Parliamentarian from among the Senators;
- M. make appointments not otherwise provided for in these Bylaws, such appointments to be ratified when possible by a simple majority of the MVCAS;
- N. perform other functions as the MVCAS assigns for carrying out the purposes and policies of the MVCAS;
- O. assign a designee to act in the capacity of the President in any case where the President is unable to serve.

Section 3. The Vice President shall

- A. act in the capacity of the President in any case where the President is unable to serve;
- B. assist the President as MVCAS spokesperson and advocate as needed;
- C. chair MVC Academic Planning Council;
- D. preside at meetings of the Nomination Committee and at all faculty meetings called to seek nominations for elections;
- E. conduct nominations and elections for the MVCAS under the provisions of these Bylaws;
- F. convene the first yearly meeting of any Standing Committee whenever such a committee shall be without a chairperson, unless the MVCAS President otherwise chooses a designee;
- G. perform such other functions as the MVCAS or the MVCAS President assigns for carrying out the purposes and policies of the MVCAS.

Section 4. The Secretary-Treasurer shall

- A. keep minutes of all regular and special MVCAS meetings;
- B. make minutes available to the entire faculty following MVCAS approval, and communicate all official MVCAS proceedings to the faculty;

- C. maintain a file of all minutes and official documents and ensure they are posted at the MVCAS website (e.g. a dated copy of the Constitution and Bylaws; expiration dates of all terms of office; lists of MVCAS members and committee members, etc.);
- D. keep current all MVCAS mailing lists;
- E. ensure that all necessary written material be ready for dissemination at MVCAS meetings;
- F. keep the accounts, books, tax status, and other financial records up to date and in good order;
- G. upon request of the President or the MVCAS, give oral and written testimony as relates to the financial status of the MVCAS;
- H. with the approval of the President, make all properly authorized payments which are not inconsistent with the Constitution and the Bylaws, and which do not threaten the solvency of the MVCAS;
- I. assist the President in preparing an annual budget to be submitted to the MVCAS for adoption at its first meeting in each school year;
- J. maintain records on MVCAS fundraising activities and supervise all contracts for services provided;
- K. perform other functions as the MVCAS or the President assigns for the carrying out of the purposes and policies of the MVCAS that are in keeping with the office of Secretary-Treasurer.

Section 5. Senator At-Large shall, when requested, introduce for MVCAS consideration the views and interests of any MVC faculty who do not feel adequately represented on a particular issue by their Department Senators or the Associate Faculty Senator.

ARTICLE IV. SENATORS POWERS AND DUTIES

Senators shall:

- A. be accountable to all MVC faculty;
- B. participate in regularly scheduled MVCAS meetings as active and informed representatives of their constituencies;
- C. ratify appointments by the President;
- D. authorize the execution of contracts and other agreements entered into by the MVCAS;
- E. approve the annual MVCAS budget submitted by the President;
- F. inform their constituents of pending MVCAS business and of problems facing MVC and RCCD;
- G. keep the President apprised of relevant constituent concerns and of the activities of MVCAS committees;
- H. assist the President in gathering data pertinent to MVCAS projects and concerns;
- I. foster open communications among Senators, faculty, staff, student government, and MVC Administration;
- J. inform potential or newly elected Senators of the purposes and policies of the MVCAS;
- K. serve, when possible, on MVCAS ad hoc and other committees as requested by the President;

- L. encourage faculty members to become involved in the MVCAS through participation in MVCAS committees and through attendance at general faculty meetings.

ARTICLE V. ELECTION RULES AND PROCEDURES

Section 1. Eligibility: MVCAS positions, with the exception of Associate Faculty Senator, are open to full-time faculty.

Section 2. Election Schedule: All elections, shall take place in the spring semester, and all terms shall begin the next fall semester, on the first contract day of service of the MVC calendar.

Section 3. Terms of Office: The MVCAS President, Vice President, Senator At-Large, and Associate Faculty Senator shall be elected for three-year terms. The Secretary-Treasurer shall be elected annually. Department Senators shall be elected for two-year terms.

Section 4. Election of Senate Membership:

- A. President shall be elected by the faculty as a whole. The MVCAS Nominating Committee shall be responsible for conducting the nomination and election.
- B. Vice President shall be elected by the MVCAS from among its own members.
- C. Secretary-Treasurer shall be elected by the MVCAS from among its own members.
- D. Senator At-Large, shall be elected by the faculty as a whole. The MVCAS Nominating Committee shall be responsible for conducting the nomination and election.
- E. Associate Faculty Senator shall be elected by associate faculty working at MVC at the time of the election during the spring semester in years that the President and Senator At-Large are elected. The MVCAS Nominating Committee shall be responsible for conducting the election. Associate Faculty Senators may serve only so long as they have a faculty assignment at MVC.
- F. Departmental Senators shall be responsible for conducting nominations and elections for Department Senators in the spring semester.

Section 5. Procedures for Nominations and Elections:

- A. The Nominating Committee shall conduct the elections it oversees electronically or by campus mail in such a manner as to maximize the integrity of the electoral process.
- B. The Nominating Committee shall be composed of the Vice President and two other Senators. No one standing for office in the election shall serve on the committee. In the event that the Vice President stands for office, a Senator not standing for office shall take their place.
- C. The Nominating Committee shall publicize all open positions.
- D. The Nominating Committee will verify the consent of all nominees, either verbally or in writing, prior to the printing of ballots.
- E. The Nominating Committee's proposed ballot shall be presented to all faculty at least 72 hours in advance of the election.
- F. The President, Associate Faculty Senator, and Senator At-Large shall be elected by plurality. Qualified faculty shall have one vote each.
- G. Departments are responsible for selecting their Senators.

Section 6. Recall:

- A. A petition signed by 1/3 of the full-time faculty, or a vote of 2/3 of the MVCAS, shall be necessary before a recall election can be called. Officers may be recalled from office by a vote of 2/3 of the full-time faculty at an election conducted by the MVCAS. Associate Senators may be recalled by a vote of 2/3 of the associate faculty at an election conducted by the MVCAS.
- B. The Nominating Committee shall conduct any recall election. However, in the event the officer being recalled is the Vice President, another Senator shall be named to take their place on the Nominating Committee.
- C. In the event of a successful recall election, a separate election shall be held to determine a replacement Officer or Senator per Article V. Section 7.

Section 7. Vacancies: The MVCAS or the appropriate department, as applicable, shall act in a timely fashion to hold elections according to processes defined in Article V. Section 5. to fill any vacancies. The replacement shall hold office for the remainder of the term of the position.

ARTICLE VI: MVCAS STANDING COMMITTEES

Section 1. Standing Committee List:

- A. Academic Planning Council
- B. Assessment Committee
- C. Curriculum Committee
- D. Distance Education Committee
- E. Faculty Development Committee
- F. Instructional Program Review Committee
- G. Student Equity and Achievement Committee

Section 2. Membership:

- A. Faculty representation shall be determined by individual committee constitution and bylaws.
- B. Faculty chairs of committees shall be selected by majority vote from the membership of the committee and brought before MVCAS for confirmation.
- C. Committees shall meet, at a minimum, once a month during the academic year. Committees may meet as part of District-wide committees where the Colleges of the RCCD cooperate under the auspices of a Standing Committee of the DAS.

Section 3. Responsibilities:

- A. Serve as a strategic and operational body, addressing academic and professional matters under Title 5 §53200's "10+1."
- B. Report regularly to MVCAS on all relevant issues.
- C. Submit actions related to academic and professional matters for MVCAS review and approval

D. Uphold the MVCAS Constitution and Bylaws

Section 4. Ad Hoc Committees: The MVCAS shall create such ad hoc committees as it shall feel necessary to conduct the business of the MVCAS or to fulfill any of its governance responsibilities. Membership on ad hoc committees may come from the MVCAS or the faculty at-large or from a combination of sources as the MVCAS sees fit. The President shall name members of ad hoc committees with the approval, by majority vote or by consensus, of the MVCAS.