ARTICLE I: DUTIES OF THE ACADEMIC SENATE OFFICERS

Section 1: The president shall be the chief executive officer of the Senate and its policy leader. The president shall preside at all meetings of the Senate and the Executive Board, and in every way endeavor to promote the interests and purposes of the Academic Senate. The President, with the advice and consent of the Executive Board, shall appoint members to Senate and College-wide committees. The President shall be an ex-officio member of all committees and shall be held responsible for the progress and work of the Academic Senate. The President, or his/her designee, shall serve as the representative to the Academic Senate of the California Community Colleges. The President shall prepare the agenda for the meetings of the Senate and the Executive Board; be the official spokesperson for the Senate; call meetings of the Executive Board, which shall meet at least twice a semester; and be responsible for the distribution of the minutes, notice of meetings, and agendas for all meetings to the members of the Representative Council, the Executive Board, and membership when appropriate.

Section 2: The Vice-President shall serve as assistant to the President; shall assume the duties of the President in the absence of the President; shall serve as coordinator of committee activities at the direction of the President; and shall Chair the Elections Committee; and keep an accurate roster of all committees.

Section 3: The Secretary shall manage the minutes of the proceedings of each meeting, regular or special, of the Senate and the Executive Board, and be responsible for the distribution of minutes for all meetings to the members. The Secretary shall carry on the correspondence pertaining to the affairs of the Academic Senate as directed by the President. The Secretary may elect to assume the responsibilities of editing the Faculty Forum.

Section 4: While dues are permissible, the treasurer currently receives no funds from the membership. The district will allot the Academic Senate certain funds for expenses as may be mutually agreed upon. The Academic Senate Treasurer shall keep accurate records of such expenditures. The Treasurer may elect to assist editing the Faculty Forum.

Section 5: The Past President shall serve as a resource person for the Academic Senate, Executive Board, and serve as Parliamentarian at Senate meetings.

Section 6: In the event that an Executive Board office is vacant as a result of no one running for that position, the Senate President shall assume the duties and/or assign the duties to a designee or conduct a special election.
ARTICLE II: APPOINTMENTS, REMOVALS, AND COMMITTEES

Section 1: Appointments
In accordance with Title 5 (5 CCR § 53203): “the appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate.” The President, with the advice and majority consent of the Executive Board, shall appoint members to Academic Senate standing committees, ad-hoc committees, shared governance committees and task forces. Faculty members shall be polled annually in order to determine their committee preference. Committees will be approved by the Representative Council.

Section 2: Removals
The President, with the advice and majority consent of the Executive Board, shall remove members from a committee with reason.

Section 3: Academic Senate Standing Committees
Committees include, but are not limited to:
- Academic Senate Allocations Committee
- Basic Skills Committee
- Catalog Committee
- Curriculum Committee
- Distance Education Committee
- Equivalencies/Eminence Committee
- Faculty Hiring Procedures Committee
- Fair Employee Relations Representatives Committee
- Graduation Requirements Committee
- Honors Program Committee
- Petitions Committee
- Program Review Committee
- Student Learning Outcomes and Assessment Committee
- Teaching Abroad Committee

ARTICLE III: AMENDMENTS
These Bylaws may be amended in the same manner as the Constitution in that a simple majority vote shall be required.