

VICTOR VALLEY COLLEGE BYLAWS OF THE ACADEMIC SENATE

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

The President, with the advice and majority consent of the Executive Board, shall appoint members to the committees. Faculty members shall be polled annually in order to determine their committee preference. The committees will be approved by the Representative Council annually in the fall.

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:

Clause 1: Program Development and Discontinuance Policy and Procedures Committee:

Clause 2: Professional Relations/Ethics Committee: The Professional Relations Committee shall establish ethical norms for the faculty and act as a clearinghouse for matters concerning professional ethics between staff members and between staff members administration.

Clause 3: Curriculum Committee: The Curriculum Committee is responsible for establishing and maintaining a college curriculum in accordance with the California Education Code and the California Administrative, Title V, and the needs of the community, changes in existing courses, requirements for certificate and degree programs, VVC general education requirements, and course transferability.

Clause 4: Travel Committee: The Travel Committee oversees the certificated travel budget and works with the President/Superintendent on Travel Policy and Procedures in order to facilitate faculty travel. The committee approves fiscal year-end, out-of-pocket expenses. The committee reports to the Representative Council on changes in the Travel Policy and Procedures and acts as an advisor to faculty on travel matters.

Clause 5: Additional Standing Senate Committees include:

Academic Development Committee
Academic Senate Allocations Committee
Catalog Committee
Education Master Plan Committee
Equivalencies/Eminence Committee
Fair Employment Relations Committee
Faculty Hiring Procedures Committee
Government Publications Research Committee
Graduation Requirements Committee
Grant Writing and Compliance Committee
Honors Committee

Petitions Committee
Plagiarism Committee
Student Learning Outcomes Committee
Study Abroad Committee
Vocational Technical Education 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.