Faculty Senate

Constitution and Bylaws

# ARTICLE I - NAME and PURPOSE

1. Name. The name of this organization will be Red Rocks Community College Faculty Senate (hereafter referred to as the “Senate.”)
2. Faculty Definition. “Faculty” hereinafter shall be any person designated as Regular Faculty in accordance with BP 3-10.
3. Purpose. The purpose of the Senate will be to:
4. Serve as the Faculty group in the Shared Governance structure.
5. Serve as a channel of communication between the Faculty and the Administration.
6. Communicate with the Faculty on matters of interest or concern.
7. Communicate with the Administration regarding the needs, desires and concerns of the Faculty.
8. Work with the Administration in the development, revision, and implementation of policies and procedures affecting the Faculty.
9. Serve as the voice of the Faculty in communication with all college governing groups.

# ARTICLE II - LIMITATIONS and ENDORSEMENT

1. Limitations. The Senate will concentrate on matters pertinent to Red Rocks Community College and its Faculty.
2. Endorsement. The name and/or approval of the Senate will be used only in conjunction with activities which are consistent with the purpose of the Senate.

# ARTICLE III - SENATE MEMBERSHIP

1. The Senate will be composed of Faculty members as follows: Faculty in departments with three (3) or more Faculty members will elect a Senator from their ranks.

Faculty in departments with fewer than three (3) Faculty members will have the following options as a department:

1. Join with another larger department to reach a minimum size of three (3) Faculty members. This would be for Senate representation purposes only and would require majority consent of the departmental faculty.
2. Form a coalition with other departments, for Senate representation purposes only, to reach the minimum size of three (3), and elect a Senator from this coalition.
3. Attend meetings without the right to vote.

References to “departments” herein shall include coalitions or other groupings formed for Senate representation.

In order to determine membership and requirements for a quorum, the President shall contact each department at least one week prior to the first meeting of the fall semester of each year to verify composition for Senate representation purposes.

# ARTICLE IV - ELECTION OF SENATORS

1. Election of Senators. Election of Senators will be held in April of each year with new Senators officially assuming office at the last regular Faculty Senate meeting of each academic year. Departments will be responsible for conducting their election prior to the Senate meeting and notifying the Senate President of the results.

An alternate shall be designated by each department in case the elected Senator is unable to fulfill his or her duties.

The Senate President will be responsible for notifying the Faculty of upcoming elections.

1. Term of Office. Senators will be elected for a term of two (2) years
2. Electorate. Only Faculty will be eligible to nominate and/or vote in elections for Senators.
3. Special Elections. Special elections may be held at any time a vacancy exists. The President is responsible for notifying all constituent Faculty of the vacancy, procedure for nominations, and elections.
4. Equal Rights. The Senate shall adhere to BP 3-120 regarding non-discrimination.

# ARTICLE V - OFFICERS

1. Titles. The Senate will have three (3) Officers: A President, a Vice-President, and a Secretary.
2. Election of President. The President will be elected by the faculty during the final semester of the incumbent President’s term. Candidates will be self-nominated and must have served on the senate for two years or have completed two years of service by the start of their first semester as President. Each candidate will submit a personal statement, no more than 250 words long, explaining their qualifications for this position. Candidate statements will be presented to the faculty at least one week prior to voting. The department to which the President belongs will determine if the President will serve as their representative or if another Senator from that department will serve as their representative.

Election of Vice President and Secretary. The Senate will elect the Vice President and Secretary at the last regular meeting of each academic year, after newly elected Senators have been inducted into the Senate.

1. Term of Office. The President will serve for a term of two (2) years and may succeed themselves. Other officers will serve for a term of one (1) year and may succeed themselves.
2. Duties of Officers. The Senate as a body will give or remove duties and authority of the officers as needed.
3. Duties of the President shall include, but not be limited to the following:
	* 1. preside over the Senate meetings
		2. prepare and distribute the agenda for regular Senate meetings
		3. serve as the liaison between the Senate and the Administration
		4. coordinate the work of the Senate committees
		5. coordinate with the President-elect to facilitate a smooth transition of leadership
		6. maintain Senate records and documents
4. Duties of the Vice-President shall include, but not be limited to the following:
	* 1. assume the duties of the President when the President is unable to do so
		2. assist the President as necessary
5. Duties of the Secretary shall include, but not be limited to the following:
	* 1. take minutes of each Senate meeting, including attendance of Senators and guests
		2. record and/or tally votes by the Senate or the Faculty on Senate matters
6. Vote of Officers. Officers will have the right to vote on all issues before the Senate.
7. Removal of Officers. Officers may be removed from office by a two-thirds (2/3) majority vote of the Senators.
8. Filling Vacancies. A special election may be held at any time to fill vacant offices in the Senate.

# ARTICLE VI - COMMITTEES

1. Authority. The Senate will have the authority to establish Senate committees which shall include at least one Senator.
2. Selection of Faculty to serve on Committees. It will be the responsibility of the Senate to establish procedures for election, selection or appointment of Faculty members to serve in the following capacities:
3. CCHE representative (CFAC)
4. SBCCOE representative (SFAC)
5. Peer Review Committee (per BP 3-20)
6. Academic Standards, Curriculum, and Catalog Committees (in consultation with the Vice President of Instruction)
7. All other special task force, ad hoc, or standing committees as requested by the Administration.

# ARCTICLE VII - RULES and REGULATIONS

1. Quorum. A quorum will consist of over one-half of the Senators.
2. Majority. Resolutions may be passed by a simple majority of those Senators present.
3. Meetings. The Senate will meet at least once each month during the regular academic year and as often as needed during the summer, as determined by the Senate President. Regular meeting dates will be established at the first meeting of each semester. Meeting dates may be cancelled or changed for good cause.
4. Agenda and Meeting Notice. An agenda will be prepared and distributed prior to the meetings. Anyone wishing to be considered for inclusion on the agenda of any meeting will notify the Senate President at least one (1) week before the meeting.
5. Attendance. Any Senator who is unable to attend the meeting shall notify the Senate President or Secretary prior to the meeting time. Upon three (3) successive recorded absences or recorded absences in excess of 50% of the total scheduled meetings in any one semester by a Senator, the Senate President will consider the seat to be vacant. Written notice will be given to the Senator involved and each of such Senator’s department members informing them of the removal, and requesting that a replacement Senator be elected. Any meeting attended by an alternate Senator shall not be considered an absence. If the seat is deemed vacant, the provision of Article IV, Section 4 will apply.
6. Special Meetings. The Senate President or no less than 30% of the Senators may call special meetings as necessary, but must provide an agenda and notify all Senators at least twenty-four (24) hours before such meeting time. Only items that are on the agenda for the special meeting may be acted upon by the Senate at that time.
7. Robert’s Rules of Order. Unless otherwise specified in the Constitution or agreed upon by the Senators, Robert’s Rules of Order, most recent edition, will apply at all meetings.
8. Senate Meetings. All Faculty and Limited Contract Faculty, as defined in BP 3-10, are welcome and encouraged to attend Senate meetings.

# ARTICLE VIII - AMENDMENTS

1. Amending the Constitution and Bylaws.
2. Article I, Article II, Article III, Sections 2 and 3 of Article IV, and this Article VIII may only be amended by a majority vote of Faculty who vote. The proposed amendment must be presented to the entire Faculty in writing at least one (1) month before it is voted upon by the Faculty.
3. The Senate, by affirmative vote of two thirds or more of its entire membership, may amend those portions of the Constitution and Bylaws that do not require a vote of the Faculty.
4. Amendments will take effect upon their adoption unless an amendment stipulates a later effective date. Faculty shall be promptly notified of any amendment and provided with an updated copy of the Constitution and Bylaws.

Adopted October 20, 1980

R.A. (Dick) Smith, Secretary

Revised January, 1984

Don Redifer, Secretary

Revised February 6, 1984

Don Haddad, Secretary

Revised January 6, 1986

Verne Ingram, Secretary

Revised May 16, 1987

Cheryl Johnson, Secretary

Revised January 1990

Tom Connole, Secretary

Revised May 13, 1995

Chuck Smith, Secretary

Revised May 4, 1997

Candace Garrod, Senate Member

Revised November 29, 2004

Leticia Sara, President

Revised November 15, 2005

Leticia Sara, President

Revised, April 10, 2012

Amy Braziller, President

Revised March 6, 2018

Brian Yates, President

Revised March 5, 2019

Paige Casabona, President