

**RIVERSIDE CITY COLLEGE  
ACADEMIC SENATE**

**CONSTITUTION**

**ARTICLE I. NAME AND MISSION**

**Section 1.** The name of the representative organization hereby established shall be the Riverside City Academic Senate, hereinafter “RCCAS.”

**Section 2.** Mission of the RCCAS:

1. The RCCAS operates pursuant to Title 5, Subchapter 2, Sections 53200 – 53206, California Code of Regulations.
2. The RCCAS shall work cooperatively with other College Senates in the Riverside Community College District (RCCD) and the District Academic Senate to make recommendations to the Board of Trustees and/or its designees with respect to policy development and implementation of matters in the following areas:
  1. curriculum, including establishing prerequisites and placing courses within disciplines;
  2. degree and certificate requirements;
  3. grading policies;
  4. educational program development;
  5. standards or policies regarding student preparation and success;
  6. district and college governance structures, as related to faculty roles;
  7. faculty roles and involvement in accreditation processes, including self study and annual reports;
  8. policies for faculty professional development activities;
  9. processes for program review;
  10. processes for institutional planning and budget development;
  11. other academic and professional matters as mutually agreed upon between the Board of Trustees and the RCCAS.
3. The RCCAS shall consider in good faith any recommendation submitted for RCCAS action by a member of the faculty, classified staff, student government, administration, or Board of Trustees.
4. The Bylaws of the RCCAS shall be enacted or amended by the RCCAS in accordance with the Constitution of the RCCAS.

**ARTICLE II. PURPOSE**

The RCCAS shall:

1. Initiate studies relating to and participate in the formation of policies and procedures on academic and professional matters;
2. Construct, monitor, assess and evaluate the college’s strategic planning and operations structure;

3. Provide and maintain channels of communication between students, faculty, other Colleges in the District, Administration, and the Governing Board;
4. 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;
5. Participate with Governing Board representatives in the joint development of institutional policies 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. REPRESENTATION**

**Section 1.** Scope of Representation: The RCCAS represents all faculty members teaching at Riverside City College. Faculty shall include those persons who teach full time or part time in the college or any other persons who are hired pursuant to the Minimum Qualifications List and who do not perform any services for the college that are identified in the college structure as administrative or supervisory.

**Section 2.** All members of the RCCAS shall be elected by the faculty. Senators from the part time faculty shall be elected by the part time faculty.

**Section 3.** The voting membership of RCCAS shall be composed of the President, Vice President, Secretary-Treasurer, Senators representing the Departments of the College, and one Associate Faculty Senator representing the Associate Faculty. Faculty co-chairs of the four Leadership Councils, the Chair of the Curriculum Committee and the co-chair of the Educational Program Oversight Committee shall be *ex officio*, non-voting members of the RCCAS.

**Section 4.** Terms of office for Officers shall be three years and for Department Senators shall be two years. Unless otherwise provided for in this Constitution, the term of office will coincide with the academic year.

**Section 5.** All Officers and Senators are expected to regularly attend RCCAS meetings. The RCCAS may, through its Bylaws, determine procedures to be used in the case of excessive absences on the part of Officers or Senators.

**Section 6.** A majority of the RCCAS members constitutes a quorum.

**Section 7.** One-third of the full time faculty constitutes a quorum at a general faculty meeting.

### **ARTICLE IV. PROCESSES AND PROCEDURES**

**Section 1.** The RCCAS shall hold regular meetings not less than twice a month (except when holidays interfere) during the academic year. The time and place of regular meetings shall be determined by the RCCAS and published in the Bylaws for the information of the faculty. A quorum, consisting of a simple majority of the RCCAS, shall be necessary for the conduct of official business. All RCCAS votes will be decided on the basis of one vote per representative. Proxy voting is not allowed.

**Section 2.** Special meetings of the RCCAS or of the faculty may be called when necessary by the President or by five members of the Senate. At least two school days' notice shall be provided. The RCCAS may provide for the holding of summer meetings in its Bylaws.

**Section 3:** All meetings of the RCCAS, and all agencies authorized under RCCAS auspices, shall be open to all members of the faculty, the Administration, students, and the public.

**Section 4.** The RCCAS shall establish its own agenda by simple majority vote of the members present. Any member of the RCCAS may submit agenda items to the RCCAS. Suspension of the established agenda may be made by majority vote.

**Section 5.** The RCCAS shall address academic and professional matters of the Riverside City College faculty. However, on petition of 25 members of the faculty or by a simple majority of the RCCAS, any item of business shall be put to a vote of the full time faculty.

**Section 6.** The RCCAS shall deliberate as a body, but the right of all faculty members to be heard in a Senate meeting shall be affirmed by an open hearing opportunity listed in every meeting agenda.

**Section 7.** The RCCAS shall establish, by a majority of the Senate members, its own rules and regulations. Such rules and regulations shall be published as the RCCAS Bylaws. No rules or regulations shall supersede or be contrary to this Constitution.

**Section 8.** The RCCAS shall determine the means by which appointments of Riverside City College faculty members to District wide committees shall be made. Appointees to all District wide committees shall represent the RCCAS and shall work to maintain effective communication between the RCCAS and any District bodies on which they serve.

#### **ARTICLE V. OFFICERS**

**Section 1.** Officers for the RCCAS shall be a President, a Vice President, and a Secretary-Treasurer.

**Section 2.** Officers of the RCCAS, shall be elected by the faculty. A vacancy in any elected officer's position shall be filled by a majority vote of the RCCAS.

**Section 3.** All Officers of the RCCAS are accountable to all members of the Riverside City College faculty and represent the views and positions of the RCCAS in carrying out their various responsibilities and functions as follows:

**Section 5.** The President shall:

1. Develop agendas and conduct meetings of the RCCAS and convene and preside over general meetings of the faculty (full and/or part time) called by the RCCAS;
2. Serve as the official spokesperson and advocate on academic and professional matters for the RCCAS;

3. Participate regularly on all matters under the purview of the District Academic Senate;
4. Regularly meet with the College and District CEOs, meet with other administrators and staff as needed, and report to the RCCAS on relevant issues;
5. Provide representation of the RCCAS at meetings of the Governing Board and before all appropriate College administrative agencies;
6. Represent the RCCAS as an ex-officio member of all committees, subcommittees and workgroups of the RCCAS, as necessary;
7. Meet regularly with the leadership of the bargaining agent to ensure that the academic and professional aspects of negotiable issues reflect RCCAS concerns and to help maintain open lines of communication and cooperation;
8. Work with the leadership of classified and student groups to maintain open lines of communication and cooperation;
9. Upon consent of the RCCAS, register RCCAS endorsement of documents sent to relevant authorities such as Articulation Agreements, the 50% Law, Matriculation Plan, Accreditation Report, Staff Development Plan, Student Equity Plan, and Facilities Plan;
10. Interact with the Academic Senate for California Community Colleges and academic senates of other California Community Colleges, and attend conferences, meetings, and seminars of organizations that relate to California Community Colleges;
11. Subject to ratification by the RCCAS, appoint faculty members to college committees, subcommittees, or other workgroups, and maintain communication with Senate representatives on those groups;
12. Perform such other functions as the RCCAS assigns in carrying out the purposes and policies of the RCCAS.

**Section 6.** The Vice President shall:

1. Serve as advisor to the RCCAS and to the RCCAS President;
2. Serve as liaison to the Students Government and report to the RCCAS on any relevant issues;
3. Participate, upon request, with the RCCAS President in regular meetings with the College President and District Chancellor, and with other administrators and staff as needed;
4. Perform such other functions as the RCCAS or the RCCAS President assigns in carrying out the purposes and policies of the Senate.

**Section 7.** The Secretary-Treasurer shall:

1. Keep minutes of the RCCAS meetings and any general faculty meeting called by the RCCAS;
2. Maintain a file of all minutes and official documents (e.g. dated copy of Constitution and Bylaws, expiration dates of all terms of office of officers, committee members, and members of the RCCAS, etc.);
3. Ensure that all written material be prepared in a timely manner for dissemination at general sessions of the RCCAS;
4. Circulate the agenda for upcoming RCCAS meetings to all members of the RCCAS at least two days prior to the scheduled meeting.

5. Perform such other functions as the RCCAS or the RCCAS President assigns in carrying out the purposes and policies of the Senate;
6. Keep records up to date and in good order;
7. Give oral and written testimony as relates to the financial status of the RCCAS upon request from the RCCAS President or the RCCAS;
8. With the approval of the RCCAS President, make all properly authorized payments which are not inconsistent with the Constitution, the Bylaws, or RCCAS orders, and which do not threaten the solvency of the Senate.

#### **ARTICLE VI. DUTIES OF SENATORS**

##### **Section 1. Duties and Responsibilities of Senators:**

Representatives of the Senate, herein called "Senators," are accountable to all members of the Riverside City College faculty. Senators are responsible to:

1. Participate in regularly scheduled Senate meetings as active and informed representatives of their electoral constituencies;
2. Ratify appointments by the Academic Senate President;
3. Inform their electoral constituencies concerning problems facing the College in general and pending Senate business in particular;
4. Keep the Academic Senate President apprised of relevant electoral area concerns or development for necessary action in the appropriate committee of the Academic Senate;
5. Assist the Academic Senate President in gathering data for research projects of the Academic Senate;
6. Communicate with other Senators in order to foster better communications between the RCCAS and the faculty, classified staff, student government, Administration, and the Board of Trustees;
7. Inform potential or newly elected Senators of the purposes and policies of the RCCAS;
8. Serve, when possible, on the RCCAS's ad hoc committees and other committees as requested by the RCCAS President;
9. Encourage faculty members to become involved in the RCCAS through participation in RCCAS committees and attendance at general session meetings.

#### **ARTICLE VII. RCCAS COMMITTEES, SUBCOMMITTEES AND WORKGROUPS**

**Section 1.** The RCCAS shall create such committees, subcommittees and workgroups as it deems necessary for the fulfillment of its role in the strategic planning, operations and governance of the College. Committees, subcommittees and workgroups shall be listed, their functions and their membership described, and their membership selection processes explained in the RCCAS Bylaws.

**Section 2.** The RCCAS shall determine the method of selection for all members of college committees, subcommittees and workgroups and College representatives to District committees.

**Section 3.** The RCCAS shall work within the strategic planning and operations structure to address academic, professional, planning, operations and governance issues and shall refer matters to that structure as necessary.

**Section 4.** The RCCAS shall, via the means set out in the Bylaws, determine how the faculty of Riverside City College shall be chosen to serve on District wide committees charged with matters relating to Title 5, Sections 53200 - 53206.

#### **ARTICLE VIII. NOMINATIONS AND ELECTIONS**

**Section 1.** The Vice President of the RCCAS shall convene meetings of the Nomination Committee and, with the assistance of the Nomination Committee, conduct official RCCAS elections.

**Section 2.** The Nomination Committee shall be composed of the Vice President and four Senators named by the Senate. No officer other than the Vice President shall be eligible to serve on the Nomination Committee.

**Section 3.** The Nomination Committee shall prepare a ballot for the following positions in the RCCAS and shall make every attempt to provide for each office at least one nominee in excess of the positions to be filled:

Vice President, Secretary-Treasurer, Part Time Senator, Committees and Subcommittees (as specified in the Bylaws).

**Section 4.** Each of the Departments of Riverside City College shall choose its own Senator to serve on the RCCAS. Such Senator shall be chosen in a democratic process, as reflect in Department minutes, with each full time faculty member of the Department having one vote. Faculty members with assignments in two or more departments will vote in their designated primary department. Department representatives shall usually serve for two years from the first day of service of the academic calendar, but Departments may change representatives at any time as long as democratic processes are followed. All disputes concerning the selection of Department representation shall be resolved by the RCCAS. RCCAS decisions with regard to processes and eligibility shall be final.

**Section 5.** One Part Time Senator representing the Part Time faculty, shall serve on the Senate. The Part Time Senator's term is for one year and begins on the first contract day of service in the academic calendar. If for any reason the elected Part Time Senator is unable to serve, the RCCAS shall appoint to the position the eligible nominee who received the next highest number of votes.

**Section 6.** The Nomination Committee's proposed ballot for RCCAS Officers, committee members, and any other general elective offices shall be presented at a Senate meeting in advance of the election. The Nomination Committee will verify the consent of nominees, either verbally or in writing, prior to the printing of ballots.

**Section 7.** Members of standing committees shall be chosen by plurality vote. Department Senators shall be elected by majority vote within their Departments. In all elections faculty members shall have one vote.

**Section 8.** RCCAS Officers, Senators, and committee members shall, unless otherwise established by some other provision of this Constitution or the Bylaws, take office on the first contract day of service of the academic calendar. Special appointments of the RCCAS are effective immediately.

**Section 9.** In the event of a vacancy for any reason in any elected position not otherwise provided for in this Constitution, the Nomination Committee shall submit the name(s) of one or more replacement representative candidates to the RCCAS. Upon presentation of the name(s) of the candidate(s) the RCCAS shall appoint the candidate who receives a majority of the votes from the RCCAS members present. The replacement candidate shall complete the term of office of the original representative.

**Section 10.** Additional rules and regulations setting specific conditions for the holding of elections may be published in the RCCAS Bylaws.

#### **ARTICLE IX. INITIATIVE, REFERENDUM, AND RECALL**

##### **Section 1. Initiative:**

1. An initiative petition signed by at least 25 members of the full time faculty may propose a particular action or policy to the RCCAS.
2. Upon receipt of a valid petition, the RCCAS President shall submit the proposed action or policy to the RCCAS at its next regular meeting for its adoption or rejection.
3. If the proposed action or policy is modified, rejected, or postponed for more than one month by the RCCAS, the RCCAS President shall order a vote by the entire full time faculty within ten days of such modification, rejection, or postponement.
4. A majority of the faculty voting shall be necessary to adopt such action.

##### **Section 2. Referendum:**

1. Within four weeks following an official action of the RCCAS, except for emergency actions (specifically declared as such by the RCCAS at the time of passage), a petition to reverse or reconsider such action may be filed. At least 25 signatures of the faculty shall be required to validate this petition.
2. Upon receipt of a valid petition by the RCCAS President, the RCCAS action in question shall be suspended until a vote of the faculty is taken.
3. This vote shall take place within ten instructional days of the petition's filing.
4. A majority of those faculty voting shall be necessary to rescind an action of the RCCAS.

**Section 3. Recall:**

1. A petition signed by 1/3 of the full time faculty, or a vote of 2/3 of the RCCAS, 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 RCCAS. Part Time Senators may be recalled by a vote of 2/3 of the part time faculty at an election conducted by the RCCAS. Recall elections shall take place in not less than 7 instructional days nor more than 21 instructional days following the receipt of the petition by the RCCAS or the vote for recall election by the RCCAS.
2. The Nomination 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 his/her place on the Nomination Committee.
3. In the event of a successful recall election, a separate election shall be held to determine a replacement Officer or Senator. Such election shall be held in not less than 7 instructional days nor more than 21 instructional days from the date of the recall election and shall be conducted in the same manner as a regular election for the affected position.
4. The recall of elected committee members may be provided for in the RCCAS Bylaws.

**ARTICLE X. PARLIAMENTARY AUTHORITY**

The RCCAS Bylaws shall establish the parliamentary rules which govern the meetings of the RCCAS and its agencies.

**ARTICLE XI. AMENDMENTS**

**Section 1.** Any article or section of this RCCAS Constitution may be amended by a majority of the votes cast by the full time faculty in an election held for the purpose of amendment, provided that written notice of the proposed amendment has been given one week in advance of the day of the election.

**Section 2.** Amendments may be proposed by a majority vote of the RCCAS or by petition signed by 25 full time faculty members.