

Academic Senate of the California State University Bylaws
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Bylaw 1 Definitions and Amendment Procedures**a. Definitions**

The rules and regulations of the Academic Senate, beyond those already specified in the Constitution and its amendments, shall be designated by *Bylaws*, *Rules of Order* and *Standing Rules*.

- (1) *Bylaws* are those rules and regulations pertaining to organization (including officers, major committees, and other agencies authorized to conduct business in and for the Senate), duties of said officers or agencies, and other such matters as may be specifically required by the Constitution and its amendments.
- (2) *Rules of Order* are such rules and regulations concerning parliamentary procedures not covered in *Robert's Rules of Order (Revised)* or direct amendments thereof.
- (3) *Standing Rules* are those rules and regulations which cover all other matters pertaining to the conduct of the business of the Senate. (*Robert's Rules of Order* provides for such temporary changes of procedure).

b. Amendment Procedures

- (1) *Bylaws* shall be amended by presentation of the text of the proposed amendment at one meeting and approval by an affirmative vote of a majority of those present at the next regularly called meeting.
- (2) *Rules of Order* shall be amended by presentation of the text of the proposed amendment at one meeting and approval by an affirmative vote of a majority of those present at the next regularly called meeting.
- (3) *Bylaws and Rules of Order* may also be amended by prior written notice and by a two-thirds affirmative vote of those present at a regularly called meeting.
- (4) *Standing Rules* shall be amended by affirmative vote of a majority of those present at a regularly called meeting.

Bylaw 2 Officers, Duties and Procedures for Nomination and Election**a. Officers**

The Senate annually shall elect a Chair, Vice Chair, Secretary and two Members-at-Large. These officers of the Senate shall serve until regularly succeeded, but for no more than two years consecutively in the same office. This limitation does not apply to members of the Executive Committee in their current positions at the time this is adopted.

b. Duties of the Officers

- (1) The Chair shall preside at meetings of the Senate and the Executive Committee. He or she shall be responsible for communications with the faculties of the campuses. He or she shall have the authority to convene regular and special meetings of the Senate. Requests for expenditures of State Funds in connection with the Senate activities shall be subject to the approval of the Chair or his or her designee.

- (2) The Vice Chair shall assume the duties of the Chair when the Chair is unable to serve. He or she shall be responsible for carrying out such other duties as may be delegated to him or her by the Senate, the Executive Committee, or the Chair.
- (3) The Secretary shall keep the minutes and the records of the Senate and shall carry out such other duties as may be delegated to him or her by the Senate, the Executive Committee, or the Chair.
- (4) The Members-at-Large shall carry out such duties as may be delegated to them by the Senate, the Executive Committee, or the Chair.
- (5) An individual designated by the Executive Committee shall be responsible for the regular production and distribution of a newsletter for all the faculties of the California State University (See Bylaw 7).

c. Time of Election

The election of officers shall be held annually at the first meeting of the new Senate. The duly elected officers of the Senate shall assume their duties on June 1 following their election, except that the new Executive Committee may meet earlier than June 1 in order to begin the organization of Senate assignments and responsibilities for the coming year.

d. Election Procedures

- (1) Offices shall be filled, starting with the office of Chair and continuing with Vice Chair, Secretary, and two Members-at-Large, in successive order with nominations and election by secret ballot.
- (2) Every senator shall have the opportunity to make nominations.
- (3) All nominees shall be listed on the first and subsequent ballots alphabetically. Those having the highest number of votes, and whose votes, when added together, constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of votes cast.
- (4) In the event that a new representative has not been elected in time to participate in the election of Senate officers at the first meeting of the new Senate, the outgoing representative shall be entitled to vote in such elections.

e. Vacancies in Elected Positions

- (1) When the Chair's position is vacated due to resignation or other reasons, the Vice Chair shall assume the title and responsibilities of the Chair.
- (2) When the position of Vice Chair, Secretary, or Member-at-Large on the Executive Committee is vacated, the position shall be filled by election at the next regular Senate meeting after the vacancy occurs, according to the election procedures stated in Bylaw 2d.
- (3) When the position of Immediate Past Chair is vacated on the Executive Committee, the position shall remain vacant.

Bylaw 3 The Executive Committee

a. Membership

The Executive Committee shall consist of the elected officers and the Immediate Past Chair.

b. Duties and Authority

- (1) The Executive Committee shall be responsible for preparing the agenda, for advising the Chair regarding the conduct of the Senate business, and for such additional duties as the Senate may assign.
- (2) The Executive Committee shall have the authority to act for the Academic Senate of the California State University between meetings on items requiring action before the next meeting of the entire body.
- (3) The Executive Committee shall appoint the members of the standing and special committees of the Senate, and consultants to the Senate, including specialists.
- (4) A majority of the Executive Committee may direct the Chair to call a meeting of the Senate.
- (5) The standing and special committees shall appoint their own subcommittees, subject to the approval of the Chair of the Senate, who shall consult with the Executive Committee.

Bylaw 4 Committees and Specialists

a. Standing Committees

- (1) *The Senate shall* have, but not be limited to, the following standing committees:
 - (a) The Academic Affairs Committee
 - (b) The Faculty Affairs Committee
 - (c) The Fiscal and Governmental Affairs Committee, and
 - (d) The Pre-collegiate Education and Transfer Committee

(2) *Appointments*

The Chairs and the Vice Chairs of standing committees will be appointed annually by the Chair of the Senate, with the approval of the Executive Committee.

(3) *Membership*

Members of the standing committees shall be appointed annually from the current membership of the Senate. No member of the Senate shall be appointed to more than one standing committee.

b. Special Committees

- (1) *The Senate may* establish special committees as needed.

(2) *Appointments*

The Chairs and the Vice Chairs of special committees will be appointed from the current membership of the Senate by the Chair of the Senate, with the approval of the Executive Committee.

(3) *Membership*

At least two-thirds of the members of each special committee of the Academic Senate shall be appointed from the members of the Senate for a term not to exceed the academic year.

c. Specialists

- (1) The Senate may have specialists, with designated duties, as shall be determined by the Executive Committee each year.
- (2) The specialist shall be appointed by the Chair of the Senate, with the approval of the Executive Committee.

d. Responsibilities of the Committees

(1) *The Academic Affairs Committee**

The committee shall make recommendations to the Academic Senate on matters of statewide concern, including but not limited to, the following areas:

- (a) systemwide aspects of academic planning;
- (b) general and liberal arts education;
- (c) criteria for state approval of specific curricula, programs or degrees;
- (d) advising;
- (e) accreditation;
- (f) systemwide requirements for retention, and graduation of students;
- (g) systemwide policies concerning system and campus-based fees;
- (h) co-curricular activities;
- (i) credit by evaluation and/or examination;
- (j) minimum standards and conditions for the award of certificates to students;
- (k) academic standards;
- (l) technology-mediated instruction;
- (m) grading standards and symbols;
- (n) systemwide aspects of program review;
- (o) student discipline;
- (p) program creation and discontinuation;
- (q) doctoral programs;
- (r) academic support programs;
- (s) library development;
- (t) research related to educational programs;
- (u) systemwide aspects of student services;
- (v) policies governing the awarding of honorary degrees;
- (w) matters relevant to statewide and international programs;
- (x) research, planning, formation, allocation, and delivery of programs outside traditional campus service areas;
- (y) extended education, campus-based study abroad, student exchange, and activities between and among campuses; and
- (z) such other matters as may be brought before it by the Executive Committee or the Academic Senate CSU.

*It shall not be the function of this committee to intervene in any questions as to which courses within an approved program on any campus are proper, improper, adequate, or inadequate.

(2) ***The Faculty Affairs Committee***

The committee shall make recommendations to the Academic Senate on matters of statewide concern, including but not limited to, the following areas:

- (a) criteria and standards for the appointment, retention, promotion, evaluation and tenure of academic employees as well as preservation of the principle of peer review and evaluation through the direct involvement of appropriate faculty in these decisions;
- (b) professional development, including minimum criteria and standards to be used for programs designed to enhance and maintain professional competence such as the awarding of sabbaticals and other academic leaves;
- (c) systemwide policies governing the appointment and review of presidents and academic administrators;
- (d) policies governing the appointment and review of systemwide executive officers and academic administrators;
- (e) academic freedom and responsibility;
- (f) intellectual property;
- (g) professional matters not collectively bargained;
- (h) other professional matters which may overlap items being collectively bargained where such matters have substantial academic or educational effects;
- (i) the role of faculty in institutional governance;
- (j) faculty participation in international programs and faculty exchange; and
- (k) such other matters as may be brought before it by the Executive Committee or the Academic Senate.

(3) ***Fiscal and Governmental Affairs Committee***

The committee shall make recommendations to the Academic Senate on matters of statewide concern, including but not limited to, the following areas:

- (a) system budgets including strategic and academic initiatives;
- (b) adequate funding for the cost of instruction;
- (c) academically related fiscal matters;
- (d) assessment of faculty productivity and its relationship to the budget planning process;
- (e) current and evolving measures of accountability as they relate to the budget planning and evaluation process;
- (f) support for Academic Senate positions and policies before the Legislature and other governmental bodies;
- (g) the proposal of legislation and policies for consideration by the Legislature and other governmental bodies consistent with Academic Senate policy; and
- (h) support for Academic Senate positions and policies before the Legislature and other governmental bodies;
- (i) inform the Executive Committee and the Academic Senate of relevant matters pending before the state government; and
- (j) such other matters as may be brought before it by the Executive Committee or the Academic Senate CSU.

Further, at the direction of the Chair, the committee shall:

- (k) represent the Academic Senate before governmental bodies;
- (l) assist the Chair in determining the timeliness and accuracy of Academic Senate resolutions directed to the Legislature;

- (m) work with standing committees of the Academic Senate in researching resolutions directed to the Legislature;
- (n) develop a cooperative working relationship with the Office of the Chancellor and the Trustees so that the CSU can, whenever possible, present a unified approach to the Legislature;

(4) ***Academic Preparation and Education Programs (APEP) Committee.***

The committee shall evaluate and make recommendations on matters effecting and influencing 1) students prior to matriculation within the CSU system, and 2) programs in the CSU that provide for the professional development of public school teachers, administrators, and counselors. In addition, the committee will maintain liaison relationships with CSU colleges and schools of education, community colleges and K-12 schools.

The committee shall recommend to the Academic Senate on matters of statewide concern, including, but not limited to the following:

- (a) Admission policies and procedures;
- (b) Academic entry level preparation and testing (e.g. early assessment and remediation efforts and math and science education);
- (c) Freshman level admission requirements (e.g. a-g requirements);
- (d) Entry level requirements (e.g. entry level math and English placement testing);
- (e) Outreach and recruitment programs;
- (f) Remedial education;
- (g) Transfer issues;
- (h) Legislation related to the education of school personnel;
- (i) Intersegmental efforts to improve teaching at all levels;
- (j) Educational Doctorate (Ed.D.) programs;
- (k) State legislation having the potential impact on the CSU responsibility to educate school personnel;
- (l) State legislation and regulations concerning the requirements for credentials under the jurisdiction of the Commission on Teacher Credentialing;
- (m) Policies and statewide activities affecting campus teacher education and other credential programs;
- (n) Other matters as may be brought before it by the Executive Committee or the Academic Senate

e. The committees shall maintain liaison with CSU committees and commissions as designated.

f. Reporting Procedures

All standing and special committees, unless otherwise specifically directed by the Senate, shall report to the Senate. Their recommendations shall not be considered policy statements until formally approved by the Senate.

Bylaw 5 Establishment of the Official Roster of the Senate

Alternates shall, at each meeting at which they are official delegates, present to the Secretary of the Senate their names and the names of the senators whose places they are taking.

Bylaw 6 Voting on Substantive Motions

- a. Voting on substantive motions may take place at any meeting of the Academic Senate CSU when the reports giving rise to the motions have been distributed to all senators at least two weeks in advance. Such reports shall be referred to as "Action" items on the agenda.
- b. Substantive motions based on reports which have not been distributed to all senators at least two weeks in advance shall take place only after a second reading of the motion at a meeting subsequent to the meeting at which it was first introduced, except that the Academic Senate CSU, by three-fourths vote of those present, may waive this requirement. The motion to suspend the rules to waive this requirement shall be debatable.

Bylaw 7 Establishment of Faculty Newsletter

- a. There shall be established a faculty newsletter coming from the Academic Senate CSU and sent to all CSU faculty at appropriate times.

Bylaw 8 Session of the Academic Senate

The session of the Academic Senate CSU shall be from June 1 through May 31.

Bylaw 9 Apportionment of Senate Seats

- a. The Executive Committee shall be responsible for recommending the apportionment and reapportionment of Senate seats using the formula listed in Article II Section 1 of the Constitution. Each year it shall conduct a "census" using the most recent and reliable Fall FTEF data to determine whether reapportionment of seats among campuses is necessary. The results shall be presented to the Senate for its approval at its first meeting in the calendar year for its approval.
- b. When new seats are added to the Senate due to the addition of campuses or constitutional revisions, these seats shall be filled in the next spring election cycle following the Executive Committee's completion of the census.
- c. Whenever reapportionment results in a campus losing a seat, the seat lost shall be the first seat to complete its three-year term following the announcement of the reapportionment, and the seat shall not be lost until the three-year term expires.
- d. Whenever a campus is entitled to a new seat, the Executive Committee shall determine whether the length of the first term for that seat shall be 1, 2, or 3 years. In making this determination, the Executive Committee shall attempt to stagger the years in which that campus's seats expire, so as to maximize continuity in representation from that campus.