NAME

The name of this organization shall be the Peninsula College Faculty Senate.

PURPOSE

The purpose of this organization shall be twofold.

(1) This Senate shall serve as a forum for faculty members to come together to share their concerns and to present their ideas, opinions and suggestions to one another.

(2) This Senate shall serve as the source of faculty representation and participation in matters pertaining to the shared governance of the college and to related policy making.

This Senate shall therefore serve to enable the faculty to participate effectively in the operations of Peninsula College and to act as a collective, accountable voice in these operations as they apply to the formulation and application of policy and in other matters relative to the general welfare of the College.

This Senate shall not serve as a collective bargaining agent in any contract or labor agreement.

Each of the separate purposes above shall be for the enhancement of teaching and learning at Peninsula College.

PARTICIPATION

All Faculty shall be eligible to participate in this Senate and shall have the right to speak at all meetings of this Senate.

OFFICERS

This Senate shall elect a First Speaker at the last meeting of the academic year. Nominations for First Speaker shall be made from the floor at this meeting. Any tenured faculty member is eligible to hold the office of First Speaker.

The duty of the First Speaker is to call meetings at the required times, to recognize faculty members in order who wish to speak, and to limit speeches to a predetermined time duration if the Senate has previously voted to establish a time limit for speeches. The First Speaker will receive all communications addressed to the Senate and will maintain all records of the Senate. The First Speaker shall present an accurate set of minutes for each Senate meeting to the Faculty Senate in a timely fashion for its approval. The First Speaker shall meet with the President of Peninsula College and with the Board of Trustees to present the minutes and to discuss them as necessary.

The First Speaker may appoint another Voting Member of the Senate to serve as First Speaker at any meeting that the First Speaker cannot attend. The First Speaker shall perform other duties as determined by the Senate.

VOTING PRIVILEGES

All Full-Time and Associate Faculty, and all Part-Time Faculty who are currently employed by the college to teach at least three credits, and who have been employed to teach at least three credits for at least three quarters during the last three academic years shall have the right to present and second motions, and to vote on all issues before the Senate. Three credits
shall also be construed to mean at least twenty percent of a full-time faculty load. Faculty who meet these eligibility requirements may register as Voting Members at any meeting of the Senate. The roster of eligible voters shall be kept by the First Speaker, and may be viewed by Senate members upon request. A Voting Member's name shall be removed from the roster of Voting Members for any quarter that that Faculty Member does not meet eligibility requirements, but shall be returned to the roster at the request of that Faculty Member at any future meeting during a time that that Faculty Member does meet eligibility requirements.

Members must be in attendance at a meeting in order to vote on any issue unless that issue has been declared a Significant Issue by vote of the Senate. The term "in attendance" shall be construed to mean not only physical presence, but also attendance through telephone, video conference or other electronic means.

SIGNIFICANT ISSUES
An issue being addressed by the Senate may be declared a Significant Issue for any of the following reasons.

(1) That issue requires action by the Board of Trustees.
(2) That issue affects the teaching environment of a substantial number of Faculty, or
(3) That issue substantially affects the teaching environment of any Faculty member.

It shall require a majority vote of Voting Members in attendance to declare an issue brought before this Senate to be a Significant Issue.

Any proposed amendment to the Constitution or to the Bylaws shall be considered a Significant Issue and shall not require a vote of declaration.

The motion on a Significant Issue shall require a First Reading at a regularly scheduled or special meeting of this Senate. The vote on any such motion shall take place no sooner than seven days after a First Reading. In the event that amendments are added to the motion, the vote shall take place no sooner than seven days after a Subsequent Reading.

ABSENTEE BALLOTS
Members eligible to vote may request the right to vote by absentee ballot on any issue that has been declared a Significant Issue. A request to vote by absentee ballot must be made to the First Speaker at least one day prior to the meeting at which the vote on a Significant Issue is scheduled. The First Speaker shall keep a list of members requesting the right to vote by absentee ballot.

Members voting by absentee ballot must submit their ballots to the First Speaker prior to the meeting at which the vote on a Significant Issue is scheduled. In order to be counted in the vote tally, an absentee ballot must include, at minimum, a word or phrase clearly identifying the motion on the Significant Issue to which the vote is addressed. The ballot must clearly indicate whether the voting member is in favor of or opposes the motion. The ballot must be in a sealed envelope contained inside another sealed envelope upon which the voting member has printed his or her name and has signed his or her name. A ballot shall not be voided if a member has signed the inner envelope or the ballot.

The First Speaker shall appoint an ad hoc committee to tally absentee ballots.

QUORUM
A regularly scheduled meeting shall not require a quorum. A special meeting shall require a quorum of twenty-five percent of the Voting Members.
RULES GOVERNING DEBATE

 Senate members present at a meeting shall have the right to establish rules governing debate at that meeting. If no rules are established, then Robert's Rules of Order (Newly Revised) shall govern debate unless those Rules are at variance with the wording of this Constitution and these Bylaws. It shall be the responsibility of each member of this Senate to show courtesy and respect to every other member of this Senate.

RESPONSIBILITY OF THE MEMBERSHIP AND OF THE FIRST SPEAKER

 All members of this Senate should recognize that different concerns, opinions, ideas and suggestions exist within the heterogeneous membership of the Peninsula College Faculty Senate. While unanimity and consensus are desired ends, within a typical faculty, on a given issue, they are not always present. It is the purpose of this Senate not only to present majority faculty opinion to the Board of Trustees and to the Peninsula College President, but also to protect the concerns, opinions, ideas and suggestions of those faculty who may be in the minority on any given issue. Accordingly, the minutes of this Senate shall reflect minority arguments as well as majority arguments on any given issue, and it shall be the responsibility of the First Speaker to present minutes that accurately represent the debate on that issue to the Faculty Senate for its approval. The First Speaker may also act to facilitate communication between Senate Members and the President of Peninsula College.

AMENDMENTS TO THIS CONSTITUTION

 Amendments to this Constitution must be submitted at a regularly scheduled meeting of the Senate. Amendments shall be voted on at the next regularly scheduled meeting. Amendments require a two-thirds majority of votes cast but not less than a majority of eligible voters.
MEETINGS

Meetings of this Senate shall be held at least twice a quarter during the Fall, Winter and Spring quarters at a time and place to be determined by the First Speaker. Meeting dates shall be announced through electronic mail, by letter, or through other means to the best ability of the Senate. Failure to notify an eligible member of meeting dates shall not constitute grounds to cancel or postpone a scheduled meeting. Special meetings may be scheduled by vote of the membership, or called by the First Speaker in the event that timely Senate action is required.

AMENDMENTS TO THESE BYLAWS

Amendments to these Bylaws must be submitted at a regularly scheduled meeting of the Senate. Amendments shall be voted on at the next regularly scheduled or special meeting. Amendments require a two-thirds majority of votes cast.
MEMORANDUM OF UNDERSTANDING
between the
PENINSULA COLLEGE FACULTY SENATE
and the
BOARD OF TRUSTEES OF PENINSULA COLLEGE

RESPONSIBILITIES OF THE BOARD OF TRUSTEES
The Board of Trustees shall furnish the Senate administrative assistance in the following two areas.

(1) A recording secretary shall attend all meetings of the Peninsula College Faculty Senate to prepare minutes of each Senate meeting. These minutes will be edited by the First Speaker for accuracy, and then posted by the recording secretary as directed by the First Speaker.

(2) The administration of Peninsula College shall allow the Faculty Senate to send a mailing to all eligible members of the Senate who cannot be reached by electronic means at the beginning of each academic year. This mailing will include the dates of scheduled meetings of the Senate and a letter of invitation and information from the First Speaker. Additional mailings may be requested if special meetings of the Senate are scheduled during the academic year.

(3) The Board of Trustees shall agree to hear a report from the First Speaker at regularly scheduled meetings of the Board of Trustees.

RESPONSIBILITIES OF THE PENINSULA COLLEGE FACULTY SENATE
The Senate shall present the concerns, ideas, opinions and suggestions of the Peninsula College Faculty to the President of Peninsula College and to the Board of Trustees according to the procedures established by the Constitution of the Peninsula College Faculty Senate as ratified by the membership on the __________ day of the month of ____________, 200__.  

________________________________________________________
Chair, Board of Trustees of Peninsula College

________________________________________________________
President, Peninsula College    Date

________________________________________________________
First Speaker, Faculty Senate    Date

Constitution and Bylaws were approved by the Board of Trustees on 3/12/02.