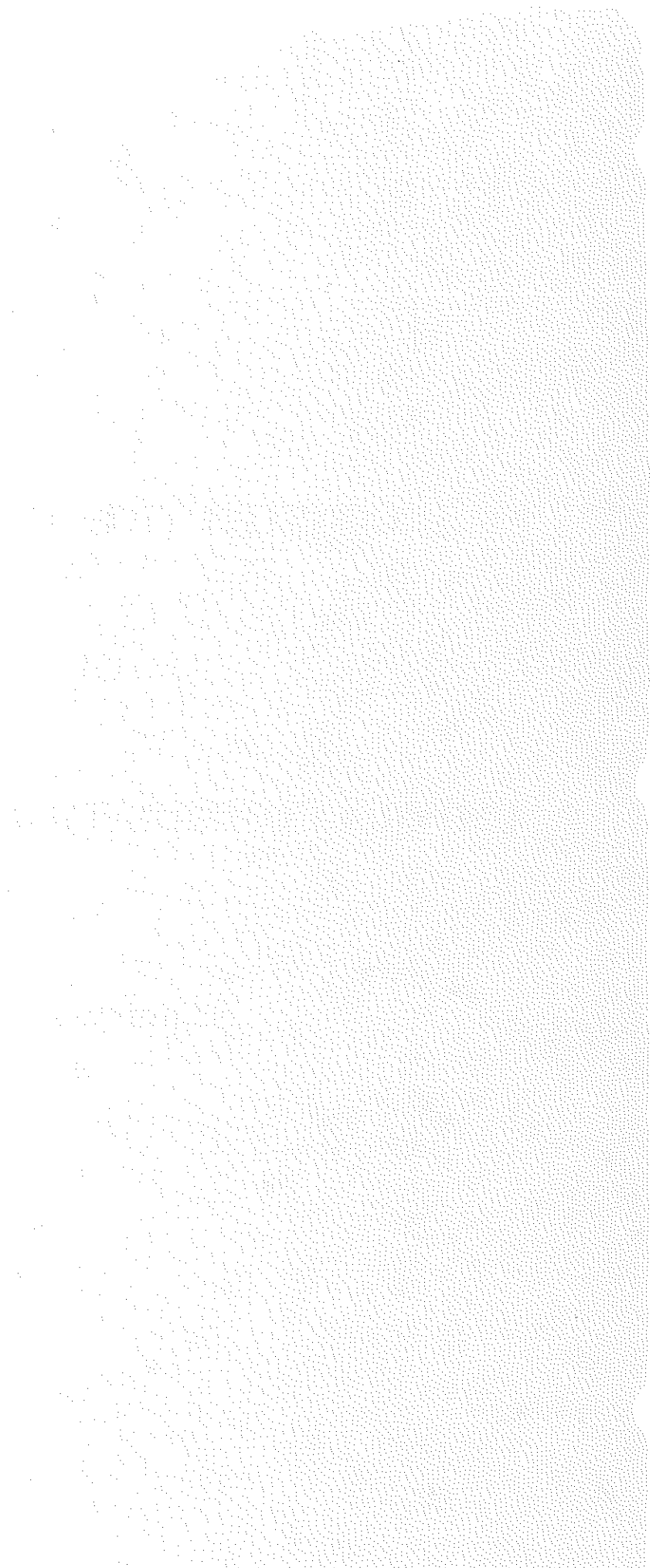


CONSTITUTION AND BYLAWS

OF

UMPQUA COMMUNITY COLLEGE FORUM

September 1999



CONSTITUTION OF UMPQUA COMMUNITY COLLEGE FORUM

PREAMBLE

Believing that shared decision-making builds trust and strengthens the sense of commitment to the institution and to one another, this constitution provides for a campus-wide governance process, centering on an all-campus Senate, its affiliate Associations, and Committees. Within that framework, it is intended to:

- Establish an executive body that is large enough to be representative of the campus community and that is composed of individuals selected from well-defined constituencies to which they sense responsibility.
- Open communication channels among groups comprising the campus community, including students, faculty, classified staff, and the college administration.
- Link the political and administrative channels by including the Instructional Council within the Senate Committee structure.
- Move most decision-making as close as possible to the point of action by actively involving those who are significantly affected, and empowering the committees to make and carry out decisions.
- Channel recommendations for policy and procedure additions and/or revisions affecting the general membership of the Forum through the Senate to the College President.
- Provide a shared voice for both full-time and part-time members of the Student, Faculty, Classified and Administrative Associations.

ARTICLE I - Name

The name of this group shall be: **The Umpqua Community College Forum** (the Forum), and the **College Senate** shall be its executive body.

ARTICLE II - Purpose

The purpose of the Forum shall be to facilitate communication within the college; study and recommend policies and procedures; and encourage employee participation in college, instructional and personnel affairs.

ARTICLE III - Meetings

The Forum shall meet in plenary session as needed, at the request of the College President or the College Senate.

ARTICLE IV - Membership

The Forum shall consist of four affiliates, which are the Associated Students of UCC (ASUCC), the Faculty Association, the Classified Association, and the Administrative Association. Membership, functions, elections and voting in each affiliate group will be as defined by those groups in their bylaws in conjunction with the Senate bylaws.

ARTICLE V - The College Senate

The College Senate will serve as the Executive Body of the Forum, and as the common communication pathway linking the four Associations, the Academic Departments, the various Committees, Task Forces, and the College President. The function of the College Senate is to:

- Consider proposed policies, procedures and other matters brought to its attention by the College President, Senate Committees/Task Forces, Associations, or individuals.
- Facilitate communication within the Forum by hearing reports and/or reviewing minutes of the Associations, Committees and Task Forces.
- As needed, provide assessment of, and implement appropriate remedies to improve the health of, the internal governance system and its components.

ARTICLE VI - Senate Standing Committees & Task Forces

The Senate shall establish standing committees and short-term task forces to accomplish the necessary and routine work of the group in terms of studying, taking action, or making recommendations to the Senate. Minimum membership shall include at least one representative from each Association to which the charge of the committee is applicable.

Each Senate committee shall annually review its purposes, goals, procedures, and decision-making guidelines; and submit any recommended changes to the College Senate.

ARTICLE VII - Formation and Dissolution of Committees and Task Forces

Standing Committees and Task Forces shall be created by a majority vote of the Senate and discontinued in the same manner.

ARTICLE VIII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the UCC Forum and its Affiliates in all cases to which they are applicable and in which they are not inconsistent with this constitution.

ARTICLE IX - Amendment of Constitution

Subject to College Board approval, this Constitution may be amended at any appropriately called meeting of the Senate, by majority vote, provided that the amendment has been submitted in writing at a previous meeting and has been reviewed/discussed and approved by a majority of the membership of all affiliate groups of the Forum.

ARTICLE X - Dissolution of the Constitution

Subject to College Board approval, these articles may be dissolved at any appropriately called meeting of the Senate, by majority vote, provided that the motion for dissolution has been submitted in writing at a previous meeting and has been reviewed/discussed and approved by the membership of all affiliate groups of the Forum.

(Revised 3/2/98)

**BYLAWS OF
UMPQUA COMMUNITY COLLEGE FORUM**

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I. THE ASSOCIATIONS

A. ASSOCIATED STUDENTS (ASUCC)

1. Functions, Membership, Elections and Voting

- a. As defined in the ASUCC Constitution and Bylaws (available in Student Services Office).
- b. The Associated Students may refer matters for consideration to other Associations, the College Senate, Senate Committees, or to the College President, as deemed appropriate. Matters taken formally to the College President should have first been presented to the College Senate.
- c. The ASUCC Council shall be the official voice of the Association.
- d. If for any reason an elected committee officer/member cannot fulfill his/her term of office, it is the responsibility of the Association chair to see to it that the position is filled by holding an election at the next regularly scheduled association meeting. (1/96)

2. Representation on the College Senate

- a. The ASUCC President shall be a member of the Senate during that term of office.
- b. By May 1, the ASUCC Council shall select two (2) Senators to represent them in the College Senate for the following academic year. An alternate will be designated by the ASUCC President in the event that individual is unable to attend a Senate meeting. (r. 4/99)
- c. The ASUCC officers shall represent the ASUCC Council on the Senate for the months of September and October until such time that Senators can be elected. The term of office for ASUCC Senators shall be one Academic year. (2/95)

3. Meetings

- a. Meetings shall be held in accordance with the ASUCC Bylaws.
- b. Minutes of all meetings will be distributed to the membership, to the College Senate Chair, and to the College President, within seven (7) days of the meeting.
- c. New Association Chairpersons will compile a list of Senate Standing Committee appointees, senators and alternates for submission to the Senate Chair by June 1 of each year. The Senate Chair will distribute this information to forum.

4. Committees

- a. As described in ASUCC Bylaws.
- b. The ASUCC President shall appoint members to the Senate Standing Committees from the Council membership and forward these to the Senate Chair by November 1 each year. (5/93)

B. FACULTY ASSOCIATION**1. Functions**

- a. To study, discuss, and make recommendations on matters of policy and procedure that are relevant to the interests and welfare of the faculty and to the instructional process.
- b. To designate members for the College Senate, Senate Committees and for the Faculty Economic Policies Committee.
- c. To refer matters for consideration to other Associations, the College Senate, Senate Committees, or to the College President, as deemed appropriate. Matters taken formally to the College President should have first been presented to the College Senate.
- d. To study, discuss, and/or make recommendations on matters referred to it by any group, individual, or official of the College.
- e. To refer recommendations on economic policy matters to the College President and the UCC Board of Directors.

2. Membership

- a. The Faculty Association shall include as voting members all full-time professional staff under annual contract whose primary responsibilities are classroom instruction, counseling, or librarianship, and who are not under administrative contract.
- b. The Faculty Association shall include as associate members all part-time credit faculty and/or professional staff under current contract. Associate members shall enjoy the privilege of discussion and debate. When they have taught college credit courses with the accumulative equivalent of one (1) year of full time (45 credit hours) and/or one (1) year accumulative equivalent full time service in librarianship or counseling at UCC they become voting members.

3. Elections and Voting

- a. Prior to the May Association meeting the Faculty Association shall elect annually a Chair-Elect (becomes Chair of the Association the following year) and a Secretary from the full-time membership. Term of office shall be from the beginning of the academic year to the beginning of the next academic year (September to September). (12/95)
- b. The Association Chair shall appoint a nominating committee from the full-time membership prior to the 4th week in April. The committee's functions shall include:
 - (1) Notification of all instructional faculty members that nominations are being accepted for the available positions.
 - (2) Acceptance of nominations from the faculty.
 - (3) Consultation with nominees to assure acceptance of nominations.
 - (4) Distribution of a list of nominees and a notice of election to all faculty during the second week of May.

- c. The election of officers shall be by secret ballot held in the Campus Center. Voting shall be from 10:00 A.M. to 2:00 P.M. on two (2) consecutive working days during the last week of May each year. The secretary of the Faculty Association shall be responsible for supervision of the election. The ballots shall be counted in the presence of the Association Chair, Association Secretary, and one member, at large, of another affiliate Association.
- d. A plurality of the votes shall be sufficient for election to all positions. In case of ties, a runoff election shall be held within one (1) week. The Association secretary shall be responsible for the necessary notification.
- e. In matters other than the election of officers, voting shall be done at meetings of the Association, unless a mail ballot is called for by the Chair or by the membership. There shall be no absentee balloting.
- f. If for any reason an elected committee officer/member can not fulfill his/her term of office, it is the responsibility of the Association chair to see to it that the position is filled by holding an election at the next regularly scheduled association meeting. (1/96)

4. Representation in the College Senate

- a. The Chair of the Faculty Association shall be a member of the Senate during that term of office.
- b. By May 1, the Faculty Association shall elect six (6) additional senators for the following academic year. All senators shall be elected from full-time faculty. One of these six (6) will be elected Senate Chair by the College Senate membership in May of each year. (r. 4/99)
- c. A senator's term of office shall be two (2) years. (1/96)
- d. The Faculty Association shall elect two (2) alternates for the Senate term from the full-time membership, who may represent a faculty senator, at that senator's request. (r. 4/99)

5. Officers

- a. The Chair of the Faculty Association shall preside at all regular and special meetings and shall attend and give an Association report at College Board meetings. The Chair shall, with the Chair-Elect and secretary, prepare the agenda for all meetings and order its distribution at least three (3) working days prior to the meeting.
- b. The Chair-Elect shall serve as Parliamentarian, and will preside at meetings in the absence of the Chair.
- c. The secretary shall record the minutes of all Faculty Association meetings. The secretary shall publish and distribute official minutes to all members of the Association within five (5) working days following each meeting, and shall be responsible for the organization and supervision of elections.

6. Meetings

- a. The Faculty Association shall meet as often as necessary, and at least once during each regular academic quarter. Additional meetings may be called at the discretion of the Chair.
- b. The secretary shall send minutes to the membership, the Chair of the College Senate, and the College President.
- c. A quorum shall consist of the members present at an appropriately announced meeting of the Association.

7. Economic Policies Committee of the Faculty Association

- a. The Economic Policies Committee of the Faculty Association shall consist of a chairperson and at least two (2) additional faculty members. These shall be appointed by the Association Chair from the full-time faculty membership, no later than the last week in October.
- b. The chair of the Faculty Economic Policies Committee will meet with the chairs of the Economic Policies Committees of the Classified and Administrative Associations to discuss common concerns prior to any individual meetings with the College President or the College Board.
- c. The Economic Policies Committees of the Faculty, Classified, and Administrative Associations may present a joint economic package or submit individual economic proposals.

8. Other Committees

- a. The Chair may appoint ad hoc committees from full-time membership, as needed, to study matters and make recommendations to the Association.
- b. The Chair-elect shall appoint members to the Senate Standing Committees from the full-time faculty membership by the end of May each year.
- c. New Association Chairperson will compile a list of Senate Standing Committee appointees, senators and alternates for submission to the Senate Chair by May 1 of each year. The Senate Chair will distribute this information to forum. (12/94)

C. CLASSIFIED ASSOCIATION**1. Functions**

- a. To study, discuss, and make recommendations on matters of policy and procedure that are relevant to the interests and welfare of the classified employees.
- b. To designate members for the College Senate, Senate Committees and the Classified Economic Policies Committee.
- c. To refer matters for consideration to the College Senate, Senate Committees, other Associations, or the College President, as deemed appropriate. Matters taken formally to the College President should have first been presented to the College Senate.
- d. To study, discuss, and/or make recommendations on matters referred to it by any group, individual or official of the College.
- e. To refer recommendations on economic policy matters to the President and the UCC Board of Directors.

2. Membership

- a. The Classified Association shall include as voting members all budgeted, full-time employees of UCC who are not on administrative or faculty contract.
- b. The Classified Association shall include as associate members all part-time classified employees. Associate members shall enjoy the privilege of discussion and debate. When they have served the accumulative equivalent of two (2) years of full-time service they shall become voting members.

3. Elections and Voting

- a. The Classified Association shall annually elect its officers from the full-time membership by secret ballot prior to the May Association meeting.
- b. The Association Chair shall appoint a nominating committee from the full-time membership in March before the election. The committee functions will include:
 - (1) Notification of all Association members that nominations are being accepted for the available positions.
 - (2) Submission of nominations by the classified staff.
 - (3) Consultation with nominees to assure acceptance of nomination.
 - (4) Distribution of a list of nominees and a notice of election to all classified staff before the May Association meeting.
- c. The election of officers shall be by secret ballot.
- d. A plurality of the votes shall be sufficient for election to all positions. In case of ties, a runoff election shall be held within three (3) working days. The secretary shall be responsible for the necessary notification.
- e. In matters other than the election of officers, voting shall be done at meetings of the Association, unless a mail ballot is called for by the Chair or by the membership. There shall be no absentee balloting.

- f. If for any reason an elected committee officer/member cannot fulfill his/her term of office, it is the responsibility of the Association chair to see to it that the position is filled by holding an election at the next regularly scheduled association meeting. (1/96)

4. Representation in the College Senate

- a. The Chair of the Classified Association shall be a member of the college senate. This Senator's term shall be for one (1) year.
- b. By May 1, the Classified Association shall elect four (4) additional Senators from the full-time membership to represent the Association in the College Senate the following academic year (one of these Senators is to be elected from an off-campus building). A Senator's term shall be two (2) years. (r. 4/99)
- c. The Classified Association shall elect two (2) Alternates for the Senate term, from the full-time membership, who may represent a Classified Senator, at that Senator's request.

5. Officers

- a. The Chair of the Classified Association shall preside at all regular and special meetings and shall attend and give an Association report at College Board meetings. The Chair shall also, with the Vice-Chair and secretary, prepare the agenda for all meetings and order its distribution. The agenda shall be distributed at least three (3) days prior to a meeting.
- b. The Vice-Chair shall, in the absence of the Chair, preside at meetings. In addition, the Vice-Chair shall recognize new members, inform them of the functions of the Association, and introduce them to the membership at the first regular meeting. The Vice-Chair may also be required to give direction to Association committees at the request of the Chair and shall serve as an Alternate Senator for the term.
- c. The Secretary/Treasurer shall record the minutes of all Classified Association meetings. The secretary shall publish and distribute official minutes to all members of the Association, Chair of the College Senate and College President following each meeting, and is responsible for the organization and supervision of elections.

6. Meetings

- a. The Classified Association shall meet as often as necessary and at least once each month Sept-June. Additional meetings may be called at the discretion of the Chair.
- b. The membership present shall constitute a quorum for that meeting. Majority vote shall decide all matters.
- c. Minutes of the Classified Association meetings shall be distributed within five (5) working days following each meeting.

7. Economic Policies Committee

- a. The Classified Association shall, in the month of September, nominate and elect from its full-time membership an Economic Policies committee. The Committee shall consist of five (5) members. Once the committee membership has been announced, those names will be placed as nominees for chair of the committee. Election of a chairperson will also be held during the month of September.
- b. The Chair of the Classified Economic Policies Committee will meet with the Chairs of the Economic Policies Committees of the Faculty and Administrative Associations to discuss common concerns prior to any individual meetings with the College President or the College Board.
- c. The Economic Policies Committees of the Faculty, Classified and Administrative Associations may present a joint economic package or submit individual economic proposals.

8. Other Committees

- a. The Chair may appoint ad hoc committees as needed from full-time membership to study matters and make recommendations to the Classified Association.
- b. The Chair shall appoint members to the Senate Standing Committees from the full-time membership.
- c. New Association Chairperson will compile a list of Senate Standing Committee appointees, senators and alternates for submission to the Senate Chair by May 1 of each year. The Senate Chair will distribute this information to forum. (12/94)

D. ADMINISTRATIVE ASSOCIATION

1. Functions

- a. To study, discuss and make recommendations on matters of policy and procedure that are relevant to the interests and welfare of administrators.
- b. To designate members for the College Senate, Senate Committees and for the Administrative Economic Policies Committee.
- c. To refer matters for consideration to other Associations, the College Senate, Senate Committees, or to the College President, as deemed appropriate. Matters taken formally to the College President should have first been presented to the College Senate.
- d. To study, discuss and/or make recommendation on matters referred to it by any group, individual or official of the college.
- e. To refer recommendations on economic matters to the College President and the UCC Board of Directors.

2. Membership

- a. The Administrative Association shall include as voting members all administrators under contract. The College President will not be a member.

3. Elections and Voting

- a. The Administrative Association shall elect its officers annually and designate Senators, bi-annually, from its full-time membership during the month of April. (2/95)
- b. If for any reason an elected committee officer/member can not fulfill his/her term of office, it is the responsibility of the Association chair to see to it that the position is filled by holding an election at the next regularly scheduled association meeting. (1/96)

4. Representation on the College Senate

- a. The Chair of the Administrative Association shall be a member of the College Senate during that term of office.
- b. By May 1, the Administrative Association shall elect one (1) additional Senators to represent the Association for two-year terms in the College Senate beginning the following academic year. (r. 4/99)
- c. An alternate representative shall be designated by the Senator in the event of that individual's inability to attend a Senate meeting.

5. Officers

- a. The Administrative Association shall elect a Chair, Vice-Chair and Secretary, each year. The Chair shall prepare the agenda for all meetings and order its distribution at least two (2) working days prior to the meeting and shall attend and give an Association report at College Board meetings.
- b. The Vice-Chair shall serve as Parliamentarian, and will preside at meetings in the absence of the Chair.

- c. The Secretary shall record the minutes of all Association meetings. The secretary shall publish and distribute official minutes to all members of the Administrative Association, Chair of the College Senate and the College President within five (5) working days following each meeting. The secretary shall be responsible for organization and supervision of elections.

6. Meetings

- a. The Administrative Association shall meet as often as necessary and at least once each regular academic quarter. Additional meetings may be called at the discretion of the Chair.
- b. The membership present at a meeting shall constitute a quorum for that meeting. A majority vote shall decide all matters.

7. Economic Policies Committee

- a. The Economic Policy Committee shall consist of a Chair and at least two (2) members, all designated by the membership of the Administrative Association, annually, during the inservice week prior to Fall Term.
- b. The Chair of the committee will meet with the chairs of the Economic Policies Committees of the Classified and Faculty Associations to discuss common concerns prior to any individual meetings with the College President or the College Board.
- c. The Economic Policies Committees of the Faculty, Classified and Administrative Associations may present a joint economic package or submit individual economic proposals.

8. Other Committees

- a. The Chair may appoint ad hoc committees as needed to study and make recommendations to the Association.
- b. The Chair shall appoint Senate Standing Committee members as appropriate.
- c. New Association Chairperson will compile a list of Senate Standing Committee appointees, senators and alternates for submission to the Senate Chair by May 1 of each year. The Senate Chair will distribute this information to forum. (12/94)

II. THE COLLEGE SENATE

A. FUNCTIONS

1. The College Senate will serve as the Executive Body of the Forum, and as the common communication pathway linking the four Associations, the Academic Departments, the various Committees, Task Forces, and the College President.
2. Consider proposed policies, procedures and other matters brought to its attention by the College President, Senate Committees/Task Forces, Associations, or individuals.
3. Establish standing committees and short-term task forces to accomplish the necessary and routine work of the group in terms of studying, taking action, or making recommendations to the Senate.
4. Review and approve, any recommended changes submitted by a Senate Standing Committee as to their purposes, goals, procedures, and decision-making guidelines; and to allow the committees thereafter to function with maximum autonomy.
5. Facilitate communication within the Forum by hearing reports and/or reviewing minutes of the Associations, Committees and Task Forces.
6. As needed, provide assessment of, and implement appropriate remedies to improve the health of, the internal governance system and its components.
7. Consider proposed policies, procedures, and other matters of concern to the membership of the Forum (collective or individual), and to refer them to the appropriate Association, Senate Committee, or Task Force for action or recommendations.
 - a. Policy and procedure recommendations shall be brought to the attention of the Senate. Further, any individual or group desiring to make policy or procedure recommendations shall specifically and clearly identify their proposed additions or revisions in their reports to the Senate by using the appropriate form provided by the Senate Secretary or Chair. (2/95)
 - b. The Senate shall endeavor to involve all interested parties before making decisions on issues brought before it.
 - c. Policy and procedure additions and/or revisions, or other items of concern brought to the attention of the Senate by its Associations or Committees, shall be voted on at the request of any Senator. Otherwise (in the absence of objection) the Senate shall endorse, by consensus, those recommendations of its Associations or Committees which are presented to it.
 - d. When there is not consensus, the Senate Chair will call for a motion on the matter, and a vote will be taken.

B. VOTING

1. When there is not consensus, all votes shall be taken by verbal vote or show of hands, unless there is a specific request for a secret ballot.
2. When there is a secret ballot, all votes shall be tallied by the Secretary, verified by the Chair, and recorded in the Senate minutes. (2/95)

C. MEMBERSHIP AND LENGTH OF TERM

1. The College Senate shall consist of the President of the Associated Students, plus two (2) additional members; the Chair of the Faculty Association, plus six (6) additional members; the Chair of the Classified Association, plus four (4) additional members; the Chair of the Administrative Association, plus one (1) additional members. (r. 4/99)

Students	1 + 2 =	3	(18%)	
Faculty	1 + 6 =	7	(41%)	(includes 1 non-voting President of Senate)
Classified	1 + 4 =	5	(29%)	
Administrative	1 + 1 =	2	(12%)	
TOTAL		17		(the Senate Chair votes only in the case of a tie).

2. Term of office for Senators, other than Association Chairs and students, shall be two (2) years (initially, one half of the Senate shall be elected for one year as designated by the individual Associations).
3. If a vacancy should occur, a replacement shall be elected to fulfill the remaining term of office, according to the process used by the Association involved.
4. Any individual member of the Associations may attend meetings of the Senate or its Committees.
5. Election of Senators shall occur during the latter part of Spring Term, however, term of office will not start until the beginning of the next Academic year.

D. ELECTION OF OFFICERS

1. The College Senate shall elect, from its membership, a Chair, and a Vice-Chair. The Senate Chair shall be a member (other than the Chair) of the Faculty Association.
 - a. Senate Officer unable to continue his/her term of office: (4/97)
 - (1) Senate Chair:

- (a) If Vice Chair is Faculty member: The Vice Chair will take over as the Senate Chair and a new Vice Chair will be elected to fill the position for the remainder of the term.
 - (b) If Vice Chair NOT faculty member: An election will be held for a new Senate Chair from the faculty members of the senate.
 - (2) Senate Vice Chair:
 - (a) New Vice Chair will be elected from senate population to fill the position for the remainder of the term.
2. The College Senate, including newly elected/excluding terminating senators, shall elect its officers at the May Senate meeting. These officers will serve with immediate past officers through summer term and will take over Senate leadership at the beginning of the new academic year. (11/94)
3. The College Senate shall form a nominating committee in April consisting of one member from each of the three associations. Nominations are to be drawn from a pool of candidates from the upcoming academic year's Senate roster. (11/94)

E. DUTIES OF OFFICERS

1. The Senate Chair shall preside over the Senate, determine the hour and place of Senate meetings, and shall vote only in the case of a tie.
2. The Senate Chair shall have general supervision of the affairs of the Senate between meetings, shall communicate the recommendations of the Senate to the College President, and shall attend and give a Senate report at College Board meetings.
3. The Senate Chair will distribute a list of Senate Standing Committee appointees, senators and alternates to the membership of the UCC Forum at the beginning of each academic year.
4. The Vice Chair shall preside over the Senate in the absence of the Senate Chair and shall also serve as Parliamentarian.
5. The Parliamentarian must assure that a quorum is present prior to the Chair calling the meeting to order. (2/95)
6. The Senate Chair shall expedite the Harry Jacoby Award for June graduation. (5/95)

F. MEETINGS

1. The College Senate shall meet as often as necessary and at least monthly during the regular school year. Additional meetings may be called at the discretion of the Senate Chair.

2. The Senate Chair shall be responsible for preparation of the agenda.
 - a. Any policy or procedure matter will be highlighted.
 - b. The agenda automatically will include: Senate Committee and Task Force reports, matters referred from the Associations, the Senate Committees/Tasks Forces, and the College President.
 - c. The agenda shall be published and distributed to all members by the Secretary at least three (3) working days before the meeting.

3. The College President will appoint a non-voting executive secretary for the Senate on an annual basis. The secretary will take and distribute minutes, as well as facilitate other publications by the Senate. The secretary shall distribute copies of the minutes to the Senate membership, all other full time staff, the College Library, and the College President, within seven (7) days of the meeting.

4. The College Senate may refer matters to the Associations, Senate Committees, or Task Forces for consideration, action, or recommendation.
 - a. Responses shall be returned to the College Senate within the dead-line established by the Senate.
 - b. Extensions in response time must be requested and may be granted at the discretion of the Senate Chair.

5. Two-thirds of the Senate membership (alternates who have been appropriately designated, included) shall constitute a quorum.
 - a. A quorum shall be required in order for the Senate to conduct business.
 - b. A majority vote shall decide all matters.
 - c. Before the Senate Session begins, alternates (representing absent Senators) must identify themselves, be recognized by the Senate Chair, and noted in the minutes in order to be allowed to vote.

III. SENATE STANDING COMMITTEES

A. FUNCTIONS

1. The Senate shall establish Standing Committees to increase participation of faculty, classified, administrators and students (when applicable) in the decision-making process. Minimum membership shall include at least one representative from each Association to which the charge of the committee is applicable.
2. Each Senate committee shall annually review its purposes, goals, procedures, and decision-making guidelines; and submit any recommended changes to the College Senate.
3. Fulfill the goals of the committee according to the previously determined, and Senate-endorsed decision-making process.
4. Study, discuss, take action, or make recommendations on matters referred to the committee. The College President and any group or individual represented by the Forum may refer matters to Senate Committees.
5. Refer all proposals for policies and/or procedures to the College Senate for review; and to refer other matters to the College Senate when necessary.
6. Submit written minutes of meetings to each member of the College Senate.^(3/98)

B. STRUCTURE AND PROCEDURES

1. A Chair and Recorder shall be determined within each committee at their first meeting of the new academic year with the exception of those Committees which have designated Chairs. Term of office shall be from the beginning of one academic year to the next.
2. Each committee will forward the name of its chairperson to the Senate Chair by November 1 of each year.
3. Term of appointment on a committee shall be one (1) year (from the beginning of one academic year to the next) unless otherwise stated in the committee guidelines.
4. Minutes will be taken at each committee meeting and distributed to each member, as well as to the Senate Members and the College President, within seven (7) days of the meeting.

5. Committees are expected to act independently in the accomplishment of their necessary and routine work. However, it is expected that any actions or recommendations that involve policy/procedure additions and/or revisions affecting the general membership of the Forum shall be brought to the Senate for endorsement prior to any action being taken by the committee.
6. Inactive Committees are expected to bring this fact to the attention of the Senate, and they may be discontinued in accordance with Article VII of the Constitution.

C. STANDING COMMITTEES

1. **ACADEMIC AFFAIRS** (students/faculty/administrators)

a. **Instructional Council**

(1) Charge

- (a) To review and recommend changes in curriculum and graduation requirements.

(2) Membership

- (a) The following are permanent members: Vice President for Instructional Services (Chair), Vice President for Student Services, Department Chairs, Dean of Liberal Arts and Sciences, Dean of Career and Technical Programs, Director of Admissions, Director of Counseling, Director of the Library, Director of Community Education, and Director of Developmental Education. (5/94)
- (b) Additionally, two (2) students and two (2) faculty members (including the Faculty Chair) shall serve annually.
- (c) The secretary to the Vice President of Instructional Services is the official recorder. (5/95)
- (d) TOTAL MEMBERS: S 2, F 10, A 9 (5/94)

b. Financial Aid**(1) Charge**

- (a) To review and develop financial aid policies and recommend additions and/or revisions.
- (b) To review and render decisions on appeals from students who have been suspended from financial aid.
- (c) To review and award certain student scholarships.

(2) Membership

- (a) The following are permanent members: a Vice President for Student Services, Vice President for Administrative Services, Director of Financial Aid, Director of Counseling, and the Director of Admissions and Records.
- (b) Additionally, three (3) faculty members shall be appointed to serve three-year terms, and two (2) students shall be appointed for a one-year term.
- (c) The official recorder is appointed by the Director of Financial Aid from the Financial Aid staff. *(5/95)*
- (d) TOTAL MEMBERSHIP: S 2, F 3, A 5

c. Nursing Admissions**(1) Charge**

- (a) To make recommendations to the College President/ College Board determining objective criteria for selection of nursing applicants.
- (b) To consider applications for admission to nursing programs and select students according to objective criteria as adopted by the College Board.
- (c) To consider all applications for re-admission to nursing programs.

(2) Membership

- (a) The following are permanent members: Director of Admissions, Director of Counseling, Dean of Liberal Arts and Sciences, Director of Health Occupations, Chair of Science Department.
- (b) Additionally, one (1) faculty member shall be appointed to serve a two (2) year term.
- (c) The secretary to the Director of Admissions and Records is the official recorder. *(5/95)*
- (d) TOTAL MEMBERSHIP: S 0, F 3, A 3

d. Academic Standards

(1) Charge

- (a) To recommend policies on academic standards.
- (b) To make decisions regarding student suspension, late withdrawals, and other specific cases referred by the Director of Admissions.
- (c) To consider student appeals or petitions in accordance with UCC Board Policy numbers 709.2(4) and 709.3.

(2) Membership

- (a) The following are permanent members: Director of Admissions and Records, one (1) Counselor, Vice President for Student Services, Vice President of Instructional Services, Financial Aid Officer, faculty representative from Business Department, representative from Developmental Education, faculty representative from Nursing Department, and Veteran's Coordinator. (4/97)
- (b) Additionally, two (2) students and two (2) other faculty members (two-year rotation) shall be appointed.
- (c) Chairman - faculty elected (one year term). (3/95)
- (d) Secretary to the Registrar is the official recorder. (3/95)
- (e) TOTAL MEMBERSHIP: S 2, F 6, A 4 (3/95)

e. International Studies

(1) Charge

- (a) To study and make recommendations on foreign student recruitment and internationalization of the curriculum.
- (b) To increase faculty and student awareness of international study/travel/ work opportunities.
- (c) To encourage programs that increase community understanding of other cultures.

(2) Membership

- (a) The Dean of Liberal Arts and Sciences shall be a permanent member.
- (b) Additionally, two (2) students and six (6) faculty shall be appointed.
- (c) The official recorder is appointed yearly by the committee chair. (5/95)
- (d) TOTAL MEMBERSHIP: S 2, F 6, A 1

f. **Student Advising**

(1) Charge

- (a) To review academic advising program procedures and recommend additions and/or revisions.
- (b) To review registration program procedures and recommend additions and/or revisions.
- (c) To analyze student research related to academic advising and registration procedures.

(2) Membership

- (a) The following are permanent members: Vice President for Student Services, Vice President for Instructional Services, Director of Counseling and the Director of Admissions and Records.
- (b) Additionally, one (1) faculty member to represent each academic department (8) for a two-year term, and two students for a one-year term, shall be appointed.
- (c) The Secretary to the Vice President of Student Services is the official recorder. (5/95)
- (d) TOTAL MEMBERSHIP: S 2, F 8, A 4

g. **Library**

(1) Charge

- (a) To make recommendations and discuss matters related to Library procedures, policies, and purchases.

(2) Membership

- (a) The Director of the Library shall be a permanent member.
- (b) Additionally, two (2) students, and seven (7) faculty, and one (1) administrator shall be appointed.
- (c) The official recorder is the Library Records Manager. (5/95)
- (d) TOTAL MEMBERSHIP: S 2, F 7, A 2

2. **COLLEGE AFFAIRS** (students/faculty/administrators/classified)

a. **Marketing/Community Relations**

(1) Charge

- (a) To recommend projects and assist with student recruitment.
- (b) To assess community relations needs; advise/assist Community Relations Director.

(2) Membership

- (a) The Director of Community Relations shall be a permanent member and will consult with the Association Chairs regarding the appointment of one (1) student, two (2) faculty, one (1) classified, and one (1) administrative members.
- (b) The official recorder is appointed yearly by the committee chair. (5/95)
- (c) TOTAL MEMBERSHIP: S 1, F 2, C 1, A 2

b. **Safety**

(1) Charge

- (a) To bring UCC employees and administrators together in a non-adversarial, cooperative effort to promote safety and health in each workplace. The safety committee assists the college and makes recommendations for change under the operating guidelines of OR-OSHA code.

(2) Membership

- (a) The Director of Facilities shall be a permanent member of the committee.
- (b) Additionally, one (1) administrator, one (1) student, two (2) faculty, and two (2) classified members shall be appointed.
- (c) The Secretary to Human Resources is the official recorder. (5/95)
- (d) TOTAL MEMBERSHIP: S 1, F 2, C 2, A 2

c. **Substance Abuse**

- (1) Charge
 - (a) To develop the College's Alcohol and Drug Free Campus Program.
- (2) Membership
 - (a) The Vice President for Student Services, Director of Counseling, and the Student Advocate for a Drug Free Campus shall be permanent members.
 - (b) Additionally, one (1) student shall be appointed for a one-year term; three (3) faculty, three (3) classified, and one (1) administrator shall be appointed to serve a two-year term.
 - (c) The official recorder is appointed yearly by the committee chair. (5/95)
 - (d) TOTAL MEMBERSHIP: S 2, F 3, C 3, A 3

d. **Recycling**

- (1) Charge
 - (a) To promote and monitor recycling on campus and make related recommendations.
- (2) Membership
 - (a) The Director of Purchasing shall be a permanent member.
 - (b) Additionally, one (1) student, one (1) faculty, one (1) classified, and one (1) administrator shall be appointed.
 - (c) The official recorder is appointed yearly by the committee chair. (5/95)
 - (d) TOTAL MEMBERSHIP: S 1, F 1, C 1, A 2

e. **Institutional Effectiveness Team**^(3/98)

- (1) Charge
 - (a) To analyze campus-wide outcomes data each year to determine how well the college is achieving its mission and goals.
 - (b) To develop appropriate recommendations for the college re: upcoming planning and budgeting decisions.
 - (c) To inform the Instructional Council and College Senate each October of the outcomes data collected and recommendations developed that will be forwarded by the Institutional Effectiveness Team to be college administration and college board.
- (2) Membership

The following are permanent members: Vice President for Instructional Services (chair), Vice President for Student Services, Vice President for Administrative Services, Dean of Liberal Arts and Sciences, Dean of Career and Technical Training, Director of Counseling, Director of Admissions and Records, Assistant to the President, Computer Services Programmer/Analyst, Classified Association Chair (or designee), Faculty Association Chair (or designee).

TOTAL MEMBERSHIP: F 1, C 2, A 8

3. **EMPLOYEE AFFAIRS** (faculty/classified/administration)

a. **Personnel Policies/Affirmative Action**

(1) Charge

- (a) To review and make recommendation to the College Senate on all proposed policy and procedure changes, additions or deletions that are to be presented to the College Board.
- (b) To make recommendations for a UCC Affirmative Action Program as outlined in Policy 302.4.
- (c) To review discrimination grievances and determine a course of action as outlined in Policy 302.7.

(2) Membership

- (a) The College President shall appoint an administrator as a permanent member of the committee.
- (b) Additionally, five (5) faculty, five (5) classified, and one (1) administrator shall be appointed. Membership on the committee will be for two years with a 50% turnover annually.
- (c) The official recorder is appointed yearly by the committee chair. (5/95)
- (d) TOTAL MEMBERSHIP: F 5, C 5, A 2

b. **Training & Staff Development**

(1) Charge

- (a) To recommend programs to meet training needs of all staff and participate in the planning, delivery and evaluation of these training programs (including Inservice).
- (b) To award budgeted Staff Development Monies for personal and professional growth-related workshops, courses and other applicable opportunities to faculty and classified staff.

(2) Membership

- (a) The Vice President for Instructional Services, his/her secretary, and the Director of Community Education shall be permanent members of the committee.
- (b) Additionally, six (6) faculty, three (3) classified shall be appointed.
- (c) The Vice President for Instruction's secretary shall be the official recorder. (4/97)
- (d) TOTAL MEMBERSHIP: F 6, C 4, A 2

- c. **Health & Wellness**
- (1) Charge
 - (a) To assist in providing incentives for improving optimum health for each College employee.
 - (b) To increase student and community awareness of program benefits.
 - (2) Membership
 - (a) The Wellness Instructor shall be a permanent member.
 - (b) Additionally, two (2) faculty, two (2) classified, and two (2) administrative members shall be appointed.
 - (c) The official recorder is appointed yearly by the committee chair. (5/95)
 - (d) TOTAL MEMBERSHIP: F 3, C 2, A 2
- d. **Constitutional Oversight Committee**
- (1) Charge
 - (a) To assess the operational health of the internal governance system and its components, recognize warning signals indicating potential problems, and recommend/implement remedial actions.
 - (b) To recommend additions and/or revisions to the Bylaws of the Forum, as warranted.
 - (c) To ensure inclusion of all approved changes to Bylaws within two weeks of Senate approval and access to Bylaws via UCC computer network. (5/96)
 - (2) Membership
 - (a) The Chairs of the Faculty, Classified, and Administrative Associations shall serve two-year terms on this committee (the first year as Chair of their Association, plus one additional year as a member of this committee). The President of the Associated Students shall serve for one year.
 - (b) The official recorder is appointed yearly by the committee chair. (5/95)
- e. **Cultural Enrichment** (3/98)
- (1) Charge
 - (a) To bring one or two major cultural programs a year to UCC to encourage greater student and community understanding of regional, national and international issues and culture. Events might include regional northwest speakers (on any number of topics/policy issues), or performing events.
 - (2) Membership
 - (a) Committee membership would include representation from all associations.
 - (b) The committee membership shall split the tasks necessary to produce and orchestrate a quality event.
 - (c) Leadership for the committee shall come from the faculty.

- (d) Director of Special Events and Community Relations Director shall provide support for the committee.
- (e) TOTAL MEMBERSHIP: F 4, C 2, A 2, S 2

IV. TASK FORCES

A. FUNCTIONS

1. Minimum membership shall include at least one representative from associations to which the topic is applicable.
2. Procedure and decision-making guidelines, actions and recommendations, shall be the same as for Senate Committees (see Senate Standing Committees, Section III.B.).
3. Minutes will be taken at each task force meeting and distributed to each member, as well as to the Senate Chair, within seven (7) days of the meeting. The Senate liaison shall keep the Senate informed of task force activities.
4. The Task Force shall disband when the task is completed or within one calendar year. If the Task Force is needed for more than one calendar year, it must be designated as a Senate standing committee.

V. FORMATION AND DISSOLUTION OF COMMITTEES AND TASK FORCES

Standing Committees and Task Forces shall be created by a majority vote of the Senate and discontinued in the same manner. (UCC Constitution Article VII)

VI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the UCC Forum and its Affiliates in all cases to which they are applicable and in which they are not inconsistent with these bylaws. (UCC Constitution Article VIII)

VII. AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any appropriately called meeting of the Senate, by majority vote, provided that the amendment has been submitted in writing at a previous meeting and has been reviewed/discussed and approved by a majority of the membership of all affiliate groups of the Forum.

VIII. DISSOLUTION OF THE BYLAWS

These Bylaws may be dissolved at any appropriately called meeting of the Senate, by majority vote, provided that the motion for dissolution has been submitted in writing at a previous meeting and has been reviewed/discussed and approved by the membership of all affiliate groups of the Forum.

- References:
1. Roberts Rules of Order Newly Revised, 9th Edition, 1990
 2. Gollattscheck, James F., "Developing and Maintaining Governance," New Directions for Community Colleges, #49, March 1985.