

Introduction to *Decision Making at Modesto Junior College* Fall, 2008 – Spring, 2010

The purpose of this document is to describe the structure for making decisions at Modesto Junior College. These processes outline the mechanisms through which the voices of the college's constituent groups are heard in decision making.

This document enumerates the four primary facets of the college decision-making process:

- Section 1: Introduction
- Section 2: Groups that develop recommendations
- Section 3: Timelines and sequences for key college decisions
- Section 4: College planning

The contents of this document represent the collegial consultation structure and procedures that have been agreed upon by the undersigned faculty, classified staff, and administrative representatives of Modesto Junior College.

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SECTION 1

INTRODUCTION

Vision

As the first choice for educational excellence in our community, Modesto Junior College will enrich lives by challenging all students to become successful, lifelong learners who strengthen their community in a diverse and changing world.

Mission

Modesto Junior College provides a comprehensive student-centered learning community for all who can benefit by offering innovative instructional and student support programs that respond to the educational needs of our diverse community.

We fulfill this mission as an institution of higher education through:

- University Transfer Education
- General Education
- Career and Technical Education
- Basic Skills Education
- Workforce Development
- Civic Engagement
- Comprehensive Student Services
- Community Education
- Partnerships with the Community
- Economic Development

Core Values

Excellence: We value and encourage innovation, creativity and commitment in achieving and sustaining a quality educational environment through continuous improvement.

Inclusiveness: We value others and ourselves as unique individuals and celebrate both our commonalities and differences. We promote open communication, ongoing collaboration and the free exchange of ideas.

Integrity: We value mutual respect, honor the dignity of each individual and foster a civil and ethical environment.

Learning: We value learning as a lifelong process and strive to adapt and be responsive to new challenges and opportunities.

Stewardship: We value social responsibility and hold ourselves accountable for the efficient and effective use of the human, physical and fiscal resources entrusted to us.

Roles of faculty, staff, students, and administrators in making decisions

Decisions at Modesto Junior College are shaped in an open structure that relies on the spirit and principles of participatory governance. In compliance with the core values of Modesto Junior College, we promote inclusiveness, open communication, mutual respect, and civil and ethical treatment of all participants regardless of constituent group.

Members of the college community have the authority and responsibility to make recommendations in matters appropriate in scope to their roles in the college. The scope for each constituent group as outlined below is derived from the California Code of Regulations, the Yosemite Community College District Board Policy, senate constitutions, college/district practices, procedures, and job descriptions. The relevant sections of the California Code of Regulations are included in an appendix of this document.

Role of Faculty

Full- and part-time faculty members are provided with opportunities to participate in the formulation and development of college recommendations as well as in the processes for developing recommendations that have or will have a significant effect on them.

For purposes of college and district governance, faculty members are represented by an **Academic Senate**. Modesto Junior College's Academic Senate represents the faculty in making recommendations to the college administration and the Board of Trustees on academic and professional matters, which are specifically defined as:

- › curriculum, including establishing prerequisites and placing courses within disciplines;
- › degree and certificate requirements;
- › grading policies;
- › educational program development;
- › standards or policies regarding student preparation and success;
- › district and college governance structures, as related to faculty roles;
- › faculty roles and involvement in accreditation processes, including self-study and annual reports;
- › policies for faculty professional development activities;
- › processes for program review;
- › processes for institutional planning and budget development; and
- › other academic/professional matters, mutually agreed upon between the governing board and the academic senate

The constitution and by-laws of the Modesto Junior College Academic Senate were most recently reviewed and revised in October 2007 and February 2008 and are included in an appendix of this document.

The Yosemite Community College District Board of Trustees agrees in Board Policy 4103 to function with the colleges' Academic Senates in academic and professional matters by relying primarily for reaching decisions on some academic and professional matters and by using mutual agreement for others. This policy is included in the appendix of this document.

For purposes of collective bargaining, faculty members are represented in collective bargaining by the **Yosemite Faculty Association**, which operates under a contract negotiated and approved by its members. The two bodies that represent college faculty are compatible; the Academic Senate is responsible for professional and academic matters, while the Yosemite Faculty Association responds to matters within the scope of salary, benefits, and working conditions.

Role of Classified Staff

Classified staff members are provided with opportunities to participate in the formulation and development of district and college recommendations as well as in the processes for developing recommendations that have or will have a significant effect on them.

Classified staff members are represented in collective bargaining by **California School Employees Association Chapter 420 (CSEA)** which operates under a contract negotiated and ratified by its members.

In compliance with California Education Code 70901.2, California School Employees Association, as the exclusive representative of all classified employees in the Yosemite Community College District, appoints all classified representatives to all College and/or District committees, task forces or any other governance groups.

In order for decisions to truly reflect the good of the college as a whole, classified representatives chosen to serve on standing committees shall serve as advocates for classified members and as a liaison between the committee and their constituent group. Nothing in this agreement precludes additional classified members who may contribute their expertise or who are required by their job duties to attend workgroups and/or any task force that may be established.

Classified employees have a negotiated agreement that provides classified representation on College Council, District Council, and Administrative or Classified selection committees (California School Employees Association Chapter 420 negotiated agreement article 4.3).

Role of Students

Modesto Junior College's Associated Students is recognized by the college as the representative body of the students. In their role representing all students, they offer opinions and make recommendations to the administration of the college and to the governing board with regard to district and college policies and procedures that have or will have a significant effect on students. The specific areas of their purview are:

- grading policies;
- codes of student conduct;
- academic disciplinary policies;
- curriculum development;
- courses or programs which should be initiated or discontinued;
- processes for institutional planning and budget development;
- standards and policies regarding student preparation and success;
- student services planning and development;
- student fees within the authority of the district to adopt; and
- any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

The Yosemite Community College District Governing Board agrees in Board Policy 5400 to provide students with an opportunity to formulate recommendations through council/committee participation and to give the recommendations and positions developed by students every reasonable consideration.

Role of Administrators

Modesto Junior College's administrative staff includes a total of 26 administrators: four senior administrators, 9 instructional deans, 3 student services deans, 10 directors, and 4 managers. The college's organizational chart in this document outlines the scope of responsibility for each position.

Drawing from job announcements for each administrative position and expectations expressed in administrative evaluations, Modesto Junior College administrators are to

1. Supervise budgets, personnel, and related operational tasks, and
2. Participate in governance and planning in these ways:
 - a. Provide leadership and expertise in assessing, identifying, formulating, and aiding in implementing the overall academic direction for the college in conjunction with the Chancellor;
 - b. Plan, organize, direct and evaluate the activities of the college pursuant to district and college mission and goals as set forth by the

Board of Trustees; report on college achievement of district and college goals;

- c. Prepare and maintain planning processes and support institutional research related to student learning, development, and outcomes;
- d. Establish and maintain liaisons with business and community representatives as participants in the planning, development and modification of division curriculum and programs;
- e. Serve as a resource to and collaborate with faculty and staff in developing, coordinating, and evaluating the college's programs and services;
- f. Ensure that the college's educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, district policies, contractual agreements, and articulation agreements;
- g. Serve as a resource to the Chancellor, the Board of Trustees, and college faculty and staff for college's educational and student service programs; and
- h. Promote the appropriate inclusion of students, faculty, and staff in participatory decision-making processes.

SECTION 2

GROUPS THAT DEVELOP RECOMMENDATIONS

Groups that contribute recommendations to the decision making processes are organized into five categories based on each group's responsibilities and its source of authority.

The work of each group is essential to the involvement of the college/district community in making decisions and staying informed about issues of college/district-wide importance.

The product of committee work is a recommendation to a specific person or group vested with the authority for implementing the next steps related to the recommendation. Those next steps may involve

- Implementing the recommendation,
- Revising the recommendation,
- Returning the recommendation to the committee to address questions or study further, or
- Dismissing the recommendation.

When a recommendation has district-wide impact, the College President forwards the recommendation for review by the appropriate district body. In each case, the person or group to whom the recommendation is submitted must provide timely feedback to the originating committee.

The following two pages present the taxonomy of the five categories of groups that develop recommendations and the names of the specific Modesto Junior College groups that fall within each category for 2008-2010. Following these charts, governance, organizational, and advisory groups are described in greater detail.

Governance

Authority derived from law and regulation, either written expressly in the law/regulation or delegated by another group that possesses said authority

Senates

Voices of faculty and students are heard in college/district conversations through representatives who make up an executive council elected by the larger constituent group

Standing Committees

Authority derived from the Academic Senate; charged with executing responsibility on academic and professional matters identified in law and regulation (Education Code 53200 and Assembly Bill 1725)

Organizational

Authority derived from the Board of Trustees by appointment to positions within the college

Fulfills operational, procedural, and policy implementation in the college by assisting the College President in implementing the strategic plans and policies of the Chancellor and Board of Trustees

Advisory

Authority derived from the College President's charge to perform specific functions that benefit the college community

Venue for dialogue and actions on topics chosen by the college as important and worthy of college wide concentration

Task Forces

Authority derived from the College President's or Academic Senate's charge to study or complete a specific task that benefits the college community

Person or group who calls for the Task Force will be identified in the title of the group, such as *President's Task Force on <topic>*

Workgroups

Authority derived from job description or professional interest

Charged to complete specific projects that have college-wide impact and benefit the college community and that are likely to repeat

Yosemite Faculty Association/ California School Employees Association

Authority derived from the collective bargaining agreement

Charged to complete specific tasks that have college-wide impact and benefit the college community

Yosemite Community College District

Authority derived from the Chancellor's charge to perform specific functions that benefit the district community

Venue for dialogue and actions on topics chosen by the district as important and worthy of district wide concentration

Governance

Senates

Academic Senate

Associated Students

Standing Committees

Accreditation/
Institutional
Effectiveness

Curriculum

Planning and Budget

Professional
Development

Organizational

Administrative Council

College Council

Instructional
Administrators' Council

President's Cabinet

Student Services Council

Advisory

Americans with
Disabilities Act

Campus Development

Classified Staff

DSP&S

Facilities/Capital
Construction

Instructional Technology

Matriculation

Student Success

Library

Workgroups

Commencement

Emergency Response
Team

Institute Day

Petitions

Scholarship

Student Orientation

Task Forces

To be determined
annually

Governance Groups

Governance groups are those whose authority is derived from law and regulation, either as written expressly in the law/regulation or as delegated by another group that possesses said authority.

Recommendations developed by governance groups flow through on-campus processes in a sequence before being forwarded to the College President (refer to Section 3 for a timeline/sequence for key college decisions). The College President reviews the recommendations and either returns the recommendation for further consideration by the governance group or directs implementation of the recommendation. In the event the College President does not support the recommendation, he/she shall respond, in writing, to the governance group indicating the reason(s) for lack of support. When a recommendation has district-wide impact, the College President forwards the recommendation for review by the appropriate district body.

Governance Groups: Senates

The voices of the faculty and students are heard in college/district conversations through their representatives who make up an executive council elected by the larger constituent group. The two Modesto Junior College senates are the Academic Senate and Associated Students; their constitutions and bylaws are included in an appendix of this document.

Governance Groups: Standing Committees

The Modesto Junior College Academic Senate has authorized four standing committees to execute responsibilities on the academic and professional matters identified in law and regulation (Education Code 53200 and Assembly Bill 1725). The specific charter and membership for each standing committees follow.

Reports on the four standing committees are expected to be a regular Senate agenda item. For the Curriculum Committee, approved courses and programs are typically forwarded directly to the Yosemite Community College District Board of Trustees for final approval without direct review of the Academic Senate [Title 5 § 55002(a)]. However, it is appropriate for the Academic Senate to review policies and procedures used and call attention to any irregularities which might require a recommendation to be returned to the committee for reconsideration [Title 5 § 53203(a)].

Likewise, the Professional Development Committee focuses, specifically, on the needs and improvement of the Modesto Junior College faculty. In the same vein as the Curriculum Committee, the Professional Development Committee will review and approve various professional development activities. However, it is appropriate for the Academic Senate to review any policies and procedures which might be recommended for college-wide implementation on faculty.

Finally, the Planning and Budget Committee (PBC) and the Accreditation/ Institutional Effectiveness Committee (AIE) are standing committees of Modesto Junior College which have Academic Senate representation on them. The Planning and Budget and Accreditation/Institutional Effectiveness Committees are expected to allow sufficient time for the Academic Senate, and other constituent groups, to: (1) meet; (2) discuss; and (3) bring forward their feedback to these two committees.

Accreditation/Institutional Effectiveness Committee

A. Charter:

The Accreditation/Institutional Effectiveness Committee, a standing committee, makes recommendations to the College President including:

- Accreditation criteria for institutional effectiveness
- Program review
- Student Learning Outcomes (SLO's)
- Annual evaluation of the college's planning process

B. Meetings:

Twice monthly during academic year and as needed

C. Membership:

Co-Chairs:

Vice President of Instruction
Academic Senate President

Members:

Director of Research and Planning
Yosemite Faculty Association appointee
Student Learning Outcomes Faculty Coordinator
Faculty Program Review Liaison
California Schools Employee Association appointee
California Schools Employee Association appointee
Instructional dean
Instructional dean
Student Services administrator
Administrative Services administrator
Faculty Career and Technical Education liaison (Academic Senate appointee)

Faculty Curriculum Committee Co-Chair
Associated Students of Modesto Junior College appointee

Curriculum Committee

A. Charter

The Curriculum Committee, a standing committee of the Academic Senate and college, makes recommendations to the Yosemite Community College District Board regarding:

- New courses and programs
- Modifications to existing courses and programs
- Graduation requirements

The Curriculum Committee charge also includes these academic and professional matters as identified in Education Code 53200(c):

- *Curriculum, including establishing prerequisites and placing courses within disciplines
- * Degree and certificate requirements
- * Education program development
- * Distant Education
- * Standards on student preparation

B. Meetings

Twice monthly during academic year

C. Membership

Co-chairs:

Faculty Co-Chair (*elected by committee/ex-officio/non-voting*)
Academic Senate President-Elect (*ex-officio/non-voting*)

Members:

Vice President of Instruction (*ex-officio/non-voting*)
Curriculum Information Specialist (*ex-officio/non-voting*)
Program Representative I Office of Instruction (*ex-officio/non-voting*)

Associate Students of Modesto Junior College appointee (*ex-officio/non-voting*)

Dean of Matriculation and Admissions (*ex-officio/non-voting*)

Student Learning Outcomes Coordinator (*faculty*)

Articulation Officer (*faculty*)

Community Education Representative (*elected by Community Education*)

Faculty Representative by division based on the following criteria:

- a. If a division has greater than or equal to 25 full time faculty members and greater than or equal to 100 courses, the division shall have two representatives, elected by and with duties delineated by the division.
- b. If a division does not meet both conditions above, then the division shall have one representative, elected by the division.

Note: As curriculum is an area in which the Board primarily relies upon faculty, representation by faculty is preferable to administrative representation whenever possible.

These faculty representatives for 2008/09 are appointed by their divisions in the following manner:

- Agriculture and Environmental Sciences
- Allied Health
- Arts, Humanities and Communications (2)
- Behavioral and Social Sciences
- Business
- Community and Economic Development
- Counseling
- Family and Consumer Sciences
- Learning Resources
- Literature and Language Arts (2)
- Mathematics
- PE/Recreation and Health Education
- Public Safety

- Science
- Student Services
- Technical Education

Planning and Budget Committee

A. Charter:

The Planning and Budget Committee, a standing committee, makes recommendations to the College President regarding the college's processes for institutional planning and budget development including

- the development and implementation of a process by which unit program reviews and the college's annual strategic goals are linked to resource allocations,
- prioritization of expenditures based on the process described above, and
- participation in the review/revisions of the college's Master Plans.

B. Meetings:

Twice monthly during academic year and as needed

C. Membership:

Co-Chairs:

College President (*non-voting*)

Academic Senate President (*non-voting*)

Members:

Vice President of College Administrative Services

Yosemite Community College District Internal Auditor and Budget Analyst (*ex-officio*)

Director of Research and Planning (*ex-officio*)

Yosemite Faculty Association Budget Analyst

Yosemite Faculty Association appointee

Academic Senate appointee

Academic Senate appointee

California Schools Employee Association appointee

California Schools Employee Association appointee

Instructional dean
Student Services administrator
Vice President of Instruction
Vice President of Student Services
Faculty Career Technical Education Liaison (*Academic Senate appointee*)
Learning Resources Liaison (*Academic Senate appointee*)
Technology/Distance Education Liaison (*Academic Senate appointee*)
Associated Students of Modesto Junior College appointee

Professional Development

A. Charter

The Professional Development Committee, a standing college committee, makes recommendations to the College President regarding the direction and evaluation of professional development activities for full time and adjunct faculty, including:

- Develop the theme and activities for Institute Day linked to one or more of the college's strategic goals;
- Evaluate effectiveness of each Institute Day;
- Plan and implement Fall Flex Week activities;
- Administer, allocate, and evaluate results of annual professional development mini-grant program.
- New full-time and adjunct faculty orientation

B. Meetings

Monthly during calendar year

C. Membership

Co-chairs:

Vice President of Instruction

Academic Senate Secretary

Members

Yosemite Faculty Association appointee (2)

Academic Senate appointee (2)

Dean of Instructional Services

Organizational Groups

Five councils have been established at Modesto Junior College to coordinate operations and implement procedures at the college. These organizational groups assist the College President or designee in implementing the policies and strategic plans of the Chancellor and Board of Trustees. Members of each group derive their authority from the Board of Trustees by virtue of their appointment to positions within the college.

- Administrative Council: The College President convenes monthly meetings with all college administrators (Vice Presidents, Deans, Directors, and district administrators who work primarily at Modesto Junior College) to
 - review Board actions,
 - discuss issues of college-wide impact,
 - share news from various areas of responsibility, and
 - participate in leadership training.
- College Council: The College President convenes monthly meetings with executive administrators and representatives of constituent groups to
 - assist in coordinating the operations of the college and
 - provide feedback on recommendations from standing and advisory committees.

Representatives of constituent groups serve two-year terms.

- Instructional Administrators' Council: The Vice President of Instruction convenes weekly meetings with deans, a liaison from Student Services Council, the Director of Technical Education, the Director of Basic Skills, and the instructional vice president to
 - coordinate processes for program improvement and student success,

- review operational issues, and
- share news from respective areas of responsibility,
- President's Cabinet: The College President convenes weekly meetings with the Vice Presidents, Dean of Community & Economic Development, Dean of Instructional Services, Director of Research and Planning, Director of Marketing and Public Relations, and Director of the Foundation to
 - discuss issues of college-wide impact and
 - coordinate activities from respective areas of responsibility.
- Student Services Council: The Vice President of Student Services convenes weekly meetings with the administrators of each student service program to
 - plan support services,
 - coordinate events,
 - review operational issues,
 - share news on student support matters, and
 - coordinate processes for program improvement.

Advisory Committees

Americans with Disabilities Act Advisory Committee

Reporting to the Vice President of Student Services and convened by the Dean of Special Programs, this advisory committee is charged by the college to address ways the college can improve access and success of students with disabilities. It monitors Modesto Junior College for compliance with state /federal regulations and files an annual report.

Campus Development Advisory Committee

Reporting to the College President, this advisory committee is convened by the Vice President of Administrative Services to review/prioritize all proposals affecting the safety, friendliness and beauty of the environment, including signage, lighting, parking lots, and the placement of art, benches, and plaques.

Classified Staff Advisory Committee

Reporting to the College President and convened by the president of California School Employees Association or designee, this advisory committee addresses college-wide issues affecting staff and plans development activities for staff, including biannual new classified staff orientations.

Facilities/Capital Construction Advisory Committee

Reporting to the College President and convened by the Vice President of Administrative Services, this advisory committee analyzes and prioritizes all capital projects including remodels and new construction.

Instructional Technology Advisory Committee

Reporting to the Office of the President and convened by the Dean of Learning Resources and Technology, this advisory committee makes recommendations to the President that would ensure that the whole of the campus community will be appropriately represented in the development of technology rich environments. As such, membership comes from across the campus community and the committee works to fulfill their charge.

Matriculation Advisory Committee

Reporting to the Vice President of Student Services and convened by the Dean of Admissions, Records and Matriculation, this advisory committee develops, reviews, and monitors all components of the Matriculation Plan with the purpose of serving students efficiently and supporting them to effectively reach their educational goals.

Student Success Advisory Committee

Reporting to the College President and convened by the Vice President of Student Services, this advisory committee coordinates initiatives such as learning communities, basic skills, and honors which are designed to promote success among Modesto Junior College's diverse student population.

Task Forces

Task Forces derive their authority from the College President's or Academic Senate's charge to study or complete a specific task that benefits the college community. The person or group who calls for the Task Force will be identified in the title of the group, such as *President's Task Force on <topic>*.

Workgroups

Workgroups are charged to complete specific projects that have college-wide impact and benefit the college community and that are likely to repeat.

Membership in College Groups

College groups are populated through various methods contingent on the source of authority on which the group is based.

- Governance Groups: Senates: The larger constituent group elects representatives to the Senates.
- Governance Groups: Standing Committees: Members are selected as follows:
 - Faculty members are appointed by the Academic Senate
 - Administrators are appointed by the Vice President of Instruction, Vice President of Student Services, or Vice President of College Administrative Services.
 - Staff members are appointed by the California School Employees Association.
 - Students are appointed by the Associated Students of Modesto Junior College.
- Organizational Groups: Membership is determined by the position held within the college.
- Advisory Committees: Membership is voluntary. These committees are generally representative of the college constituencies most appropriate to the charge of the group.
- Workgroups: Membership is voluntary or by position within the college.
- Task Forces: Membership is voluntary, by position within the college, or by appointment from the College President and/or Academic Senate.

SECTION 3: TIMELINES AND SEQUENCES FOR CURRICULUM DEVELOPMENT

The charts in this section present the sequence in key curriculum decisions and a timeline for the processes.

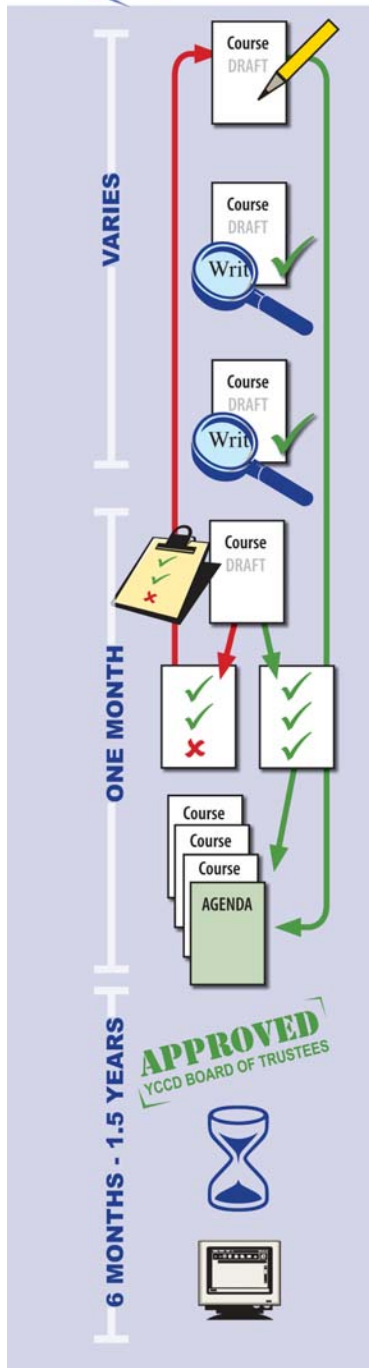
The first chart in this section outlines the steps for proposing new and revised courses and programs.

The second chart outlines the cycle of curriculum at the college, integrating catalog and class schedule development.

The third chart outlines the curriculum review cycle for all instructional programs at the college.



CURRICULUM DEVELOPMENT STEPS IN THE PROCESS



FACULTY AUTHORIZING PHASE With training and a password, MJC full-time faculty may access the CurricUNET system to create a new course, or modify or inactivate an existing course. Multiple authors can work on one course proposal. Assistance is available from Curriculum Representatives or Curriculum co-chairs. When this is complete, the course is **launched**.

DIVISION CURRICULUM REPRESENTATIVE REVIEW/ENDORSEMENT The **launched** course is then forwarded to the appropriate CC Representative, which is usually a faculty member of the division. This person scrutinizes the launched course for proper curriculum design, technical accuracy, and completeness. If all goes well, the course is **approved** and it advances to the next level.

DEAN REVIEW/APPROVAL Once the course arrives at the Dean level, critical data must be provided that is required for our programs and to generate funding. In addition, the dean ensures that the course as proposed is viable within the program and the division.

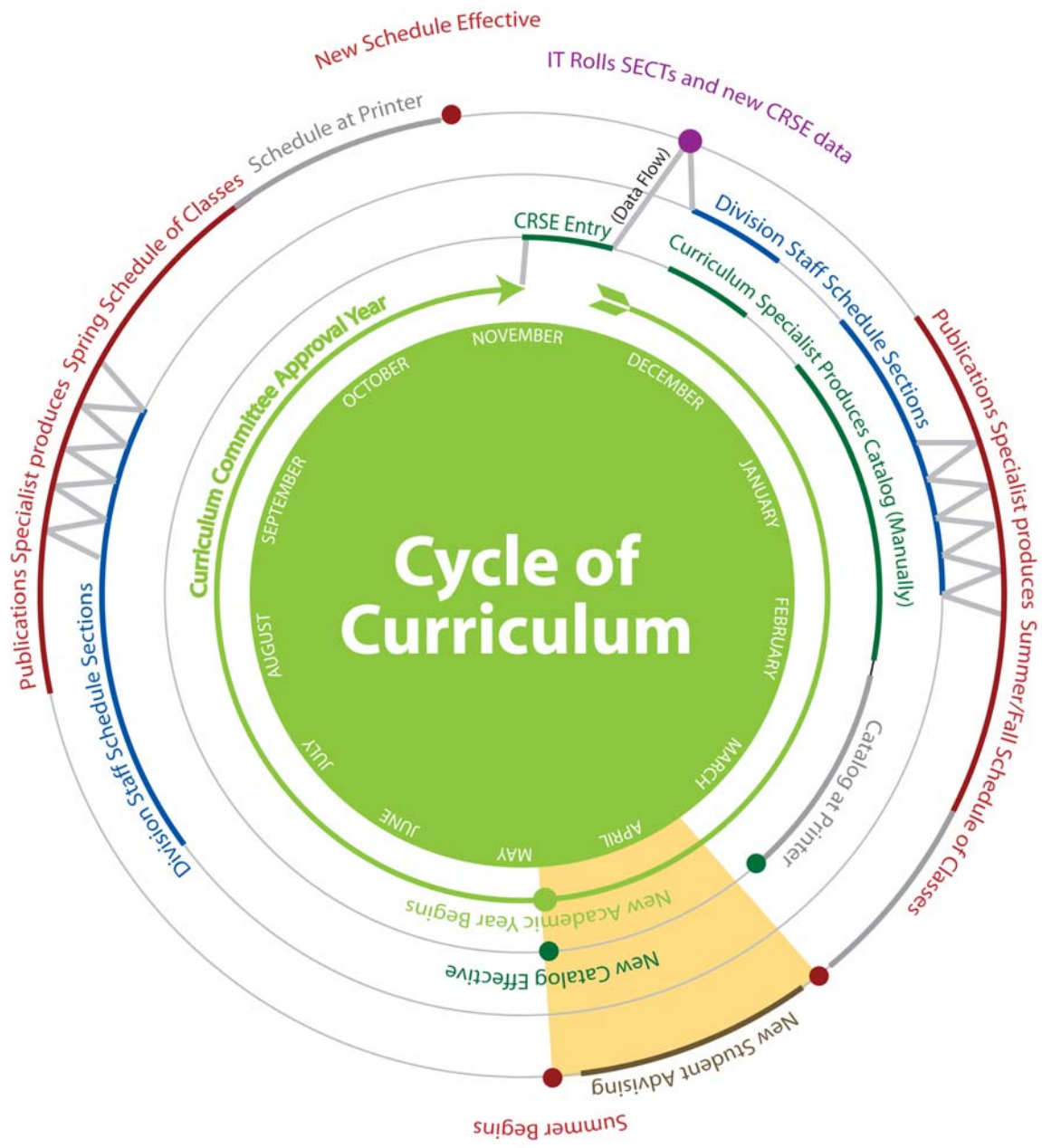
TECHNICAL REVIEW/APPROVAL occurs after the dean endorses the course. This phase allows a group of curriculum experts to scrutinize the course for technical accuracy and to make sure that it has no critical flaws. If **approved** the course moves forward to the Curriculum Agenda, if **denied**, it is sent back to the faculty author, who will have a chance to revise the course and submit it again on a future agenda.

CURRICULUM COMMITTEE AGENDA is the phase where the course is discussed collegially amongst the members of the Curriculum Committee, a standing, representational committee of the Academic Senate. Courses are examined at many levels, e.g. *appropriateness to mission, correspondence to a program, appropriateness of prerequisites, learning objectives*, etc. Courses can be approved or sent back to the author with suggestions for improvement.

BOARD APPROVAL (FOR NEW AND INACTIVATED COURSES) is where the official endorsement of the course as proposed is logged at the district level. This is also for the purpose of the record for the state.

IMPLEMENTATION is a critical, extended, but mostly invisible phase of curriculum development. In this phase, many college areas must work methodically to implement changes that affect critical processes. This way, every integral process is in sync, from the charging of materials fees, and information in the schedule of classes, to the student's catalog rights.

ACTIVATION is the date on the calendar when the course comes to life as proposed. This usually occurs the first date of the first term of the new catalog year. See your rep about when your changes would take effect.



CURRICULUM REVIEW CYCLE

	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012
AGEN	AGVO/AGGE (15)	EHS (24)	ANSC/DAIN (cont.)	PLSC (12)	AGM (25)
AHC	SPCOM (16)	ART (43)	MUS Theory(22)	MUS Applied (26)	THTR (31)
ALHE				MDAST (11)	
BSS	GEOG (6)	ECON (3)	HIST (17)	PHILO (12)	PSYCH/SOCIO (17)
BUSI	BUSAD (36)	CMPSC (31)	SUPR (3)		
COED		OLDAD (7)			
COUN		COLSK (2)	IIS (6)	TUTOR (3)	
FACO				CLDDV/FAML (51)	VOCWE (2)
INST	WKFSK (7)	INDIS (4)			
LIBR					
LLA	ENGL (43)	ESL (20)	READ/SPEL (8)		FOREIGN/SIGN LANG (31)
PEHE	ATHLTRN/SPSTSMED (4)	PEVM/PEVW (23)	PEC (48)	PEA/REC (10)	
PUBS				FSCI (37)	
SME	MATH (25)	BIO/BOT/ZOOL (18)	EASCI/METEO/SCI (10)	ENGR (11)	ENGTC (12)
MTECH	AUBDY (9)	WELD (6)	INTEC (37)	SM (8)	ELTEC (13)
	Spring 2009	Spring 2010	Spring 2011	Spring 2012	Spring 2013
AGEN	AGEC (13)	ANSC/DAIN (64)	ANSC/DAIN (cont.)	FDP (13)	ENSC/NR (14)
AHC	HUMAN (6)	ART (cont)	MUS Ens/MUS Enr (24)		FILM/JRNA/RATV (25)
ALHE	NURS/NURSK/NURWE (21)	DAST (12)		RSCR (16)	
BSS	ANTHR (11)	POLSCI (13)	HUMSR (15)	SOCSC/GERON (7)	ADJU (25)
BUSI	BUSAD (cont)	RLES (6)		OFADM (33)	CMPG (23)
COED					
COUN	GUIDE (6)	GENED (1)	STSK/COLSK (4)		
FACO	CLART/FDNTR/FDSER (7)			CLDDV (cont)	INTDS (20)
INST	WKEX (4)				
LIBR		LR (3)			
LLA	ENGL (cont)				
PEHE	PE (25)	HE (6)	PEC (cont)	PEM (9)	PEW (5)
PUBS		EMS (5)		FSCI (cont)	
SME	CHEM (10)	PHYS/PHYSCI (13)	ANAT/AP/MICR/PHYSO (7)	ASTRO/GEOL (12)	ARCH (12)
MTECH	AUTEC (15)	CGR (17)	INTEC (cont.)	MACH (16)	CMPE (8)

1345 courses; approximately 135 courses per semester

Revisions and approval at IAC on 4/16/08

SECTION 4: COLLEGE PLANNING

This model for college planning was approved college-wide in Fall 2008. The schematic depicts the annual cycle of dialogue centered on planning as well as an additional focus on strategic planning every three years and an additional focus on master plans every decade. The following page combines a glossary of the terms on the planning model with a description of the procedure related to the planning elements and the process by which the planning element itself will be evaluated.

Modesto Junior College Planning Model



- Step #1 - Review/Revise Mission/Values**
- Step #2 - MJC Prioritized Strategic Goals**
- Step #3 - Program Review**
- Step #4 - Allocation of Resources**
- Step #5 - Evaluation of Planning Cycle**
- ⚙️ **Strategic Plan: 3-5 years**
- ⚙️ **Master Plans: 10-15 years**



Glossary and Procedures for the MJC Planning Model

Mission

- Links to the Yosemite Community College District mission
- Serves as the foundation of all college planning
- Acts as an umbrella for strategic goals
- Process Evaluation: Every three years the Accreditation/Institutional Effectiveness Committee directs the Research Office to survey the college community assessing the viability and applicability of the college mission. Following an analysis of the survey results, the Accreditation/Institutional Effectiveness Committee revises the college mission if deemed appropriate. The proposed revised college mission is circulated for college-wide review prior to the Accreditation/Institutional Effectiveness Committee forwarding a final recommendation for process changes to the College President. The College President will discuss the final recommendation with College Council and other appropriate groups prior to final approval.

Research

- Evidence of institutional improvement over time is compiled and disseminated annually (*See the Modesto Junior College Operational Road Map 2008-2009 for the planned distribution of the Modesto Junior College Institutional Effectiveness Report each fall and a status report each spring.*)
- Evidence of the college's work on strategic goals (*See the Modesto Junior College Operational Road Map for the planned distribution of a status report each spring.*)
- Reliance on standardized, agreed-upon operational definitions of both quantitative and qualitative data elements
- Data accessible college-wide through an electronic data warehouse
- An annual research agenda (prioritized research projects) is set each spring by the College President in consultation with his executive staff and College Council. This agenda dictates the work of the Research Office except when an unanticipated event requires the College President to authorize a shift of priorities.
- Process Evaluation: Every year the Accreditation/Institutional Effectiveness Committee reviews *Modesto Junior College Institutional Effectiveness Report* (fall distribution) and the status report (spring distribution) to assess the utility and range of the quantitative and qualitative data elements presented in these documents. Recommended changes are forwarded to the College President, who will discuss the final recommendation with

College Council and other appropriate groups prior to directing the Research Office to make improvements in the subsequent reports.

Master Plan

- A ten to fifteen year plan which charts the district/college's long-term course based on external scans of the community and resulting enrollment projections. The current document is the *Modesto Junior College Educational Master Plan 2006-2015*.
- As a living document that is responsive to community needs, the Master Plan is reviewed and updated as warranted by external and internal research
- Components generally include educational programs, support services, facilities, technology, human resources, and administrative services
- The umbrella for district/college short-term planning
- If a Master Plan update is warranted or if a Master Plan is due for a complete revision, the College President calls for a Task Force to prepare the needed document. Members of the Accreditation/Institutional Effectiveness and Planning and Budget Committees and the Research Office as well as other appropriate college faculty and staff comprise the Task Force.

Strategic Plan

- Sets three to five-year goals derived from external and internal scans and the college/district master plans. The current document is the *Modesto Junior College Strategic Plan 2008-2013*.
- Establishes three to four prioritized goals/objectives for each year including key performance indicators of success, timelines, and responsible parties
- Links to program review by requiring each program to identify its contributions to the achievement of the year's strategic goals
- Promotes continual improvement over time as directed by the Accreditation/Institutional Effectiveness Committee which insures that the Research Office gathers data that effectively documents the college's progress on the prioritized strategic goals/objectives. The Accreditation/Institutional Effectiveness Committee analyzes these data and prepares one section of the status report to be produced and disseminated each spring. (See the *Modesto Junior College Operational Road Map 2008-2009 for the planned distribution of a status report each spring*.)
- In Fall 2012 (the fourth year of the *Modesto Junior College Strategic Plan 2008-2013*), the College President calls for a Task Force to prepare the next five-year strategic plan. Members of all standing committees and the

Research Office as well as other appropriate college faculty and staff comprise the Task Force. At the conclusion of this plan's development, the College President directs the Research Office to survey the college community's satisfaction with the process used to produce the *Modesto Junior College Strategic Plan 2013-2018*.

Program Review

- Critical analysis of strengths and weaknesses of each instructional and student services program
- Strengths and weaknesses expressed in standardized data elements that indicate trends over time
- Annual study of instruction and one quarter of student services programs
- Allocation of resources for supplies, facilities, and staff (classified and faculty) linked to identified programmatic weaknesses, strengths, or innovations
- Responses to new trends, community demands, and innovations included within the plans of discipline/service areas
- Unit plans may include expansion, contraction, or elimination
- Efforts toward achieving the year's strategic goals contained within each unit's program review
- Student learning outcomes for student services are currently included in program review; student learning outcomes for instruction will be included in program reviews within two years
- Process Evaluation: Each spring the Accreditation/Institutional Effectiveness Committee directs the Research Office to survey the college community documenting strengths of the process and identifying weaknesses in the process. In addition, feedback from the Planning and Budget Committee is solicited regarding the utility and effectiveness of the program review data elements in guiding resource allocation. These results are analyzed and consolidated by the Accreditation/Institutional Effectiveness Committee which may then make recommended revisions to the program review processes for student services and instructional areas. Any revisions to these processes are circulated for college-wide review prior to the Accreditation/Institutional Effectiveness Committee forwarding a final recommendation to the College President. The College President will discuss the final recommendation with College Council and other appropriate groups prior to approval.

Allocation of Resources

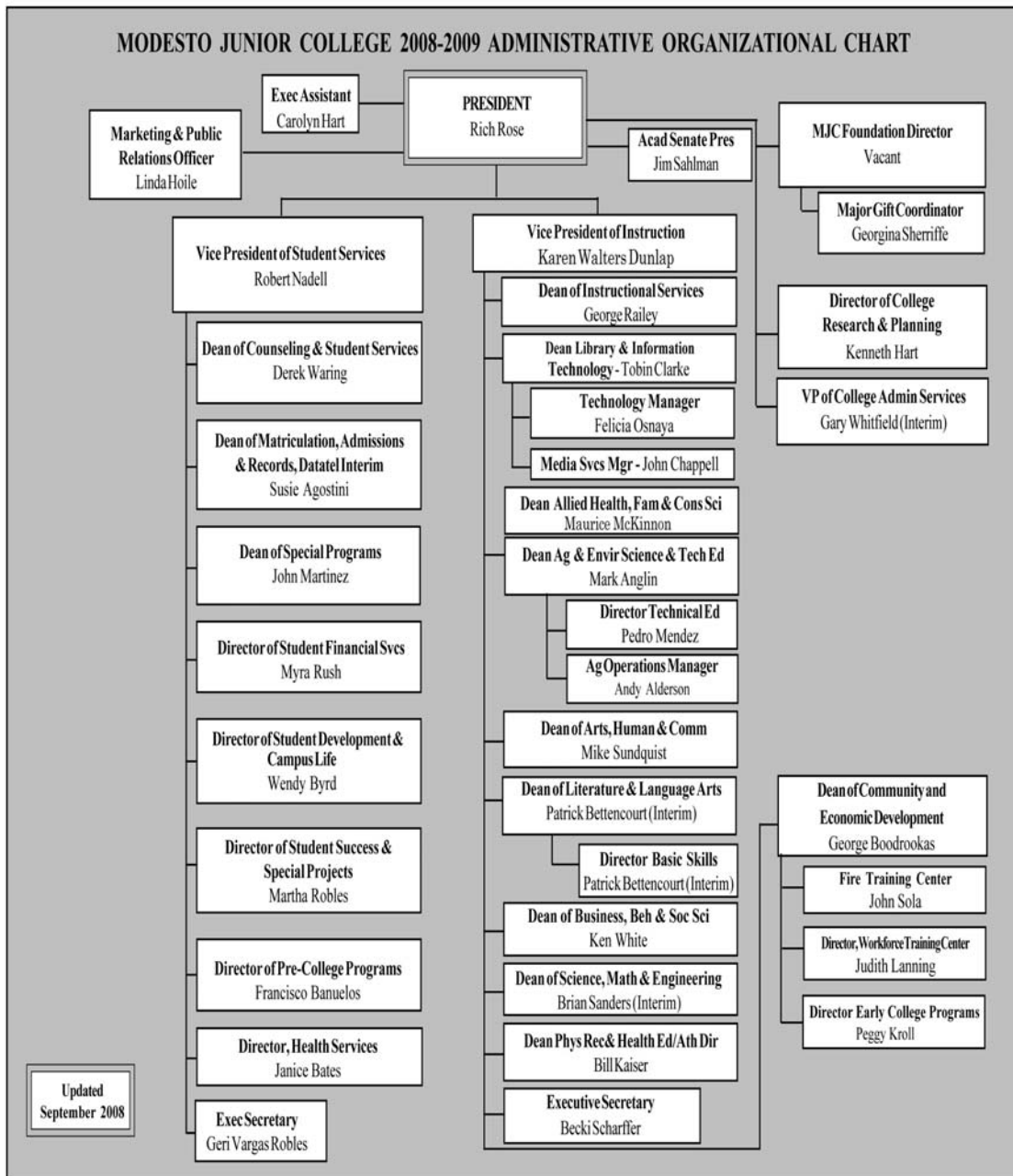
- Fiscal resources include district allocations to the college, external funding such as grants, and the re-allocation of resources within the existing budget. Other resources include human energy and time-on-task assigned/re-assigned to the college's prioritized strategic goals.
- Allocations are based on planning derived from external and internal scans, including each program review and the college's prioritized strategic goals
- The Planning and Budget Committee develops and implements a process by which unit program reviews and the college's annual strategic goals are linked to resource allocations. (*See the Modesto Junior College Operational Road Map 2008-2009 for the planned development of this process in early fall 2008.*)
- Process Evaluation: Each spring after the tentative resource allocations have been made, the Planning and Budget Committee ensures that the Research Office surveys the college community to document strengths of the process and identify weaknesses in the process. The process for resource allocation is then revised as needed by the Planning and Budget Committee and circulated for college-wide review prior to forwarding a final recommendation for process changes to the College President. The College President will discuss the final recommendation with College Council and other appropriate groups prior to final approval.

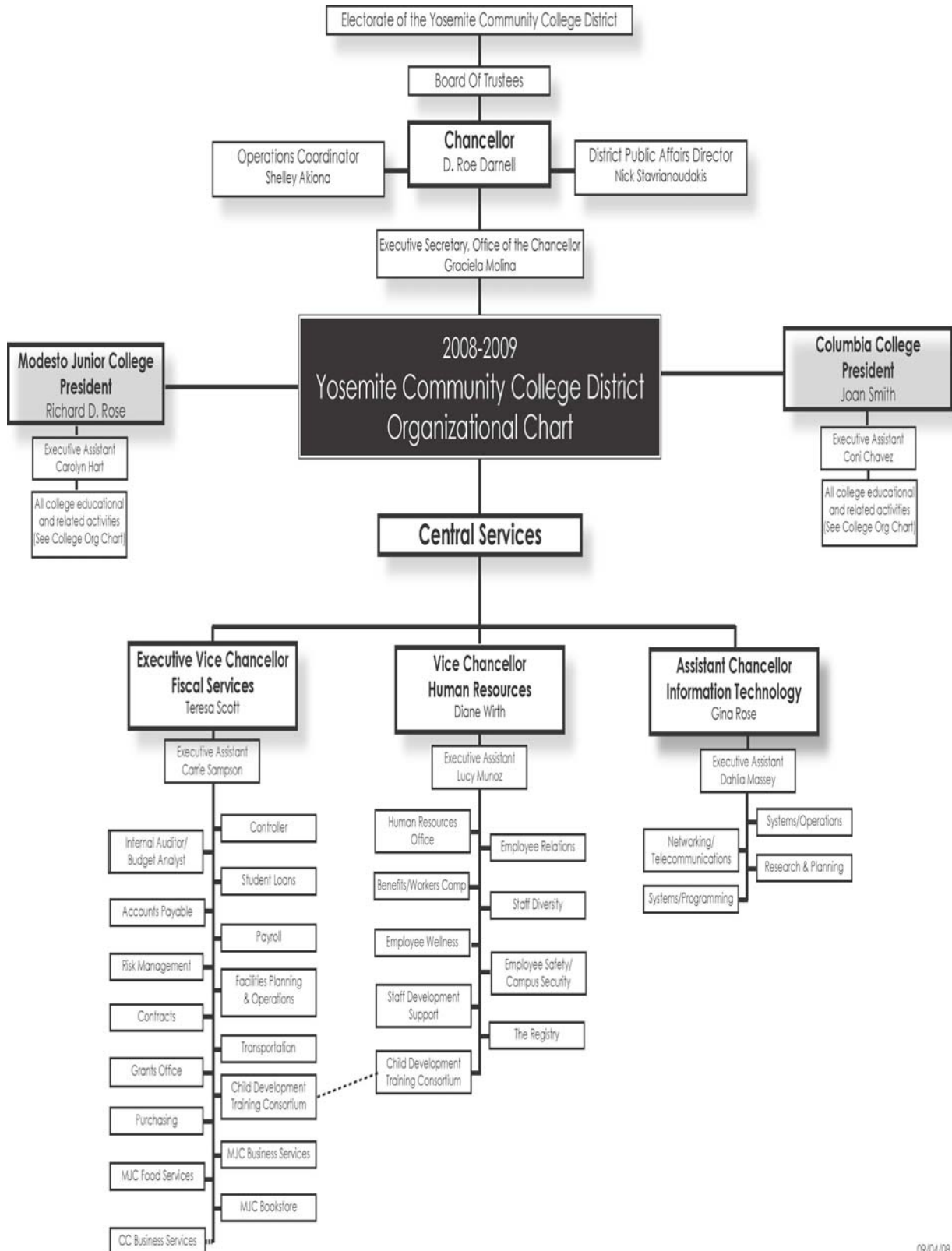
Evaluation of the planning cycle

As noted in this *Glossary and Procedures for the Modesto Junior College Planning Model*, each element in the annual planning process is evaluated for institutional effectiveness, including transparency of the process, availability of data, adherence to timelines, and the appropriate flow of the sequence of elements in the planning cycle

Appendices

MODESTO JUNIOR COLLEGE 2008-2009 ADMINISTRATIVE ORGANIZATIONAL CHART





YOSEMITE COMMUNITY COLLEGE DISTRICT
2008-2009 ORGANIZATIONAL CHART

09/04/08

California Code of Regulations for Collegial Consultation

Title 5, Section 53200. Definitions.

For the purpose of this Subchapter:

(a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.

(b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."

(c) "Academic and professional matters" means the following policy development and implementation matters:

- (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; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

(d) "Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

(1) relying primarily upon the advice and judgment of the academic senate;
or

(2) agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

Title 5, Section 51023.5. Staff.

(a) The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. At minimum, these policies and procedures shall include the following:

(1) Definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its college(s) that, for the purposes of this section, the governing board is required by law to recognize or chooses to recognize pursuant to legal authority. In addition, for the purposes of this section, management and nonmanagement positions or groups of positions shall be separately defined or categorized.

(2) Participation structures and procedures for the staff positions defined or categorized.

(3) In performing the requirements of subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.

(4) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.

(5) Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.

(6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.

(7) When a college or district task force, committee, or other governance group, is used to consult with staff regarding implementation of this section or to deal with other issues which have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment of staff representatives shall be made as follows:

(A) The exclusive representative shall appoint representatives for the respective bargaining unit employees, unless the exclusive representative and the governing board mutually agree in a memorandum of understanding to an alternative appointment process.

(B) Where a group of employees is not represented by an exclusive agent, the appointment of a representative of such employees on any task force, committee or governance group shall be made by, or in consultation with, any other councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation.

(C) When the task force, committee or governance group will deal with issues outside the scope of collective bargaining, any other council, committee or staff group, other than an exclusive agent, that the governing board has officially recognized in its policies and procedures for staff participation may be allowed to designate an additional representative. These organizations shall not receive release time, rights, or representation on such task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.

(D) In all cases, representatives shall be selected from the category that they represent.

(b) In developing and carrying out policies and procedures pursuant to subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with

Government Code sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. Governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.

(c) Nothing in this section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to sections ~~53200~~→53204, and section 51023.7, respectively.

(d) The governing board of a community college district shall comply substantially with the provisions of this section.

Title 5, Section 51023.7. Students.

(a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:

(1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.

(2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

(3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.

(4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a

college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

(b) For the purposes of this Section, district and college policies and procedures that have or will have a "significant effect on students" includes the following:

- (1) grading policies;
- (2) codes of student conduct;
- (3) academic disciplinary policies;
- (4) curriculum development;
- (5) courses or programs which should be initiated or discontinued;
- (6) processes for institutional planning and budget development;
- (7) standards and policies regarding student preparation and success;
- (8) student services planning and development;
- (9) student fees within the authority of the district to adopt; and
- (10) any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections ~~53200~~-~~53206~~.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

**Yosemite Community College District
Policies and Procedures 4103 - Academic Senates**

Policy

- I. The Board of Trustees recognizes the Academic Senates of Columbia College and Modesto Junior College as the bodies which represent the faculty in collegial governance related to “academic and professional” matters. Each respective senate is authorized to fix and amend by vote of the faculty the composition, structure and procedures of its senate.
- II. The Senate Presidents or their designees shall be provided the opportunity to address the Board regarding its concern during regularly scheduled Board meetings. The Board of Trustees shall consider and respond to senate recommendations in an appropriate manner.
- III. The Board of Trustees shall “rely primarily” upon the advice and judgment of the Academic Senates in selected areas. “Rely primarily” means that recommendations shall be accepted in most cases. If a recommendation is not approved, the Board or its designee shall promptly communicate in writing its reason to the respective senate(s).
These areas are:
 - A. Curriculum, including establishing prerequisites and placing courses within disciplines
 - B. Degree and certificate requirements
 - C. Grading policies
 - D. Faculty role and involvement in accreditation process, including the self-study and annual reports
 - E. Faculty professional development
- IV. The Board of Trustees shall reach “mutual agreement” between the Academic Senates and the Board on selected areas. “Mutual Agreement” means that recommendations shall be prepared by either the Academic Senates or the Board’s designee, and are subsequently ratified by both. If “mutual agreement” cannot be reached, the Board shall promptly communicate in writing the reasons for its decision in writing to the respective senate(s).
These areas are:
 - A. Education program development
 - B. Student preparation and success
 - C. Program review
 - D. Institutional planning and budget development
 - E. District and college governance structures
 - F. Others as may be mutually agreed upon by the Academic Senates and the Board of Trustees

Reference: *Education Code Sections C.A.C. Title 5, Section 53200 et. Seq.*

Adopted: June 28, 2004

**Yosemite Community College District
Policies and Procedures 5400 - Associated Students Organization**

Policy

The students of the District are authorized to organize student body associations. The Board hereby recognizes that those associations as the Associated Students of the District, Modesto Junior College and Columbia College.

The Associated Students organization is recognized as the official voice for the students in District and college decision-making processes. It may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Chancellor.

The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.

Reference: *Education Code Section 76060*

Policy Adopted: 6/28/04

MJC ACADEMIC SENATE BYLAWS

RATIFIED JANUARY 28, 1993
LAST AMENDED SEPTEMBER 25, 2008

ARTICLE I.

Name and Definitions

SECTION 1. Name

The official name of this organization shall be the Academic Senate of Modesto Junior College.

SECTION 2. Definitions

The following terms are used frequently throughout the Bylaws and Senate Rules. Whenever encountered, these terms are to be understood in the restrictive and technical sense herein defined.

FACULTY MEMBER

Any certificated employee of Modesto Junior College whose term of employment does not demand a supervisory or administrative credential and who is not declared as holding a management position.

ACADEMIC SENATE

The organization whose primary function, as representative of the faculty, is to make recommendations to the administration of Modesto Junior College and to the Yosemite Community College District Board with respect to academic and professional matters.

SENATOR

A Faculty Member who (1) by election from a representative body as defined in Article III, Section 2; (2) by election from the faculty at large, as defined in Article III, Section 2.D.; (3) by election from the adjunct faculty, as defined in Article III, Sec. 2.E.; or (4) by election from the full faculty to the position of President-Elect, enjoys full speaking rights, full rights to introduce resolutions, and full voting rights at both regular and special general sessions of the Academic Senate of Modesto Junior College.

ARTICLE II. MISSION

SECTION 1. Mission

This Academic Senate will:

- A. Act as a responsive body to reflect faculty opinion on academic and professional matters.
- B. Promote the general welfare of Modesto Junior College and the Yosemite Community College District.
- C. Consult collegially with the YCCD Board on academic and professional matters. The Senate will, after sober and thoughtful deliberation, participate in the formation of District policies by recommending those actions deemed most likely to advance the education of the students of the District. The Senate will be mindful of the importance of its recommendations, recognizing that, in those instances where the Board has elected in Policy 4103 to rely primarily upon the advice and judgment of the Senate, those recommendations may be rejected only in exceptional circumstances and for compelling reasons, and that, in those instances where the Board has elected to provide for mutual agreement with the Senate, those recommendations will be the basis for any new District policy and the current policy must prevail unless continuing with such policy exposes the District to legal liability or causes substantial financial hardship.
- D. Participate in the shared governance of the College and District, assisting in the implementation of policy through the Senate committees, through the appointment of Faculty Members to College and District committees, and by directing its officers to carry Senate resolutions to the College and District Councils.

ARTICLE III. MEMBERSHIP AND REPRESENTATION

SECTION 1. Membership

- A. Any Faculty Member of Modesto Junior College may become a member of the Academic Senate. (Refer to Article I, Section 2.) Members have a right to be recognized in debate, a right to speak as governed by Robert's Rules of Order (Revised) and the presiding officer, and other participatory rights of the body (Article I, Section 2.C.)

- B. One student designated by the Associated Students of Modesto Junior College will represent that body at the Senate. The student representative has a right to be recognized in debate and other speaking rights as governed by Robert's Rules of Order (Revised) and the presiding officer. The student representative does not have the right to introduce resolutions or to vote at any Academic Senate session.

SECTION 2. Representation

- A. Each of the instructional divisions will be represented by one Senator for every ten full-time Faculty Members in the division, rounded to the nearest ten (e.g., a division of 15 to 24 Faculty Members will have two Senators; a division of 25 to 34 Faculty Members will have three Senators.) Every division will have at least one representative. Each spring the Secretary of the Senate will inform the Senators from each of the divisions as to the number of Senators who will represent that division in the next academic year.
- B. The Library will be represented by one Senator.
- C. Student Services representation will be determined as follows:
 - 1. One Senator from Disability Services.
 - 2. One Senator for every ten full-time, certificated counselors, rounded to the nearest ten.
 - 3. One Senator from Health Services.
- D. Two Senators shall be elected by the general faculty as Senators-at-Large, serving a two-year term.
- E. Two Senators will represent adjunct faculty as at-large representatives, serving a two-year term. These Senators may not be full-time Faculty Members. They shall be elected by adjunct Faculty Members.

SECTION 3. Election and Term of Office

- A. Each unit or division will determine in democratic fashion the Senators who will represent that unit or division and their terms. Before the first general meeting of each academic year the Senators from each unit or division will forward a list of their names to the Senate office along with a brief description of the election procedure. The list and procedure will be made available to all members of the unit or division. Absent timely objection from members of the unit or division, those on the list will be the Senators representing that unit or division for that academic year. If objection arises, the President will appoint an ad hoc committee to investigate the matter and bring a suggested resolution to the full Senate for final determination. If, during the course of the year a Senator is no longer able to serve,

the same procedure will be followed for selecting his/her replacement

- B. Senators-at-Large will be nominated in accordance with the Academic Senate Rules.
- C. Vacancies in the position of Senators at-Large or Adjunct Senators-at-Large will be filled in accordance with Academic Senate Rules.

ARTICLE IV. OFFICERS

SECTION 1. List of Officers

The officers of the Academic Senate shall include the President, President-Elect, Secretary, Student Learning Outcomes Coordinator, Legislative Analyst, Parliamentarian, and Immediate Past-President.

SECTION 2. Elections

All officers except the President and Immediate Past-President shall be elected at a general session, said election to take place in accordance with the Academic Senate Rules. Officers are to assume their positions August 1st.

SECTION 3. Nomination and Election of the President-Elect

- A. The nomination for the President-Elect shall take place bi-annually at the first regularly scheduled general session in October of the Modesto Junior College Academic Senate, or at a subsequent regularly scheduled general session until such time as nominations are closed.
- B. The election of the President-Elect shall take place in the first week of December by secret ballot of the entire faculty (full- and part-time) of Modesto Junior College in accordance with the Academic Senate Rules.
- C. Upon election, the new President-Elect shall become a non-voting member of the Executive Board until he/she assumes office.
- D. The name of any full-time Faculty Member who is currently serving in the Academic Senate may be placed in nomination for the office of President-Elect. Also, any Faculty Member who has previously served as an Executive Board member of the Academic Senate or the Yosemite Faculty Association may be nominated.
- E. The President-Elect assumes the office of President upon the expiration of the preceding President's term.

- F. If the President resigns (or is otherwise unable to complete a term) sometime during the academic year, the President-Elect will finish that academic year as Acting President. The Acting President will begin his or her own two-year term as President at the beginning of the next academic year. As soon as feasible, there will be a faculty-wide election to select another President-Elect who will serve the remainder of the academic year, and the following full term. If the President resigns (or is otherwise unable to complete a full term) at the end of an academic year, the President-Elect will immediately begin his or her two-year term as President. As soon as feasible, there will be a faculty-wide election to select another President-Elect for the following full term. Should either office (President or President-Elect) become vacant in mid-term, requests for nominations will be sent to the full faculty. The nomination time period shall be no less than 15 days. When the nomination period is closed, the election will be conducted by secret ballot of the entire faculty (full- and part-time) of Modesto Junior College, in accordance with Academic Senate Rules.

SECTION 4. Past President

The President, only upon completion of his/her final elected term of office, shall serve as Immediate Past-President.

SECTION 5. Vacancy in Office

A vacancy in office shall be filled in accordance with the Senate Rules

SECTION 6. Terms of Office

- A. The term of office for President shall be two years. No President shall serve consecutive terms.
- B. The term of office of the President-Elect shall be two years and shall run concurrently with the presidential term.
- C. The term of office of the Immediate Past President shall be one semester.
- D. The term of office for Secretary shall be one year.
- E. The term of office for the Student Learning Outcomes Coordinator shall be one year.
- F. The term of office for the Legislative Analyst shall be one year.
- G. The term of office for the Parliamentarian shall be one year.

ARTICLE V. RECALL

SECTION 1. Recall

- A. Any Senator or Senator-at-Large may be recalled by a two-thirds vote of his/her electorate.
- B. Any Senate officer, with the exception of the President and President-Elect may be recalled by two-thirds vote of the Senate membership.
- C. The Senate, by a two-thirds vote, may initiate a recall election of the President or President-Elect. The President or the President-Elect of the Academic Senate may be recalled from office by a majority vote of the entire faculty of Modesto Junior College.
- D. In the event that the President is recalled, the President-Elect will immediately assume the office to complete the recalled President's term before commencing the President-Elect's own term of office. The position of President-Elect will remain vacant until the regularly scheduled election occurs.

ARTICLE VI. EXECUTIVE BOARD

SECTION 1. Membership

The Executive Board shall consist of the officers of the Academic Senate. (Refer to Article IV Sections 1 and 2.) The President may appoint two additional Senators to serve on the Executive Board. Such appointments require ratification by a majority vote of the full Senate. Terms shall not exceed one year; however, the appointments are renewable and subject to ratification.

SECTION 2. Meetings

- A. The Executive Board shall meet in advance of each general session of the Academic Senate. Special meetings of the Executive Board may be called for cause by the President of the Senate.
- B. The Executive Board need not meet prior to a special meeting of the Academic Senate unless deemed necessary by the President of the Senate.

SECTION 3. Powers and Duties

The Executive Board shall implement policies adopted by the general session, act on behalf of the Academic Senate in the period between general sessions,

transact business, and perform other functions not inconsistent with the intent, purposes and provisions of the Bylaws and Senate Rules.

ARTICLE VII. COMMITTEES AND APPOINTMENTS

SECTION 1. Committees

Standing committees shall be specified in the Senate Rules. The President shall create all other Senate committees and make appointments to all committees, subject to the approval by majority vote of the full Senate.

SECTION 2. Special Assignments

With the approval of the Executive Board, the President may assign various individuals special tasks that are from time to time deemed necessary.

SECTION 3. Terms and Removal

Except for the Standing Committees of the Senate, the terms of all persons appointed to committees or special assignments shall be for the duration of the President's term or any other period of time specified by the Senate. Any appointee can be removed by a simple majority vote of the Senate.

ARTICLE VIII. ACTION

SECTION 1. Quorum

A quorum for the conduct of a general or special session of the Academic Senate for Modesto Junior College shall be a number equal to two thirds of the number of serving Senators.

ARTICLE IX. AMENDMENTS OF THE BYLAWS

SECTION 1. Proposal

Proposed amendments are initiated by

- A. a majority of elected Senators, or
- B. a petition of ten percent (10%) of the full-time faculty, or
- C. the Executive Board.

After receiving a proposed amendment, the President is required to bring it to the Senate for the first reading.

SECTION 2. Ratification

Ratification for adoption shall require a two-thirds vote of the Senate members. (Article 1, Section 2.C.)

ARTICLE X. PROCEDURES

SECTION 1. Senate Rules

The Academic Senate of Modesto Junior College may adopt Senate Rules to establish provisions for implementing the intents and purposes of the Bylaws. In cases not provided for in the Senate Rules, Robert's Rules of Order, (Revised), shall govern the meetings of the general sessions and Senate committees.

SECTION 2. Adoption

Senate Rules shall be adopted by a majority vote of the membership of the Senate. (Article I, Section 2.C.)

MJC ACADEMIC SENATE RULES

**RATIFIED JANUARY 28, 1993
LAST AMENDED SEPTEMBER 25, 2008**

Election Rules and Procedures

Election of the President-Elect is in accordance with Article IV, Section 3 of the Bylaws.

The President shall appoint annually a Nominating/Election Committee and Chair in October.

Nominations, with the consent of the nominee, must be delivered in writing to the Chair of the Nominating/Election Committee. Nominations may be made by the Nominating/Election Committee or they can originate from the floor, accompanied by the written consent of the nominee. For officers other than the President, all nominees shall be Senators at the time of their nominations.

Nominations will be closed at the December meeting.

No one standing for election may chair any part of the election process or serve as the chair for the Nominating/Election Committee, or participate in the distribution, collection or tallying of the votes.

The agenda for the meeting in January shall designate the nominees standing for election. The election of officers other than the President-Elect will be held at the January meeting.

A candidate must receive a vote from a majority of those Senators present and voting to be elected.

If no candidate receives the majority of votes cast for an office, a run-off election shall be held between the two candidates with the greatest number of votes. Ballots shall be distributed within one week following the announcement of election results. Distribution and submission of ballots shall otherwise follow the same procedures as regular elections.

Vacancies of Executive Board Offices

Vacancies of Academic Senate offices will be filled by current Senators, nominated by the Nominating/Election Committee or from the floor of the Academic Senate and elected by majority vote at a regular or special meeting.

Under circumstances deemed sufficiently compelling by the Executive Board, the Executive Board may appoint an interim replacement to a vacant office, to serve until the next regular or special meeting of the Academic Senate.

The Academic Senate shall vote on ratification of all appointments by the Executive Board at the next regular session.

Powers and Duties of Officers

The President shall:

Be responsible for establishing the time and place for all general sessions and all Executive Board meetings.

Be responsible for the preparation of the agenda for all general sessions and all Executive Board meetings.

Preside over all general sessions and Executive Board meetings. When presiding over the general sessions of the Senate, the President is required to strive for the role of an impartial mediator, facilitating democratic consensus. The President should normally refrain from joining in debate and may vote only to break ties. The President is not allowed to introduce motions or resolutions.

The Academic Senate President may make agreements with the Administration of Modesto Junior College and the Yosemite Community College District on behalf of the Academic Senate only when authorized by the Academic Senate, under terms and conditions specified by the Academic Senate. Under circumstances deemed by the Academic Senate President to be sufficiently compelling, tentative agreements with the Administration of Modesto Junior College and the Yosemite Community College District may be made without initial authorization, subject to report to and ratification by the Academic Senate at a regular or special meeting.

Be responsible for the Academic Senate budget development, Educational Master Plan (EMP), and have the sole power to authorize expenditures for the Academic Senate.

Represent the Academic Senate at meetings of the College Council, District Council, and Board of Trustees. When interacting with those bodies, as elsewhere, the President is required to faithfully represent the will of the Academic Senate, strive for its legitimate empowerment, and advocate for positions taken by the Senate. Any delegation of such duties must be approved by the Senate.

Co-chair the Accreditation and Institutional Effectiveness Committee with the Vice President of Instruction. This is a standing committee of the college.

Co-chair the Planning and Budget Committee with the College President. This is a standing committee of the college.

Represent the Academic Senate or appoint a Delegate to the State Academic Senate.

Report to the Senate in a timely manner the disposition of Senate actions. Typically, this should occur within one week via e-mail or other written correspondence to the Senate.

Perform any other function normally thought to be within the realm of a presiding officer which is not otherwise denied by the Bylaws or Senate Rules.

The President-Elect shall:

Act as President in the absence of that officer.

Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

Represent the Academic Senate to the College Council.

Represent the Academic Senate as an observer to the Instructional Administrators Council of Modesto Junior College.

Become the President in the case of a presidential recall or resignation.

Become the President at the end of the President's current term.

Co-chair the Curriculum Committee with the Faculty Co-Chair elected by the Curriculum Committee. This position may require the President-Elect to serve on the Accreditation and Institutional Effectiveness Committee (AIE), depending upon which curriculum committee co-chair is appointed to the AIE Committee by the Academic Senate.

The Secretary shall:

Be responsible for all minutes of all general sessions.

Be responsible for ensuring the currency of all mailing lists of the Academic Senate.

Supervise the editing of all written material that is to be prepared for dissemination to faculty and at the general sessions of the Academic Senate.

Be responsible for creating a semester end report of the current Senate's actions and disposition.

Supervise the maintenance of all minutes and official documents except those placed in the keeping of other officers.

Represent the Academic Senate on the College Council.

Co-chair the Professional Development Committee with the Vice President of Instruction. This is a standing committee of the college.

Perform such functions as the President assigns to assist in carrying out the purposes of the Academic Senate.

Serve as editor of all Academic Senate publications.

The Student Learning Outcomes Coordinator shall:

Be a member of the Curriculum Committee who oversees how student learning outcomes are developed for courses, programs, certificates, and degrees.

Be a member of the Accreditation and Institutional Effectiveness Committee. This is a standing committee of the college.

Work with the Vice President of Instruction, the Vice President of Student Services, and the Vice President of College and Administrative Services, or their designees, on the development and implementation of student learning outcomes assessment processes throughout the college.

Maintain currency in the expectations of student learning outcomes assessment for accreditation and the California Community College Systems Office and provide ongoing training and support to the faculty regarding these expectations.

The Legislative Analyst shall:

Be responsible for the review and summary of legislative reports and communications.

Report to the Executive Board concurrent legislation.

The Parliamentarian shall:

Have a purely advisory and consultative role on the rules of parliamentary law, Senate Bylaws and Senate Rules.

Consult with the presiding chairperson prior to the meeting to discuss any possible parliamentary rules that could affect the next meeting.

Assist the presiding chairperson with the conduction of Senate business in an orderly and timely fashion.

Academic Senate officers may make agreements with the Administration of Modesto Junior College and the Yosemite Community College District on behalf of the Academic Senate only when authorized by the Academic Senate, under terms and conditions specified by the Academic Senate. Under circumstances deemed by the Academic Senate President to be sufficiently compelling, tentative agreements with the Administration of Modesto Junior College and the Yosemite Community College District may be made without initial authorization, subject to report to and ratification by the Academic Senate at a regular or special meeting.

Meetings

Regular meetings of the Senate shall be scheduled at least once each month during the academic year.

The first and third Thursdays of each month, from approximately 3 - 5 p.m. shall be reserved for meetings of the Senate. Meetings shall alternate between campuses.

Each division should develop its own procedure for substitutions in the event a designated Senator is unable to attend a meeting; this procedure should then be conveyed to the Senate. Substitutes selected in accordance with the above provisions will act as voting members. There will be no other provision for representation of the unit.

Special meetings (those not regularly scheduled) shall be called by the President of the Senate upon consultation with the Executive Board. One week's notice shall be given to Senators.

Senators may call a meeting of the Senate by simple majority vote.

A petition signed by 50 members of the faculty can call a special meeting of the Senate. The purpose for the meeting shall be indicated on the petition. The President of the Senate shall call the Senate into meeting within one week after receipt of the signed petition.

Agenda items for meetings shall be the responsibility of the President. Items may be requested and put on the agenda by any Senator.

Faculty may submit agenda items through the Senator from their division or through a Senator-At-Large. Administrators, trustees, classified and student

government officers may request items to be placed on the agenda by notifying the President of the Senate.

1. Senate Executive

- a. Proposed resolutions and other discussion/potential action items submitted by Senators to the Academic Senate office no later than one day prior to the Executive Board meeting will be placed on the subsequent Senate meeting agenda. Later submissions will be placed on the Senate meeting agenda with a two-thirds vote of the Executive Board.
- b. The Executive Board is expected to discuss submissions for the Senate (general) meeting agenda before the meeting at which they are to be agendized.
- c. Shall fix the suggested times of the agenda items on the Senate meeting agenda. Times will be adjusted so that the suggested length of the entire meeting shall be no more than 1 hour and 45 minutes.

Official action can take place only at regular and special meetings of the Senate.

Regular and special meetings of the Senate are open to all. Guests may voice their opinion or ask questions when recognized by the chair. Executive session is limited to the Senate membership and may be declared by the Presiding officer or two-thirds majority vote of the Senators present.

In accordance with Senate Resolution FL02-D, outside speakers to appear before the Academic Senate are limited to:

- ♦ Those invited by the Executive Board to present information and enter discussion on an action item that has come before the Academic Senate, and
- ♦ Those who have been invited by a majority vote of the Academic Senate to appear for the purposes of conveying additional information and answering questions.

Summer Operations

- There will be no scheduled meetings of the Senate between the end of the spring semester and the beginning of the fall semester. However, the Senate shall identify presumptive dates on which the Senate would meet if meetings were needed. Presumptive dates will be the 1st and 3rd Thursdays of the month.”

The President (or designee) shall inform the Executive Board of the Senate about all academic and professional matters that arise during, or must be addressed in the course of, the summer. A meeting of the

Executive Board may be called by any of its members to consider such issues.

Each division or unit represented by the Senate will be responsible for establishing its own procedure designed to maintain frequent contact with the Senate office during the summer. All matters communicated to the Executive Board will also be made available by electronic means to the entire Senate. Units not classified as instructional divisions are Student Services and Office of Instruction.

Should Senators representing at least four of the nine units express a sentiment indicating that some matter is of sufficient importance that a special meeting of the Senate is required, a meeting will be scheduled as soon as is practicable. A quorum at such a meeting shall include representatives from a majority of the units represented by the Senate.

A position adopted by a vote at a special meeting, or by the Executive Board if no meeting is called, will be sufficient to satisfy the requirement of ratification stated in Section III.A.4 of the Senate Rules.

Resolution Guidelines for the Modesto Junior College Academic Senate (Adopted October 13, 1994)

Resolution Writing

Resolutions are designed to urge or recommend policy or action to the Board of Trustees, the State Academic Senate, District Council, College Council or administrators. They are designed to solicit a rapid response in writing.

Resolutions may be drafted in committee or by individuals who are elected representatives of the Senate.

Resolutions should be submitted for first readings and then for action at a following meeting. This process may be altered by a "suspension of the rules" for urgent situations.

Resolutions should be attached to the agenda for the meeting at which the first reading will be held.

Resolution Amendments

Resolutions may be amended for further clarification/addition/deletion of some kind. This amendment should be submitted in writing.

Resolutions may be substituted with another resolution on the same topic; however, this should be submitted in writing before considering the original resolution for action.

A motion or resolution which contradicts a motion or resolution already passed by the Senate during the same meeting is out of order.

4. If a motion or resolution contradicts a motion or resolution passed at a previous meeting the latter motion or resolution shall take precedence.

Resolution Discussion/Voting

Discussions debate, and voting will be managed by Robert's Rules of Order, Newly Revised

Discussion on resolutions or any amendments should have a pre-set time limit.

- a. The Senate President can institute a pro/con style of debate when he/she deems it appropriate, alternating between both sides of the issue. When there is no speaker on the side of the motion that is to be heard next, debate on that question is closed.
- b. If the delegation objects to this debate change, they can object to the pro/con style of debate and then by a majority vote the delegation can revert to the normal debate procedures.
This will be a non-debatable motion.

Any attendee at the meeting may engage in the debate.

Only Senators may vote. The determination of what constitutes success/failure in a vote should be determined by the local senate constitution.

Dispensation

Approved resolutions should be forwarded to the appropriate parties by the Senate President or designee with an expectation of a written reply which can be shared with the voting body.

Resolutions passed or failed should be written into the official minutes of the senate meeting where action was taken.

Committees

Standing committees of the Academic Senate and Modesto Junior College shall include those enumerated in these Rules as well as any other Academic Senate task forces necessary to fulfill its mission. The primary role of standing committees and task forces shall be to make policy recommendations on academic and professional matters and to suggest means for the administrative implementation of those recommendations.

- A. Faculty can be represented on academic and professional matters only on standing committees. The Senate President, with the concurrence of the Executive Board, will appoint the chair and all members of standing committees as well as all members of Academic Senate task forces. These appointments are subject to ratification by the Senate. The President is responsible for informing task force members of any academic and professional matters where the District and College are to rely primarily upon the advice and judgment of the Senate; as well as any matters upon which the agreement of the Senate is required.
- B. Any member of the faculty shall be eligible to serve on any standing committee or Academic Senate task force. It shall be the responsibility of Senators to assist in recruiting faculty members for a particular standing committee or Academic Senate task force when necessary.
- C. Standing committees and Academic Senate task forces shall conduct such research and hold those hearings necessary to fulfill the charge of each standing committee and Academic Senate task force. Notice of all standing committee or task force meetings shall be sent to the President of the Senate at least three school days prior to the meeting.
- D. All standing committees and Academic Senate task forces will inform the Senate on their progress by oral or written report at least once each school year. Each Academic Senate task force will submit a written report to the Senate upon completion of the charge of the standing committee or task force. Any standing committee or task force may be required by the President, or by motion of the Senate, to submit an interim report. A vote may be scheduled to accept any written committee report to the Senate. Passage of the motion to accept a standing committee or task force report will indicate the Senate's satisfaction that the standing committee or task force has fulfilled its charge with respect to the content of the report. Senate action to approve any written recommendations of a standing committee or task force must be by separate resolution.
- E. Quorums for all Academic Senate standing committees or task forces shall be a majority of its members, and any action of a standing committee or task force will require the presence of a quorum.
- F. Standing committees shall exist to advise, make recommendations for the creation and implementation of policy, and otherwise carry out the work of the Senate and the College in the areas identified in law and Board policy as academic and professional. All formal actions (e.g., proposals or changes to policies or procedures) of the standing committees are subject to ratification by the Senate. The standing committees shall be:

1. Executive Board
2. Curriculum Committee

Curriculum committees established under CCR T.5 §55002 are responsible for:

- ◆ Determining that courses meet the standards for quality in CCR T.5 §55002
- ◆ Defining critical thinking and college level as called for in CCR T.5 §55002
- ◆ Scrutinizing prerequisites as required in CCR T.5 §55001 (d)
- ◆ Determining that credit courses approved under CCR T.5 §55805.a fulfill the intersegmental expectations for either (i) submission of general education courses in the Intersegmental General Education Transfer Core (IGETC) and/or (ii) the general education standards of the California State University (CSU) as stated in CSU Executive Order 595; or the transfer standards for electives and major requirements to campuses of CSU, and the University of California, and/or other postsecondary colleges and universities.
- ◆ Determining that credit courses approved under §55805.5b meet the standards of the occupation for which they prepare students
- ◆ Determining that special classes offered pursuant to CCR T.5 §56028 meet the guidelines therein
- ◆ Reviewing distance education courses for conformity to state regulations and guidelines
- ◆ Under the collegial consultation provisions of AB1725 (i.e., CCR T.5 §51023) many colleges assign a variety of other responsibilities to their curriculum committees including the determination of associate degree requirements, the general education status of courses, the recommendation of courses for transfer and articulation, and the review of existing course and programs.

3. Professional Development Committee

This is a standing committee of the Academic Senate and the College which makes recommendations to the College President regarding the direction and evaluation of professional development activities for full-time and adjunct faculty, including:

- Develop the theme and activities of the faculty portion of Institute Day, linked to one or more the college's strategic goals
 - Develop processes for sabbatical report activities and for disseminating this information to the college community

- Plan and implement pedagogical FLEX activities
 - New full-time and adjunct faculty orientation
- G. Academic Senate task forces may be created by resolution to carry out any function consistent with the Senate's mission not under the jurisdiction of any college standing committees. The resolution must define clearly the charge of the task force.
- H. Academic Senate work groups may be created by resolution to carry out any function consistent with the Senate's mission not under the jurisdiction of any college standing committees, but which need continued involvement on an interval basis.

Amendments

- A. These Rules may be amended by a simple majority of those Senate members voting, provided notice in writing of a proposed amendment has been filed with the Senate Secretary and copies have been sent to the members of the Senate at least two weeks preceding balloting.
- B. Proposed amendments may be initiated by any Senator or by petition signed by 50 faculty.

Procedure

In all proceedings of the Senate not covered by its Bylaws, the Senate shall be governed by Robert's Rules of Order (Revised).

**ASSOCIATED STUDENTS
OF
MODESTO JUNIOR COLLEGE**
Constitution and Bylaws

435 College Avenue
Modesto, CA 95350
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REVISIONS AND AMENDMENTS

Proposed April 23, 1982

Revised May 12, 1982

Revised May 27, 1982

Revised May 27, 1982

Revised Per Legal Review September 1, 1982

Adopted September 30, 1982

Ratified by Board of Trustees, October 5, 1982

Amended by Student Senate June 2, 1983

Amended by Student Senate March 5, 1985

Amended by Student Senate January, 1986

Amended by Student Senate May, 1986

Amended by Student Senate May 1987

Amended by Student Senate January, 1988

Amended by Student Senate March, 1989

Amended by Student Elections April, 1990

Amended by Student Senate June, 1990

Amended by Student Senate June, 1991

Amended by Student Senate November, 1993

Amended by Student Senate February, 1994

Amended by Student Senate April, 1994

Amended by Student Senate December, 1994

Amended by Student Senate May, 1996

Amended by Student Senate Elections April, 1997

Amended by Student Senate September, 1997

Amended by Student Senate May, 1999

Amended by Student Senate December, 2000

Amended by Student Senate March, 2001

Amended by Student Senate April, 2001

Amended by Student Senate January, 2002

Amended by Student Senate April, 2002

Amended by Student Senate/
I.C.C./Executive Council May, 2002

Amended by Student Senate/
I.C.C./Executive Council April, 2003

Amended by Student Senate/
I.C.C./Executive Council Spring, 2004

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Executive Council Fall 2008

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CONSTITUTION

1. PREAMBLE

We the Students of Modesto Junior College establish this organization as a self-governing body to direct extracurricular activities and student government at Modesto Junior College. The organization is established in order to enhance sound student governance and citizenship; to express the general will of the students to the administration; to further cooperation with administration, staff, community, and other educational institutions; and to create and maintain adequate scholastic, social, cultural, and political activities in the furtherance of student welfare. The purposes herein stated are those which all of the College recognize as the privileges, rights and responsibilities of the students of Modesto Junior College. The students of Modesto Junior College, in order to form a more perfect self-government do hereby establish this constitution for the Associated Students of Modesto Junior College.

2. NAME

The name of this organization shall be the “Associated Students of Modesto Junior College” (ASMJC)

3. PLACE OF BUSINESS

ASMJC shall conduct all official business in the office of Student Government located in the Student Center of East Campus and Mary Stuart Rogers Student Learning Center of West Campus. Location exceptions shall occur during renovations, on-site meetings, etc.

4. AUTHORITY

The authority of this organization and its officers, as identified in this Constitution, is delegated by and subject to the procedures of Modesto Junior College policy of the Board of Trustees. (Educational Code, Article IV, Section 76060; Board of Trustees Policy 7002 and 5015 of the Yosemite Community College District and the Laws and Education and Administrative Code of the State of California)

Official activities of the ASMJC and their Officers and Senators are Subject to the advice of the Authorized Advisor for Student Activities.

5. MEMBERSHIP PRIVILEGES

Active membership in the ASMJC shall be granted to any student registered at Modesto Junior College during the current semester.

All ASMJC members shall be permitted to vote in official ASMJC Elections and be involved in Club membership.

6. STUDENT GOVERNMENT

The affairs of ASMJC shall be conducted by a student government composed of the Inter-Club Council, Student Senate, and Executive Council.

The Student Senate shall consist of ten representatives to be elected at large.

The Inter-Club Council shall consist of an officer from each active club on campus.

The elected officers of ASMJC and any other position required in the Bylaws shall serve as the Executive Council.

The officers of ASMJC shall be the President, Vice President of the Student Senate, Vice President of the Inter-Club Council, Treasurer, Secretary, Director of Political Development, and the Director of Events.

The Senators and officers shall be elected through a general election by ASMJC members beginning with the academic year.

This revised Constitution will take effect July 1, 1997.

7. TERM OF OFFICE

Term of Office for Officers and Senators shall be for one year beginning July 1 and ending June 30 of the next calendar year.

8. MEETINGS

All meetings of the Inter-Club Council, the Student Senate, the Executive Council, and the standing committees shall be open to ASMJC members and held as prescribed in the Bylaws with advisor or representative of the advisor in attendance.

9. BYLAWS

Provision for the establishment of Bylaws to this constitution is hereby authorized.

ASMJC shall have the right to implement, within the Bylaws, any positions, boards, and committees seen fit by this organization for this organization, with a two-thirds ($2/3$) votes of the entire Student Senate.

10. AMENDMENTS

Amendments to the constitution may be proposed by petition to the Student Senate by 10% of the membership of the ASMJC or by three-Fourths ($3/4$) votes of the entire Student Senate.

Such proposed amendments shall be read in completed form at the first meeting of the Student Senate following their proposal. A referendum shall be held on the proposed amendment between fifteen and thirty school days following the formal reading.

BYLAWS

1. LEGISLATIVE AUTHORITY

- 1.1.1. Legislative authority shall be vested in the Student Senate and the Inter-Club Council.
- 1.1.2. The Student Senate and the Inter-Club Council shall have the power to make rules and regulations concerning ASMJC. Any MJC student, upon sponsorship of a Student Senator, may present changes to the Bylaws. All amendments to the ASMJC Constitution and Bylaws shall first be approved by the Bylaws Committee. All amendments are effective upon approval by a simple majority of the Student Senate and the Inter-Club Council.
- 1.1.3. Completed Student Senate and Inter-Club Council agendas will be placed in the aforementioned committee members' mailboxes and posted in a public place 72 hours prior to the meeting in accordance with the Brown Act (California Government Code section 54954.2 (a)) or according to any law passed by the legislature which supersedes or replaces the aforementioned section.
- 1.1.4. Any proposal vetoed by the President of ASMJC shall become effective after a 2/3 vote approving the proposal by the Student Senate and the Inter-Club Council has been cast.

2. EXECUTIVE AUTHORITY

- 2.1.1. Executive authority shall be vested in the President of ASMJC.

3. EXECUTIVE COUNCIL

- 3.1.1. All Executive Officers shall constitute the Executive Council.
- 3.1.2. The Executive Council shall be responsible for planning, budgeting, implementing, coordinating, and evaluating all ASMJC activities.

4. STUDENT SENATE

- 4.1.1. The Student Senate shall be comprised of the Executive officers and up to 10 Senators. Members of the Student Senate shall have only one vote on each issue.

5. INTER-CLUB COUNCIL

- 5.1.1. The Inter-Club Council shall be comprised of one representative from each active Club on campus.
- 5.1.2. Club representative may only represent one active Club at each Inter-Club Council meeting and shall have only one vote on each issue.

6. EXECUTIVE OFFICERS

- 6.1.1. The Officers of ASMJC shall be the President of ASMJC, the Vice President of the Student Senate, the Vice president of the Inter-Club Council, the Treasurer, the Secretary, the Director of Political Development, and the Director of Events.
- 6.1.2. All Executive Officers shall be members of the Executive Council and the Student Senate. ASMJC Officers cannot serve as ASMJC Club representatives or officers during their term of office as an Executive Officer.
- 6.1.3. The Executive Officers shall be elected through a general election of the student body.

6.2. President of ASMJC

- 6.2.1. The President of ASMJC shall serve as a member of the Executive Council and the Student Senate.
- 6.2.2. The President of ASMJC shall serve as the Presiding Officer of the Executive Council at all regular and special meetings and shall prepare the agenda for meetings at which he or she presides.
- 6.2.3. The President of ASMJC shall represent ASMJC members at times and places where such representation is required, requested, and agreed upon (i.e. traditional events, College Council, District Council, Academic Senate, etc.).
- 6.2.4. The President of ASMJC shall prepare and present reports on ASMJC activities, events and conferences at Yosemite Community College District (YCCD) Board of Trustees meetings and regular sessions of the Academic Senate.
- 6.2.5. The President of ASMJC shall assume or delegate as he or she sees fit the duties of the Vice President of the Student Senate, the Vice President of the Inter-Club Council, the Treasurer, the Secretary, the Director of Political Development and the Director of Events should those positions be vacant.
- 6.2.6. The President of ASMJC shall enforce and maintain the ASMJC Constitution and Bylaws.

- 6.2.7. The President of ASMJC shall appoint all ASMJC Officers and student members to all standing committees, college-wide committees, and ad hoc committees when necessary and shall be responsible for ensuring the full participation of students he or she appoints.
- 6.2.8. Vacancies in the Student Senate shall be filled through appointment by the President of ASMJC and ratification of the Student Senate and Inter-Club Council.
- 6.2.9. The President of ASMJC shall have the right to veto legislation by submitting a written statement of his or her objection to the Student Senate and the Inter-Club Council by the next regular meeting following the passage of said legislation.
- 6.2.10. The President of ASMJC may, in the absence of the Treasurer, be a signature on expenditures of ASMJC funds.
- 6.2.11. The President of ASMJC shall prepare and end-of-the-semester report on the activities, events, and conferences of ASMJC to submit to the Student Senate and the Inter-Club Council.
- 6.2.12. The President of ASMJC or his/her designee shall serve as the SSCCC representative.
- 6.2.13. The President of ASMJC shall ensure the full participation of ASMJC in the Shared Governance Process and shall be ultimately responsible for the maintenance of all records pertaining to the shared governance process.
- 6.2.14. The President of ASMJC shall consult with the YCCD Board of Trustees or its designee on all matters that have affected or will affect the students of MJC.
- 6.2.15. The President of ASMJC shall prepare an informational binder by the end of his or her term for the incoming President of ASMJC.
- 6.2.16. The President of ASMJC shall hold a minimum of 10 posted office hours per week.

6.3. *Vice President of the Student Senate*

- 6.3.1. The Vice President of the Student Senate shall serve as a member of the Executive Council and the Student Senate.
- 6.3.2. The Vice President of the Student Senate shall serve as the Presiding Officer of the Student Senate and the Bylaws Committee at all regular and special meetings and shall prepare the agenda for meetings at which he or she presides.
- 6.3.3. The Vice President of the Student Senate shall represent the Student Senate and the Bylaws Committee at times and places where such representation is required.

- 6.3.4. The Vice President of the Student Senate shall make recommendations to the President of ASMJC regarding Student Senate representatives on all committees.
- 6.3.5. The Vice President of the Student Senate shall prepare and present reports on the activities of the Senators to the Executive Council at the end of the semester.
- 6.3.6. The Vice President of the Student Senate shall be responsible for overseeing the ASMJC Constitution and Bylaws to ensure that they meet the needs of the organization.
- 6.3.7. The Vice President of the Student Senate shall hold a minimum of 10 posted office hours per week.

6.4. Vice President of the Inter-Club Council

- 6.4.1. The Vice President of the Inter-Club Council shall serve as a member of the Executive Council and the Student Senate.
- 6.4.2. The Vice President of the Inter-Club Council shall serve as the Presiding Officer of the Inter-Club Council and the Student Services Committee at all regular and special meetings and shall prepare the agenda for meetings at which he or she presides.
- 6.4.3. The Vice President of the Inter-Club Council shall represent the Inter-Club Council and the Student Services Committee at such times and places where representation is required.
- 6.4.4. The Vice President of the Inter-Club Council shall make recommendations to the President of ASMJC for Inter-Club Council representatives on all committees.
- 6.4.5. The Vice President of the Inter-Club Council shall ensure that all Club activities will be developed, implemented, and coordinated in conjunction with ASMJC.
- 6.4.6. The Vice President of the Inter-Club Council shall prepare and present reports to the Student Senate on active ASMJC Club activities, and prepare an end-of-the-semester report on all Inter-Club Council activities.
- 6.4.7. The Vice President of the Inter-Club Council shall post all Club accounts to each Club by the first of every month of the academic year.
- 6.4.8. The Vice President of the Inter-Club Council shall be held responsible for ensuring that Clubs have a representative serve on one of the ASMJC Standing Committees.
- 6.4.9. The Vice President of the Inter-Club Council shall be required to hold a minimum of 10 posted office hours per week.

6.5. Treasurer of ASMJC

- 6.5.1. The Treasurer of ASMJC shall serve as a member of the Executive Council and the Student Senate.

- 6.5.2. The Treasurer of ASMJC shall serve as the Presiding Officer of the Business and Finance Committee at all regular and special meetings and shall prepare the agenda for all meetings at which he or she presides.
- 6.5.3. The Treasurer of ASMJC shall represent the Business and Finance Committee at such times where representation is required.
- 6.5.4. The Treasurer of ASMJC shall prepare and present reports of Business and Finance Committee activities and status of the ASMJC budget to the Student Senate and the Inter-Club Council and shall be responsible for maintaining current records of all ASMJC budget line items.
- 6.5.5. The Treasurer of ASMJC shall be a signature on all expenditures of ASMJC funds.
- 6.5.6. The Treasurer of ASMJC shall be required to hold a minimum of 10 posted office hours per week.

6.6. Secretary of ASMJC

- 6.6.1. The Secretary of ASMJC shall serve as a member of the Student Senate and the Executive Council and shall take notes of business transactions and transcribe minutes at meetings of the Executive Council, the Student Senate and the Inter-Club Council and distribute minutes to all appropriate persons.
- 6.6.2. The Secretary of ASMJC shall be responsible for maintaining all documents pertaining to ASMJC.
- 6.6.3. The Secretary of ASMJC shall serve as the Presiding Officer of the Public Relations Committee at all regular and special meetings and shall prepare the agenda for meetings at which he or she presides.
- 6.6.4. The Secretary of ASMJC shall represent the Public Relations Committee at such times and places where representation is required.
- 6.6.5. The Secretary of ASMJC shall be required to hold a minimum of 10 posted office hours per week.

6.7. Director of Political Development

- 6.7.1. The Director of Political Development shall serve as a member of the Executive Council and the Student Senate.
- 6.7.2. The Director of Political Development shall serve as the Presiding Officer of the Political Development Committee at all regular and special meetings and shall prepare the agenda for the meetings at which he or she presides.
- 6.7.3. The Director of Political Development shall represent the Political Development Committee at such times and places where such representation is required.
- 6.7.4. The Director of Political Development shall be required to hold and run ASMJC Elections.

6.7.5. The Director of Political Development shall be required to hold at least one political forum per school year.

6.7.6. The Director of Political Development shall be required to hold a minimum of 10 posted office hours per week.

6.8. Director of Events

6.8.1. The Director of Events shall serve as a member of the Executive Council and the Student Senate.

6.8.2. The Director of Events shall serve as the Presiding Officer of the Events Committee at all regular and special meetings and shall prepare the agendas for the meetings at which he or she presides.

6.8.3. The Director of Events shall be required to represent the Events Committee at such times and places where representation is required.

6.8.4. The Director of Events shall be responsible for preparing a calendar of events each month subject to the approval of the Executive Council.

6.8.5. The Director of Events shall be required to submit budget breakdowns and reports on all ASMJC events.

6.8.6. The Director of Events shall hold a minimum of 10 posted office hours per week.

7. ORDER OF SUCCESSION

7.1.1. Should the President of ASMJC resign or be removed from office, the order of succession is as follows: Vice President of the Student Senate, Vice President of the Inter-Club Council, Director of Political Development, Director of Events, Treasurer, then Secretary.

7.1.2. Upon the resignation or removal of the President of ASMJC, the next in line in order of succession shall, if the position of President of ASMJC be accepted, assume the position of President of ASMJC. This process will continue until the office of President is filled. Should the position still remain vacant after the conclusion of this process, the Political Development Committee shall convene on the issue and make recommendations to the Inter-Club Council and Student Senate on how to fill the office of the President of ASMJC.

8. SENATORS

8.1.1. Student Senators shall be responsible for assisting in the planning, budgeting, implementation and coordination of all ASMJC activities.

8.1.2. Student Senators cannot serve as an ASMJC Club officer or representative during their term as Student Senator.

8.1.3. Student Senators shall serve on one of the ASMJC Standing Committees and one of the college-wide committees.

- 8.1.4. Student Senators shall be eligible for reimbursement of expenditures incurred in the performance of ASMJC-related assignments, i.e. mileage, lodging, meals, etc. pending the approval of the Executive Council.
- 8.1.5. Student Senators shall be required to complete an annual project that will benefit the campus or students of Modesto Junior College or the surrounding community.
- 8.1.6. All Student Senators shall be required to hold a minimum of 5 posted office hours per week.

9. OFFICE REQUIREMENTS

9.1. Executive Officers

- 9.1.1. In order to be eligible to be an Executive Officer in ASMJC, one must have completed twelve units prior to the time of application, must be currently enrolled in a minimum of nine units, and must have and maintain a 2.3 cumulative GPA. The prior unit requirement of officers can be waived with a 2/3 vote of the Inter-Club Council and the Student Senate.

9.2. Senators and standing committee chairpersons

- 9.2.1. In order to be eligible to be a Senator or a standing committee chairperson (if not an Executive Officer), one must be currently enrolled in a minimum of five units and have and maintain a 2.3 cumulative GPA.

9.3. Dismissal

- 9.3.1. Executive Officers, Senators, and committee chairpersons not maintaining eligibility shall be dismissed from office by an Advisor of ASMJC.

10. CLUBS

10.1. Chartering

- 10.1.1. Applications for club charters must be complete and submitted to the Vice President of the Inter-Club Council. Applications shall include a *Petition for Club Charter*, a *Club Roster*, and a *Club Constitution* in order to be considered.
- 10.1.2. The Vice President of the Inter-Club Council shall conduct preliminary screening of application for club charters and shall submit recommendations to the Inter-Club Council and Student Senate regarding said applications.

10.2. Requirements

- 10.2.1. To be considered an active club, an organization must have a minimum of ten active members.

- 10.2.2. Each active club shall complete at least one college-wide project per year and complete at least one community service project per year.
 - 10.2.3. Upon chartering or re-chartering, club advisors and club officers are required to attend an ASMJC sponsored club training workshop.
 - 10.2.4. Clubs are required to have a representative in attendance at all Inter-Club Council meetings. Clubs are allotted two excused absences per year. Absences are excused by notifying the presiding officer at least 24 hours prior to the meeting of the absence. If a club receives three unexcused absences in a semester, the club will be suspended and club funds will be frozen.
 - 10.2.5. Clubs shall appoint a representative to sit on at least one standing committee.
 - 10.2.6. Clubs shall keep their funds in an on-campus account with ASMJC.
 - 10.2.7. If a suspended or inactive club does not re-charter within two semesters, their club funds shall be absorbed into the Club Development Fund.
- 10.3. *Club Officers*
- 10.3.1. Club officers (including Inter-Club Council representatives) shall maintain a 2.3 cumulative GPA and shall be enrolled in a minimum of five units during their term of service.

11. ADVISOR

- 11.1.1. An Advisor of ASMJC shall attend or have representation at all Executive Council, Student Senate, and Inter-Club Council meetings.
- 11.1.2. An Advisor of ASMJC shall sign all financial transactions and all contracts/dealings with ASMJC.
- 11.1.3. An Advisor of ASMJC shall have the power to call special meetings under extraordinary circumstances.
- 11.1.4. An Advisor of ASMJC shall attend all ASMJC sponsored events.
- 11.1.5. An Advisor of ASMJC shall have the power to dismiss from office any individual not meeting eligibility requirements in the absence of the Executive Council.

12. STANDING COMMITTEES

- 12.1.1. Standing committees shall function as advisory committees to the Inter-Club Council and the Student Senate.

- 12.1.2. Standing committees shall be responsible for submitting activity reports either orally or in writing to the Student Senate and Inter-Club Council on a regular basis.
- 12.1.3. Standing committees shall submit recommendations in writing to the Student Senate and Inter-Club Council.
- 12.2. *Chairpersons*
 - 12.2.1. Chairpersons of standing committees shall serve as the presiding officer of their respective committees at all regular and special meetings and shall be responsible for preparing and posting agendas in accordance with the Brown Act.
 - 12.2.2. Chairpersons of standing committees shall represent their respective committees at times and places where such representation is required (i.e. Inter-Club Council and Student Senate meetings).
 - 12.2.3. Chairpersons of standing committees shall be responsible for submitting activity reports either orally or in writing to the Student Senate and Inter-Club Council on a regular basis.
 - 12.2.4. Chairpersons of standing committees shall not vote on issues except in the case of a tie.
 - 12.2.5. Chairpersons of standing committees shall have the final approval of all appointments to their respective committees.
 - 12.2.6. Chairpersons of standing committees shall be responsible for maintaining all documents related to their respective committees.
 - 12.2.7. Chairpersons of standing committees shall be eligible for reimbursement of expenditures incurred in the performance of ASMJC related assignments (i.e. mileage, lodging, meals, etc.) upon the approval of the Executive Council
- 12.3. *Membership*
 - 12.3.1. The membership of standing committees shall be open to a maximum of two members of the Student Senate, a maximum of two members of the Inter-Club Council, and a maximum of two Student Commissioners.
 - 12.3.2. Members of standing committees shall have one vote on each issue.
 - 12.3.3. Student commissioners shall be defined as: students at large who are neither members of the Inter-Club Council nor the Student Senate.
 - 12.3.4. Members of standing committees shall be eligible for reimbursement of expenditures incurred in the performance of ASMJC related assignments (i.e. mileage, lodging, meals, etc.) upon the approval of the Executive Council.
- 12.4. *Business and Finance Committee*

- 12.4.1. The Business and Finance Committee shall be responsible for maintaining supervision over the ASMJC Budget and its financial affairs as well as to ensure that ASMJC exercises the maximum legal control of all ASMJC funds, expenditures, and investments.
- 12.4.2. The Business and Finance Committee shall be responsible for the planning, implementation, and evaluation of all fund raising activities, events, investments, and enterprises and shall make recommendations to the Inter-Club Council and Student Senate regarding said activities and possible improvements.
- 12.4.3. The Business and Finance Committee shall prepare and submit the annual ASMJC Budget to the Inter-Club Council and Student Senate by end of March each year.
- 12.4.4. The Business and Finance Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.
- 12.5. *Bylaws Committee*
 - 12.5.1. The Bylaws Committee shall be responsible for the periodic review and maintenance and of the Constitution and Bylaws in order to ensure they meet the needs of ASMJC.
 - 12.5.2. The Bylaws Committee shall be responsible for the consideration of proposed changes to the Constitution and/or Bylaws (introduced by Senators) and shall make recommendations regarding said proposals to the Inter-Club Council and Student Senate.
 - 12.5.3. The Bylaws Committee shall be responsible for preparing and submitting recommendations for changes to the Constitution and/or Bylaws (introduced by the committee) to the Inter-Club Council and Student Senate.
 - 12.5.4. Should a dispute arise over provisions of these Bylaws, the Bylaws Committee shall decide on how said provisions should be interpreted.
 - 12.5.5. The Bylaws Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.
- 12.6. *Events Committee*
 - 12.6.1. The Events Committee shall be responsible for assisting in planning, budgeting, coordinating, implementing, and evaluating social and cultural activities for the entertainment and recreation of the general student body (i.e. dances, concerts, college hours, film series, field trips, cultural programs, etc.).
 - 12.6.2. The Events Committee shall make recommendations for future activities (under the purview of the committee) and for the improvement of said activities to the Inter-Club Council and Student Senate.

- 12.6.3. The Events Committee shall prepare and submit the annual events calendar (for the next calendar year) to the Inter-Club Council and Student Senate by the end of March.
- 12.6.4. The Events Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.
- 12.7. *Political Development Committee*
- 12.7.1. The Political Development Committee shall be responsible for monitoring relevant federal, state, and local legislation (including within the YCCD) that may or will have an effect on students at MJC and for making recommendations to the Inter-Club Council and Student Senate regarding appropriate action on said legislation.
- 12.7.2. The Political Development Committee shall be responsible for planning, implementing, coordinating, and evaluating activities that heighten political awareness and promote political activity of the general student body regarding issues that affect the students (i.e. debates, forums, leadership training, voter registration drives, etc.).
- 12.7.3. The Political Development Committee shall be responsible for planning, implementing, coordinating, and evaluating yearly elections for Executive Officers and Senators. Members of the Political Development Committee shall be excused if they are candidates in the election. The President of ASMJC shall appoint replacements to the committee in such an event. Specific duties shall be outlined in Article 12 ELECTIONS.
- 12.7.4. The Political Development Committee shall make recommendations for future activities (under the committee's purview) and for the improvement of activities to the Inter-Club Council and Student Senate.
- 12.7.5. The Political Development Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.
- 12.8. *Public Relations Committee*
- 12.8.1. The Public Relations Committee shall be responsible for the maintenance and improvement of visibility and public relations between ASMJC, the campus community, and the community at large.
- 12.8.2. The Public Relations Committee shall be responsible for assisting in planning, implementing, coordinating, and evaluating publicity efforts for all ASMJC activities.
- 12.8.3. The Public Relations Committee shall periodically make recommendations to the Inter-Club Council and Student senate to update and maintain rules and regulations for publicity.
- 12.8.4. The Public Relations Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.

12.9. *Student Services Committee*

- 12.9.1. The Student Services Committee shall be responsible for planning, implementing, coordinating, and evaluating essential student services related to but not normally associated with regular Student Services Programs.
- 12.9.2. The Student Services Committee work in conjunction with relevant college student services staff and administrators.
- 12.9.3. The Student Services Committee shall make study and make recommendations to the Inter-Club Council and Student Senate regarding needed student services and improving existing student services provided by ASMJC.
- 12.9.4. The Student Services Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.

13. COLLEGE WIDE COMMITTEES

13.1. *Responsibility and Policy/Procedural Areas*

- 13.1.1. In accordance with California Law, the President of ASMJC shall make appointments to college-wide and district-wide committees that develop policies and/or procedures that have or will have a “significant effect on students. Policy or procedural areas that have or will have a significant effect on students are as follows: grading policies; codes of student conduct; academic disciplinary policies; curriculum development; courses or programs that should be initiated or discontinued; processes for institutional planning and budget development; standards and policies regarding student preparation and success; student services planning and development; student fees within the authority of the district to adopt; and any other district or college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

13.2. *Members*

- 13.2.1. Members of college or district wide committees shall report at least once monthly, either orally or in writing, to the Inter-Club Council and the Student Senate regarding the committee’s activities.
- 13.2.2. Members of college or district wide committees are expected to use discretion regarding questions that arise while in committee. If a question requires the official opinion of ASMJC, a committee member shall communicate the matter to the Inter-Club Council and Student Senate to be decided on.
- 13.2.3. The President of ASMJC is responsible for the enforcement of Section 8 of the Bylaws and may remove a member of a college wide committee for failing to uphold his/her responsibilities.

14. MEETINGS

14.1. *Special Meetings*

- 14.1.1. Special meetings of the Inter-Club Council, Student Senate, Executive Council, and standing committees may be called at any time by the presiding officer of the respective organizations and committees, the President of ASMJC, and/or the Advisor of ASMJC.

14.2. *Executive Council*

- 14.2.1. The Executive Council shall meet regularly at least once weekly during the Fall and Spring semesters at a time and place agreed upon and set by a simple majority of the members of the Executive Council at the first meeting of each semester.

14.3. *Student Senate*

- 14.3.1. The Student Senate shall meet regularly at least twice monthly (during the same weeks as Inter-Club Council meetings) at a time and place agreed upon and set by a simple majority of the members of the Student Senate at the first meeting of each semester.

14.4. *Inter-Club Council*

- 14.4.1. The Inter-Club Council shall meet regularly at least twice monthly (during the same weeks as Student Senate meetings) at a time and place agreed upon and set by a simple majority of the members of the Inter-Club Council at the first meeting of each semester.

14.5. *Standing Committees*

- 14.5.1. All standing committees, except for Budget and Finance, shall meet regularly at least once monthly at a time and place agreed upon and set by a simple majority of the members of each committee at the first meeting of each semester.

14.6. *Business and Finance Committee*

- 14.6.1. The Business and Finance Committee shall meet regularly at least twice monthly (on alternate weeks from Student Senate and Inter-Club Council meetings) at a time and place agreed upon and set by a simple majority of the members of the committee at the first meeting of each semester.

15. ASMJC STIPEND

15.1. *Executive Officers*

- 15.1.1. Executive officers shall be eligible for stipends paid on the same schedule as college employees and subject to the approval of the Executive Council. The President of ASMJC shall receive \$200 monthly during his/her term of office. All other Executive Officers shall be paid \$180 monthly during their terms of office.

15.2. *Senators and standing committee chairpersons*

- 15.2.1. Senators and standing committee chairpersons shall be eligible for stipends paid on the same schedule as college employees and subject to the approval of the Executive Council. Senators and standing committee chairpersons shall receive \$75 monthly during his/her term of office.

16. CLUB DEVELOPMENT

16.1. *Purpose*

- 16.1.1. ASMJC has established a Club Development Fund to provide financial support to chartered campus clubs interested in promoting extracurricular activities for the benefit and well-being of the student body, staff, and community served by MJC.

16.2. *Rationale*

- 16.2.1. The Club Development Fund will help stimulate and cultivate the formation and growth of clubs as well as the organizational structure of the Inter-Club Council.

16.3. *Funding criteria*

- 16.3.1. Activities financed by the Club Development Fund shall be extracurricular and available to students and/or the community.
- 16.3.2. Funding priority will be given to the projects that further the mission of ASMJC. Specifically, priority will be given to projects that: 1) promote the formation, growth, and aims of campus clubs as established by club constitutions and defined by the present club membership; 2) promote social and cultural activity through entertainment and recreation for the general student body; 3) promote general awareness and positive interactions between ASMJC, Clubs, staff, faculty, administration, and the community and; 4) heighten political awareness and promote the political activity of the general student body regarding issues that directly affect the students.
- 16.3.3. Clubs interested in submitting a request for funding must be clubs in good standing (i.e. timely re-chartering, consistent representation at Inter-Club Council meetings, and active participation in student government).

16.4. *Funding Policy*

- 16.4.1. Funding will be considered based on the availability of funds and a club's past performance concerning the Club Development Fund.
- 16.4.2. All newly chartered clubs shall be eligible to receive \$200 in seed money from the Club Development Fund, upon the approval of the Student Senate and Inter-Club Council.

- 16.4.3. ASMJC will consider funding in the form of either a grant or a loan. A club may request and be eligible for a grant, loan, or both at the same time.
- 16.4.4. Loans are granted with the understanding that loans will be repayable within a one-year period. Loan extensions must be submitted to the Inter-Club Council and Student Senate by the first day of the tenth month of the loan for consideration.
- 16.4.5. ASMJC funding does not preclude clubs from charging a fee at events.

17. ELECTIONS

17.1. Process

- 17.1.1. The Political Development Committee shall set dates, times, and places of all elections to later than four weeks in advance, publicizing all matters pertaining to the election.
- 17.1.2. The Political Development Committee shall ensure a nominating period of at least two calendar weeks and shall approve all petitions of candidacy. An official list of candidates shall be completed and publicized at a minimum of two weeks prior to the election.
- 17.1.3. Candidates must meet all policies set forth by the Political Development Committee relating to elections.
- 17.1.4. After the nominations period, should the number of approved candidates be less than two for any Executive officer or less than ten for Senators, the Political Development Committee may nominate additional candidates for office.
- 17.1.5. Elections shall be held on Monday and Tuesday on one campus and Wednesday and Thursday on the other (day and evening) by the end of the first week of April.

18. DISCIPLINE AND EXPULSION

18.1. Removal from Office

- 18.1.1. ASMJC has the right to remove from office any Executive Officer, Senator, committee chairperson, or committee member because of a violation of law or policy set forth by the Federal, State, or Local Government (including MJC and the YCCD), failure to abide by the Constitution and/or Bylaws of ASMJC, a breach of a fundamental principle of ASMJC, and/or a lapse in eligibility.

18.2. Procedure

- 18.2.1. A proceeding to remove any officer, senator, committee chairperson, or committee member must not violate any rule of ASMJC nor any rights that individuals have under the law. The steps for removal from office shall be:

18.2.1.1. CHARGES

18.2.1.1.1. An affidavit stating the alleged violations and preliminary proof shall be filed with the President of ASMJC. Should the President of ASMJC be accused, the affidavit shall be filed with the Vice President of the Student Senate.

18.2.1.2. INVESTIGATION

18.2.1.2.1. The Executive Council shall investigate the alleged violations to determine if there are grounds for removal. Should there be grounds for removal, the Executive Council shall create an Ad Hoc Hearing Committee in accordance with Section 19 JUDICIAL MATTERS; set the date, time, and place of the hearing; and notify the Advisor.

18.2.1.3. NOTIFICATION

18.2.1.3.1. The Advisor shall send the accused a registered letter at least fifteen days before the date of the hearing. The letter shall include a copy of the allegations; the date, time, and place of the hearing; a statement of the accuser's rights to be present at the hearing and place for the hearing; and any minutes for ASMJC meetings that are relevant to the proceedings.

18.2.1.4. DECISION

18.2.1.4.1. The hearing committee should, within a reasonable amount of time, make findings of fact on the points at issue, return a verdict and send a copy of the verdict and the findings of fact to the accused and to the Advisor. Should an officer, senator, committee chairperson, or committee member be found guilty of the charges, the Hearing Committee shall recommend a penalty to the Inter-Club Council and Student Senate at the following regular meeting.

18.2.1.4.2. The Inter-Club Council and Student Senate shall have the power to initiate penalty actions. Said actions must be approved by a two-thirds vote of the Inter-Club Council and the Student Senate.

19. JUDICIAL MATTERS

19.1. *Authority*

19.1.1. The Executive Council shall have the authority to create ad hoc hearing committees to review and resolve all judicial matters concerning the ASMJC unless the matter requires legal council.

19.2. *Representation*

19.2.1. Ad Hoc Hearing Committees shall include equal representation from the Inter-Club Council, Student Senate, and students at large.

20. FINANCIAL MATTERS

20.1. *Annual Budget*

- 20.1.1. ASMJC shall maintain a balanced annual budget. Exceptions to this rule shall be for: investments in office equipment, capital improvements, and enterprises that will improve services or guarantee increased revenue over a long period of time.

20.2. *Expenditures and Fund Requests*

- 20.2.1. All expenditures and/or fund requests under \$500 shall be granted upon the approval of the Executive Council.
- 20.2.2. All expenditures and/or fund requests over \$500 shall be referred to the Budget and Finance Committee for consideration. The Budget and Finance Committee shall make recommendations in writing to the Inter-Club Council and Student Senate regarding said expenditures. A 2/3 majority vote (by roll call) of the Inter-Club Council and Student Senate is required to approve expenditures over \$500.
- 20.2.3. All binding contracts shall be signed in accordance with District policy.
- 20.2.4. In the absence of the Inter-Club Council and Student Senate, the Executive Council may approve budget proposals, expenditures, and fund requests.

21. STUDENT TRUSTEE

21.1. *District Policy*

- 21.1.1. In compliance with District Policy No. 70154, one non-voting student representative shall serve on the Yosemite Community College District Board of Trustees.

21.2. *Privileges and Rights*

- 21.2.1. The Student Trustee shall be entitled to all privileges and rights provided to elected members of the Board, including the review of materials and participating in the questioning of witnesses and the discussion of issues, with some exceptions. These exceptions are: the Student Trustee does not have the right to attend executive sessions of the Governing Board, nor receive materials related thereto; the Student Trustee shall not be entitled to compensation, as prescribed by Education Code Section 72425 and; the Student Trustee shall be entitled to vote on matters being considered by the Board of Trustees.

21.3. *Office Requirements*

- 21.3.1. To be eligible to serve as the Student Trustee, one must meet the following office requirements: one must be a legal resident

of the YCCD at the time of application and during the time of service on the Board; one must be enrolled in a minimum of five units during the semester of application and during time of service; one must be in good academic standing and have earned a cumulative GPA of 2.0 or more in at least twelve units completed at Columbia College or MJC prior to May 14 of the year of service on the Board. In the absence of an established GPA based on prior academic work, the most recent midterm GPA or average of grades to date is acceptable.

21.3.2. If the Student Trustee does not maintain the required office requirements and/or he/she is absent from three Board meetings, he/she shall be removed from office with the option of an appeal to the Inter-Club Council and Student Senate. The Student Trustee may maintain office if the appeal to the Inter-Club Council and Student Senate is upheld with a majority vote of the membership.

21.4. *Election of the Student Trustee*

21.4.1. The election of the Student Trustee will alternate annually between Columbia College and MJC in accordance with each respective college's elections procedures as outlined in the Bylaws of the Associated Students Organization.

21.4.2. If the position of Student Trustee is vacated during the term of office (during MJC's year of service), the President of ASMJC shall nominate a replacement who shall take office upon a ratification vote of the Inter-Club Council and Student Senate.

21.4.3. The Student Trustee shall serve a one-year term commencing on May 15 and ending May 14 of the following year.

22. STUDENT REPRESENTATION FEE

22.1. *Collection*

22.1.1. The Student Representation Fee is collected by MJC at the time of student registration and is deposited in a separate fiduciary fund established per the California Community College's Budget and Accounting Manual. Student may opt to waive this fee (see Education Code Section 76060.50).

22.2. *Purpose*

22.2.1. The Student Representation Fee shall be expended to provide for the support of governmental affair representatives who may be stating their positions and view before district, city, county, state, and/or federal governments (Education Code Section 76060.5).

22.3. *Examples of Appropriate Use*

22.3.1. Paying for trips and or conferences where student representation to governmental agencies is supported.

22.3.2. Paying subscription dues that directly increase the ability of ASMJC to represent the student body.

22.3.3. Purchase of equipment and/or materials which will increase the ability of ASMJC to represent the student body.

23. SHARED GOVERNANCE

23.1. Responsibility

23.1.1. The President of ASMJC shall ensure the full participation of ASMJC in the shared governance process.

23.1.2. The President of ASMJC shall consult with the YCCD Board of Trustees or its designee on all matters that have affected or will affect the students of MJC.

23.1.3. The President of ASMJC shall fill all student positions on district and/or college wide committees, work groups, task forces, and/or councils.

23.1.4. The President of ASMJC shall be responsible for the maintenance of all records and papers pertaining to any aspect of the Shared Governance Process.

23.2. District and/or college policies and procedures

23.2.1. Policy or procedural areas that have or will have a significant effect on students are as follows: grading policies; codes of student conduct; academic disciplinary policies; curriculum development; courses or programs that should be initiated or discontinued; processes for institutional planning and budget development; standards and policies regarding student preparation and success; student services planning and development; student fees within the authority of the district to adopt; and any other district or college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

24. STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES (SSCCC)

24.1. Representatives

24.1.1. The President of ASMJC or his/her designee shall serve as the representative to the SSCCC at the regional and state levels.

25. QUORUM

25.1. Executive Council, Student Senate, Inter-Club Council, and Standing Committees

25.1.1. All official business of the Executive Council, Student Senate, Inter-Club Council, and Standing Committees shall be conducted only when a quorum is present.

25.1.2. A simple majority present of the total members of the Executive Council, Student Senate, Inter-Club Council, and Standing Committees shall constitute a quorum.

25.2. *Proxies*

25.2.1. Members of the Executive Council, Student Senate, Inter-Club Council, and Standing Committees may vote by proxy for their respective meetings.

25.2.2. A proxy must be submitted in writing to the presiding officer the meeting at least 24 hours prior to the meeting in question and a copy shall be filed with the President of ASMJC. The proxy must detail the member's vote on the particular issues at hand.

25.2.3. Members may issue up to two proxies per year.

25.2.4. Proxies are only valid for the meeting in which they are issued.

26. PARLIAMENTARY PROCEDURE

26.1. *Matters not mentioned in the Bylaws*

26.1.1. All proceedings and matters that are not covered in these Bylaws shall be governed by Robert's Rules of Order, newly revised.

27. POLICIES AND PROCEDURES

27.1. *Manual*

27.1.1. The ASMJC Office Policies and Procedures Manual shall be maintained by the ASMJC office and reviewed by the Advisor.

27.1.2. The ASMJC Office Policies and Procedures Manual shall be revised by the Inter-Club Council and Student Senate as necessary.

28. AMENDMENTS

28.1.1. Any MJC student, upon sponsorship of a Student Senator, may introduce amendments to the Bylaws.

28.1.2. After review by the Bylaws Committee, amendments to these Bylaws shall be submitted in writing to the Student Senate and Inter-Club Council at least two weeks prior to voting on the proposed amendments.

28.1.3. A 2/3 vote of the Student Senate and Inter-Club Council is required to amend these Bylaws.