



BYLAWS OF THE ACADEMIC SENATE

ARTICLE I

Name

The name of this organization is the Academic Senate of Lansing Community College, hereinafter referred to as the Senate.

ARTICLE II

Purpose

Section 1. The purpose of the Senate will be to provide faculty input and advice to the administration concerning issues of college-wide educational philosophy, college-wide academic policy, and priorities in the college-wide deployment of capital or financial resources, except as covered by the scope of collective bargaining, and address other college-wide issues as requested by the Provost. The Senate will be proactive and collaborative in its approach, seeking consensus whenever possible, and will foster and support effective and transparent communication with the college community. Student learning is the ultimate goal of this body.

Section 2. The Senate is organized under a charter from the Provost of Lansing Community College.

ARTICLE III

Members

Section 1. Membership:

- A. The Provost
- B. At least 75% of the Senate, not counting student members, shall consist of teaching faculty and academic professionals, with both adjunct and full-time being eligible. Up to 25% of this group may be Probationary with at least one year of experience at LCC. The rest must consist of those with non-Probationary status.
- C. Academic Units with more than 30 FTE of all faculty members are entitled to two faculty senators. Both probationary and non-probationary faculty members can vote.

- D. Three at-large senators who are qualified to run, elected from across all Academic Units.
- E. One at-large senator who is qualified to run and is a part-time faculty, elected from across all Academic Units.
- F. Not more than 25% of the Senate, not counting student members, shall consist of non-probationary administrators appointed by the Provost to represent each division.
- G. MAHE executive officers shall not be eligible to serve in the Senate during their term of office.
- H. College administrators are not eligible to serve as officers of the Senate.
- I. Two student members
- J. The MAHE President will serve as an ex-officio member of the Academic Senate Executive Committee.
- K. Only a Past President as selected by the Senate President shall retain full membership rights by virtue of being an ex officio member of the Executive Committee. Past Presidents may be re-elected as senators.
- L. The President of the Senate may appoint an Historian and a Parliamentarian. They will enjoy privileges of the floor, but have no other rights of membership unless they are a senator.
- M. There is an expectation that senators will attend all meetings in person or in a virtual mode. In the event that a senator cannot attend, the senator shall notify the Secretary with an explanation of the reason for their absence.

Section 2. Terms of Members:

- A. Elected members of the Senate will serve three-year staggered terms. These senators' terms run from the last meeting of the Spring semester during which they were elected to the second to last Senate meeting of their final year.
- B. Appointed members will serve for one academic year and will be reviewed at the end of each spring semester for renewal or replacement by the Provost.
- C. Student members will serve for one academic year.
- D. Members representing an Academic Unit who are on extended leave (e.g., sabbatical, medical) may be represented by an interim-senator chosen by the Academic Unit in consultation with the executive committee. Should the Academic Unit select an interim-senator, only the interim-senator will have voting rights during this interval, and they shall surrender their position immediately upon the return to work of the member who was on leave.
- E. Members representing an Academic Unit who resign, leave the College, or are removed from the Senate, shall vacate their seat. The Academic Unit of the member shall elect a replacement at the earliest practical date to finish the term.

- F. At-large members who resign, leave the College, or are removed from the Senate, shall vacate their seat. A college-wide special election to fill the vacancy will be conducted by the Center for Data Science (CDS)
- G. Student members who resign, leave the College, or are removed from the Senate shall vacate their seat. A replacement shall be found to serve for the remainder of the member's term of service.

Section 3. Election of Members:

- A. The Senate and Center for Data Science (CDS) will follow a Senate approved elections process for each election.
- B. CDS and each divisional Dean will report to the Senate by the end of January of each academic year the current FTE faculty totals and, in consultation with the faculty in the division, recommend an Academic Unit and member apportionment structure for each division for the coming academic year. The recommendation should describe a process for nominating faculty senators from the division in a way that ensures fair representation of programs in the division.
- C. The Senate will review the list of recommended Academic Units and member apportionment and recommend changes as necessary and must approve the apportionment structure prior to the election process. Every effort should be made to minimize year-to-year changes in apportionment. If any changes affect an area represented by a senator, that senator must be given the option of (a) finishing her/his term, (b) representing a newly formed or reconfigured (but related) area, or (c) to step down.
- D. Each Division is then sent the approved apportionment structure and the Division faculty are asked for nominations, including nominations for any open At-Large seats. Each nominated person may only run for one seat.
- E. Nominations of faculty senators for the following academic year will occur during the spring semester.
- F. Nominations will be sent to the Secretary of the Senate who will provide the nominations to the CDS. The Secretary of the Senate will oversee communications to all faculty regarding the nominations.
- G. Member elections for the following academic year will occur by the end of March.
- H. Senators-elect will be installed during the second to last meeting of the Spring Semester and prior to the nomination of Senate Executive Officers.

Section 4. Removal of Senators:

- A. Senators are subject to removal if they do not adhere to Expectations of Senators, Ethics and Standards of Conduct for Employees, or College Policies.
- B. The process for considering removal of a senator is as follows:
 - 1. A member or administrator of the Academic Unit which they represent, a fellow senator, or an Officer of the Senate sends a written request to the Secretary of the Senate with reasoning concerning the request for removal.
 - 2. The Secretary notifies the senator being considered for removal and gives the senator an opportunity to respond to allegations. The response must be submitted to the Secretary within 2 weeks of the senator being notified by the Secretary.
 - 3. Both the original written request and the response from the senator are sent to the Senate Executive Committee for review. The Executive Committee will then decide to take one of three actions based on the circumstances.
 - a. Decide that there is no need to pursue the removal of the senator based on the information submitted, and notify the individual(s) who submitted the request and also the senator against whom the request was submitted.
 - b. Decide that there needs to be a Senate-wide vote, where a 2/3 majority is needed to remove the senator from their seat. In this case, the Executive Committee will need to explain to the Senate the reason(s) for considering the removal request prior to the vote.
 - c. Decide to form an Elections Committee to organize a special vote where Academic Unit members who the senator represents are asked to vote on whether to remove, or not remove, the senator from their seat. After the vote is completed by the Academic Unit members, the Elections Committee will inform the Executive Committee of the results.
 - 4. If either 3b or 3c are carried out, the Senate Secretary will notify the senator of the results of the vote as soon as possible.
 - 5. There will be no appeal process.
- C. Removed Senators must wait one year to serve as an academic senator.

ARTICLE IV

Officers

Section 1. The officers of the Senate shall be the President, the Vice President, and the Secretary. Only elected members may serve as officers. An officer must be a member of the Senate in good standing.

Section 2. Duties of Officers:

A. President

1. Represent the Academic Senate and act as liaison in affairs and meetings with the administration and others.
2. Preside over meetings of the Senate.
3. Keep order, ensure fairness and impartiality, and protect the rights of all members.
4. Appoint members of committees formed by the Academic Senate, in consultation with the Executive Committee, unless otherwise specified by the Senate.
5. Serve as ex officio member of committees formed by the Senate.
6. Be responsible for all financial matters associated with the Senate.
7. Coordinate the production of the annual report of the Senate.

B. Vice President

1. Assist the President and execute all duties specifically assigned to them by the President.
2. Assist the President as requested to act as liaison in affairs and meetings with the administration and others.
3. Preside over Senate meetings in the absence of the President.
4. Assume full presidential duties in the absence of the President.
5. Assume the office of President should the office be vacated for any reason, until the next regular election of a President.

C. Secretary

1. Assist the President and execute all duties specifically assigned to them by the President.
2. Maintain a written record of attendance for Senate members.
3. Prepare and distribute the draft minutes of previous meetings to all senators at least twenty-four hours prior to meetings of the Academic Senate.
4. Prepare and distribute motions and resolutions of each meeting to all senators in a timely fashion.

5. Post meeting agendas and minutes to the Academic Senate website(s) and oversee the maintenance of the website(s).
6. Be responsible for all official correspondence and all official minutes of the Senate, and for keeping historical records.
7. Oversee elections of senators.

Section 3. Terms of Office:

- A. Officers elected in a regular election will serve a term of two years and until their successors are elected. Officers may be re-elected.
- B. Terms of officers shall be staggered. Terms for President and Secretary begin following the spring elections of odd years. Terms for Vice President will begin following the spring elections of even years.
- C. Officers who resign, leave the College, are removed from office, or whose membership expires during their term of office and who are not re-elected to the Senate will vacate the office. If it is the President who vacates their office, the Vice President shall assume the Presidency in accordance with Article IV.2.B.5. If either the Vice President or Secretary vacates their office, including when the Vice President vacates their office due to assuming the office of President, the Senate shall hold a special election to fill the vacancy, or vacancies, at the next meeting of the Senate.
- D. Officers elected by a special election fulfil the term of the officer they are replacing until the next regular election.

Section 4. Election of Officers:

- A. Regular Elections: Nominations for new officers will coincide with the completion of their term and the installment of new senators for the following academic year.
 1. All current and new senators are eligible for nomination.
 2. Elections of President and Secretary will occur in odd years and Vice President will occur in even years.
 3. Outgoing senators will neither make nominations nor vote in the officer elections.
 4. Voting for the Senate officers will occur before the end of the final Senate meeting of the academic year.
 5. Voting will take place via secret ballot.
 6. Officers will be installed before the end of the last meeting of the academic year.
 7. Vacated officer positions, subject to article IV, section 2. B. 5, will be filled via special election.

- B. Outgoing officers will serve until successors are installed.
- C. Special Elections: Nominations for new officer(s) will occur at the next regular meeting of the Academic Senate following a vacancy.
 - 1. All current and new senators are eligible for nomination.
 - 2. Outgoing senators will neither make nominations nor vote in officer elections.
 - 3. Voting for the Senate officer(s) will take place at the next regular Academic Senate meeting following the nomination acceptancy.
 - 4. Voting will take place via secret ballot.
 - 5. Installation of new officer(s) will occur immediately after voting.
 - 6. Officer(s) elected by a special election fulfil the term of the officer they are replacing until the next regular election.

Section 5. Removal of Officers: If a member deems it necessary to remove an Officer for any reason, the following process must be followed:

- A. Any member of the Senate may submit a written petition with at least 10 senators' signatures to the Secretary of the Senate (or the President of the Senate, if the Secretary is the subject of the petition) with reasoning concerning the petition for removal.
- B. The Secretary (or the President) notifies the Officer being considered for removal and gives the Officer an opportunity to respond to the allegations. The response must be submitted to the Secretary (or the President) within 2 weeks of the Officer being notified by the Secretary (or the President).
- C. The President, or the Vice President if the President is the subject of the petition, must then form a Special Committee to investigate the allegations.
- D. Both the original written petition and the response from the senator are sent to the Special Committee for their review. The Special Committee will then decide to take one of following two actions, based on the circumstances:
 - 1. Decide that there is no need to pursue the removal of the Officer based on the information submitted, and notify the individuals who submitted the petition and also the Officer against whom the petition for removal was submitted.
 - 2. Decide that there needs to be a Senate-wide vote. In this case, the Special Committee will need to explain to the Senate the reason(s) for considering the removal request prior to the vote. If a 2/3s majority of the senators vote to remove the officer, the Special Committee will inform the Senate of the results and the Officer will vacate their office.

Section 6. Premature Vacancy of Officers.

- A. The Vice President will assume the office of President should the office be vacated for any reason until the next regular election of a President. A special election to fill the office of President may be held if the sitting Vice-President is unwilling or unable to assume the office of President.
- B. A special election to fill the office of Vice President will be held should the office be vacated for any reason until the next regular election of a Vice President.
- C. A special election to fill the office of Secretary will be held should the office be vacated for any reason until the next regular election of a Secretary.

ARTICLE V

Meetings

Section 1. Regular Meetings:

- A. The Senate will meet at least monthly.
- B. The Senate will develop and publish a schedule for regular meetings for the following semester by the end of the current semester.

Section 2. Electronic Meetings:

- A. Senate meetings may be held online. The Secretary will audibly inform the President and the Senate whether a quorum is present at the beginning of these meetings. Voting during these meetings will either be without objection or will utilize the electronic voting/polling system available within the online platform used to hold the meeting.
- B. Senate committees and teams may also conduct business via electronic formats.

Section 3. Special Meetings: Special meetings may be called by the President or by the Executive Committee, and shall be called upon the written request of at least 10 senators. The purpose of the meeting shall be stated in the call, which shall be sent to all senators at least two business days before the meeting.

Section 4. Meeting Agenda: The Executive Committee shall prepare the agenda for each meeting of the Senate. Any member of the LCC community may request that an item be considered for inclusion in the agenda for a regular meeting of the Senate by presenting it in writing to the Secretary of the Senate.

Section 5. Open Meetings: Senate meetings shall be open to members of the LCC community who are not members of the Senate. These guests shall not have the privilege of voting, but may speak at appropriate times with the consent of the Senate.

Section 6. Quorum: A majority of the senators shall constitute a quorum.

ARTICLE VI

Executive Committee

Section 1. The Executive Committee of the Senate shall consist of the President, the Vice President, the Secretary of the Senate, a Past President, the MAHE President, and the Provost.

Section 2. Duties of the Executive Committee:

- A. The Executive Committee shall meet at least one week before each scheduled meeting of the Senate, and at such other times as called by the President or the Secretary or the Provost.
- B. The Executive Committee shall assist the President to prepare the agenda for each Senate meeting.
- C. The Executive Committee shall act on matters delegated to it by the Senate, and shall have general supervision of the affairs of the Senate between meetings of the Senate.
- D. The Executive Committee shall be responsible for providing orientation for incoming senators and Officers.

ARTICLE VII

Committees

Section 1. Standing Committees: The Senate may create standing committees as needed, by charter resolution approved by a majority vote. The resolution creating a standing committee must specify the name of the committee, the purposes and duties of the committee, and the membership of the committee (including number of members, how the members and the committee chair are chosen, terms of membership, rotations of member terms, and whether non-senators may be committee members). All standing committees of the Senate must include no fewer than two senators as members. Senators should not serve on more than one standing committee at a time. The Senate may terminate a standing committee, or amend any aspect of the charter resolution that created and structured the committee, by a two-thirds vote, provided that the proposal has been submitted in writing at the previous regular meeting. The President shall review committee membership and chair appointments annually, or as necessary in special circumstances.

Section 2. Special Committees and Teams: The Senate may create special committees or teams as it shall from time to time deem necessary to carry out its work. Members shall be appointed by the President unless the motion to create the special committee or team specifies another method of appointment.

Section 3. The President of the Senate shall be ex-officio a full member of all standing and special committees except any nominating committee or disciplinary committee.

ARTICLE VIII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.

ARTICLE IX

Definitions

- A. Academic Unit: Any department, program, or similar structure to which one or more senators are apportioned.
- B. Academic Year: From the last meeting of spring semester until the following last meeting of spring semester.
- C. Student Member: To be a member of the Senate, a student must be enrolled in LCC for at least three credits each for the fall and spring semesters of their term of membership.

ARTICLE X

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Senate by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted May 3, 2013

Revisions approved February 5, 2016

Revisions approved November 22, 2019

Revisions approved November 6, 2020

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