

Butte College Faculty Association Bylaws

Spring 2026

ARTICLE I. MEMBERSHIP OF THE FACULTY ASSOCIATION

Membership of the Butte College Faculty Association is comprised of the entire faculty.

Full-time faculty is defined to mean those faculty members who teach full-time at Butte College or other full-time Student Development faculty who are not members of the Management / Supervisory / Confidential group as defined by Board policy. Full-time faculty who also hold an associate contract shall be considered full-time faculty for purposes of this definition.

Associate faculty is defined to mean those faculty members who have a contract up to 67% of an equivalent full-time load and are currently employed by the Butte Community College District.

Faculty is defined to mean both full-time and associate faculty.

The Academic Senate Executive Committee is comprised of the Senate Officers and may refer to both the group itself as well as the discussions, recommendations, and decisions that arise from the officers' various responsibilities (see III.2). The Executive Committee must always answer to the full Senate.

The Academic Senate Leadership Team is comprised of the Academic Senate Executive Committee along with the Curriculum Committee Chair, the Student Learning Outcomes Coordinator, the Distance Education and Accessible Learning Resources Coordinator, the Academic Technology Coordinator, and the Professional Development Coordinator.

The Academic Senate represents the entire faculty association.

ARTICLE II. MEETINGS OF THE FACULTY ASSOCIATION

A quorum shall be defined as all those attending a publicly announced Faculty Association Meeting.

ARTICLE III. THE EXECUTIVE BODY OF THE ASSOCIATION (ACADEMIC SENATE)

Section 1: Membership of the Executive Body

The executive body of the Faculty Association shall be called the Academic Senate, comprised of fourteen (14) Full-time faculty and five (5) Associate faculty members, hereafter, called Senators. Full-time faculty members will be elected from each of the following constituent groups:

- Three (3) Career & Technical Education Faculty
- Three (3) Transfer /General Education Faculty
- One (1) Counseling Faculty
- One (1) Student Development Faculty
- Five (5) Associate Faculty At Large
- One (1) Faculty to represent the Gender and Sexual Equity Team
- One (1) Faculty to represent the Diversity Committee – At Large
- Four (4) Full-time Faculty members appointed as Academic Senate Executive members – At Large

The Diversity Committee and the Gender and Sexual Equity Team shall propose their nominees. Nominees for these positions shall be confirmed by a majority vote of the Academic Senate and be placed on the ballot during the general election. All faculty shall vote on these positions during the election process.

Full-time faculty serving as the Academic Senate Executive Committee will constitute at-large positions. Nominees shall be confirmed by a majority vote of the Academic Senate and be placed on the ballot during the general election.

Associate Faculty will be elected as at-large Senators and should reflect a varied representation of faculty from Career & Technical Education, Counseling, Student Development, and/or Transfer/General Education.

In addition to the membership listed above, the Academic Senate will also include the following advisory (i.e. non-voting) representatives:

- One (1) representative appointed by the Classified Senate,
- Two (2) representatives appointed by the Student Senate (one representing Career & Technical Education and the other representing Transfer & General Education)

- One (1) Career & Technical Education Liaison appointed by the Academic Senate Executive Committee.

These representatives will each have a standing agenda item to report on topics within their respective jurisdiction.

Senator Duties

Senators will participate as representatives at the Academic Senate meetings in order to inform their constituencies of matters related to the 10+1. As much as is reasonably practicable, Senators will retain the same constituency group for the duration of their term(s). Senator responsibilities include:

- Attend all regularly scheduled Academic Senate meetings (see III.1.E below)
- When possible, participate in Academic Senate training and assemblies
- Email Academic Senate meeting reports to their constituent groups within 5 working days after the Academic Senate meetings
- When a motion directing the Senate to seek constituent feedback is approved, Senators shall gather input from the appropriate constituencies and present a report of the collected feedback at the next regular meeting
- Participate in ad hoc work groups as assigned
- Remain informed on matters related to their area of representation in order to better represent constituents
- Communicate with constituents on a regular basis regarding the work of the Academic Senate
- Fulfill other duties, as warranted.

Election of Academic Senators and Curriculum Committee members

(Note: Officer elections are conducted in a separate process detailed in III.2 A below)

Academic Senate and Curriculum Committee elections will be conducted by the Executive Committee under the direction of the Vice President of the Academic Senate using the following guidelines:

Nominations

Prior to the nomination period, the Executive Committee may adjust Senator representation to allow for a larger nomination pool. Any such adjustments shall be approved by the Senate before the nomination period opens.

During a stipulated ten-day period, candidates may be nominated by another faculty member or may self-nominate by submitting to the Vice President of the Senate a written intent to run for a position.

If a member of the faculty is nominated for more than one vacant position, the nominee must declare for which vacancy they are a nominee in consultation with the Academic Senate Executive Committee.

In the event that no individual is nominated for a constituency-specific vacancy by the close of the nomination period and there are not multiple nominees for another, the ballot shall be run with only the option of a write-in candidate. The Vice President will confirm the nominations and prepare the ballot for election. In the event that confirmation is not received within 72 hours of the election after a good-faith effort has been made, the nominee will be pulled from the ballot.

Election Rules

The following rules shall be observed for all elections for the Academic Senate and the Curriculum Committee:

- Voting shall be confidential
- Election results will be confirmed by the Executive Committee
- Candidates shall be listed alphabetically by last name
- Incumbents shall be identified as such on the ballot
- An incumbent is a member who is currently holding and actively serving in a specific elected position at the time that the election is conducted; unless they are termed out, they are eligible to run again for the same position
- Voting shall be conducted during a 10-day period during the Spring semester, extending from 8:00am Monday to 11:59 PM (PT) the following Wednesday
- Votes shall be counted and confirmed by the Executive Committee members on the last day of the election after 11:59 PM (PT)

- An Academic Senate or Curriculum Committee vacancy in any constituency will be filled by the candidate with the largest number of votes. If there is a tie, a run-off election will be held
- All contested elections will be conducted in such a way as to ensure confidentiality and integrity

Eligibility for voting

The Senate Executive Committee will ask Human Resources for a list of active faculty members. Voting ballots will be emailed to faculty included in that list. Associate faculty Senators shall be elected by and from Associate faculty. Full-time Senators shall be elected by and from Full-time faculty.

Ballots

Ballots will be made available to all eligible faculty on the designated Monday by 8:00am and be accessible through the following Wednesday until 11:59 PM (PT).

Senator Vacancies

In the event of a vacancy after an election process, the Academic Senate will choose one of the following options:

- Authorize the Academic Senate Executive Committee to select a faculty person to fill the vacated position on a temporary or permanent basis. This person will then be appointed to the position upon a two-thirds approval vote of the Senators
- Decide to leave the position vacant until the next scheduled or special election
- Vote to keep the Senator in their position if the vacancy is due to an Associate faculty Senator receiving a temporary full-time faculty position. While service on the Senate shall count towards full-time duties, the Senator shall continue to represent Associate faculty. Any stipend designated for Associate faculty service on the Academic Senate or Curriculum Committee, however, shall be forfeited. If the temporary position becomes permanent, the position shall become vacant
- Allow the Senator to remain in their position if the vacancy results from an Associate faculty losing load for a given semester, for up to two consecutive semesters. If the Associate faculty Senator does not receive load for a third consecutive semester, the Academic Senate

Executive Committee shall recommend a solution to the body to be voted on

Senator's Terms of Office

Academic Senators shall be elected for two-year terms, and these terms will be staggered. There shall be a limit of two consecutive terms on the same body. Partial terms, whether the result of appointment or election, shall not count as a two-year term and shall not count towards the limitation.

Senators who reach this limit may nominate themselves or be nominated again after a break of one year. An exception for the Academic Senate Executive Committee is noted in III.2.B. The exception indicates that the Executive Committee shall be elected for two-year terms, and succession planning necessitates multiple consecutive terms in different roles.

Terms shall begin on July 1 of the calendar year. Approximately one-half of the members shall be elected each Spring semester.

Senator's Meeting Attendance

A Senator may not miss more than two consecutive or three non-consecutive regularly scheduled meetings during a given semester. In the event of excessive absences, and if determined appropriate by the Senate Executive Committee, the Senate position shall be declared vacant and may be filled according to III.1.C above.

As necessary, senators should notify their absence to the Academic Senate President.

Section 2: Officers of the Academic Senate Executive Committee

Executive Committee Elections

The Officers that comprise the Academic Senate Executive Committee shall be nominated and elected early enough in the Spring semester of the sitting President's second year to allow for any senator seat being vacated for an officer position to be included in the general election. The President, Vice President, Treasurer and Secretary of the Academic Senate shall be elected for two-year terms, At-large positions. Nominees shall be recommended by the Executive Committee and may include any eligible Full-time faculty member. Potential nominees will be recommended based upon leadership experience and how well they balance the Executive Committee in terms of strengths. A conscious effort will also be made to reflect the categorical diversity of the college (e.g. CTE, General Education, Lecture and Lab, etc.).

Potential nominees may be discussed at earlier meetings, and such discussions reported out to constituents. The formal nomination process will take place during a pre-determined regular Academic Senate meeting.

When a new election process begins or when a vacancy occurs on the Academic Senate Executive Team, the Vice President of the Academic Senate will announce the vacancy to the Academic Senate body. The Academic Senate Executive Team will then initiate the search to fill the vacant Executive Team position. The Executive Team will consider potential appointees, and potential candidates may be invited to attend an Executive Team meeting. Following discussion and consideration, the Academic Senate Executive Team will reach a decision by majority vote, identifying the individual that they will recommend as the nominee.

Any Senator may recommend other faculty members for Executive Committee positions, and if multiple faculty members are recommended for the same position, the Academic Senate shall vote during the same meeting to determine who will be the nominee for the ballot.

Once the nominee is determined and has accepted the nomination, their name will be placed on a ballot, and each shall be separately approved by two-thirds of the vote of the entire Faculty Association exercising their right to vote.

Executive Committee terms of Office

- The Academic Senate Executive Committee officers shall hold two-year terms
- The Academic Senate employs a succession planning model, and therefore Executive Committee members will typically serve multiple terms, with their last term serving as President
- If an existing officer steps down during their term, the Executive Committee shall recommend either appointing an individual to fulfill the remainder of the term by two-thirds vote by the Academic Senate, holding a special election, or leaving the position vacant until the next scheduled election

Executive Committee Duties

In addition to the specific Executive Committee duties listed below, it is the responsibility of the entire Academic Senate Leadership Team to remain

current as to ongoing legislative matters which affect the welfare of the college.

General responsibilities of the Executive Committee:

- Review agenda item requests
- Prioritize items for each meeting agenda
- Assist the Superintendent/President's selection of faculty for Rotary Educator of the Year and Emeritus Faculty by soliciting and evaluating nominations, recommending faculty, and evaluating/revising the application and selection criteria on a yearly basis.

Academic Senate President

The Academic Senate President shall:

- Preside all meetings of the Academic Senate and the Faculty Association
- Promote the interests and purposes of the Faculty Association
- Be held responsible and accountable for the progress and work of the Academic Senate
- Serve as a chief liaison officer between the Faculty, Classified Professionals, Student Life, and the District Board of Trustees

Specific responsibilities shall include:

- Serve as member of the Academic Senate Leadership Team
- Conduct a yearly review of these bylaws with the Senate
- Prepare and facilitate Academic Senate Flex related activities
- Prepare meeting agendas and review meeting minutes
- Handle primary Senate correspondence
- Conduct Academic Senate meetings, participate in the determination of quorum, and vote in the following circumstances: in elections, in votes taken by ballot, in any instance that would make or break a tie, or in any instance where the chair's vote would cause or block the attainment of supermajority
- Participate in debate and vote as a regular member during a "committee of the whole" session of the Senate, such as a Senate forum
- Meet regularly with the Superintendent/President

- Meet with institutional Vice Presidents, as deemed necessary
- Attend Board of Trustees meetings and pre-board meetings
- Serve as a member of the Planning and Budget Committee
- Serve as Chair of the Equivalency Committee (or appoint their designee)
- Develop processes for recognizing and making recommendations in honoring the accomplishments of faculty
- Announce to all constituents and supervisors on the opportunity to submit nominations for Rotary Educator of the Year and Emeritus Faculty.
- Review and prioritize Emeritus Faculty (per Board Policy 3950 Emeritus and Administrative Policy 3950), and Rotary Educator or the Year applications, and report the outcomes to the Superintendent/President.
- As faculty are approved by the Superintendent/President and Board of Trustees, announce the outcomes to all the individuals that submitted nominations.
- Honor Emeritus Faculty and Rotary Educator of the Year during the Academic Senate Assembly
- Serve as Chair of the Sabbatical and Professional Advancement (SPA) Committee (or appoint their designee)
- Through a collaborative process with other members, update the committee's policies, forms and procedures, as outlined in the Bylaws and Article XXI in the Collective Bargaining Agreement
- Preside over the meeting, complete and sign disposition forms for each application and represent the committee at the Academic Senate
- Serve as Co-Chair of the Program Research and Recommendation Committee (or appoint their designee)
- Serve as a member of College Council
- Participate in Planning and Budget Committee meetings
- Serve as a member of the Commencement Committee
- Serve as a member of the Student Equity Planning Workgroup
- Attend meetings of the following campus groups:
 - Enrollment Management Committee
 - Educational Master Plan Committee
 - Learning Council

- College Council
 - Accreditation Steering Committee meetings, as warranted
- Attend Academic Senate for California Community Colleges (ASCCC) Area A regional meetings
- Attend statewide Academic Senate Plenary sessions and serve as a voting delegate

Academic Senate Vice President

The Vice President shall:

- In the absence of the Senate President, preside over meetings of the Academic Senate
- In the event of the permanent absence of the Senate President, assume full presidential responsibilities until the next scheduled or special election

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Leadership Team
- Run elections for the Academic Senate and the Curriculum Committee
- Serve as Senate representative to the Curriculum Committee
- As needed, assume the role of Chair of the curriculum committee to run the meeting in the absence of the Curriculum Committee Chair
- If designated, serve as Chair of the Sabbatical and Professional Advancement Committee
- If designated, serve as Chair of the Equivalency Committee
- Serve as a member of the Program Research and Recommendation Committee
- Serve as a member of College Council
- Attend Planning and Budget Committee meetings
- Meet regularly with the Superintendent/President
- Meet with institutional Vice Presidents
- Attend ASCCC Area A regional meetings
- Attend statewide Academic Senate Plenary sessions
- Attend statewide Curriculum Institute

Academic Senate Treasurer

The Treasurer shall:

- Serve as a member of the Academic Senate Leadership Team

Specific responsibilities shall include:

- Meet regularly with the Superintendent/President
- Meet with institutional Vice Presidents, as needed
- Collaborate with the Administrative Assistant in preparing and submitting Travel Requests for Senate-related travel expenditures
- Serve as a member of at least one standing committee
- If possible, attend Academic Senate Plenary sessions

Academic Senate Secretary

The Secretary shall:

- Serve as a member of the Academic Senate Leadership Team

Specific responsibilities shall include:

- Meet regularly with the Superintendent/President
- Meet with institutional Vice Presidents, as needed
- Document meeting motions and outcomes during academic senate meetings
- Prepare official “issue for constituent input” messages, if requested by the senate
- Serve as a member of at least one standing committee
- If possible, attend Academic Senate Plenary sessions
- Implement WeCare (absent a Senator volunteer)
- Respond to confirm receipt of *Agenda Item Request* Forms

Section 3: Meetings

The Academic Senate shall meet at least twice each academic calendar month on the first and third Wednesday during the academic terms except during instructional breaks

Additional meetings may be called at the discretion of the Academic Senate President or by any Academic Senator

A quorum of the Academic Senate shall consist of more than 50% of all voting members, which include Senators and the Executive Committee officers.

Any action taken by the Senate shall be by a majority vote, with the exception of those actions noted in these bylaws or in Robert's Rules of Order as requiring greater majority

The Academic Senate President should call for a Faculty Association meeting at least once each academic term

Section 4: Committees

Standing Committees

There shall be Six (6) standing committees:

1. Academic Technology
2. Curriculum
3. Distance Education
4. Faculty Flex Committee
5. Student Learning Outcomes
6. Program Research and Recommendation (PRR)

Standing Committee Composition

Each standing committee of the Academic Senate will make a report to the Academic Senate at least once per semester/year.

The Chairpersons of the respective committees and/or Academic Senate Executive Committee will select the other members of the standing committees from the entire faculty. Committee appointees will be confirmed by two-thirds of the vote of the Academic Senate.

Standing Committee Responsibilities

Academic Technology Committee

The purpose of the Academic Technology Committee is to serve as a joint advisory body to the Academic Senate and the Technology Planning Council on any matters involving the use of technology to aid in the delivery of instruction and student learning and to involve faculty voice in decisions and directions related to artificial intelligence and teaching and learning. While the ATC provides critical expertise, it remains advisory and does not supersede the Academic Senate's leadership in academic or curricular

matters. This committee operates according to the Brown Act and follows Robert's Rules of Order.

Curriculum Committee

The Curriculum Committee is responsible for approving all curricula proposed by the individual departments, assuming compliance with all Title 5 regulations. The committee has the additional responsibility for reviewing all proposals for new courses and programs (including modifications) as well as major revisions or restructuring of existing programs. This committee operates according to the Brown Act and follows Robert's Rules of Order.

Distance Education Committee

The Distance Education (DE) Committee serves as a workgroup of experienced online instructors that support faculty as they prepare and teach their distance education (online and hybrid) course. This committee does not operate with term limits because its work depends on continuity, accumulated expertise, and long-term understanding of the issues it oversees. Maintaining ongoing membership supports stable decision-making and preserves the historical knowledge necessary for the committee to function effectively. As needed, a call for volunteers will be put out. Membership will be decided by input provided by the Distance Education Committee Chair in conjunction with the Academic Senate Executive Committee. This committee operates according to the Brown Act and follows Robert's Rules of Order.

Faculty Flex Committee

This committee provides oversight for the Faculty Professional Development program to identify training needs and to assist in the development and monitoring of in-service training strategies to meet the professional development needs of faculty. The Faculty Flex committee is a part of a larger Professional Development Committee that reports to the Vice President of Human Resources. The Faculty Flex committee operates according to the Brown Act and follows Robert's Rules of Order.

Student Learning Outcomes Committee

This committee creates processes that allow all academic programs at college to conduct ongoing, systematic assessments of student learning outcomes that (1) focus on improving student success and (2) adhere to

accreditation requirements. It also promotes institutional dialog in all areas of academic outcomes assessment including course-level, program-level, General Education, and institutional student learning outcomes. This committee operates according to the Brown Act and follows Robert's Rules of Order.

Program Research and Recommendation (PRR)

The Program Research and Recommendations Committee ensures each educational program remains vital, effective, and student centered. The committee makes independent assessments of a program's vitality and then follows the process as outlined in Administrative Procedure 4021. This committee operates according to the Brown Act and follows Robert's Rules of Order.

Standing Committee Terms of Office

All faculty confirmed to each committee will serve a three-year term, limited to two consecutive terms on the same committee (with the exception of the Distance Education Committee not having term limits). Partial terms, whether the result of appointment or election, shall not count as a three-year term and shall not count towards the limitation. A standing committee may modify this requirement as long as any modification is approved by the Academic Senate and reflected in the committee's charter.

ARTICLE IV: VOTES OF CONFIDENCE

Individual members of the Academic Senate or members of standing committees shall be subject to a vote of confidence at any such time that twenty percent (20%) of the Full-time faculty deems it so necessary, in writing.

The Vice President of the Academic Senate shall conduct the vote of confidence.

If the Vice President of the Academic Senate is subject to a vote of confidence, the President of the Academic Senate (or their designee) will conduct the procedure.

Balloting by the Full-time faculty shall be confidential. A majority of all faculty exercising their right to vote shall constitute a successful vote of confidence. (If the Vice President of the Senate should be subject to a vote

of confidence, then another member of the Academic Senate Leadership Team will chair the committee).

In the event that a member of the Academic Senate or members of standing committees do not secure a vote of confidence, their Senate seat or standing committee membership shall be relinquished, and the vacancy filled by regular procedures described in III.I.C.5 above.

Dated: March 3, 1993

Submitted by: Tony Wren, Senator
Kelly White, Associate Senator

Approved: March 3, 1993

Ratified: April 26, 1993

Revised: Jan. 9, 1998

Submitted by: Ric Machuga, Senate President
Scot Hoiland, Senate Vice President and Chair of the
Professional Committee

Ratified: March 4, 1998

Dated: December 19, 2001

Submitted by: Carol Stanley Hall
Sharoon Vogel

Approved: November 28, 2001

Ratified: December 19, 2001

Approved: May 3, 2006

Submitted by: John Holland, Senate President
Ric Machuga, Senate Vice President

Ratified: May 25, 2006

Revised: February 5, 2008

Approved: February 5, 2008

Submitted by: David Payne, Senate President
Jo Anne Cripe, Senate Vice President
Miya Squires, Senate Treasurer
Kenneth Bearden, Secretary

Revised: February 1st, 2015

Approved:

Submitted by: Stacey Bartlett, President
Carrie Roberson, Vice President
Christie Trollinger, Treasurer
Vahan Hovsepian, Secretary
Kathleen Turner, Associate Faculty At-Large
Shaaron Vogel, Past President

Revised: Spring 2018

Approved: April 4, 2018

Submitted by: Christie Trollinger, President
Kenneth Bearden, Vice President
Robert White, Treasurer
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Kristin Milinkevich, Senator

Revised: Spring 2021

Approved: April 7, 2021

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Revised: Fall 2023

Approved: October 4, 2023

Submitted by: Jess Vickery, President
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Kim Kirkwood, Treasurer
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Revised: Fall 2025

Approved: September 17, 2025

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Revised:	Spring 2025
Approved:	By Election Ballot Process on April 22, 2026
Submitted by:	Irma Gonzalez Cuadros, President Kim Kirkwood, Vice President Deborah McCabe, Treasurer Brooke Kennedy, Secretary