



ACCREDITATION EVIDENCE

Title: Senate Constitution

Evidence Type: Corroborating

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Constitution of the Western Wyoming Community College Senate

ARTICLE I-NAME

Section I - The official name of this organization shall be "Western Wyoming Community College Senate", and the organization may be referred to as the "Senate".

ARTICLE II- PURPOSE

Section I - To foster a spirit of unity and cooperation amongst all employees of the College.

Section II - To promote and maintain effective channels of communication between all employees, the administration, and the Board of Trustees.

Section III - To provide all employees the opportunity to register their voices regarding policies, procedures, decisions, appointments, and other institutional actions.

Section IV - To promote academic excellence and support academic freedom.

Section V - To support the College's Guiding Principles by serving as an advocate for all employees below the Dean level.

ARTICLE III – ELECTIONS, MEMBERSHIP, AND VOTING

Section I - The Senate represents all benefited faculty and professionals below the Dean level, also known as the general membership.

Section II - The voting Senators shall consist of one (1) Faculty member from each of the Academic Divisions, two (2) Professional members one (1) at-large member, three (3) Senate Officers, and the immediate Past Chair of the Senate. All officers, senators, the past chair, and proxies are eligible to vote. The Chair will only vote in case of a tie.

Section III - The non-voting Senators may include one representative from the Paraprofessional Organization and one representative from part-time Faculty.

Section IV - All Senators shall serve terms of two (2) years and may be re-elected.

Section V - All officers of the Senate shall serve terms of three (3) years. The Chair will serve a one (1) year term as Chair and one (1) year as Past Chair without an intervening election. The Vice Chair is the Chair-Elect for the second year.

Section VI - The officers of the Senate and the immediate Past Chair, shall constitute the Senate Executive Committee. The Chair of the Senate shall be the Chair of the Executive Committee. The Senate Executive Committee shall follow through on Senate recommendations and act as a liaison with the administration of the College. The Senate Executive Committee shall have the power to act on behalf of the Senate when the situation requires immediate action. The Senate shall be notified of all such actions and recommendations through the reports of the Senate Executive Committee.

Section VII - The officers of the Senate (excluding the Secretary, see section VIII) will be elected by the general membership in April. Divisions and Professionals (as defined above) shall select their new senator in April after the officers have been elected. All newly selected senators and officers will be invited to the May meeting and take office in August.

Section VIII - The Secretary shall serve a three (3) year term on a volunteer basis. At the end of the three (3) years, the Secretary can either step down or ask to remain in the position. The Secretary needs to let the Senate know by March 1st. If the Secretary wants to stay in the role, the Senate will vote to determine if he/she can stay in the position. If the Secretary steps down at the end of his/her 3 year term, a call for volunteers will take place. If there is more than one volunteer, a section for the Secretary will be added to the April ballot.

ARTICLE IV-MEETINGS

Section I - Regular meetings of the Senate shall be held at times determined by the Senators and be of sufficient duration to conduct the affairs of the organization. Meetings, unless otherwise specified, shall proceed in accordance with Robert's Rules of Order. Meetings of the Senate shall ordinarily be open to the public. Portions of a meeting may be closed if confidentially issues arise.

Section II - Senate officers will create the meeting agenda of the Senate. Minutes will be kept, approved, and distributed to the general membership.

Section III - Special meetings may be called by the Senate Chair or at the request of a majority of duly elected Senators. Notification and a brief agenda of special meetings shall be made available to all Senators and officers.

Section IV - A simple majority, provided a quorum is present, shall be sufficient in the Senate to determine an issue, appointment, or action.

ARTICLE V - OFFICERS

Section I - Officers of the Senate shall consist of a Chair, Vice-Chair/Chair-Elect, and a Secretary.

Section II - Senate Officers are accountable to and represent the views of the Senate as a whole.

ARTICLE VI - COMMITTEES

Section I - Committees and membership requirements as listed in the Policies and Procedures Manual, Series 4000, 5000, and 6000 remain effective.

Section II - All actions and recommendations of all College committees shall be reported monthly to the Senate and, as appropriate, to the general membership.

Section III - The Senate shall appoint Policy and Procedures Committee members per the P&P policy.

Section IV - The Senate shall appoint Ad-Hoc Committees in those instances where a specific function cannot be carried out by existing Senate committees. Such Ad-Hoc Committees continue to function until they have completed their tasks.

ARTICLE VII - FINANCES

Section I - No dues shall be charged to its general membership for support of the Senate.

Section II - The Executive Committee of the Senate shall prepare an estimate of expenditures on an annual basis and present the budget to be ratified by the Senate and presented to the administration for consideration for inclusion in the college operational budget. The Executive Committee shall maintain a record of current expenditures against the budget.

ARTICLE VIII - REMOVAL AND REPLACEMENT PROCEDURES

Section I - A Senate officer may be removed from his or her office by a motion of dismissal from the Senate if said action is confirmed by a two-thirds (2/3) vote of the general membership.

Section II - Absence of a Senate member or proxy (including officers) from three (3) Senate meetings during one academic year, unless due to illness or official assignment, will result in the position being declared vacant. The division of that Senate representative shall have fourteen (14) days to select a replacement. After fourteen (14) days the Senate shall appoint a suitable replacement from the at-large community.

Section III - Any department/division represented by a Senator shall have the authority to petition for recall of that Senator. The petition shall specify complaints against the Senator and shall contain the signatures of a majority of the eligible voters. The petition shall be delivered to the Senate Chair. The Senate shall promulgate reasonable regulations of governing the recall process.

Section IV - The Senate may recommend the removal of any Senator by a two-thirds (2/3) vote of the Senate. In the event of such a recommendation, the division that the Senator represents shall be contacted by the Senate Chair and the division shall vote for or against removal and provide a replacement if removal is the outcome. A simple majority vote is required to uphold or reject the Senate's motion.

ARTICLE IX – AMENDMENTS

Section I – An amendment may be proposed or repealed by a Senator at a meeting and if approved by two-thirds (2/3) of the Senate members, the amendment shall be presented in writing to the general membership for consideration.

Section II - A petition signed by thirty percent (30%) of the general membership shall be presented by the Senate to the general membership for consideration.

Section III - If two-thirds (2/3) of the general membership approve the amendment, it shall be incorporated into the Constitution.

ARTICLE X - BYLAWS

Section I- The bylaws adopted by the Senate shall be the governing rules of this Constitution.

Adopted February, 1994

Revised 11/16/95

Revised 11/20/00

Revised 9/20/10

Revised May, 2013 (114 individuals received the survey, 100 voted and 87% adopted the new document)

Revised May, 2018 (89% of voters adopted the proposed amendments)