

Adjunct Senate Bylaws

Northwest Vista College

Adopted: 15 April 2019

Amended: 18 April 2022

ARTICLE I – Name and Address

The name of this organization shall be the Northwest Vista College Adjunct Senate and shall hereafter be referred to as the Senate.

ARTICLE II – Mission and Purpose

The Northwest Vista College Adjunct Senate focuses on the following goals: increasing the visibility and participation of the NVC adjunct faculty in the college community; encouraging activities which support adjunct faculty interaction to promote professional development and interaction with the full time faculty; providing a voice for adjunct faculty on issues affecting the community of students, faculty, administration, and classified staff; and pursuing fair, equitable working conditions and pay for adjunct faculty. Furthermore, the Senate provides a forum through which matters of concern to adjunct faculty may be discussed and recommendations formulated and advocated to college and district bodies with the purpose to strengthen the adjunct voice.

*Promoting positive change for Adjuncts
by advocating for professional and human rights*

ARTICLE III – Composition

Section 1. The general assembly shall include part-time and full-time adjunct faculty and Continuing Education adjunct faculty employed at Northwest Vista College.

Section 2. Adjuncts from any department can serve as representatives.

Section 3. A member from the Faculty Senate will advise the Senate.

ARTICLE IV – Officer Qualifications

To serve as Senate Officers, adjuncts must meet the following requirements:

1. Commit to serving a 1-semester term.
2. Exemplify good character and conduct themselves in a professional and collegial manner in all Senate-related activities.
3. Have taught a minimum of two semesters at ACCD.
4. Be employed by Northwest Vista College as an adjunct currently or within the previous twelve months.

ARTICLE V – Terms of Office

The regular term of office for the Co-Chairs, Vice Chair, Secretary, Digital Media Representative and representatives of the Senate shall be one year with no limit on the number of terms. In case of vacancy, a new officer should be appointed at a meeting as soon as possible.

ARTICLE VI – Duties of Members

Section 1. All Adjunct Senate members shall

1. Exemplify good character and manifest conduct that reflects positively on the Senate and Northwest Vista College.
2. Attend and participate in regular Senate business.

Section 2. Duties of the Officers: the Senate shall select five officers: two Co-Chairs, Vice Chair, Secretary, and a Digital Media Representative from the membership.

1. Co-Chairs: The Co-Chairs shall fulfill the following duties:
 - a. Co-Chairs shall decide between themselves which one will preside over any given meeting; in case neither co-chair is present, Vice-Chair shall preside.
 - b. The presiding officer may only cast a vote in the case of a tie;
 - c. Co-Chairs represent the Senate as needed;
 - d. Set the agenda for Senate meetings with the assistance of Senate officers and the advice of the Co-Chairs or appointed designee.
 - e. Appoint members of the Senate or of the general membership for special committees or tasks as needed with advice and consent of a simple majority of the Senate present.
2. Vice Chair: The Vice Chair will conduct these activities:
 - a. Preside over Senate meetings in the absence of the Co-Chairs.
 - b. Maintain order at all meetings according to Robert's Rules of Order.
3. Secretary: The Secretary shall fulfill these duties:
 - a. Keep minutes of regular Senate meetings and Executive Sessions.
 - b. Submit a typed copy of the minutes to the Co-Chairs within ten (10) days after each meeting and posted on the Canvas Page.
 - c. Maintain a current list of Senate membership including name, email address, and telephone number.
 - d. Preserve all relevant records on the Canvas page.
4. Faculty Consort: The Consort from the current Faculty Senate will advise and mentor the Adjunct Senate as needed.
 - a. Faculty Consort is appointed by the Faculty Senate.
5. Digital Media Representative: The Digital Media Representative shall fulfill these duties:
 - a. Maintain the Slack channel
 - b. Create promotional materials for Adjunct Events and Meetings

- c. Use a recording device, such as a phone or camera to document momentous meetings or events, and upload to Canvas.

Section 3. Duties of Representatives: Representatives shall fulfill these duties:

1. Actively seek adjuncts to serve on committees as needed.
2. Come prepared for Senate meetings.
3. Provide an alternate from the constituency when unable to attend a Senate meeting and notify the Co-Chairs before the meeting. The alternate shall vote as the Representative's proxy.

ARTICLE VII – DISMISSAL FROM SENATE

Dismissal of Senate Officers shall occur only upon the most serious of concerns to include, but not limited to, the following:

1. Failure to fulfill duties of the office.
2. Missing two consecutive meetings without notification without providing an alternate.
3. Failure to observe policies set forth in the Senate Bylaws.
4. Ending employment at Northwest Vista College.
5. Dismissal shall take place during the Senate meeting in executive session called by the Co-Chairs for that purpose. After discussion of the reason(s) for dismissal, the Senate shall vote with a simple majority required to dismiss.

ARTICLE VIII – MEETINGS

Section 1. Senate meetings shall be conducted according to the most recent edition of [Robert's Rules of Order](#). A quorum shall consist of a majority of the Officers or their proxy.

Section 2. Executive Session Meetings

1. Executive sessions of the Senate are closed to all but Senate Officers. No one else may attend except by invitation by both Co-Chairs.
2. Executive Sessions shall be called by the Co-Chairs.

Section 3. Regular Senate Meetings

1. Meetings are open to all Northwest Vista College Adjuncts, guests, and the media.
2. Meeting dates and times shall be established by the Senate.

ARTICLE IX – COMMITTEES

The Senate shall not have any standing committees.

1. Ad Hoc committees can be created by vote of the membership.
2. Ad Hoc committees can be created by either Co-Chair.

ARTICLE X – AMENDMENTS

Section 1. Any proposal to amend the Adjunct Faculty Senate Bylaws or to adopt new Bylaws shall be presented to the Senate at a regular Senate meeting.

Section 2. The proposed amendment must be posted on the Canvas page at least two weeks before the vote on the amendment.

Section 3. Proposed amendments must receive a $\frac{2}{3}$ vote for adoption.

ARTICLE XI – RATIFICATION

These Bylaws shall go into effect immediately upon approval by a $\frac{2}{3}$ vote of the Senate members present at a meeting.