

Faculty Senate Constitution and Bylaws

Walla Walla Community College

Adopted: October 2010

Revised: February 2025

ARTICLE I: ESTABLISHING SHARED GOVERNANCE

- A. Pursuant to RCW 28B.50.145, which states, “The boards of trustees of the various college districts may create at each community or technical college under their control a faculty senate or similar organization to be selected by periodic vote of the respective faculties thereof,” Walla Walla Community College has established a faculty senate. This organization shall be called the “Faculty Senate of Walla Walla Community College,” hereafter referred to as the “Faculty Senate.”

ARTICLE II: PURPOSE

- A. The Faculty Senate shall provide a faculty forum for discussion of College affairs, provide a mechanism for faculty participation in college governance, and promote faculty involvement in the life of the College. The Faculty Senate shall represent all faculty in non-contractual matters. The Faculty Senate shall:
- study issues, problems, and concerns;
 - recommend action;
 - encourage the faculty’s representation on all College councils and committees;
 - facilitate exchange of concerns among the faculty, administration, students, staff, and community; and
 - consult with the faculty bargaining agent (AHE) in all matters of mutual concern and refer contract issues to the bargaining agent (AHE).

ARTICLE III: COMPOSITION, TERM, AND ELECTIONS

- A. Electors include all full-time faculty, and all part-time faculty with current faculty appointments through any of the four campuses.
- B. Elections for departments will take place each May, and newly appointed representation will begin at the first Faculty Senate Meeting of the following academic year.
- C. Each Electoral Unit will elect a member to represent the department on Faculty Senate for a period of one academic year, unless that elected representative is a member of the Executive Committee who shall represent their Electoral Unit for the remaining duration of their Office appointment. An election through the Electoral Unit must take place regardless of a Senator’s willingness to continue their service.
- D. Annual elections shall be organized by the Executive Committee each May and distributed through every electoral unit. Self-nominations and nominations are to be accepted by the Faculty Senate President.

ARTICLE IV: FACULTY SENATE MEMBERSHIP AND TERMS OF OFFICE

- A. All Electors, and only Electors, shall be eligible to serve in the Senate.
- B. Electoral Units shall serve as the units of election for the Faculty Senate. An Electoral Unit shall be based on instructional departments (e.g., Social Sciences, Manufacturing Trades, Library, Nursing).
- C. Membership shall be as follows:
- i. one Senator from each Electoral Unit (see Appendix A);
 - ii. at least one but not more than three Senator(s) to represent part-time faculty;
 - iii. at least one Senator from the Walla Walla campus;

- iv. at least one Senator from the Clarkston campus;
- v. at least one Senator from a Department of Corrections campus;
- vi. at least one but not more than two Senator(s) at-large to meet IV.A.ii – IV.A.v.
- vii. the AHE President and the AHE Vice President.

ARTICLE V: SENATORS AND OFFICERS OF THE FACULTY SENATE

- A. Officers of the Faculty Senate shall consist of the President, the Vice President, and the Secretary.
- B. Each shall serve for a period of two years in their elected position.
- C. It shall be the custom of the Faculty Senate that the outgoing President serve as an ex-officio (non-voting) officer of the Faculty Senate for one academic year. The ex-officio President may not serve as the elected Senator for their Electoral Unit during their one-year service to the Executive Committee after exiting their office and must be replaced by a new Senator from their Electoral Unit for that year.

ARTICLE VI: EXECUTIVE COMMITTEE

- A. The Executive Committee shall include Officers and the ex-officio President, as applicable.

ARTICLE VII: MEETINGS, AGENDA, & QUORUM

- A. Meetings of the Faculty Senate shall be held no less than two (2) times per quarter during the college's regular session (September through June).
- B. Meetings shall be open to Senators, all Electors, and guests approved in advance by the Executive Committee.
 - i. All Electors are free to speak if recognized by the Faculty Senate President, who shall preside over such meetings.
 - ii. Only elected Senators may vote.
- C. A quorum in the Faculty Senate and any of its committees shall be a majority of the voting members.
 - i. A quorum for meetings shall consist of one-third of the members.
- D. A quorum for meetings of the Executive Committee shall consist of the President and at least one other Officer.
- E. For all Senate business necessitating a vote, a quorum is required.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

- A. *Roberts Rules of Order, Newly Revised* shall be the parliamentary authority for the Faculty Senate.

ARTICLE IX: CONSTITUTIONAL AMENDMENTS

- A. Amendments to the Constitution shall require a supermajority vote of three-quarters of the Faculty Senate membership.

ARTICLE X: REMOVAL OF OFFICERS

- A. Faculty Senate has the right to remove an Officer or Senator for misconduct or neglect of duty. A motion to do so must be presented to the Faculty Senate membership by the Executive Committee for a vote. A supermajority vote of three-quarters of the membership must approve the removal of an Officer or Senator.
- B. Should an Officer or Senator be removed, the position must be replaced through the election process.

ARTICLE XI: ORGANIZATIONAL STRUCTURE

- A. Faculty Senate consists of Senators who serve as elected representatives of their instructional department as outlined in Appendix A.
- B. Senators solicit topics from their electoral units (i.e., members of the departments they represent) to propose to the President of the Faculty Senate as agenda items for upcoming Faculty Senate meetings.
 - i. Any member of the faculty, administration, staff or a student body organization can suggest an agenda item to a Faculty Senate member.
- C. The Faculty Senate President creates an agenda for the next Faculty Senate meeting by choosing and prioritizing proposed agenda items, which may include their own suggestions and those submitted to them for consideration as directed in the bylaws.
- D. Faculty Senate may form ad hoc or standing committees.
 - i. An ad hoc committee will be considered dissolved upon providing its issued deliverable to Faculty Senate.
 - ii. Standing committees shall be considered active until dissolved by Faculty Senate by majority vote and shall report to Faculty Senate at least one Faculty Senate meeting per quarter.
 - iii. A list of standing committees of the Faculty Senate shall be maintained.
 - iv. Faculty Senate may appoint any faculty members to its ad hoc or standing committees; appointees must be faculty but need not be members of Faculty Senate.
 - v. Faculty Senate may appoint faculty members to other committees at the College at the request of WWCC AHE or Walla Walla Community College administrators.
 - a) Appointees must be faculty but need not be members of Faculty Senate.
 - vi. The manner of appointment for members of committees and the manner by which the chairperson of a committee shall be chosen shall be stipulated in the bylaws.

ARTICLE XII: GUEST POLICY

- A. Guests must be identified prior to adjourning the meeting, recorded in the Meeting Minutes as in attendance, and identified prior to the meeting proceeding.
- B. Guests are asked find seating around the sides of the room to ensure elected Senators are seated at the main tables.

APPENDIX A: REPRESENTATION

Arts & Sciences

- Arts and Humanities
- Physical, Life, Sports Sciences
- Social Sciences
- Math & Education
- Clarkston Academic Transfer

Access & Opportunity

- Transitional Studies
- Library

Workforce, Transfer & Trades

- Agriculture Systems
- Enology & Viticulture
- Manufacturing Trades
- Culinary Arts
- Transportation Trades
- Entrepreneurism & Marketing
- Business Administration
- Human & Social Services

Nursing Education

- Nursing

Department of Corrections Education

- Coyote Ridge Correctional Facility
- Washington State Penitentiary – North Campus

APPENDIX B: COMMITTEES

**NOTE: Working on this section to include all committees that any faculty are seated on. Should be a living document that can be accessed from the website.*

APPENDIX C: DESCRIPTION OF OFFICES

The President:

- Preside over all meetings of the Faculty Senate.
- Appoint chairs of standing and ad hoc committees.
- Meet regularly with the College President, Vice President of Instruction, and the AHE President.
- Plan the Faculty Senate meeting agenda.
- Make appointments and call for elections as required.
- Update the Board of Trustees on faculty related issues during regularly scheduled board meetings on a rotating basis with AHE President.
- Attend College Council as a representative of all faculty.
- Work with the Executive Leadership Team to bring to Senate important issues.

The Vice President:

- Assist the President and assume the duties of the President in his/her absence.
- Send updated information to be published on the WWCC Website.
- Attend College Council meetings.

The Secretary:

- Keep records of member attendance at Senate and Executive Committee meetings.
- Create meeting minutes from ad hoc meetings.
- Cooperate with the Executive Team to draft meeting agendas.
- Distribute upcoming meeting agendas and prior meeting minutes to Senators prior to each meeting.

The President Emeritus will:

- Offer an historical perspective of decisions during their term of office.
- Serve as an advisor to the Faculty Senate Executive Team.
- Attend with the President of Faculty Senate meetings with the College President and Vice President of Instruction, and AHE President for a period of one-year.