

CHARTER

of the College Senate

Harry S Truman College

1145 West Wilson Avenue, Chicago, IL 60640

773-907-4000

www.ccc.edu/truman

Preamble

We, the people of Truman College, in order to support the growth of an institution dedicated to teaching, learning, and service and committed to the principle that the best decisions emerge from an ongoing dialog and shared governance in which all members of the College community are represented, establish this Charter for the Truman College Senate.

Article I. Name: The name of the organization shall be the Truman College Senate.

Article II. Purpose:

The Senate is the principal governance advisory organization representing the Truman College Community. It makes recommendations to the College President on a broad range of policy issues concerning College matters, with the expectation of a timely response. The Senate operates on principles of shared governance, effective representation of all constituencies, openness and transparency of its structure and operations, mutual trust, and efficiency. The Senate is responsible for disseminating information and providing opportunities for dialogue on significant issues in the College.

Article III. Powers:

As a deliberative and recommending body, the College Senate shall have the following responsibilities:

1. Except for the limits provided in Article IV, the Senate has responsibility for advising and recommendations to the President
2. Has general authority to study and make recommendations within the College community on all matters it deems consistent with its purpose.
3. Has general authority to address compelling local, state and national educational issues.
4. Has general authority to draw up rules and regulations for its own operation.
5. Has general authority to form standing committees to carry out the mission of the Truman College Senate

Article IV. Limitations

1. The Senate shall not consider any policy or rule concerning matters covered by collective bargaining agreements.
2. The Senate shall not consider, discuss, or deliberate matters involving individual personnel actions.
3. Nor shall it address matters that are the exclusive province of the Faculty Council.

Article V. Implementation of Council Recommendations

1. College Senate recommendations shall be forwarded by co-chairs simultaneously to the President, appropriate administrators, and the College community within three (3) working days of a Senate meeting. Any recommendation of the Senate, unless designated in writing as "not accepted" by the President, shall be considered accepted within fifteen (15) working days. Any recommendation of the Senate designated as "not accepted" by the President shall be returned to the Senate Chair with the President's comments. The President shall forward all accepted recommendations to the Senate Chair as confirmation of acceptance. The recommendation shall be forwarded, as necessary, to the appropriate College office for action.
2. A recommendation of the Senate that is not accepted by the President within fifteen (15) working days may be carried forward in one or more of the following ways:
 - a. A petition signed by at least 60 members of the College community requesting that the Senate reconsider the recommendation for approval at the next meeting.
 - b. A two-thirds vote of the Senate reaffirming the recommendation, and forwarding it to the President for reconsideration.
 - c. In exceptional circumstances, the President may defer acting on a recommendation of the Senate for 10 additional working days, and notify the Senate of such a decision.
3. Each recommendation approved by the President will include an effective date. Following the President's approval, the text of each resolution will be posted online at least two weeks prior to the effective date.

Article VI. Senate Membership: The membership of the College Senate is composed of the following constituencies:

1. Truman Vice President always serves as the Co-chair and is not a voting member.
2. The other co-chair shall be elected from this body from any constituency other than administrator. The co-chairs will not be voting members of the Senate.
However, the seat vacated will be refilled for 3 voting members of each constituency.

	Co-Chairs	2
3. Full-time Faculty	Total Faculty	3
4. Administrators	Total Administrators	3
5. 3506 Members (Adult Educators and Coordinators)	Total 3506 Members	3
6. 1708 Clerical	Total 1708 Clerical	3
7. 1600 Professionals	Total 1600 Professionals	3
8. Part-time Faculty (CCCLC-IEA)	Total Part-time Faculty	3
9. Operations Staff (engineers, janitors, security)	Total Operations Staff	3
10. Students- 3SGA members appointed by SGA President	Total Students	3

Total Membership of the Senate:

26 members with 24 voting members

Article VIII. Members' Responsibilities

1. Members of the College Senate have a responsibility to participate fully in the governance process by:
 - a. Reviewing minutes of previous meetings for accuracy.
 - b. Becoming informed about questions at issue before the Senate.
 - c. Regularly soliciting the views of the constituencies they represent.
 - d. Regularly attending meetings of the Senate and any standing or ad hoc committees of which they are members.
2. Failure of a College Senate member to attend two consecutive meetings without a written excuse to the Secretary will be deemed to constitute resignation from that position and, where applicable, forfeiture of all compensation. Senate members shall be responsible for notifying his/her alternate in case of a necessary absence. It is the alternate's obligation to notify the Secretary of Senate of his or her attendance for voting purposes. Details of compensation will be addressed in the Senate Bylaws.

Article IX. Elections

1. By September 1 of each year, each constituency provides the secretary with the names of the 3 elected senate members and the alternate who will serve in that capacity for that academic year.
2. College Senate Membership Vacancies:
 - a. In the case of a Senate position vacancy for any reason, the duly elected alternate for that position shall qualify as a full member of the Senate.
 - b. The Secretary shall notify the alternate and shall give simultaneous notice to the members of the Senate of the change and the reason for it.

Article X. Terms of Office

1. The Senate conducts elections for the secretary and the co-chair positions during the first meeting of the Academic year every even year. After September 1, the Vice President sends out email to members requesting nomination for open positions, collects the information and sends to Senate members by September 10th, with elections to be held at first meeting.
2. Special meetings may be called by the following:
 - a. A Co-chair of the College Senate
 - b. Written petition by 1/3 of the whole Senate membership
3. A special meeting of the Senate shall occur within fifteen (15) working days from the date on which the petition is submitted or the Senate vote has occurred and been certified by the Secretary of the Senate.
4. All meetings of the Senate and its Standing Committees shall be open, with the right to conduct closed meetings reserved to a majority vote when deemed necessary.

Article XII. Quorum

Quorum will be half of the voting members + 1 (13).

Article XIII. Order of Business

Matters shall be taken up in the following order at regular meetings:

1. Call to order.
2. Minutes of previous meetings.
4. Reports of Chairs of Standing Committees.
5. Old Business.
6. New Business.
7. Recess.
8. Adjourn.

Article XIV. Agenda

1. Senate minutes shall be posted online no later than seven calendar days prior to the next meeting.
2. All matters requiring action shall be submitted to the Chair of the Senate at least seven calendar days before a College Senate meeting. The agenda shall be distributed to the members at least seventy-two hours before a meeting.
3. An item may be added to the agenda at a meeting of the Senate by a majority vote of the members present and voting.
4. The agenda for special meetings shall be restricted to the item or items for which the meeting was called.

Article XV. Composition of Committees of the College Senate

1. Ad Hoc committees will be formed as needed.
2. Committee Organization
 - a. All committees shall publish the minutes of their meetings online no later than seven calendar days after approval by the Committee.
 - b. All meetings of the Standing Committees shall be publicized throughout the College no less than seven calendar days prior.
 - c. Members of new committees that become operational during the course of any academic year shall serve for the remainder of that period in addition to the prescribed term.

Article XVI. Amendments to the Charter

1. Roberts Rules of Order will govern the conduct of meetings of the Truman College Senate.
2. The Senate shall create such standing rules of procedure as it sees fit.
3. The substance of any proposed amendment of the college Senate's Charter shall be provided in writing at least one meeting before Senate deliberations. The College Senate Charter may, upon this proper notice, be amended by a 2/3 majority vote of eligible and voting members of the College community.