CONSTITUTION OF THE SAN DIEGO CITY COLLEGE FACULTY ASSOCIATION

APPROVED BY THE SAN DIEGO CITY COLLEGE ACADEMIC SENATE

SPRING 2015

ARTICLE 1: ORGANIZATION

Section 1: FACULTY ASSOCIATION

The name of this organization shall be the San Diego City College Association

Section 2: ACADEMIC SENATE

The policy-making board for the San Diego City College Faculty Association shall be the San Diego College Academic Senate.

Section 3: EXECUTIVE COMMITTEE

The Officers of the Academic Senate shall be known as the Executive Committee.

ARTICLE II: PURPOSES

The San Diego City College Faculty Association shall promote the general welfare of San Diego City College, its faculty and its students; encourage a sense of professional responsibility of the highest caliber; and assist and promote community college education, especially in regard to matters affecting the faculty of San Diego City College.

ARTICLE III: MEMBERSHIP

Section 1: MEMBERSHIP

All certificated San Diego City College personnel except those serving in administrative and/or supervisory positions are members of the San Diego City College Faculty Association.

ARTICLE IV: ACADEMIC SENATE

Section 1: MEETINGS

The Academic Senate shall hold regular meetings as prescribed in the By-Laws. The Senate shall operate under the provisions of Robert's Rules of Order.

Section 2: SENATORS

Senators shall be elected, serve, and perform all duties as prescribed in the By-Laws.

Section 3: POWERS

The Academic Senate shall have all of the powers granted to it as prescribed in the By-Laws.

ARTICLE V: OFFICERS

Section 1: OFFICERS

The Officers of the San Diego City College Faculty Association and the Academic Senate shall be the President, the President Elect or the Past President, Secretary, Treasurer, Adjunct Faculty Officer, and the President of the Chairs Council.

Section 2: ELIGIBILITY

Eligibility for holding office shall be prescribed in the By-Laws.

Section 3: ELECTION

Election to these offices shall be in the manner as prescribed in the By-Laws.

Section 4: TERMS

Terms of the officers shall be in manner as prescribed in the By-Laws.

Section 5: RIGHTS AND DUTIES

The Officers shall have all of the rights of office and shall perform all of the duties as prescribed in the By-Laws.

ARTICLE VI: BY-LAWS

Section 1: ADOPTION

By-Laws to this constitution may be adopted by a two thirds (2/3) vote of those present and voting in the Academic Senate provided that the proposal has been introduced at a previous meeting.

Section 2: REVISING THE BY-LAWS

A Revision of the By-Laws may be made by a two-thirds (2/3) vote of those present and voting in the Academic Senate provided that the proposal has been introduced at a previous meeting.

ARTICLE VII: AMENDMENTS

Section 1: PROPOSAL

Amendments to this Constitution may be proposed by either a majority vote of the Executive Committee, or by a petition signed by ten (10) of the Faculty Association and a majority vote of those present and voting in the Academic Senate.

Section 2: ADOPTION

Two thirds (2/3) of the votes cast by the membership of the Academic Senate shall be required for adoption of an amendment to this constitution, provided that the proposal has been introduced at a previous meeting.

ARTICLE VIII: ADOPTION

This Constitution shall become effective upon two-thirds (2/3) vote of those Faculty Association members voting.

BY-LAWS TO THE CONSTITUTION OF THE SAN DIEGO CITY COLLEGE FACULTY ASSOCIATION

APPROVED BY THE SAN DIEGO CITY COLLEGE ACADEMIC SENATE
SPRING 2012

ARTICLE I: DUTIES OF THE OFFICERS

Section 1: President

It shall be the duty of the President to:

A. Preside at all the meetings of the Senate.
B. Serve as the chair of the Executive Committee.
C. Be an ex-officio member of all committees, except otherwise provided for in these bylaws or senate rules.
D. Serve as the Senate's representative to the District Governance Council
E. Be the Senate representative to the Board of Trustees.
F. Perform other duties as may be specified by the Academic Senate.

Section 2: President-Elect or Past President

It shall be the duty of the President-Elect or Past-President to:

A. Serve for the President during any temporary absence.
B. Serve as Vice-Chair and voting member of the senate.
C. Serve on the Committees on Committees.
D. Represent the President as the President, Executive Committee, or Senate may direct.
E. Serve as a member of the District Governance Council as directed by the Senate.
F. Serve on the College President's Council as directed by the Senate.
G. Serve on the Senate Executive Committee
H. Perform other duties as may be specified by the Academic Senate.
I. Assume duties of the President when necessary

Section 3: Secretary

It shall be the duty of the Secretary to:

A. Issue calls to meeting, publish the agenda, keep appropriate records, and publish minutes of all the meetings of the Senate.
B. Conduct all routine correspondence pertaining to this office, including notification of the membership in advance of all Senate activities additional to business meetings.
C. Serve on the Executive Committee.
D. Perform other duties as may be specified by the Academic Senate.

Section 4: Treasurer

It shall be the duty of the Treasurer to:

A. Collect all assessments of the Association as directed by the Senate, with the assistance of the other members of the Senate as needed and selected by the Treasurer.
B. Deposit funds in a local bank, savings and loan, or credit union in the name of the Senate
C. Issue checks for expenses incurred and authorized by the Senate.
D. Maintain a record of all receipts and disbursements of Senate monies; make a report at all Senate meetings, and make records available for audit.
E. Serve on the Academic Senate Executive Committee
F. Perform other duties as may be specified by the Academic Senate.

Section 5: Adjunct Faculty Officer

It shall be the duty of the Adjunct Faculty Officer to:

A. Serve as the Adjunct Faculty representative on the Executive Committee of the Academic Senate.
B. Serve as a voting member of the Academic Senate.
C. Perform other duties as may be specified by the Academic Senate.
D. Serve on the Committee on Committees.

Section 6: President of the Chairs Council

It shall be the duty of the President of the Chairs Council to:

A. Serve on the Executive Committee of the Academic Senate.
B. Serve as a voting member of the Academic Senate.
C. Serve on the Committee on Committees.
D. Serve on the College President's Cabinet
E. Perform other duties as may be specified by the Academic Senate

Section 7: Parliamentarian

The President may appoint a Parliamentarian. His/ Her duties shall consist of the assisting the officers on the Senate in questions of the parliamentary procedures.

ARTICLE II: SENATE GOVERNANCE

Section 1: Order of Business
The regular order of business of the Senate shall be the agenda prepared by the Executive Committee.

Section 2: Meetings
The dates and time of the regular meetings of the Academic Senate shall be set by the Executive Committee far enough in advance to facilitate members' attendance.

Section 3: Agenda
The Senate agenda shall consist of three topics: Informational Topics, Consent Items, and Action Items Information. Informational Topics shall be for information only and no action can be taken unless there is unanimous consent. Consent Items are second readings of resolutions and shall be treated as consent items unless a Senator wishes to discuss them. Action Items shall consist of any subject not considered at the previous meeting of the senate and shall not be acted upon unless a written copy of the resolution is distributed with the minutes or by the unanimous consent of the Senate.

Section 4: Quorum
A. A quorum shall consist of 50% of the filled Academic Senate Positions exclusive of the Officers.
B. Written proxies may be given to an Officer and shall be used to meet the quorum.

Section 5: Attendance
A. Academic Senators may use proxies if they are unable to attend an Academic Senate Meeting
B. If an Academic Senator misses consecutive meetings without a proxy, the department chair will be notified.
C. If an Academic Senator misses 4 consecutive meetings without a proxy, then he or she will not be considered a Senator. The affected department shall be notified that a new Senator is needed.

Section 6: Voting Rights
A. All Senators and officers, with the exception of the President, shall have voting rights.
B. The President shall vote only in case of a tie.
C. Senators or Officers holding proxies may be counted as two votes
D. No Person shall have more than two votes on any issue
E. Votes shall be recorded as ayes, nays and abstentions.

Section 7: Resolutions
Senate resolutions may be introduced by any of the following methods:

A. By any San Diego City College Faculty Association member, adjunct or contract, provided that it has five San Diego City College Faculty Association signatures as second;
B. By any Senator, provided that it has another senator's signature as a second;
C. By the Senate Executive Committee.

Section 8: Parliamentary Authority
All questions of parliamentary procedure not covered by the Senate By-Laws shall be decided according to the latest edition of Robert's Rules of Order.

Section 9: Amendments
Amendments to the By-Laws may be adopted at any regular business meeting of the Senate by at least a two-thirds (2/3) vote of those present if presented at a previous meeting.

ARTICLE III: SENATE COMMITTEES

Section 1: Executive Committee

A. Composition
   The committee shall consist of the President, the President-Elect or the Past-President, the Secretary, the Treasurer, the Adjunct Faculty Officer, and the President of the Chairs Council.
B. Duties
   1. The committee shall function for the senate as a whole.
   2. It shall consider such matters as fall within the jurisdiction of the Senate, formulate recommendations and opinions on these matters, and forward them to the Senate for approval or refer them to the appropriate committees.
   3. It shall have the authority to act as the official representative of the Senate when it is not possible for the senate to meet as a body in order to develop official Senate positions on college and district business.
   4. It shall provide direction for the standing committees of the Senate.
   5. It shall consider such other matters as may not properly be concerns of the Senate but which relate to the functioning of the Senate as an organization.
   6. It shall provide the Secretary with information about the agenda to be distributed prior to the meetings of the Senate as a whole.
   7. It shall instruct the Secretary to issue calls to meetings of the Senate and to request the presence of senators and officers at said meetings.
   8. It shall propose the amendments to the constitution and the revisions of the By-Laws as may be desirable from time to time.
   9. It shall collect and disperse Senate funds. The Executive Committee may authorize expenditures under one hundred dollars ($100.00). Expenditures over one hundred dollars ($100.00) must have full Senate approval.

C. Meetings
The Executive Committees shall meet regularly, prior to each regular Academic Senate meeting, and at other times as necessary at the call of the President or Acting President.

Section 2: Committees on Committees

A. Composition
The Committee shall consist of the Past-President or President-Elect, The Adjunct Officer and one member of the Senate Executive Committee, and the President of the Chairs Council as Chair.

B. Duties

1. The Committee shall make all appointments for appointive standing committees of the Senate, for Screening Committees, for faculty representatives as requested by the President of the college, and for the faculty representatives as requested by the Chancellor and/or the Board of Trustees.
2. It shall see that the current list of all Senate Standing committee memberships and all elective and appointive positions are distributed to the Executive Committee, the Senate, and the President of the College at all times.
3. It shall carefully observe the following principles in making nominations and/or appointments:
    a. Committee members should equitably represent all areas of the College.
    b. Ex-officio members shall not be named as chair of any committee.
    c. No faculty members shall not be nominated or appointed chair of more than one standing committee.
    d. Multiple committee membership shall be minimized.

C. Meetings
The committee shall meet as needed at the call of the chair.

Section 3: Faculty Representative(s) to College/District Committees

A. Selection

1. Upon receipt of a committee charge and description of committee compositions, all faculty representatives shall be appointed by the Committees on Committees and subject to the provisions of Article III, Section 2, paragraph 4 of these By-Laws.

B. Duties

1. They shall regularly attend committee meetings and inform the Academic Senate of any matters that require Academic Senate deliberation, action and/or approval.

C. Term

1. Unless otherwise stated, terms shall be two years (incumbent representative may be re-appointed).

Section 4: **Standing Academic Senate Committees**

A. The Academic Senate shall establish standing committees as necessary.
B. The Standing Committees are as follows:
    1. Social Courtesy
    2. Elections
    3. Professional Development
    4. Environmental Stewardship of Resources

Section 5: Committee Charters

A. Each committee established by the Senate shall have a charter.
B. The Senate Executive Committee shall submit a Charter for each committee for the Senate's approval.
C. The Charters shall be on file with the Senate and shall be reviewed as necessary.

Section 6: Committee Appointments

A. All San Diego City College faculty, contract and adjunct, are eligible for appointment.
B. The Senate Executive Committee shall endeavor to appoint faculty who are representative of the entire faculty.

Section 7: Committee Governance

Committees shall be governed by the latest edition of Robert's Rule of Order.

ARTICLE IV: ELECTIONS

Section 1: General Procedures

A. Procedure
All elections and polls for which the Election Committee is responsible shall be by secret ballot.

B. Electorate
The electorate shall consist of all active members of the Faculty Association.

C. Election of Officers
If a nominee receives a majority of the votes cast, that person shall be declared as elected. If no nominee receives a majority vote, a run-off election shall be held by the top two candidates.

D. Terms
The President-Elect and Past President serve for one year. The Terms for all other officers shall be two years.

Section 2: Election of Faculty Associate Officers

A. Elected Officers
The elected officers shall be the President-Elect, Secretary, Treasurer, and Adjunct Faculty Officer.

B. Non-elected Officers
The non-elected officers shall be the President, Past-President and the President of the Chairs Council. The President and the Past-President shall be determined by the succession. The President of the Chairs Council shall be determined by the Chairs Council.

C. Succession
1. President-Elect to President
At the completion of the President's term or if the President is unable to complete his or her term, the President-Elect shall become President.

2. President to Past-President
At the completion of the President's term, the President becomes Past-President.

3. Failure to Succeed to Past-President
Should the President decline the succession to Past-President, or should the Past-President be unable to complete his or her term, then the Executive Committee shall nominate someone to fulfill the term. A nominee becomes Past-President when confirmed by a 2/3 vote of the Academic Senate. If possible, the nominee should have previous Executive Committee experience.

D. Eligibility
Except for the President, any active member of the Faculty Association who will be tenured at the onset of his or her office may run for President-Elect, Secretary, or Treasurer. Any Adjunct faculty may run for Adjunct Faculty Officer it, at the onset of the term, he or she will have completed four regular term semesters at San Diego City College.

E. Nominations
The Academic Senate shall request from the faculty nominations for Faculty Association officers. The Election Committee shall verify the nominees eligibility and availability.

F. Elections
The elections shall be held in March.

Section 3: Election of Senators

A. Department
Each department shall be entitled to one Senator. The department shall determine how to appoint the Academic Senator as well as the term of the Academic Senator.

B. At Large Academic Senator
There shall be one senator elected at large to represent those faculty association members who are not in a department. At Large faculty shall determine how to appoint the At Large Senator, This Academic Senator shall serve a two-year term and be an At Large faulty member.

C. Adjunct Academic Senators
There shall be one adjunct senator for each school, one for Information and Learning Technologies, one for Student Development/Matriculation and one for off campus programs. Each adjunct faculty group (school and off campus) shall determine how to appoint their Senator. Each Adjunct Academic Senator shall serve a two-year term.

D. Educational Cultural Complex
The Education Cultural Complex (ECC) shall select two Academic Senators from amongst its faculty. The Academic Senators shall be determined by the ECC as well as the term of the Senator.

Section 4: Resignations

In case of resignation of an officer, the position will not be filled if the remaining term is less than a semester. If the resignation occurs with more than a semester remaining of the term, an election will be held at the first appropriate date. (last day of the month)

ARTICLE V: REVISION OF BY-LAWS

The By-Laws shall be reviewed every five years. A special Committee shall be appointed to make specific recommendations to the Executive Committee for its approval.

STANDING ACADEMIC SENATE COMMITTEES

ELECTIONS COMMITTEE

A. RESPONSIBILITIES

1. To conduct all faculty senate elections.
2. To supervise the elections to ensure fairness

B. AUTHORITY/FUNCTIONS

1. To create ballots for Senate officers
2. To distribute and count the ballots to all faculty association members.

C. RECOMMENED FUNCTIONS

1. Collect Candidate Statements and distribute the Statements to the Faculty Association.

D. COMPOSITION, RIGHTS, AND PROCEDURES

1. **Standing Membership:**
   There shall be Faculty Association members appointed by the Academic Senate for three-year terms.
2. **Chair:**
   The Chair is to be appointed by the Election Committee
3. **Resources Personnel:**
   Resources personnel shall be selected as deemed appropriate by the committee.
4. **Voting Rights:**
   Voting rights shall be confined to standing members of the committee and to the person holding a written proxy of a standing member of the committee.
5. **Frequency, Time, and Place of Meetings**
   The committee shall meet at a time and location determined by the chair.
6. **Quorum:**
   A quorum shall consist of two standing members in attendance.
7. **Agenda:**
   The agenda shall be distributed to all standing members at least two days prior to the meeting and to all interested parties who have requested a hearing through the chair.
8. **Minutes:**
   Minutes of all meetings shall be taken as deemed necessary and shall be distributed to the standing members of the committee, all resource personnel in attendance, and to other faculty, staff or students upon request.

E. STANDING AND HOC SUBCOMMITTEES

1. The committee may establish standing and as hoc subcommittees as needed.
2. Membership composition shall be established by the committee.
3. Appointments shall be made by the chair.
4. The subcommittee shall make its recommendation to the chair at a regularly scheduled meeting.

PROFESSIONAL DEVELOPMENT COMMITTEE

A. RESPONSIBILITIES

1. Shall be involved in all matters regarding professional development including but not limited to promotion, evaluation, and tenure.
2. To solicit, evaluate, rate, and assess sabbatical leave requests authorized by the contract and to approve sabbatical leave reports.

B. AUTHORITY/FUNCTIONS

1. Shall evaluate and approve all professional growth plans.
2. Shall assess and recommend promotions.
3. Shall determine the proper placement for certificated positions consistent with District policy and procedure.
4. Shall review job descriptions for consistency.
5. Devise an evaluation method and procedure for ranking sabbatical leave proposals.
6. Evaluate and rank sabbatical leave proposals
7. Receive and assess sabbatical leave reports.
8. Accept and recommend professional growth plans.
9. Issue annual report to Academic Senate.

C. RECOMMENDED FUNCTIONS

1. Shall conduct a biannual review of the tenure evaluation and grant processes and the evaluation and hiring process.

D. COMPOSITION, RIGHTS, AND PROCEDURES

1. **Standing Membership:**
   There shall be nice faculty members appointed by the Academic Senate for three-year terms.
2. **Chair:**
   The Chair may be the City College Representative to the committee on the Academic Personnel (CAP) Committee.
3. **Resource Personnel:**
   Resource personnel shall be selected as deemed appropriately by the committee.
4. **Voting Rights:**
   Voting rights should be confined to standing members of the committee and to the person holding a written proxy of a standing member of the committee.
5. **Frequency, Time, and Place of Meetings:**
   The committee shall meet once a month at a time and location to be determined by the chair on a scheduled basis that is announced for the academic year.
6. **Quorum:**
   A Quorum shall consist of five standing members in attendance.
7. **Agenda:**
   The agenda shall be distributed to all standing members at least two days prior to the meeting and to all interested parties who have requested a hearing through the chair

8. **Minutes:**
   Minutes of all meetings shall be taken as deemed necessary and shall be distributed to the standing members of the committee, all resource personnel in attendance, and to other faculty, staff, or students upon request.

E. STANDING AND AD HOC SUBCOMMITTEES

1. The committee may establish standing and ad hoc subcommittees as needed.
2. Membership composition shall be established be the committee.
3. Appointments shall be made by the chair.
4. The subcommittee shall make its recommendations to the Chair at a regularly scheduled meeting.

SOCIAL/COURTESY COMMITTEE

A. RESPONSIBILITIES

1. To recommend and provide for appropriate acknowledgement of faculty, administrators, and staff within the college.

B. AUTHORY/FUNCTIONS

1. To perform responsibilities, subject to Senate approval and budget allocation.
2.
3. To plan the annual retirement celebration for faculty.

C. RECOMMENDED FUNCTIONS

1. To carry out all assignments requested by the senate.

D. COMPOSITION, RIGHTS, AND PROCEDURES

1. **Standing Membership:**
   There shall be three instructors appointed by the Academic Senate for three-year terms.
2. **Chair:**
   The chair is to be selected by the committee.
3. **Resource Personnel:**
   Resource personnel shall be selected as deemed appropriate by the committee.
4. **Voting Rights:**
   Voting rights shall be confined to standing members of the committee.
5. **Frequency, Time, and Place of Meetings:**
   The committee should meet at a time and location to be determined by the chair.
6. **Quorum:**
   A quorum shall consist of two standing members in attendance.
7. **Agenda:**
   The agenda shall be distributed to all standing members at least two days prior to the meeting and to all interested parties who have requested a hearing through the chair.
8. **Minutes:**

Minutes of all minutes shall be taken as deemed necessary and shall be distributed to the standing members of the committee, all resource personnel in attendance, and to other faculty, staff, or students upon request.

E. STANDING AND AD HOC SUBCOMMITTEES

1. The committee may establish standing and ad hoc subcommittees as needed.
2. Member's composition shall be established by the committee.
3. Appointments shall be made by the chair.
4. The subcommittee shall make its recommendations to the chair at a regularly scheduled meeting.

Standing Academic Senate Committees
Distance Learning Committee

A. **Responsibilities**:
   1. To alert faculty to State and District online education policy matters.
   2. To provide a forum for discussing online instructional issues.

B. Authority/Functions
   1. To direct faculty to resources that support best teaching practices and guidelines

C. Recommended Functions:
   1. To advise the Faculty Senate of any needed action with regard to Distance Learning

D. Composition, Rights, and Procedures
   1. **Standing Membership:**
      Membership shall include contract faculty, including the City College Online Faculty Mentor, and adjunct faculty. Standing members will serve for two years. Standing committee membership is formulated by the Senate Executive Committee.
   2. **Chair:**
      The chair will be a faculty representative selected by the committee.
   3. **Resources Personnel:**
      Additional nonvoting members of the committee may include the following: Administrator, SDCCD online learning pathways staff member, Student, Classified staff. These resources personnel will be invited as needed by the committee.
   4. **Voting Rights:**
      Voting rights shall be confined to standing members of the committee and to the person holding a written proxy of a standing member of the committee.
   5. **Frequency, Time and Place of Meetings:**
      The Committee will meet monthly in the Learning Resource Center (R108) at a regular time agreed upon by the Committee Members.
   6. **Quorum:**
      A quorum shall consist of a majority of the number of standing members.
   7. **Agenda:**
      The agenda shall be distributed to all standing member at least two days prior to the meeting and to all interested parties who have requested a hearing through the chair.
   8. **Minutes:**
      Minutes of all meetings shall be taken as deemed necessary and shall be distributed to the standing members of the committee, all resource personnel in attendance, and to other faculty, staff or students upon request. Minutes shall be posted in a public folder accessible electronically.

E. Standing and Ad Hoc Subcommittees
   1. The committee may establish standing and ad hoc subcommittees as needed.
   2. Membership composition shall be established by the committee.
   3. Appointments shall be made by the chair.
   4. The subcommittee shall make its recommendations to the Chair at a regularly scheduled meeting.