

**CONSTITUTION OF THE SAN DIEGO CITY COLLEGE
FACULTY ASSOCIATION**

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 III: 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 certificate 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 President of the Chairs Council.

Section 2: ELIGIBILITY

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

Section 5: RIGHTS AND DUTIES

The offices 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 a two-thirds (2/3) vote of those Faculty Association members voting.

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

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 Committee 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
- F. Serve on the College President's Council.
- 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 meetings, 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 Senate 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 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.

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 assisting the officers of the Senate in questions of 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. Informational Topics shall be for information only and no action can be taken unless 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.

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 faculty member, adjunct or contract, provided that it has five signatures as second;
- B. By any senator, provided that it has a 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 these By-Laws may be adopted at any regular business meeting of the Senate by 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 Committee 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: Committee on Committees

A. Composition

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

B. Duties

1. The committee shall make appointments for appointive standing committees of the Senate, for faculty representatives as requested by the President of the College, and for faculty representatives as requested by the Chancellor and/or the Board of Trustees.
2. It shall see that a current list of all 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 request a report from each committee during each academic year.
4. It shall carefully observe these principles in making nominations and/or appointments.
 - a. Committee members should represent the major areas of the college.
 - b. Ex-officio members shall not be named as chair of any committee.
 - c. No faculty members shall 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 Representatives to College/District Committees

A. Selection

All faculty representatives shall be appointed by the Committee on Committees and subject to the provisions of Article III, Section 2, paragraph 4 of these By-Laws.

B. Duties

1. They shall inform the Academic Senate of any urgent matters that require Academic Senate action and/or approval.
2. They shall submit an annual report to the Academic Senate or Executive Committee as needed during each academic year.

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. Legislative
5. Library and Learning Resource Center
6. Resource Stewardship

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 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 Rules 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 President of the Chairs Council. The President and Past President shall be determined by 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 if, at the onset of the term, he or she will have completed four regular-term semesters at 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 the first week 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. This Academic Senator shall serve a two-year term.

- C. Adjunct Academic Senators
There shall be one adjunct senator for each school and one adjunct senator for the extended studies programs. Each Academic Senator shall serve a two-year term.

- D. Educational Cultural Complex
The Educational Cultural Complex (ECC) shall select two Academic Senators from amongst its faculty. The Academic Senators may be either contract or adjunct. The term of the Academic Senators shall be determined by the ECC.

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.

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 and informational requests.
2. To distribute and count the ballots/informational requests.

C. RECOMMENED FUNCTIONS

1. To request candidates for the Educational Cultural Complex, City College Adjunct, and off-campus representatives.
2. To distribute ballots to ECC and Off-Campus sites.

D. COMPOSITION, RIGHTS, AND PROCEDURES

1. Standing Membership:

There shall be seven instructors appointed by the Academic Senate for three-year terms.

2. Chair:

The chair is to be appointed by the 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 to be determined by the chair.

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 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.

LEGISLATIVE COMMITTEE

A. RESPONSIBILITIES

1. To inform the Senate and Faculty of pending legislation and its possible impact.
2. To be a liaison with elected state and federal legislators.

B. AUTHORITY/FUNCTIONS

1. To establish and maintain contacts with the District legislative program.
2. To establish and maintain contacts with state Faculty organizations, such as the AS CCC, FACCC, CCC/CFT, CCC/CTA, and any other like organizations.
3. To represent the Senate in District/Senate legislative meetings.
4. To set up campus meetings with legislators.

C. COMPOSITION, RIGHTS AND PROCEDURES

1. Standing membership:

There shall be three instructors appointed by the Academic Senate for three-year terms. Terms are to be staggered and members may be re-appointed once.

2. Chair:

The chair is to be appointed by the committee.

3. Frequency, Time and Place of Meetings:

The committee shall meet at a time and location to be determined by the chair.

4. 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.

5. Action:

The committee shall recommend actions to the Senate.

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 as 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 procedures.
4. Shall review job descriptions for consistence.
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 the 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 nine 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 Academic Personnel (CAP) Committee.

3. Resource Personnel:

Resource personnel shall be selected as deemed appropriately 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 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 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.

SOCIAL/COURTESY COMMITTEE

A. RESPONSIBILITIES

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

B. AUTHORITY/FUNCTIONS

1. To perform responsibilities, subject to Senate approval and budget allocation.
2. To take action immediately with regard to illness and deaths of faculty.
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 shall meet at a time and a location to be determined by the chair.

6. Quorum:

A quorum shall consist of three 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 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.

LIBRARY & LEARNING RESOURCE COMMITTEE CHARTER

A. RESPONSIBILITIES

1. To promote a stronger relationship between the Library and Learning Resource Center and faculty in order to monitor holdings and acquisitions in support of instructional programs.
2. To promote faculty involvement for program effectiveness of the Library and Learning Resource Center.

B. AUTHORITY/FUNCTIONS

1. Assess student and faculty usage of the Library and Learning Resource Center.
2. Recommend acquisitions and weeding of Library and Learning Resource holdings.
3. Issue an annual report to the College and the San Diego Community College District Board of Trustees to include assessment and recommendations.
4. Promote effective budget models.
5. Plan flex activities to build a stronger relationship between faculty and the Library and Learning Resource Center.
6. Investigate modes of Library and Learning Resource Center outreach.

C. COMPOSITION, RIGHTS, AND PROCEDURES

1. Standing membership:

There shall be ten faculty members, to include at least two librarians and a Learning and Resource Center specialist, 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 invited 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 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 six members in attendance.

7. Agenda

The agenda shall be distributed to all standing members 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.

D. 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.