

# **Glendale Community College Faculty Senate Constitution**

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## **Preamble.**

We hold that the governing of Glendale Community College is the joint responsibility of the Governing Board, the administration, and the faculty of the college. In order to promote the full participation of the faculty in the determination of education policy and the execution of that policy, the adoption of this Constitution establishing a Faculty Senate is hereby ordained.

## **Purposes.**

The primary functions of the Senate shall be:

1. to serve as the exclusive representative of the faculty of this college to the local college and District administrations and to the Governing Board with respect to academic and professional matters;
2. to select representatives to serve on administrative councils and committees of the college's faculty;
3. to participate in the formation and implementation of educational policies for the local college and the District.

## **Article I. Definitions.**

"Faculty," as used in this Constitution, means Residential GCC faculty members. FEC (Faculty Executive Council) refers to the elected officers and representatives who meet to carry out District Faculty Association business.

## **Article II. Eligibility.**

**Section 1 Election of Senators.** Only full-time faculty members shall be eligible to vote in the election of Senators, President of the Senate, President-elect of the Senate; and in amending the Senate Constitution. These Senate positions can be sought and held only by faculty who have completed at least one full semester.

**Section 2 Election of Faculty Association Positions.** All faculty members shall be eligible to vote in the election of and to serve as Faculty Executive Council members. The Faculty Senate President and President-elect, as well as the Executive Councilor(s)-at-Large shall, as part of their elected positions, be appointed and serve as members of the Faculty Executive Council (FEC).

## **Article III. Composition.**

The Senate shall consist of fifteen Senators, the President, President-elect, and Executive Councilor(s)-at-Large.

## **Article IV. Elections of Senators.**

**Section 1.** The election of Senators shall be held prior to the second Wednesday in April, and the Senators shall serve from the April meeting convening the new year's Senate. In the event a special election for a replacement Senator is necessary, the newly elected Senator will take office immediately and serve out the unexpired term of the predecessor (see Article IX, Section 1).

**Section 2.** A Nominating Committee composed of two non-officer Senate members and three non-Senate residential faculty shall be established by February 15 of each year. The President-elect, Secretary and Treasurer of the Senate shall select the members of the Nominating committee.

**Section 3.** The Nominating Committee shall encourage submission of names of faculty members who have agreed to be candidates for the Senate. In March, the committee shall announce to the Senate a slate of candidates for the positions that will become vacant.

**Section 4.** The nominees receiving the greatest number of votes cast for the existing vacancies will be elected. In case of a tie which would cause the number of elected Senators to exceed the number of existing vacancies, a run-off election will be required.

**Section 5.** The Nominating Committee may choose to conduct the election balloting by preferential voting, as described in Robert's Rules of Order and adapted to local needs.

## **Article V. Senators - Term of Office.**

**Section 1.** Senators shall serve terms of three years. The terms shall be arranged so that one-third of the Senators are elected annually.

**Section 2.** There shall be no limitation on the number of terms which Senators may serve; however, they may serve only three terms (full or partial) consecutively, not counting any term(s) served as President, President-elect, or Executive Councilor-at-Large.

## **Article VI. Election of Officers.**

**Section 1.** Officers of the Senate (Executive Council) shall include, but shall not be restricted to, the President, President-elect, Secretary, and Treasurer.

**Section 2.** In the spring of each odd-numbered calendar year, the GCC faculty shall elect the President-elect of the Senate at the same time as the regular Senate elections.

**Section 3.** Candidacy for the Senate or incumbency on the Senate shall not disqualify a member of the faculty to stand for election as President-elect of the Senate.

**Section 4.** The President-elect shall be elected by a simple majority of the votes cast. If no candidate receives a simple majority of the votes cast, a runoff election will be required between the two candidates who received the most votes in the first election. In the event a special election for President-elect is necessary, the newly elected President-elect will take office immediately and serve out the unexpired term of the predecessor.

**Section 5.** Officers, other than the President-elect, shall be elected from among the Senators by a simple majority of the members of the Senate present. This election shall take place at the first meeting following the election of the Senators.

## **Article VII. Officers - Terms of Office.**

**Section 1.** The term of Office for the President-elect of the Senate shall be one year. The term of office for the President-elect shall begin at the April Faculty Senate meeting immediately following their election.

**Section 2.** The President-elect shall become the President at the April Senate meeting one year after they became President-elect.

**Section 3.** The term of office for the President of the Senate shall be two years. The President may run for re-election at the time of the President-elect election. Should a sitting president be re-elected, there will be no President-elect for the following two-year election cycle.

**Section 4.** The term of office for officers other than President (President-elect, Treasurer, Secretary, and Executive Councilor(s)-at-Large) shall be one year.

**Section 5.** The Senate Treasurer and Secretary shall be eligible for re-election, so long as they have not reached their term limit as Senators, per Article V.

**Section 6.** The Executive Councilor(s)-at-Large may run for re-election.

## **Article VIII. Past President.**

**Section 1.** A Past-President may, at the discretion of the newly installed President, be appointed from among any faculty at the College who have served as President of the Senate within the previous 6 years, and who are not currently serving as President-elect or any of the other officers of the Senate. The purpose of the Past President position is to provide assistance and counsel to the Senate President, as deemed necessary and appropriate by the Senate.

**Section 2.** The Past-President appointment shall be for a term of one year.

## **Article IX. Vacancies.**

**Section 1.** Vacancies shall be declared by the President upon direction of the Senate. Senator(s) Pro-Tempore shall be elected by the Senate to serve until the next regular Senate Election. The President shall declare vacancies when a Senator has been absent three consecutive times or four total times during the academic year, a Senator resigns, or a Senator is unable to complete all or part of an elected term for any reason.

**Section 2.** The Senate shall nominate faculty member(s) to fill any declared vacancy(ies); those nominees are subject to approval by the Senate by a majority vote of a quorum of Senators present at the meeting where such nomination is made by the President. Alternatively, the Senate by its action may elect to leave a vacancy unfilled until the next election.

## **Article X. Removal of Members of the Senate.**

Any member of the Senate (including its officers) may be removed from office. Within two weeks of the receipt of a recall petition signed by one-third or more of the GCC faculty, the Senate will hold a recall election. On verification that two-thirds or more of the GCC faculty members voting in the recall election voted for recall, the Senate member will be removed from office.

## **Article XI. Officers - Duties.**

**Section 1.** President: The President is the presiding officer of the Senate and conducts meetings of the Senate and the Executive Committee. Other duties include:

1. appointment of faculty members to serve on committees subject to Senate approval,
2. ex-officio membership on all Senate committees,
3. convocation of special meetings of the Senate or the Executive Committee,
4. official representation of the Senate and the Faculty Association,
5. communication between the Senate and other groups or individuals,
6. maintaining appropriate correspondence files,
7. serving as Chair of the Faculty Staffing Committee,
8. serving as (or appointing) the co-Chair of the Integrated Resources Planning Committee (IRPC),
9. Serving on the Faculty Executive Council and Council of Presidents,
10. and calling a general faculty meeting once each semester (and other general meetings when needed).

**Section 2.** President-elect: The President-elect shall serve on the Faculty Executive Council and shall perform such duties as may be assigned by the President or the Faculty Executive Council. In addition, the President-elect shall preside in the absence of the President, and shall succeed the President should the President vacate the office prior to expiration of the term of office.

**Section 3.** Secretary: The Secretary shall keep the minutes of the meetings of the Senate and shall be responsible for a written report to the faculty at large, concerning actions and activities of the Senate, following each meeting of the Senate.

**Section 4.** Treasurer: The Treasurer shall be responsible for the collection of assessments, overseeing all Senate expenditures, the keeping of all financial records and making periodic financial reports to the Senate.

## **Article XII. Executive Committee.**

The Executive Committee shall be composed of the officers of the Senate. It shall act to prepare the priority agenda for Senate meetings and to recommend actions to the Senate.

## **Article XIII. Delegates.**

**Section 1.** Appointments to MCCCDC committees shall be determined by the Senate President. They may be Senate members or other qualified faculty. All appointments shall be confirmed by the Senate.

**Section 2.** Representatives to the District Faculty Executive Council shall be the President, President-elect and the Executive Councilor(s) at Large.

## **Article XIV. Meetings.**

**Section 1.** The Senate shall meet an average of once monthly during the academic year or more often at the call of the President or by request of the Executive Committee.

**Section 2.** Senate meetings shall be open to faculty members only; however, the President, President-elect or Senate members may invite non-faculty members for official business.

**Section 3.** Faculty members may participate at any time as non-voting members.

## **Article XV. Quorum.**

A majority of the elected Senate, not including the President and Past President (if any), shall be considered a quorum.

## **Article XVI. Voting.**

**Section 1.** The President of the Senate shall vote only in the event of a tie.

**Section 2.** The Past-president (if any) is an *ex officio* member of the Senate and shall not have a vote.

**Section 3.** All other members of the Senate, including the President-elect, Treasurer, Secretary, and Executive Councilor(s) at Large, shall have a vote.

**Section 4.** Any motion that fails to receive a majority of affirmative votes shall have failed to pass.

**Section 5.** A voting record shall be kept for every matter requiring a vote in the Senate, except for the election of Senate officers, and for customary meeting administration. Such voting records shall list each Senator's vote. For each vote of the Senate, the Senate Secretary shall record the total number of "yes", "no", or "abstentions" as part of the minutes, but any Senator may request a roll call vote. If such a request is approved by a majority of the voting Senators present, the voting record of each Senator shall be recorded as part of the minutes. Abstentions may be recorded at the request of the abstainer, but do not count as part of the total number of votes cast.

**Section 6.** In the event the President of the Senate is required to vote to break a tie, that vote of "yes" or "no" shall also be recorded.

**Section 7.** Voting records shall be on file and available to all faculty upon request.

## **Article XVII. Procedures.**

On all matters of internal functioning not otherwise covered by the Constitution of the Senate; Senate meeting procedures shall be governed by Robert's Rules of Order, revised, 11th ed.

## **Article XVIII. Executive Sessions.**

**Section 1.** By unanimous vote of the Senators, the Senate may resolve itself into an executive session where only members of the Senate may be present. Such sessions may be solely for the discussion of confidential personnel matters or for discussion or consultation for legal advice with attorneys.

**Section 2.** Executive session minutes (if taken) and proceedings shall be kept confidential except from Senate members.

**Section 3.** No votes shall be taken during executive sessions.

## **Article XIX. Committees.**

**Section 1.** There shall be no standing committees of the Senate other than the Executive committee and the Professional Rights and Responsibilities Committee.

**Section 2.** Senate committees may be established by simple majority approval of the Senate.

**Section 3.** Senate committees shall exist at the pleasure of the Senate.

**Section 4.** The size, purpose, and membership of a committee shall be determined or modified by the Senate. Non-Senate membership on committees may be permitted by the enabling action of the Senate with specification concerning a non-Senate member's right to vote in committee. Non-Senate membership on any such committees shall be limited to faculty.

**Section 5.** Vacancies on Senate committees shall be filled by direction of the President of the Senate, subject to approval of the Senate membership.

**Section 6.** Membership on continuing Senate committees shall be reconfirmed or modified by the Senate prior to October of each academic year.

**Section 7.** Senate committees shall report and be responsible to the Senate.

## **Article XX. Agenda.**

The administrative head of the college, any member of the Senate, or ten percent of the members of the faculty may place an item on the agenda of the Senate by written notice to the President of the Senate. The President shall provide the faculty with an agenda approximately one week in advance of all meetings except the executive sessions.

## **Article XXI. Privileges and Responsibilities.**

**Section 1.** The Faculty Senate shall of its own determination concern itself with any academic and professional matters which it deems important to the welfare of the college or the

enlightened self-interest of the faculty. In support of this goal, the Senate shall have a standing Professional Rights and Responsibilities Committee (PRRC), staffed by faculty chosen by the Senate. Its goal shall be to investigate written complaints of policy violations in the form of either a failure to uphold faculty rights or a failure by faculty to uphold their responsibilities. Once seated, the PRRC shall operate autonomously until the next Senate election, deciding for themselves which complaints to pursue and how to pursue them. The PRRC shall report its findings to the complainant and to the Senate President, and shall report its ongoing activities at each Senate meeting.

**Section 2.** The Senate shall be the agency of the faculty in exercising its primary responsibility for such matters as curriculum, subject matter and methods of instruction, faculty status (including appointments, evaluations, and dismissals), and those aspects of student life that relate to the educational process.

**Section 3.** The Senate shall, on behalf of the faculty, actively participate (either directly or through its representatives) in the determination of policies and procedures governing salary, fringe benefits, sabbaticals, and general conditions of employment.

**Section 4.** The Senate shall, on behalf of the faculty, participate in the selection of administrators of the college, bringing its recommendations to the attention of the Chancellor and the Governing Board of the District.

**Section 5.** The Senate shall work jointly with administration officials on the appointment of faculty members to the administrative committees and to extracurricular responsibilities.

## **Article XXII. Annual Administrator Feedback.**

The procedure described below is intended to give College Administrators constructive feedback concerning faculty perceptions of how effectively the Administrators are performing their duties at the College.

**Section 1.** Each year the Faculty Senate shall initiate and conduct a survey of the Administration of the College during the Spring semester. The Faculty Senate shall create and administer the Administrator Feedback Survey and shall provide the results of the survey to that individual administrator by the end of the Spring Semester of each year.

**Section 2.** The responses to the Administrator Feedback Survey are anonymous and are solicited from all faculty.

**Section 3.** The Administrator Feedback Survey provides feedback to Administrators that will facilitate and promote communication, self-improvement and optimal job performance within the College.

## **Article XXIII. Referenda.**



**Section 1.** The Senate may call a general faculty meeting for consideration of matters of general faculty interest.

**Section 2.** The Senate may request the advice of the general faculty through written ballots or other communications.

**Section 3.** Any matter considered by the Senate must be referred to the faculty for a secret ballot on petition of ten percent of the total faculty or on demand of one-third of the Senators.

**Section 4.** A general faculty meeting shall be called by the President of the Senate upon presentation to him/her of a petition of ten percent of the faculty. The President shall hold the meeting within five business days of the receipt of the petition.

## **Article XXIV. Recommendations.**

Recommendations of the Senate shall be forwarded through regular established administrative channels. However, the Senate may, after consultation with the administration, present its views and recommendations directly to the Governing Board.

## **Article XXV. Finances.**

The Senate shall, via recommendations from the Treasurer, and subject to majority approval by a formal vote of the Senate, determine annual dues/assessments to be solicited from the faculty in order to support the financial requirements of conducting Senate business. Such dues/assessments shall be collected annually from faculty by the Treasurer (and/or Faculty Senate designees) during the Fall semester. The results of such collection shall be reported to the Senate by the Treasurer during regular Senate meetings. The Treasurer shall present to the Senate recommendations for any changes to annual assessments deemed necessary to allow for the successful conduct of Senate business, subject to approval by the Senate via a formal vote. All such funds shall be kept in the official Faculty Senate account, the current balance of which shall be reported during Senate meetings and recorded as part of the official Senate minutes.

## **Article XXVI. Amendments.**

This constitution may be amended by a two-thirds vote of faculty members present at any general or specific faculty meeting called for that purpose or of those faculty returning a written ballot, provided that the proposed amendment shall have been presented in writing to each faculty member at least one week preceding the voting.

## **Article XXVII. Inclusivity.**

Notwithstanding any other provision of this Constitution or its Bylaws, no faculty member shall be denied the right to 1) vote for Senators or President-Elect, or 2) serve on the Senate, or 3)

serve on the Faculty Executive Council based on their membership status in the MCCC Faculty Association.