

Constitution and Bylaws
of the
Academic Senate
of
Los Angeles Harbor College

Approved by the Academic Senate: October 31, 2013

Revised April 9, 2013

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CONSTITUTION of the Academic Senate of Los Angeles Harbor College

Article I Name

Section 1 Name. The name of the organization shall be the Academic Senate of Los Angeles Harbor College.

Section 2 Abbreviations. For the purpose of this document, the abbreviation “Academic Senate” or “Senate” refers to the Academic Senate of Los Angeles Harbor College.

Article II Enabling Authority

The Academic Senate shall carry out its duties in accordance with the California Code of Regulations, Title 5, Article 2, Section 53201; LACCD Board of Trustees' rules; and any other State legislation that modifies the responsibilities of Academic Senates in the California community college system.

Article III Purpose

The purpose of the organization shall be to provide faculty with a formal and effective organization through which it can participate in the formation of policies concerning academic and professional matters as defined under California Code of Regulations, Title 5, Article 2, Section 53200.

Article IV Functions

Section 1 Academic and Professional Matters. The Academic Senate shall consult collegially with the College President, as the designee of LACCD Board of Trustees, to develop policies on academic and professional matters through either or both of the following methods as provided in California Code of Regulations, Title 5, Article 2, Section 53200:

- a. The College President shall rely primarily on the advice and judgment of the Academic Senate; or

b. The College President and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy effectuating such recommendations.

As provided by law, "academic and professional matters" means the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including selfstudy and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for instructional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.

Section 2 Exchange of Information. The Academic Senate shall provide opportunities for the exchange of information among faculty, students, administration, and staff pertinent to the operation and procedures of the college.

Section 3 Faculty Voice. The Academic Senate shall be the voice of faculty opinion in campus and community affairs and communicate that opinion appropriately.

Section 4 Professional and Social Programs. The Senate shall conduct academic, professional, and social programs for the faculty.

Section 5 Additional Functions. The Academic Senate shall assume responsibilities and other functions as may be delegated to it by state law, the LACCD Board of Trustees' rules, or this Constitution.

Article V Electorate

Section 1 Electorate. The electorate of the Academic Senate shall include all LAHC tenured faculty, probationary faculty, and division adjunct faculty representatives.

Section 2 Dues. The Academic Senate shall authorize the collection of funds necessary for the conduct of its business.

Article VI Parliamentary Authority

All procedures and proceedings of the Academic Senate not otherwise provided for by Senate rules or in this Constitution and Bylaws shall be governed by Robert's Rules of Order, current edition, and the Brown Act (54950—54962).

Article VII Amendment

Section 1 Adoption. Adoption of this Constitution shall require a majority vote of the electorate and shall be effective immediately thereafter.

Section 2 Proposal of Amendments to the Constitution. Amendments to this Constitution may be proposed at a legal meeting of the Academic Senate by petition signed by 20% of the electorate duly noticed on the agenda of the Academic Senate or by a majority vote of the Academic Senate. The text of the proposed amendment must be posted or in general circulation at least one (1) week prior to voting. Voting is to be by secret ballot and the text of the proposed amendment must appear on the ballot. Ratification requires a two-thirds ($2/3$) vote of the ballots cast, and shall become effective immediately.

Section 3 Proposal of Amendments to the Bylaws. Amendments to the Bylaws may be proposed as in Article VII, Section 2. Ratification requires a majority vote of the ballots cast by the electorate.

Article VIII Dissolution

The Academic Senate shall decide on how assets of the Senate will be liquidated as required by the Internal Revenue Service for tax-exempt organizations.

Bylaws of the Academic Senate of Los Angeles Harbor College

Article IX Organization of the Academic Senate

Section 1 Officers

- a. The officers of the Academic Senate shall be:
 - President
 - Vice President
 - Recording Secretary
 - Historian Secretary
 - Treasurer
- b. The President, Vice President, Recording Secretary, Historian Secretary, and Treasurer shall be elected by the electorate as defined in Article V of the Constitution.

Section 2 Senators

- a. There shall be one representative Senator for each ten (10) members of the electorate or fraction thereof in each division. The Senate shall ensure that each member of the electorate is assigned to a division for the purpose of Senatorial representation.
- b. The Senators shall be members of the electorate elected by secret ballot by the electorate in divisional meetings. No division shall have fewer than one (1) representative.
- c. A division shall elect at least one alternate Senator to substitute and vote in place of an absent Senator. All elected alternate Senators shall appear on the list of Senators and Alternates.

Section 3 Ex Officio Members. An Associated Student Organization (ASO) representative may serve as a non-voting ex-officio member of the Academic Senate. Classified staff may also designate such a member.

Article X

Duties and Responsibilities of Officers

Section 1 President. The President shall:

- a. Serve as presiding officer at all meetings of the Academic Senate and prepare the agenda for Senate meetings;
- b. Represent the faculty in consultation with the College President on matters dealing with Title 5 and/or actions approved by the Academic Senate;
- c. Represent the Academic Senate on the all-campus governance committee;
- d. Represent the Academic Senate with all affiliate organizations;
- e. Appoint faculty members to represent the Academic Senate at organization meetings, subject to the approval of the Senate;
- f. Appoint all standing and special committees not otherwise provided for and serve as an ex-officio member of all these, subject to the approval of the Senate;
- g. Appoint faculty representatives to College and District committees, subject to the approval of the Senate;
- h. Serve as chairperson of the Executive Committee; and
- i. Sign checks drawn upon the treasury.

Section 2 Vice President. The Vice President shall:

- a. Assume the duties of the President in his/her absence;
- b. Represent the Academic Senate on committees, task forces, and special meetings and at all meetings where so delegated by the President or the Senate; and
- c. Facilitate special meetings and perform other functions at the request of the President or the Senate;
- d. **Chair Senate Academic Policy and Procedures**

Section 3 Recording Secretary. The Recording Secretary shall:

- a. Provide for the keeping of Senate records, including recording and distributing the minutes **and agenda** of meetings;
- b. Maintain an official roster of all Senators, elected officers, and those eligible to vote including

elected alternates;

c. Maintain a record of all committee memberships;

d. Provide each member of the Academic Senate with the latest revised copy of the Constitution and its Amendments; and

e. Perform other duties as assigned by the Senate or President.

Section 4 Historian Secretary. The **Historian Secretary** shall:

a. In the absence of the Recording Secretary, the Historian Secretary will take the minutes for Academic Senate.

b. Respond to requests for surveys and information; and

c. Perform other duties as assigned by the Senate or President.

d. The Historian shall prepare an annual narrative account of the Senate activities during his/her term of office, which, when approved by the Senate, shall become a permanent part of the Academic Senate's official history.

Section 5 Treasurer. The Treasurer shall:

a. Give monthly reports of all Academic Senate accounts;

b. Have charge of all funds and pay all bills authorized under the budget and incurred upon the order of the President;

c. Invite faculty to submit dues to the Senate; and

d. Submit an annual financial report of expenditures for the ending fiscal year and a budget of proposed expenditures for the coming fiscal year with the approval of the Senate.

Article XI

Terms of Office

Section 1 Officers. Each officer shall serve for a term of two years.

Section 2 Senators. The term of office for Senators shall be two years with one-half of the members elected each year by secret ballot by the end of the spring semester.

Section 3 Vacancies and/or resignations

a. Vacancies of officers shall be filled by holding an election **within the first four weeks of the fall term**. In the event that the office of President is vacant, the Vice President shall become President and a new Vice President shall be elected.

b. Vacancies of Senators-at-Large shall be filled by appointment by the Academic Senate President subject to the approval of the Senate.

c. In the event of three unexcused absences of a Senator, the Senate shall have the right to dismiss a Senator as a divisional representative.

d. In the event of a vacancy of a Senator, the division concerned shall elect a replacement to serve the unexpired term.

Section 4 Removal from office

a. Recalls of officers may be initiated by majority vote of the Senate or by a petition signed by twenty percent (20%) of the electorate.

b. A vote of two-thirds (2/3) of the votes cast by the electorate shall be required for removal from office.

Article XII

Nominations and Elections of Officers

Section 1 Call for Election. The President shall call for an election of officers by secret ballot to be held six (6) weeks prior to the end of the spring semester.

Section 2 Nomination and Election Committee. The membership of the Nomination and Election Committee shall be composed of four members appointed by the Academic Senate. Candidates running for Senate office or current officers are ineligible to serve on the Committee.

Section 3 Nominations. The Nomination and Election Committee shall survey the electorate for suggested nominations and prepare a ballot with at least one candidate for each office. Each candidate must be a member of the electorate of the Academic Senate as defined in Article V, Section 1 of this Constitution. A candidate may run for only one office. Candidates for President and Vice President must have served a minimum of one complete semester on any of the committees provided for in this Constitution.

Section 4 Ballot Approval Process. The ballot shall be presented to the Senate at a regularly scheduled meeting at least two weeks prior to the election. The Nomination and Election Committee chairperson shall ask for additional nominations from the floor at that Senate meeting. Only persons who give written or verbal consent to their nominations may be nominated from the floor. The ballot shall include the names of all properly processed candidates and provision shall be made for write-in candidates. The list of candidates will then be presented to the Senate for approval before distribution to the electorate

Section 5 Election Process. The Nomination and Election Committee or tellers shall distribute ballots to each member of the electorate at the polling place. The Committee shall appoint tellers who are not candidates. Tellers shall collect the ballots. The Nomination and Election Committee shall tally them at a time and place approved by the Senate. The results of the election shall be posted no later than one (1) week following the election and be reported to the Senate at the meeting following the election. The Committee shall hold the ballots for thirty (30) days.

Section 6 Runoff Election. In case of a tie vote or no one candidate receiving a majority of the votes cast for the office, a runoff election shall be called. Ballots shall be distributed and counted in the same manner as described in Section 5.

Section 7 Assuming Office. All duly elected officers shall assume their respective offices on July 1.

Section 8 Challenged Election. In the event the vote count is challenged by any candidate, a recount of all ballots for the challenged office shall be made by the Nomination and Election Committee to which each candidate for the challenged office shall appoint one observer. The report of the committee shall be considered final when so certified by the Academic Senate.

Article XIII

Meetings

Section 1 Voting Officers, other than the President, and Senators shall be entitled to one (1) vote. The President may vote to establish or break a two-thirds or a majority vote.

Section 2 Regular Meetings

a. The Academic Senate shall meet on the first and third Thursdays of each month of the academic calendar. The agenda of each meeting shall be posted and/or distributed to members seventy-two (72) hours prior to meetings.

b. Members of the electorate may attend meetings of the Academic Senate but may speak only with the consent of the President or a majority of the Senate or during the public comment as provided under the Brown Act.

c. The College President or any qualified person may be asked by the Senate President or a majority of the Senate to attend any meeting as a consultant or advisor.

d Faculty Forums may be called by the Senate as needed or desired.

Section 3 Special Meetings. Special meetings may be called by the Senate President or by a petition of twenty percent (20)% of the members of the electorate.

Section 4 Quorum. A quorum shall consist of at least ten (10) members of the Senate.

Article XIV

Committees

Section 1 Executive Committee

- a. The membership of the Executive Committee shall be composed of the President, Vice President, Recording Secretary, **Historian** Secretary, Treasurer, the Senate Standing Committee Chairpersons, the faculty representatives, and an ASO student representative. The President shall serve as the chairperson of the Executive Committee.
- b. The Executive Committee shall determine agendas for Senate meetings and timelines for Senate business, as needed, and act for the Senate if urgent action is needed.

Section 2 Standing Committee Composition and Procedures

- a. Except where otherwise indicated, voting membership in the standing committees shall consist of one representative from each division, all elected by their colleagues in the same manner and for the same term as Senators are chosen.
- b. Each committee shall decide its own rules and procedures, subject to approval by the Senate and select its own chairperson to serve until the next academic year. The chairperson shall vote only to break or establish a majority vote.
- c. Each committee may establish subcommittees as it desires or on the recommendation of the Senate to include interested faculty irrespective of division.

Section 3 Other Committees

- a. Ad hoc committees or task forces may be created as the need arises to carry out the work of the Academic Senate.
- b. Committees of the College and District are not Senate committees but faculty who serve on these committees are selected by the Senate except as may be provided by contract.

Section 4 Academic Planning and Policy Committee. The Academic Planning and Policy Committee shall deliberate on all matters of academic policy and planning including facilities, long-range instructional innovation, and review the college master plan and submit all proposals regarding academic planning and policy to the Academic Senate for final disposition.

Section 5 Curriculum Committee

- a. The voting membership of the Curriculum Committee shall be composed of one representative

from each division, one administrator, one representative each from the Learning Assistance Center (LAC), and the campus articulation officer, the Information Technology (IT) director, and a non-voting ASO representative.

b. The Curriculum Committee shall:

- (1) Develop college policy with respect to all current course offerings and credits and interdepartmental matters pertaining to curricula;
- (2) Review and approve proposed new courses;
- (3) Review and approve proposed new academic programs;
- (4) Review and approve proposed program elimination or expansion;
- (5) Oversee that divisions update and review course outlines every two years for articulation purposes;
- (6) Review changes in course credit, repeatability, graduation requirements and academic standards;
- (7) Periodically update and review the General Education plan for the Associate Degree, Advisory and Discipline Committee recommendations, certificate and vocational education programs, and transfer education program;
- (8) Review proposed course prerequisites.

c. Decisions of the Curriculum Committee are forwarded to the Senate for confirmation, except for those referred back to the Committee for suggested revision by the Senate. After receiving signatures of the Vice President of Academic Affairs and the College President, they are then referred to the District for final approval.

Section 6 Essential Skills Committee. The Essential Skills Committee is a subcommittee of the Academic Senate which strives to improve student success in the essential areas of reading, writing, math, and English as a Second Language (ESL) so that students may pursue their educational goals of transfer, workforce preparation, or certification.

Section 7 Faculty Hiring Priorities Committee

- a. The voting membership of the Faculty Hiring Priorities Committee shall be composed of one full-time, tenured track representative from each division, the Vice President of Academic Affairs, the Vice President of Student Services, and one academic dean.
- b. The Faculty Hiring Priorities Committee shall identify and prioritize proposals for faculty positions each year. Requests for positions are made to the Vice President of Academic Affairs and the Committee for consideration. The recommendations of the Committee are approved by the Senate and sent directly to the College President for action.

Section 8 Professional Concerns Committee

- a. Membership in the Professional Concerns Committee shall also include the Parliamentarian and the Historian.

b. The Professional Concerns Committee shall:

- (1) Recommend assignment of faculty to degrees of academic rank in accordance with the academic rank policies of the District Academic Senate;
- (2) Organize social activities designed to sponsor and develop collegiality among faculty and their families including the annual Retirement Luncheon and other functions as deemed appropriate by the Senate;
- (3) Recommend to the Senate the amount of the annual dues to be collected on a voluntary basis from all faculty early in the academic year and which fund activities and expenditures on a self-sustaining basis in accordance with an annual budget prepared by the Treasurer for approval by the Senate;
- (4) Recommend the Pimentel award nominees; and
- (5) Review and make recommendations on issues pertaining to non-contract personnel concerns and professional ethics

Section 10 Professional Development Committee (FLEX). The Professional Development Committee shall work in cooperation with the Staff Development Committee in implementing the college professional development program under the collective bargaining agreement. The Committee plans Professional Development Days, and intersession programs, evaluates and approves agreements, individual projects, and contract completion forms, approves presenter proposals, and recommends speakers for special programs with the approval of the Senate.

Section 11 Additional Standing Committees. The Senate shall provide for whatever additional standing committees it may deem necessary for effective participation in the college planning process and the exercise of all its lawful powers under California Code of Regulations, Title 5, Article 2.