

## Fullerton College Faculty Senate Constitution

Adopted December 7, 2023 by the Fullerton College Faculty Senate

### **Preamble**

We, the faculty of Fullerton College, in order to promote the cause of higher education; to ensure and promote the faculty role in the governance process; to assure regularized means to debate and make recommendations regarding college and district policies, procedures, and planning, do hereby establish the Fullerton College Faculty Senate to represent the faculty of Fullerton College. The Fullerton College Faculty Senate shall be governed by and consistent with all provisions of California Law.

### **Article I**

#### **Purpose**

##### Section 1

The purpose and primary function of the Faculty Senate shall be to represent the faculty in relations with college and district administration, Associated Students, and the Board of Trustees of the North Orange County Community College District in academic and professional matters (commonly known as 10+1). The Faculty Senate shall serve as the faculty voice in making recommendations in other areas of faculty concern and also to fulfill its responsibilities through participatory governance processes as outlined in the California Education Code and Title 5 (AB 1725, Sections 70901 and 70902).

##### Section 2

Any Senate recommendation on academic or professional matters shall be communicated promptly to the President of the College. Unless the President disapproves or requires that the recommendation be considered further by other bodies, it shall become a rule and/or regulation of the College, provided it is within and not in conflict with Board policy or collective bargaining provisions or with the law. If the recommendation is disapproved by the President of the College, the Senate shall be notified in writing of the disapproval and the reasons thereof.

##### Section 3

The Senate shall act as the committee on committees. It shall establish and define the jurisdiction and elect faculty representatives to all District and Campus committees, except for Bargaining Unit representation. With that exception, all faculty membership on committees will be filled by election of the Senate with nominations drawn from the campus at-large as consistent with the provisions in the Faculty Senate Bylaws.

### **Article II**

#### **Composition**

##### Section 1

The Senate shall be composed of elected representatives from each Division, five (5) at-large full-time faculty representatives, two at-large adjunct representatives, the Curriculum Chair, and the Senate officers, one of whom will serve as delegate to the Academic Senate for California Community Colleges. The

divisions are Business and CIS, Counseling and Student Support Services, Fine Arts, Humanities, Library, Math and Computer Science, Natural Sciences, Physical Education, Social Sciences, and Technology and Engineering. When the term faculty is used in this document it refers solely to Fullerton College faculty.

## Section 2

All full-time faculty who are not educational administrators shall be the electorate and shall be eligible for elective membership in the Senate. Part-time faculty shall be eligible for membership as referred to in Sections 1 and 3 of this Article.

## Section 3

The Senate shall be composed of the following divisional members: Each Division of the College, as defined in Section 1 of this Article, shall have at least one (1) representative. An additional representative will be elected when there are sixteen (16) total full-time faculty members in a division. Additional representatives will be elected for each fifteen (15) full-time faculty members thereafter. Part-time faculty shall be represented by two (2) elected representatives as consistent with the provision in the Faculty Senate Bylaws.

# **Article III**

## **Selection and Terms of Membership**

### Section 1

Each Division shall elect its representatives to the Senate as consistent with the provision in the Faculty Senate Bylaws.

### Section 2

The term of office shall be two (2) years. Divisions shall be limited to a maximum of six (6) representatives, including at-large and part-time faculty representatives but not including the Senate Executive. In an at-large election, if those receiving votes sufficient to be elected when added to existing divisional representatives, part-time faculty representative, and other at-large representatives, should exceed a total of six (6) from that division, only those up to and including that total of six (6) shall be elected, and the at-large candidate(s) from another division receiving the next highest number of votes will be considered elected.

### Section 3

Divisions shall elect at least one (1) alternate representative who shall have the privilege of voting when attending in the place of a regular representative. The alternate shall be elected in the same manner and at the same time as representatives.

### Section 4

Two representatives from the part-time faculty will be elected to serve two-year terms, one being elected each year by the second Senate meeting of September as consistent with provisions in the Faculty Senate Bylaws.

Cessation of part-time employment at Fullerton College during the term of office will constitute de facto resignation from the Faculty Senate by that representative. Mid-year vacancies will be filled following adjunct at-large election procedures described in the bylaws.

#### Section 5

The following are subject to recall procedures initiated by their electors: members of the Senate Executive Council, Division representatives and alternates in the Senate, and at-large Senators. Representatives elected by the Senate on College or District committees are subject to recall by action of the Senate. The Senate bylaws prescribe the appropriate procedures for recalls.

#### Section 6

Representatives and officers of the Senate shall assume their full duties at the last meeting in May.

### **Article III**

#### **Unfilled Representation**

##### Section 1

If a Division seat is unfilled or the representative has not attended one meeting the Senate by the third meeting of the Senate in the fall semester, the Senate Executive shall declare the seat vacant for the remainder of the academic year.

##### Section 2

The Senate Executive Council shall declare a seat unfilled if a division representative or respective alternate or an at-large representative is absent from three (3) consecutive regular Senate meetings. In the event a Division seat is declared unfilled due to such absence, the Division shall have thirty (30) days to fill the seat after which it will remain vacant for the remainder of the academic year.

##### Section 3

If a Divisional representation seat on a Senate committee is unfilled for three consecutive Senate elections or the representative has not attended one meeting of the committee by the third meeting of the semester, the Senate Executive or the committee chair shall declare the seat vacant, and the seat will become at-large for the remainder of the semester.

### **Article IV**

#### **Officers/Executive Council**

##### Section 1

The officers of the Senate shall be a President, President-Elect or Immediate Past President, Secretary, Treasurer, and Diversity, Equity, Inclusion, and Anti-racism Ombudsperson.

##### Section 2

The term of office shall be one (1) year for President- Elect, Secretary, Treasurer, Immediate Past President, and Diversity, Equity, Inclusion, and Anti-racism Ombudsperson, and two (2) years for the

President. The position of Immediate Past President will be held during the first year of the President's term. The position of President-Elect will be held during the second year of the President's term and will be elected at the regularly scheduled election of Senate officers occurring mid-point in the President's term.

### Section 3

Officers shall assume office at the last meeting in May.

### Section 4

During the first year of the President's term, the Executive Council will be composed of the President, Treasurer, Secretary, Immediate Past President, and Diversity, Equity, Inclusion, and Anti-racism Ombudsperson. During the second year of the President's term, the Executive Council will be composed of the President, President- Elect, Treasurer, Secretary, and Diversity, Equity, Inclusion, and Anti-racism Ombudsperson.

## **Article V**

### **Duties of the Officers**

#### Section 1

The President of the Senate shall:

- a) preside over the meetings of the Senate and the Senate Executive Council;
- b) approve expenditures of the Senate funds in conjunction with the Senate Treasurer;
- c) represent the Senate on College and District consultative, planning, and budget committees, councils, cabinets, and Ad Hoc committees as required to fulfill shared governance processes and mandated obligations; and at meetings of the Board of Trustees;
- d) perform other duties authorized and directed by a majority vote of a quorum of the Senate.
- e) receive 12 units of reassigned time.

#### Section 2

The President-Elect of the Senate shall, during the term of that office:

- a) preside over meetings in the absence of the President;
- b) conduct all Senate elections;
- c) represent the Senate as a member on College and District consultative, planning, and budget committees, councils, cabinets, and Ad Hoc committees;
- d) collaborate with the Senate Secretary to maintain an updated record of all Senate elected representatives to Campus and District committees, meeting time and length, meeting place, committee composition, and current committee membership and terms, for distribution to at least all Senators and Divisions yearly;

- e) represent the Senate in the absence of the President to the Board of Trustees;
- f) perform other duties authorized and directed by a majority vote of a quorum of the Senate.
- g) receive 9 units of reassigned time

### Section 3

The Immediate Past President of the Senate shall:

- a) preside over meetings in the absence of the President;
- b) conduct all Senate elections;
- c) represent the Senate as a member on College and District consultative, planning, and budget committees, councils, cabinets, and Ad Hoc committees;
- d) collaborate with the Senate Secretary to maintain an updated record of all Senate elected representatives to Campus and District committees, meeting time and length, meeting place, committee composition, and current committee membership and terms, for distribution to at least all Senators and Divisions yearly;
- e) represent the Senate in the absence of the President to the Board of Trustees;
- f) perform other duties authorized and directed by a majority vote of a quorum of the Senate.
- g) receive 9 units of reassigned time

### Section 4

The Secretary of the Senate shall:

- a) keep record of the proceedings of the Senate or appoint a designee to keep the records in his/her absence;
- b) distribute the unofficial minutes of the Senate and other meeting materials to the Senators for review prior to a meeting;
- c) prepare and distribute official Senate agenda to the faculty at large, the college managers and administration, and the Board of Trustees;
- d) prepare and distribute official Senate minutes to the faculty at large, the college managers and administration, and the Board of Trustees;
- d) perform other duties as authorized by the Senate;
- e) modify (with the President-Elect during the term of that office or the Immediate Past President during the first year after completion of that individual's two-year term as President of the Senate), update, and prepare for distribution information of all Senate elected representatives to campus and district committees.
- f) attend meetings and engage in collaboration as a member of the Senate Executive Committee.
- g) receive 3 units of reassigned time

## Section 5

The Treasurer of the Senate shall:

- a) keep an accurate accounting of all revenues and expenditures of the Senate;
- b) present semiannual financial statements to the Senate in open meeting;
- c) review all Senate expenditures with the Senate President.
- d) attend meetings and engage in collaboration as a member of the Senate Executive Committee.

## Section 6

The Diversity, Equity, Inclusion, and Anti-racism Ombudsperson shall:

- a) represent the Senate's DEIA interests in shared governance committees and meetings as needed.
- b) serve as a liaison with campus and district committees and groups that are DEIA-focused including, but not limited to, the Faculty and Staff Associations, Campus-level Affinity groups, United Faculty's Racial Justice and Equity Committee, the District Office of Diversity and Compliance, Diversity Advisory Committee Diversity, Professional Learning Committee, Program Review and Planning Committee, Associated Students, and Student Equity and Achievement Committee.
- c) facilitate communication among local faculty, the local senate, and the Academic Senate for California Community Colleges (ASCCC) including attending appropriate ASCCC events as a representative of Fullerton College Faculty Senate and communicate with ASCCC as needed.
- d) attend diversity, equity, inclusion, and anti-racism focused training, when needed and appropriate.
- e) attend meetings and engage in collaboration as a member of the Senate Executive Committee
- f) receive 3 units of reassigned time.

## **Article VI**

### **Meetings**

#### Section 1

The Executive Council shall establish and distribute a yearly calendar providing for regular meetings of the Senate twice a month when possible during the academic year.

#### Section 2

The Executive Council shall establish and distribute in a timely manner the official agenda for all Senate meetings

#### Section 3

All meetings of the Senate shall be open to any interested party.

#### Section 4

Actions and the conduct of Senate meetings shall be by procedures established in the Senate Bylaws or when not so specified guided by the parliamentary manual, Roberts Rules of Order Newly Revised.

#### Section 5

Special meetings may be called by the President of the Senate or shall be called at the request of any five (5) members of the Senate.

#### Section 6

Actions of Senate shall be in the form of motions or resolutions approved by a majority of a quorum of the members present, a quorum being fifty percent plus one (50%+1) of the Senate membership.

### **Article VII**

#### **Elections**

#### Section 1

Elections of Senate officers shall take place at the last meeting in April.

#### Section 2

Full-time, tenure-track faculty may serve as President, Immediate Past President, President-Elect, Diversity, Equity, Inclusion, and Anti-racism Ombudsperson, or Treasurer. Full-time, tenure-track faculty and adjunct faculty may serve as Treasurer. Nominations may come from the floor of the Senate prior to the election. Nominations from the floor will be received at both the first and second meetings in April.

#### Section 3

The election of Senate officers shall be by vote of the Senate and a majority of votes cast shall elect. If no candidate receives a majority vote, then there shall be a runoff between the top two (2) candidates.

### **Article VIII**

#### **Adoption**

This Constitution shall go into effect immediately upon approval by two-thirds (2/3) vote of the members of the full-time faculty voting.

### **Article IX**

#### **Amendments**

#### Section 1

Amendments to this Constitution may be proposed by the Senate or by a petition of seven percent (7%) of all full-time faculty.

#### Section 2

All proposed amendments shall be presented at a Senate meeting and in writing to the full-time faculty prior to voting.

### Section 3

To be ratified, amendments must receive an affirmative vote of at least two-thirds (2/3) of the full-time faculty members voting.