

**EAST LOS ANGELES COLLEGE
FACULTY ACADEMIC SENATE
BY-LAWS**

Adopted March 13, 2007

Section A. Voting Units. Voting units shall consist of recognized departments and/or service areas, in order to provide a broad and varied basis for representation in the Senate.

Each of the following units shall have independent Senate representation:

Administration of Justice	Journalism
Anthropology/Geography/Geology	Library
Automotive Technology	Life Sciences
Architecture	Math
Art	Music
Business Administration	Non-Credit
Chemistry	Nursing
Chicana/o Studies	Philosophy
Child Development Center	Photography
Child, Family and Education Studies	PE – Men’s
Computer Applications and Office Technologies	PE – Women’s
Counseling	Physics
Electronics	Psychology
Engineering	Social Sciences
English	Speech & Theater Arts
Foreign Languages	Part-time Faculty

Clause 1. Each unit shall be represented by one Senator. Eligibility for all units, except for the Part-time Faculty unit, shall be restricted to full-time faculty members.

Clause 2. The part-time faculty shall be represented by one Senator. Senator eligibility shall be restricted to part-time faculty members who do not hold a full-time faculty or administrative position at the college and are on a discipline seniority list.

Section B. Election of Senators. The Senators shall be chosen in the following manner:

Clause 1. The Senate shall inform Voting Units of the election of Senators at the first meeting in April of election years.

Clause 2. At a meeting (or by written ballot) by the twelfth week of the spring semester of odd years, each voting unit, except for the Part-time Faculty, shall elect by majority vote one Regular Faculty member to serve as Department Senator.

- Clause 3. The Senate shall prepare a form on which each department shall notify the Senate of its choice of Senator, and, if it so chooses, its Alternate Senator.
- Clause 4. The Senator representing the Part-time Faculty Voting Unit shall be selected in an election in April of odd years. The Chair of the Elections Committee will be responsible for distributing self-nomination forms to all applicable part-time Faculty by the third week of the spring semester. Nominations will close by the seventh week of the spring semester. All part-time nominees names will appear on the Part-time Faculty ballot in an election. The election of the part-time faculty representative shall be conducted by written ballot on two consecutive weekdays in the last two weeks in April. All part-time faculty members who are on a discipline seniority list are eligible to vote. If the elected representative is unable to continue his/her term, the runner-up candidate will assume the responsibilities of the position. In the event he runner-up cannot assume the responsibilities of the position, the Academic Senate shall appoint an eligible part-time representative for the remainder of that term.
- Clause 5. Senators-elect shall be invited to attend all meetings of the Senate during May as non-voting observers, and will take office at the close of the spring semester.

Section C. Vacancies. The Senate seat of an elected member shall be declared vacant when a Senator:

1. resigns from the Senate.
2. accepts a leave of absence of any kind for one semester or longer.
3. is recalled by area of representation.

Section D. Election of Officers.

- Clause 1. An Election Committee shall be established at the first meeting in May in election years. Members of the Election Committee shall be ineligible for office.
- Clause 2. Nominations shall be solicited by the Election Committee. Senators-elect shall be notified that they are eligible for all offices other than the President. All officer nominees, with the exception of the President, must be continuing senators or senators-elect in order to be eligible to run for office. Nominations shall be closed one week prior to the election of officers.
- Clause 3. Election of Officers shall be conducted at the second meeting in May.
- Clause 4. Officers shall assume responsibilities following the final meeting of the spring semester.

Section E. Duties of Officers.

- Clause 1. The duties and responsibilities of the President shall be to:
1. Preside over all meetings of the Academic Senate and of the Executive Committee of the Academic Senate.
 2. Serve as the chief spokesperson of East Los Angeles College's Academic Senate, and advocate for the faculty in academic and professional matters.
 3. Call special meetings of the Academic Senate as needed.
 4. Serve as a member on all committees of the Academic Senate.
 5. Meet regularly with the college president and the vice presidents, and other administrative staff as needed.
 6. Serve as an Academic Senate representative on the East Los Angeles Shared Governance Council (ESGC).
 7. Serve on the District Academic Senate and the Executive Committee of the District Academic Senate.
 8. Serve as the voting delegate to the Academic Senate of the California Community Colleges, unless the Senate appoints a representative in the President's place.
 9. Serve on various Strategic Plan committees.
 10. Notify members of the Academic Senate and faculty of the time, place, and agenda of all regular and special meetings of the Academic Senate.
 11. Prepare and distribute Senate agendas prior to each Senate meeting.
 12. Ensure the effective participation of faculty in the development of institutional policy.
 13. Work with the bargaining agent in the joint development of institutional policy.
 14. Participate in the search and selection of candidates to fill administrative positions.
 15. Appoint faculty representatives to college and district-wide committees.
 16. Participate, as permitted by policy, in the evaluation of staff and administrators.
 17. By the end of the spring semester, develop the calendar for Senate meetings for the following academic year and reserve a facility for these meetings.
 18. Conduct workshops and seminars on Senate-related topics as needed.
 19. Create and maintain a Senate newsletter and/or circulate informational updates to the Senators and/or faculty as needed.
 20. Coordinate the development of annual Senate goals and objectives and distribute them to all Senators and faculty.
 21. Assist the Vice President in the performance of his/her duties, as necessary.
 22. Perform all other duties as assigned by the Executive Committee or by the Academic Senate.
- Clause 2. The duties and responsibilities of the Vice President shall be to:
1. Perform the duties of the President when the latter is unable to perform those duties.
 2. Prepare an annually updated record of all Senate committee memberships, Senate representatives on College committees, and terms of office.

3. Provide oversight to all Academic Senate committees, giving support and assistance to committee chairs when necessary, and recommending placement of faculty.
4. Establish a timeline whereby the Senate committees prepare reports to the Senate.
5. Attend all Academic Senate and Executive Committee meetings.
6. Serve as co-chair of the Educational Plan Committee or, if appropriate, another planning committee.
7. Organize and recommend faculty to serve on Program Review Validation Committees and accreditation self-study teams.
8. Serve as the Senate's representative on the District EPAC, unless the Senate otherwise appoints a representative in the Vice President's place.
9. Perform all other duties as assigned by the Executive Committee or by the Academic Senate.

Clause 3. The duties and responsibilities of the Secretary shall be to:

1. Record the attendance and take the minutes of each Academic Senate meeting, distributing a draft copy of those minutes to the Senators and the executive officers within ten days in the same format that is used in the Senate office.
2. Submit to the Senate President in a timely manner, which is mutually agreed upon, a final, signed copy of the minutes approved at the previous Senate meeting.
3. Distribute the approved minutes by posting them on the Academic Senate Web page and via e-mail to Department Chairs and the Academic Affairs Office. Both hard copy and electronic copy of minutes shall be maintained in the Senate Office.
4. Attend all Senate meetings and Executive Committee meetings. (If an emergency occurs and the Secretary cannot attend a Senate meeting or prepare the minutes, the Secretary shall notify the President as soon as possible.)
5. Prepare a list of Academic Senate action items and submit this list to the Senate President no later than three days after the Senate meeting.
6. Perform all other duties as assigned by the Executive Committee or by the Academic Senate.

Clause 4. The duties and responsibilities of the Treasurer shall be to:

1. Collect the Academic Senate dues from each faculty member.
2. Maintain the Academic Senate checking account and distribute funds as directed by the Senate.
3. Serve as Senate liaison to the Scholarship Committee and maintain contact with the academic departments and the Office of Admissions and Records to determine the recipients of the Senate scholarships for the departments, the Summa Cum Laude graduate, and the Magna Cum Laude graduate. Arrange with the Fiscal Office to disburse the checks for these scholarships.

4. Perform all other duties as assigned by the Executive Committee or by the Academic Senate.

Clause 5. The Immediate Past President, Chair of the Chairs Council, and the Parliamentarian shall serve as non-voting officers unless they are also Senators.

Section F. Committees.

Clause 1. List of Academic Senate Committees.

Academic Integrity	Academic Rank
Chairs Council	Constitution and By-laws
Curriculum	Elections
Ethics	ESL
Faculty Handbook	Honors Advisory
Faculty Hiring Policies	Scholarship
Phi Theta Kappa	Senate Executive
Professional Development Advisory	

Clause 2. List of Committees with Academic Senate Representatives.

Accreditation Self Study	Budget
Calendar	Catalog
Conference/Tuition	Distributive Learning/Distance
ELAC Shared Governance Council	Educational Planning
Facilities Planning	Financial Aid
Graduation	Joint Hires
Minors in College	Matriculation
Off-Site	Opening Day
Program Review and Viability	State Equipment Grants
Student Grievance	Student Learning Outcomes
Student Success	Technology Planning
Transfer	

Clause 3. The Vice President shall maintain a list of committees and of Senate membership on committees.

Clause 4. The chair of all Academic Senate committees shall be open to all full-time faculty members subject to approval by the Senate.

Clause 5. In the event that a chair has not been designated for the Constitution and By-Laws Committee, the parliamentarian will assume that role.

Clause 6. The by-laws and duties of all committees shall be maintained by the Vice President.

Section G. Meetings.

- Clause 1. Meetings shall be held on the second and fourth Tuesday of each month during the semester. This schedule may be altered by a simple majority of the Senate.
- Clause 2. The President shall provide the date of the above meetings to the Academic Senate by distributing the list at the first meeting of the academic year.
- Clause 3. The minutes of each meeting shall be reviewed at the following meeting. Copies of the corrected minutes will be made by the Secretary and will be made accessible on the Senate Web page. Copies of the minutes will be made by the Secretary in hard copy and electronic format and kept on file in the Faculty Senate Office.
- Clause 4. The dates of all general faculty meetings (a minimum of two are required each year) are to be announced two weeks prior to the meeting. These notices, along with the date, time, and a proposed agenda, should be received in faculty mailboxes or faculty residences and/or campus e-mail at least two weeks prior to the meeting.
- Clause 5. Special meetings may be called by the Academic Senate President after conferring with the Executive Committee.
- Clause 6. Each Senator shall make every effort to attend Senate meetings or have the Alternate Senator attend in his/her place. Repeated absences will result in notification to the department chair. Continued absence may result in the removal of the Senator by his/her department, to be replaced by another member of the department.

Section H. Finances.

- Clause 1. Faculty dues shall be determined at the last meeting of each academic year for the upcoming year.

Section I. Amendments of Constitution and By-Laws.

- Clause 1. The Senate will conduct a review of the Constitution and By-Laws at least every three years.
- Clause 2. Amendments to the By-Laws may be proposed by any full-time faculty member or the part-time Senator. A majority vote of all Senators shall be necessary for adopting proposed amendments.