CONSTITUTION OF THE
LOS ANGELES MISSION COLLEGE FACULTY

Last amended October 2003.

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PART I: ORGANIZATION OF THE FACULTY

ARTICLE I: Name

This organization shall be known as the Los Angeles Mission College Faculty Association.

ARTICLE II: Membership

Section 1

Membership in the Faculty Association (hereinafter called the Association) shall include all certificated faculty (Regular and Contract) who are employed at Los Angeles Mission College. A Regular employee is one who has completed his/her probationary assignment and holds regular status. A Contract employee is one who has been appointed to a regular position but has not completed the probationary period. Hourly rate employees are employed on the hourly rate salary schedule and shall be non-voting members of the Association.

Section 2

Dues and assessments: Regular dues and special assessments shall be levied by two-thirds vote of members of the Association.

ARTICLE III: Powers

Section 1

Subject to the laws of the state of California and the regulations of the Board of Trustees of the Los Angeles Community College District and relevant collective bargaining agreements, the Association shall be the sole body composed of faculty members, as defined in this Constitution, at the college, with powers to perform the duties enumerated in this Article. The Association shall delegate all or part of its power to the Academic Senate (hereinafter called the Senate) and/or the Collective Bargaining Agent.
Section 2

To the extent permitted by law and collective bargaining agreements, the Association shall participate with the Board of Trustees or its agents in the formulation of policy in educational areas including but not limited to:

a. Professional rights and responsibilities (academic freedom and ethical standards).
b. Professional standards.
c. Professional personnel policies (criteria of personnel selection and retention including administrative personnel, and assignment).
d. Academic policies (development and expansion of curriculum, admissions, honors, graduation and degree requirements, retention of students, and textbook policy).
e. Student personnel policies (general counseling philosophy, conduct, discipline, and general matters pertaining to student activities and welfare).
f. Institutional philosophy (philosophy of general education).
g. Educational expenditures (budget planning, building planning, and long-range plans).

Section 3

The Association shall perform an advisory function in the application of policy and in other matters relative to the general welfare of the district.

ARTICLE IV: Organization

Section 1

Meetings of the Association:

a. May be called by the President of the Senate.
b. May be called by the Collective Bargaining Representative.
c. May be called by one-third of the members of the Senate.
d. May be called by a petition signed by at least 20% of the members of the Association.
e. Shall be presided over by the President of the Senate or his/her representative if called under provisions of a, c, or d above.

Section 2

a. Any calls for a meeting of the Association under the provisions of parts c and d of Section 1 must be made to the President of Senate or his/her designee. The date and time of any meeting of the Association shall be set by the Senate President and shall not be less than seventy-two hours nor more than seven (7) instructional days after the call.
b. The agenda must include any items requested in writing by those calling the meeting under the provision of Parts c and d of Section 1.
c. The date, time, and agenda for any Association meeting shall be publicized by the Senate President at least seventy-two hours prior to the meeting.

Section 3

Any meeting of the Association called under Section 1 a, c, or d shall be open unless a majority of those present vote to close all or parts of the meeting to visitors.

Section 4

A quorum at any meeting called for under section 1 a, c, or d above shall be a simple majority of the Association. That meeting can act only on those items published in an agenda at least seventy-two hours
prior to the meeting.

Section 5

Resolutions which indicate the positions of the Association may be passed by a majority vote of those present and sent Senate and/or Collective Bargaining Agent, as appropriate.

Section 6

An action which has been initiated by the Association at any meeting called under Section 1 c or d shall be binding on the Association and Senate shall be carried out when favorable votes on the action are cast by a majority in an Association meeting and favorable votes are cast by a majority of the entire Association in a secret ballot conducted not later than one (1) week after this Association meeting.

Section 7

An action or decision taken by the Senate shall be prevented from going into effect or shall be rescinded when:

1. negative votes on the action are cast by a majority in an Association meeting and
2. a majority of the entire Association casts negative votes in a secret ballot conducted not later than one week after this Association meeting.

Section 8

Powers delegated to the Senate shall prevail unless the Association as provided in Sections 6 and 7 above votes to the contrary.

Section 9

Robert's Rules of Order shall prevail in all meetings except when otherwise decided.

PART II: GOVERNING BODY OF THE FACULTY ASSOCIATION

ARTICLE I: Name

This body shall be known as the Senate of the Los Angeles Mission College Faculty Association.

ARTICLE II: Membership

Section 1

Those eligible for election to the Senate shall be members of the Association, as specified in PART I, ARTICLE II, Section 1.

Section 2

The Academic Senate shall consist of:

a. One senator elected from each department plus two senators elected at large. All contract or regular faculty members who are not part of regular departments shall form an additional group, which shall be elect its own senator.
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b. The Officers of the Senate (President and Vice-President, Secretary, Treasurer and Parliamentarian).
c. Three District senators elected at large.

Section 3

The terms of the office of the Senate shall be two years; terms shall begin on the first day of the Fall Semester immediately after the election.

ARTICLE III: Elections

Section 1a. Regular Elections

The representatives of the faculty to the Senate, the District Senators, and the Officers shall be nominated by petition signed by one member of the Association and the nominee, filed at least one week before the election. Election shall be held in the month of April and shall be by secret ballot. Voting shall be on two consecutive instructional days, and an absentee ballot procedure shall be available for those unable to be present on election days. The candidates, equal in number to the vacancies, who received the highest number of votes shall be elected.

Section 1b. Special Elections

At such time as a member of the Senate resigns, a special election shall be called following the guideline in Section 1a.

Section 2

In the event of a tie vote for a Senate position, there shall be a run-off election or elections until one candidate receives a plurality.

Section 3

a. A vacancy in an at-large position shall be filled for the unexpired term by a special election in accordance with Section 1b of this article.
b. Senate vacancies shall be filled within a month.
c. Replacements for senators on leave will be for the period of his/her leave. A special election will be held in accordance with Section 1 or Section 2 of this article, as appropriate.

Section 4

a. Any Association member holding elective office shall be subject to recall by the Association.
b. A recall election shall be held on the petition of 30% of the membership of the Association.
c. A recall election shall be conducted according to procedures laid down in ARTICLE III, Section 1, except that the person against whom a recall is sought shall be considered a candidate for re-election.

ARTICLE IV: Powers

Section 1

The Senate shall speak for and exercise the powers of the Association in all matters and its action shall be binding on the Association and the Senate except as provided in PART I, ARTICLE IV, Sections 6 and 7.

Section 2
If the direct ramifications of the point at issue extend beyond Los Angeles Mission College or the Los Angeles Community College District (whichever is pertinent), no Senate action taken under Section 1 above shall be considered final nor put into effect nor released for publication until two instructional days after the Association has been directly notified.

Section 3 Before a matter is reported by the Senate to the Board of Trustees, the President of the college and the Chancellor of the district shall be apprised of its nature.

Section 4

The Senate may adopt its Standing Rules and may amend them. Such Standing Rules shall continue in effect until changed.

ARTICLE V: Organization of the Senate

Section 1

Duties of Officers:

a. The President of the Senate shall preside over all meetings of the Association and the Senate and shall act as chairperson of the Executive Board which consists of elected Officers, the District Academic Senators, and the immediate past President of the Senate. The President shall be responsible for the execution of all decisions made by the Association, the Senate, or the Executive Board and shall act as their authorized representative. Subject to the approval of the Executive Board, the President shall appoint and remove members of all faculty committees. The President shall regularly attend District Academic Senate meetings.

b. The Vice-President shall perform all the duties of the presidency in the absence of the President.

c. The Secretary shall keep all minutes of the Association and Senate meetings and shall, under the direction of the president, handle correspondence for the Association and Senate.

d. The Treasurer shall prepare and present for the approval of the Senate and for the first regularly scheduled Senate meeting of the academic year a budget for the acquiring and expending of funds for the fiscal year December 1 to November 30. The Treasurer shall collect, hold, and disburse all dues, assessments, or other monies belonging to the Association. The Treasurer shall, upon the authorization of the President or the majority of the members of the Senate, present at a legal meeting of the Senate any bill incurred by or on behalf of the Senate. The Treasurer shall also prepare and present an annual report of all income and expenses at the Senate meeting in November.

e. The Parliamentarian is responsible for monitoring the requirements of parliamentary procedure.

Section 2

If, during his/her term of office, the President is temporarily unable to carry out the duties of the office, the Vice-President shall assume these duties. In the event of a President's resignation, death, or of his/her inability to carry out his/her duties for a period of time exceeding twelve consecutive weeks during the academic year, the Vice-President shall succeed to the Presidency for the unexpired part of the term of office, and the Senate shall then elect another Vice-President for the same unexpired part of the term.

Section 3

If, during the term of office of any other Senate officer, such officer is temporarily unable to carry out the duties of his office, the President, with the consent of a majority of the entire Senate, shall appoint another Senator to serve temporarily in that office. In the event of an officer's resignation, death, or of his/her inability to carry out his/her duties for a period exceeding twelve consecutive weeks during the
Section 4

The Executive Board shall determine the agendas for Senate meetings, and shall act for the Association if urgent action is needed.

Section 5

a. There shall be at least ten meetings of the Senate scheduled during an academic year. Additional meetings as needed may be called by the President or petitioned by ten members of the Senate.
b. The Senate shall fix the time and place of its meetings giving adequate notice to faculty of meeting time and place.
c. Senate meetings shall be open to faculty members unless the Senate goes into executive session as provided for in the standing rules of the Senate. The same meetings shall be open to non-faculty guests at the invitation of any senator.
d. A quorum shall be a simple majority of the seats filled in the Senate. A quorum must be present in order for the Senate to conduct business.
e. Minutes shall be kept of all open Senate meetings and shall be available to members of the faculty.
f. Robert's Rules of Order shall prevail in all Senate meetings, except when otherwise provided.

PART III: AMENDMENTS TO THIS CONSTITUTION

ARTICLE 1: Amendments

Amendments to this Constitution may be initiated in the same way that any other motions are initiated by the Senate or may be initiated by members of the faculty calling for a general meeting of the Faculty Association as provided, in PART I, Section I of the constitution. Proposed amendments adopted by the Academic Senate following its usual rules for the passage of motions or adopted by the Faculty Association in a general meeting following its rules for the adoption of motions, shall be presented in written form to the Faculty Association, and shall be adopted when the favorable vote cast equals or exceeds a majority of the entire Faculty Association.