MADERA/OAKHURST FACULTY ASSOCIATION

**Constitution and By-Laws**

\*Unless otherwise specified that all officers referred to hereafter are officers of the Madera/Oakhurst Faculty Association as noted in Article V.

**CONSTITUTION**

***Article I – Name***

Section 1. The name of this organization shall be the Madera/Oakhurst Faculty Association, hereafter referred to as the Association.

Section 2. The name of the working group of the Association, composed of members from each division as specified in Article I of the By-Laws, shall be the Faculty Council.

Section 3. The name of the collective elected officers of the Association shall be the Executive Council.

***Article II – Purpose***

Section 1. The purpose of the Association shall be to represent faculty as a vital element of a system of shared governance with regard to academic and professional matters, as specified in Section 70901 of the Education Code, under the auspices of the Reedley College Academic Senate.

Section 2. The Association or its representative shall consult collegially with campus administrators and the President of Reedley College or designee, not in conflict with the Reedley Academic Senate.

Section 3. The Association shall not interfere with or otherwise become involved with any matter that is subject to collective bargaining, under the conditions specified in the Education Employment Relations Act.

***Article III – Membership***

Section 1. Membership in the Association shall automatically be conferred on all faculty whose principal employment is at any of the campuses that comprise the Madera Center and Oakhurst Campus.

Section 2. “Principal Employment” shall be interpreted as at least sixty percent (60%) of the employee’s contract load at the Madera Center and/or Oakhurst Campus.

Section 3. For the purpose of membership, teaching faculty, librarians, counselors, nurses, and any other employees on the full-time Certificated Staff Salary Schedule, but who do not have management positions, shall be recognized as faculty.

Section 4. Any faculty may decline membership in the Association by stating so in a written letter to the Secretary of the Association.

***Article IV – Dues and Donations***

Section 1. There shall be no dues.

Section 2. Donations may be accepted by the President, with the approval of the Executive Council.

***Article V – Officers***

Section 1. The officers of the Association shall be the President, President-Elect, Secretary, and, after the first year of operation, Past President.

Section 2. The officers of the Association shall comprise the Executive Council.

***Article VI – Duties of Officers***

Section 1. President – The president of the Association shall be the spokesperson for the Association, unless she or he designates otherwise.

 A. The president shall preside over all general faculty association meetings, meetings of the Faculty Council, and meetings of the Executive Council.

 B. The president shall call all meetings on a regular basis, but at least twice during the fall semester and twice during the spring semester.

 C. The president may invite the President of Reedley College (or designee) to meetings of the Faculty Council each year.

 D. The president may invite an SCCCD board member to meetings of the Faculty Council each year.

 D. The president, with the approval of the Faculty Council, shall make all faculty appointments to all Faculty Association committees.

 E. The president shall be responsible for all regular business conducted by

 the Association.

 F. The president may appoint a temporary treasurer if needed.

Section 2. President-Elect – The president-elect shall assist the president in carrying out the business of the Association.

 A. The president-elect shall assist the president in developing an agenda for all general faculty meetings, meetings of the Faculty Council, and Executive Council meetings.

 B. The president-elect shall develop a list of nominees for the election ballot, distribute a secret ballot to the members of the Association or division (as appropriate), count returned ballots, and report the results to the Faculty Council.

 C. The president-elect shall fulfill the role of president if the president is unable to discharge her or his duties.

 D. The president-elect shall succeed the president at the expiration of the president’s term of office.

Section 3. Secretary – The secretary shall be the archivist for the Association.

 A. The secretary shall take a roll call to determine the presence of a quorum.

 B. The secretary shall oversee the taking of minutes for meetings of the general faculty, Faculty Council meetings, and meetings of the Executive Council.

 C. The secretary shall be responsible for the permanent storage of all minutes and official documents of the Association.

 D. The secretary shall oversee the distribution of all minutes to each member of the Association and all adjunct faculty who have a mailbox or other point of delivery on each of the campuses in Madera and Oakhurst.

 E. The secretary shall receive all mail that is addressed to the Association in general and shall respond with the approval of the Executive Council.

 F. The secretary shall convey all congratulatory or condolence messages, as appropriate, on behalf of the Association.

 G. If the secretary is removed from office or cannot discharge the duties of the office, the president shall appoint a replacement for the remainder of the term, with the approval of the Executive Committee.

 H. If needed per the request of the president, the secretary shall be responsible for all disbursements of money on behalf of the Association up to a maximum of $50.00.

Section 4. Past President – The past president shall provide continuity to the ongoing business of the Association.

 A. The past president shall give advice and counsel to the elected officers.

 B. The past president shall assist the secretary in maintaining the archives of the Association.

***Article VII – Term of Office***

Section 1. The president shall serve for one full year, beginning the first day of the spring semester.

Section 2. The president-elect shall serve for one full year, beginning the first day of the spring semester.

Section 3. The secretary shall serve for one full year, beginning the first day of the spring semester, and the secretary may stand for reelection for the term immediately following her or his term of office and for any subsequent years.

Section 4. The past president shall serve for one full calendar year, beginning with the first day after her or his term of office has expired.

***Article VIII – Amendments***

Section 1. Amendments to this constitution may be proposed by the Executive Council or by a member of the Faculty Council who has submitted a petition as specified in the By-Laws.

Section 2. Proposed amendments shall be submitted to all members of the Association for approval or rejection by secret ballot, distributed, and collected by the president-elect. Substantive changes will be submitted to the Reedley College Academic Senate for review and comment.

Section 3. Amendments shall be approved only when they receive a two-thirds majority of votes submitted on time. Blank ballots are not counted as a vote submitted on time.

***Article IX – Recall***

Section 1. Any officer of the Association may be recalled from office by a majority vote of the Association.

Section 2. A member of the Faculty Council may be recalled from office by a majority vote of her or his constituency.

Section 3. Any seat that has become vacant due to a recall action shall be filled by presidential appointment, with consent of the Executive Council, preferably before the next meeting of the Faculty Council.

Section 4. If the president is recalled from office, she or he shall be succeeded by the president-elect.

***Article X – Referendum***

Section 1. Any article or subset of an article in this constitution may be submitted to all members of the Association for referendum by the Executive Council or by any member of the Faculty Council who has submitted a petition as specified in the By-Laws.

Section 2. The referendum motion shall be submitted to all members of the Association for approval or rejection by secret ballot, distributed and collected by the president-elect.

Section 3. Referendum shall be approved only when it receives a two-thirds majority of votes submitted on time. Blank ballots are not counted as a vote submitted on time.

***Article XI – Ratification***

Section 1. This Constitution and its By-Laws shall be reproduced and distributed to all potential members of the Association.

Section 2. Ratification shall be conducted by secret ballot, distributed and collected by the president-elect.

Section 3. This Constitution and its By-Laws shall be approved only by a two-thirds majority of votes cast. Blank ballots are not counted.

Section 4. In accordance with the Brown Act and agenda requirements, meeting time and agenda will be announced 48 hours in advance.

**BY-LAWS**

Article I – Faculty Council

Section 1. The Faculty Council shall consist of at least one council member of each division from the Madera Center/Oakhurst Campus.

Section 2. A division consists of all members at Madera and Oakhurst campuses, whose primary assignments (sixty percent of load or more) are within the division.

Section 3. Any division that has more than ten full-time members shall have two council members.

Section 4. Only those full-time faculty whose principal load is in a division shall have the right to vote for the division’s council member. In the case of a faculty member having a 50/50 split division assignment, said faculty member must designate his/her primary division for voting and representation purposes.

Section 5. Any variation from Article I, Section 4, shall be settled by a majority vote of the Executive Council.

Section 6. Until there is full-time faculty at the Oakhurst Center, there shall be one member to represent the Oakhurst Center, voted into office by a majority of faculty, using the formula stated in Article I, Sections 1 through 5. Faculty member designated must teach at least one course per year at Oakhurst Center.

***Article II – Executive Council***

Section 1. The Executive Council shall be comprised of all elected officers: president, president-elect, secretary, and past president.

Section 2. The Executive Council shall assist the president in creating the agenda for all meetings.

Section 3. The Executive Council shall approve/disapprove all donations to the Association.

Section 4. The Executive Council shall approve all expenditures in excess of $50.00.

***Article III – Nominations and Elections***

Section 1. Any member of the Association may be nominated by any other member of the Association or by herself or himself for any office.

Section 2. Any member of a division may be nominated by any other member of the same division or by herself or himself for a seat on the Faculty Council.

Section 3. The nominations and elections process shall begin no later than one month before the last day of fall term.

Section 4. Nominees for any office of the Association shall be elected by a majority of votes cast by the Association. Blank ballots are not counted.

Section 5. Nominees for a seat on the Faculty Council shall beelected by a majority of votes cast by her or his division, but the election shall be supervised by the president-elect of the Association.

Section 6. In the event that no nominee receives a majority vote, a run-off election shall be held between the two nominees who receive the most votes. Blank ballots are not counted.

Section 7. The president of the Association may appoint an ad hoc Nominations Committee to assure that nominees are willing to run for office.

Section 8. If any situation arises that does not conform to Sections 1 through 7 of this article, the matter shall be settled by a majority of votes cast by the Executive Council.

***Article IV – Quorum***

Section 1. A quorum of the Faculty Council shall be declared when a majority of the full membership of the Faculty Council is present.

Section 2. Business may be discussed in the absence of a quorum, but no official action shall be taken on behalf of the Association.

***Article V – Parliamentary Procedure***

Section 1. All meetings shall be run according to the rules of parliamentary procedure as stipulated in Robert’s Rules of Order.

Section 2. At her or his discretion, the president may appoint a member of the Faculty Council to act as parliamentarian.

Section 3. Should a parliamentarian be appointed, that person may become a member of the Executive Council at the discretion of the president.

***Article VI – Standing Committees***

Section 1. The faculty members of all standing committees of the Association shall be appointed by the president, with the approval of the Faculty Council. The committees listed below may be formed at the discretion of the Faculty Council. Additional standing committees may be formed at the discretion of the Faculty Council.

 A. Committee on Shared Governance: This committee shall monitor and report to the Faculty Council on matters relating to the shared governance model, as stated in Section 70901 of the State Education Code.

 B. Public Relations Committee: This committee shall act as goodwill ambassadors with elected representatives, heads of agencies, and other people who are significantly involved in the development of the Madera and Oakhurst geographical areas, inviting individual members or groups to visit the campuses of the in order to promote good will and understanding between and among the various groups.

 C. Site Improvement Committee: This committee shall work with administration to seek continual improvement of the buildings, grounds, and working conditions of the various campuses, so long as such improvements do not abrogate the scope of collective bargaining.

 D. Library Liaison Committee: This committee shall work with the libraries of the Madera Center and Oakhurst Campus and libraries of local communities to support the activities, acquisitions, and culling processes of the various libraries with the needs of each campus. This committee shall keep the faculty informed of the status and activities of campus and public libraries through regular reports to the Faculty Council.

 E. Curriculum Study Committee: This committee shall act as a resource guide to help faculty understand the curriculum development process, including the writing of curricula, and will study curriculum procedures of several campuses to find the best practices.

 F. Faculty Orientation Committee: This committee shall help facilitate the orientation of new faculty to the policies and procedures in effect at the Madera Center and Oakhurst Campus.

 G. Staff Development Committee: This committee shall work with administration in producing guidelines for staff development, including the approval/disapproval of staff development projects.

 H. Technology Advisory Committee: This committee shall review and make recommendations regarding facilities, equipment, infrastructure planning, software acquisition, training, and other relevant matters.

 I. Scholarship Committee: This committee shall develop criteria for scholarships and shall act as the selection committee for any scholarships that may be offered by the Association or any organization or person who requests the assistance of the committee in order to award student scholarships.

Section 2. Standing Committees of the Association shall make recommendations to the Faculty Council or the Executive Council, but they shall take no action without approval from the Faculty Council or its designee.

Section 3. Term of office on all standing committees shall be one year, commencing on the day after the spring graduation ceremony.

Section 4. Members of standing committees may be reappointed annually.

***Article VII – Ad Hoc Committees***

Section 1. Ad hoc committees shall be appointed by the president as need arises for committees to investigate, explore, or make recommendations about specific issues.

Section 2. All faculty members of ad hoc committees shall be appointed by the president, with the approval of the Faculty Council.

Section 3. Members of ad hoc committees shall report directly to the Faculty Council.

Section 4. No ad hoc committee shall take any action without approval from the Faculty Council.

***Article VIII – Jurisdiction of Standing and Ad Hoc Committees***

Section 1. In accordance with Title 5, Section 53203 of the California Administrative Code, Standing and Ad Hoc Committees of the Association shall be limited in jurisdiction to topics of academic and professional mattersthat may be subject to collegial consultation between the Association and the college administration, through the purview of the Reedley College Academic Senate.

Section 2. Madera/Oakhurst Faculty Association Members shall study policy and participate in planning with regard to standing and ad hoc committees of the Reedley Academic Senate. Such committees may be formed and shall address:

 A. Curriculum, including establishing prerequisites, articulating courses with other colleges, and placing courses within disciplines;

 B. Degree and certificate requirements, including matriculation;

 C. Grading policies;

 D. Educational program development;

 E. Standards or policies regarding student preparation and success;

 F. Faculty roles and involvement in accreditation processes, including self study and annual reports;

 G. Processes for program review;

 H. Processes for institutional planning and budget development.

Section 3. Madera/Oakhurst Standing and Ad Hoc Committees shall study policy

 and how plans are implemented with regard to:

 A. Madera/Oakhurst governance structures, as related to faculty roles;

 B. Policies for faculty professional development activities;

 C. Any other Madera/Oakhurst policy, procedure, or related matter that will have a significant effect on students;

D. Technology, including facilities, equipment, infrastructure planning, software acquisition, training, and related matters;

 E. Solicitation of funds for scholarships, the operation of an Association office, and any other matters that are within the purview of the Association;

F. Any other Madera/Oakhurst policy, procedure, or related matter that will have a significant effect on students;

***Article IX – Amendments***

Section 1. Amendments to the Constitution or By-Laws shall be proposed by the Executive Council or by any member of Faculty Council who presents a petition to the secretary of the Association signed by at least five members of the Association. Substantive changes will be forwarded to the Reedley College Academic Senate for review and comment.

Section 2. Amendments to the Constitution shall require approval by two-thirds of the Association who cast ballots. Blank ballots shall not be counted.

Section 3. Amendments to the By-Laws shall require a majority of votes cast by the Faculty Council. Blank ballots shall not be counted.

***Article X – Ratification and Referendum***

Section 1. The same rules that apply to the ratification or referendum of articles and sections of the Constitution apply to the By-Laws.

Section 2. Any issue(s) not covered by this Constitution and these By-Laws or that are unclear or subject to interpretation shall be settled by a majority vote of the Executive Council.

***Article XI – Initiating Procedures***

Section 1. It shall be the responsibility of the ad hoc committee to oversee the ratification process for this Constitution and these By-Laws.

Section 2. Upon ratification, the ad hoc committee shall distribute nomination ballots, set a reasonable time line for the election of permanent officers, and conduct the first elections.

Section 3. For the first year only, officers shall serve from the determination of election results until the last day of fall term.

Section 4. After the first official election of officers, Article XI of these By-Laws shall be nullified.