HONOLULU COMMUNITY COLLEGE
FACULTY SENATE CONSTITUTION

PREAMBLE
The Honolulu Community College Senate is established to provide the Faculty with a formal voice in the development and maintenance of campus academic policy, and to provide a means for improved communication among the faculty, administration, students, and community. As such, it shall advise administration on all matters relating to the provision, preservation, and improvement of quality education at the College.

ARTICLE I: AUTHORITY
Section 1
The authority of the Faculty Senate originates with the professional involvement of the Faculty in the educational objectives and operations of the College. As per Board of Regents’ Policy on Faculty involvement in Academic Decision Making, the faculty has primary responsibility for such fundamental academic areas as curriculum content, subject matter, and methods of instruction and research. On these matters the power of review and concurrence or final decision lodged in the Board of Regents or delegated to administrative officers should be exercised adversely only in exceptional circumstances and for reasons communicated to the faculty.

Section 2
This constitution shall take effect upon a majority vote of ballots cast by the Faculty Senate and upon approval by the Chancellor.

Section 3
Each action of the Faculty under this constitution shall be consistent with such policy and directives as the Board of Regents may prescribe. If there is any conflict, the Chancellor shall notify the Faculty of the conflict and initiate consultation to resolve the problem.

ARTICLE II: PURPOSE & FUNCTION OF THE SENATE
Section 1
The Faculty has primary responsibility within the College for such fundamental academic areas as curriculum content, subject matter, and methods of instruction and research. The Senate and its Executive Committee shall have the responsibility to speak for faculty on such campus policy matters and the following:

- Initiation, review, and evaluation of proposed or authorized instructional, research, academic, and community services programs;
- Budget planning and implementation;
- Student-faculty relations;
- Evaluation of faculty, campus academics, and administrators;
- Improvement and establishment of a canon of professional ethics and an effective means of professional maintenance of such ethics; and
• Such other academic matters as may be deemed by its members as appropriate to its role or as may be referred to it by the Chancellor.

Section 2
The Senate shall establish the necessary rules and procedures for the fulfillment of its responsibilities in representing the Faculty.

ARTICLE III: MEMBERSHIP OF THE SENATE AND FACULTY SENATE EXECUTIVE COMMITTEE (FSEC)
The Senate (hereinafter called the Senate) shall consist of all members of the College faculty. The members of the Faculty Senate Executive Committee (FSEC) are elected to represent specific constituents from the Senate.

ARTICLE IV: SENATE MEETINGS
Section 1
The Senate may hold meetings after notice is given to Senate members. If necessary, Senate meetings will be convened at the discretion of the Co-Chairs of the Faculty Senate Executive Committee immediately following the general faculty meeting at the beginning of each semester.

Section 2
The Faculty Senate Executive Committee may call for extraordinary meetings of the Senate. In addition, a petition to the Faculty Senate Executive Committee by ten percent of the Senate shall initiate a Senate meeting.

Section 3
Meetings of the Senate shall be chaired by the Co-Chairs of the Faculty Senate Executive Committee and shall proceed in accordance with Robert’s Rules of Order. If these rules of order conflict with the Faculty Constitution, then the Faculty Constitution will prevail.

Section 4
A quorum of the Senate shall be fifty percent of the members. Business at meetings of the Senate shall be limited to those matters raised in the notice of the meeting and meeting minutes will be posted on the intranet.

ARTICLE V: FACULTY SENATE EXECUTIVE COMMITTEE
Statement of Purpose and Responsibility
The Faculty Senate Executive Committee (FSEC) represents the interests of the Senate, which comprises all College Faculty at Honolulu Community College (hereinafter referred to as the Faculty). The FSEC is concerned with policy, operations, problems, and issues that have College and University of Hawai‘i System-wide importance, and participates in discussion of College-wide policies and procedures.
The FSEC is committed to the mission of the College and to the shared governance that ensures that all campus components are involved in decision-making.

The FSEC shall have the responsibility to speak for the Faculty on the following matters:
- Initiation, review and evaluation of proposed or authorized instructional, research, academic and community services programs;
- Budget planning and implementation;
- Student-Faculty relations;
- Policy for the evaluation of Faculty, campus academics and administrators;
- Establishment and improvement of professional ethics and an effective means to maintain such ethics;
- Discussion and resolution of such other academic matters as may be deemed by its members as appropriate to its role or as may be referred to it by the Chancellor.

The FSEC shall have the responsibility to:
- Maintain vigilance over campus affairs integral to the provision, preservation, and improvement of quality education by serving in an advisory capacity to the administration;
- Inquire into any matter of an educational or administrative nature that has implications for the academic function of the College, and to make recommendations concerning such matters to the administration;
- Provide a means for improved communication among the Faculty, administration, students and community;
- Establish procedures and form special committees when needed to review the various functions of the College and any matter affecting the welfare of the College;
- Remain informed about every aspect of campus life, keeping its constituency informed and apprised of existing and potential issues about which the Faculty may want to deliberate and decide;
- Elect representatives to serve on the Planning Council or other committees as needed.

Section 1: Authority
The FSEC shall have full power and authority to represent the Senate except where its acts conflict with decisions of the Senate. The FSEC shall establish its own sub-committees or otherwise carry on inquiries and investigations on matters initiated by or referred to the Senate. Members of the FSEC may be recalled by a process detailed in the FSEC Charter.

Section 2: Election of FSEC Officers
The FSEC shall elect from its ranks a Campus Chairperson and a System Chairperson. Each Chairperson is a voting member. However, the Campus Chairperson and System Chairperson positions may be consolidated at the discretion of the FSEC. If the FSEC elects a Campus Chairperson and a System Chairperson, they will share the assigned time set aside for the management of the affairs of the Senate.
Section 3: FSEC Rules
The Faculty Senate Executive Committee of Honolulu Community College will conduct business according to Robert’s Rules of Order. If these rules of order conflict with the Charter, then the FSEC Charter will prevail.

ARTICLE VI: COMMITTEES
Section 1: Committee Membership
All members of the Senate are eligible for membership on Senate Committees and Campus Committees. Senate Committees are ad hoc committees convened for a specific task or purpose by the FSEC. Campus Committees are the standing committees of the College which require faculty representation.

Section 2: Senate Committees
Senate Committees shall be determined as the need arises with the FSEC determining the nature and composition of such committees.

Section 3: Campus Committees
Campus Committees are listed in the FSEC Charter.
The membership of the Committee on Programs and Curricula will be determined by joint consultation between the FSEC Campus Chairperson and the Chair of the Committee on Programs and Curricula. The membership of the Committee on Student Affairs will be determined by joint consultation between the FSEC Campus Chairperson and the Dean of Students. The membership of the Division Curriculum Committees and Division Personnel Committees will be determined by plurality ballot of the faculty in each Division. The Committee on Committees shall recommend to the FSEC faculty representatives for appointment on the other Campus Committees. The Chairperson of each Campus Committee shall act as a liaison between the committees and the FSEC and will submit a brief Committee Report to the FSEC at the end of each academic year. The FSEC shall recommend to the Chancellor faculty members for appointment on all other campus-wide committees that require faculty representation.

Section 4: Notice of Committee Elections
Notice of the committee elections results will be distributed to the Faculty by the beginning of April.

ARTICLE VII: CHAIRS’ END-OF-YEAR REPORT
Both the Campus Chairperson and the System Chairperson will submit end-of-year reports to the general faculty.

ARTICLE VIII: TRANSMITTAL OF RECOMMENDATIONS
Recommendations of the Senate shall be transmitted to the Chancellor of the College by the FSEC Campus Chairperson. The Chancellor shall inform the FSEC of actions with regard to
recommendations submitted by the FSEC. Notice of such actions shall be given to the Faculty via FSEC meeting minutes or any method the FSEC chooses to disseminate information.

ARTICLE IX: REVISION AND AMENDMENT

Section 1
Any member of the Senate may recommend revision to the Senate Constitution. Proposed revisions shall be distributed by the FSEC for review and approval. If the FSEC approves the proposed revision, then the Senate shall vote on the proposed revisions. Senate approval shall occur with a majority of ballots cast.

Section 2
Proposed revisions to the Constitution shall be transmitted to the Chancellor of the College and to the Vice President of the Community Colleges for approval.