

Bylaws of Faculties
Cesar Chavez Center for Interdisciplinary Instruction
in
Chicana/o Studies

Part 1. Functions

1. The Faculty of the Cesar Chavez Center for Interdisciplinary Instruction in Chicana/o Studies (CCC) shall conduct the governance of the CCC in accordance with all applicable rules of the Academic Senate of the University of California.

Part II. Membership

2. Membership in the Faculty of the CCC is defined by Divisional Bylaws 50(A) and 184 and include ladder rank (UCLA Academic Senate members), 100% core appointments and faculty who hold joint appointments (0- 100%) with the CCC.

Part III. Officers

3. The officers of the Faculty shall consist of a Chair which will be elected every two years, according to procedures prescribed in Divisional Bylaw 150 and Senate Bylaws 180-184. The Chair shall serve a two-year term beginning July 1. In the event of an early leave (e.g., resignation, leave, sabbatical, and the like), a new chair will be elected to finish the term under which the old Chair occupied. In instances when the Chair is unavailable to perform departmental activities (out of town, sick, etc.) the Chair will appoint an Acting Chair.

4. Administrative officers, lecturers, visiting professors, or non-UCLA Academic Senate members of the CCC cannot serve as officers of the Faculty and cannot vote on matters of academic personnel.

Part IV. Meetings

5. The Faculty of the CCC shall meet at least once quarterly and when necessary after a call by the Chair of the Faculty with a minimum of one day notice prior to the meeting. The agenda shall include all matters delivered to the Chair not less than five days prior to the meeting. Matters of business not included on said written agenda will not be considered at the meeting over the objection of two members present. The agenda of regular meetings shall include the following:

(A) Consideration of the Minutes of the preceding Faculty meeting;

(B) Announcements by the Chair, individual faculty members, Administrative officers, and Students;

(C) Reports of committees;

(D) Petitions of students;

(E) New business

(F) Old business.

6. Special meetings of the Faculty may be held at other times with at least three instructional days notice:

(A) After a call to meeting by the Chair of the Faculty, or

(B) A written request for a meeting signed by at least three voting members of the Faculty, and the meeting must be scheduled to take place within five instructional days of receipt of the request. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.

7. Other instructional officers, including Lecturers, Visiting Professors, and other non-UCLA Academic Senate Faculty may be invited to attend Faculty meetings and receive the courtesy of the floor.

8. The Chair shall preside at all meetings of the Faculty or may assign a member of the Faculty to preside over the meeting .

9. *Merriam Webster's Rules of Order* (current edition) shall govern Faculty meetings in all instances not covered by the Bylaws.

Part V. Quorum

10. One half of those entitled to vote and present at faculty meetings shall constitute a quorum.

Part VI. Voting

11. Voting is limited to members of the Academic Senate. Faculty who are A) members of the Academic Senate, B) have permanent appointments, and C) have not waived their right to review in the Chavez Center may vote on all matters before the CCC. Except as provided in this Part, all Faculty eligible to vote may vote on academic personnel matters, including promotion and tenure. Voting is by secret ballot only when requested by a voting member.

Part VII. Committees

12. The Chair of the CCC faculty is an *ex officio* member of all committees with the right to vote.

13. Executive Committee

- (A) The Chair of the Faculty shall serve as Chair of the Executive Committee.
- (B) The Executive Committee shall consist of four members of the Faculty and a Student Representative.
- (C) Faculty Members shall be elected by the CCC Faculty. All Faculty who are members of the UCLA Academic Senate are eligible for membership on the Executive Committee. The term of elected members shall be one year, beginning July 1.
- (D) The Student representative of The Faculty Executive Committee shall be elected by the student members of the CCC (declared Majors and Specializations).
- (E) The Faculty Executive Committee shall meet at the call of the Chair, or at the written request of a majority of its membership.
- (F) Quorum. A quorum of the Faculty Executive Committee shall consist of three members or three-fourths of the Committee.
- (G) All substantive matters considered by the Executive Committee shall be submitted to the Faculty for vote.
- (H) The Faculty Executive Committee has exclusive authority to recommend to the Chancellor or the appropriate personnel salaries for academic personnel with respect to initial appointment and subsequent advancement.
- (I) The Faculty Executive Committee has general jurisdiction over the curricula and conduct of instruction and requirements for degrees as provided in Divisional Bylaw 50(D)(5).
- (J) In addition, the Faculty Executive Committee will provide advice, counsel, and recommendations to the Faculty and/or the Chair as appropriate on all matters of significance including, but not limited to:
 - 1 . Budgetary matters, including but not limited to, the distribution and allocation of space and resources necessary to achieve academic goals.
 - 2. The allocation of FTEs, authorization to recruit, and the appointment of search committees.
 - 3. The adoption, modification, or elimination of degree programs.
 - 4. The appointment of Chairs, academic and research unit chairs, and other administrative appointments involving faculty activities.
 - 5. Receive reports from the Standing Committees of the Faculty.

6. Implement rules and regulations prescribed by the Faculty and Student Representatives.
7. Create a Standing Committee or other Committees as deemed necessary to undertake CCC business.
8. Other matters deemed appropriate for discussion by the Committee.

14. Standing Committees of the CCC

- (A) The Chairs and the members of the Standing Committees established herein shall be appointed by the members of the Executive Committee.
- (B) In addition to Faculty, each Standing Committee will include one Student Representative.
- (C) All Standing Committees of the Faculty will be appointed each year prior to July 1 to serve a term of one year from July 1.
- (D) Each Standing Committee may appoint such subcommittee as it deems necessary to conduct its business.
- (E) Standing Committees shall submit written reports to the Executive Committee at least once quarterly.
- (F) The Chair of the Faculty or by vote of the Faculty has authority to create additional Standing Committees. Members in such committees shall be appointed by the Executive Committee

15. Curriculum and Admissions Committee

- (A) This Committee shall consist of at least two faculty members in addition to one Student Representative.
 - (B) The primary responsibility of this Committee is to evaluate programs and educational objectives, and to recommend to the Faculty Executive Committee changes in the curriculum. In addition, matters of student admission to the undergraduate program will be administered in this committee. Issues of confidentiality (i.e., student records) may prevent Student representation.

16. Community Relations and Development Committee

- (A) This Committee shall consist of two faculty members and a Student Representative.
- (B) The responsibility of this Committee is to develop and coordinate outreach programs, address public relation matters, and formulate plans for the expansion of the CCC.

Part V111. Students

17. Students will be represented in all standing committees and will be allowed to vote on all matters in accordance with all applicable rules of the Academic Senate of the University of California. Student voice will be encouraged and their vote will be taken seriously, discussed, and recorded alongside other voting members of the Faculty and Standing Committees. In personnel cases (promotion and tenure), students will not be allowed to vote. In instances of hiring, students will be allowed to review, discuss, and vote on faculty hiring. However, in accordance with Academic Senate Bylaws, their vote will be advisory.
18. Student representatives to all Standing Committees of the CCC shall be elected on an annual basis in a duly constituted election by the student members of the CCC (declared Majors and Specializations). In the absence of such an election, Student Representatives shall be selected by the Faculty of the Center. Student members shall be excluded from meetings, or portions of meetings, when personnel actions are considered. At present, there are three Standing Committees requiring 3 Student Representatives. As the CCC grows and additional Standing Committees are formed, student representation will also grow.

Part IX. Amendment of Bylaws

19. The Bylaws may be amended to at any regular or special meeting by a two-thirds vote of all voting members present, provided that written notice of amendment shall have been sent to each member of the Faculty at least five days previous to the meeting at which the amendment is to be proposed
20. No amendment inconsistent or in contradiction with legislation of the Academic Senate shall be made.
21. Not less than five days prior to any regular or special meeting at which addition to, amendment of, or deletion of any portion of the Bylaws is considered, the Chair shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.

Approved and signed on

Camille Guerin-Gonzales

Judith F. Baca

Abel Valenzuela, Jr.

Alicia Gaspar de Alba

Otto Santa Ana