

SAN DIEGO MESA COLLEGE
CLASSIFIED SENATE

BYLAWS

I. NAME

The name of this organization shall be the Classified Senate of San Diego Mesa College.

II. PURPOSE

The Classified Senate shall represent all classified employees of San Diego Mesa College within the shared governance structure and decision-making process of the College. The purpose includes, but is not limited to the following:

A. To represent the issues and concerns of classified employees in all aspects of governance and decision-making on matters that are not related to collective bargaining and contract negotiations.

B. To support the professionalism of classified employees.

C. To encourage individual leadership, contribution, and development among the members of classified employees.

D. To make informed classified employees available for decision-making within the democratic processes of Mesa College and the San Diego Community College District.

E. To provide a centralized method of communicating between classified employees and other areas of the College.

F. To collect and disseminate information of interest to classified employees.

G. To represent the interest of the classified staff in all matters before any policy making committee or governing body of the College.

III. MEMBERSHIP OF CLASSIFIED SENATE

The San Diego Mesa College Classified Senate shall consist of all classified employees. The voting members of the Senate shall be the Executive officers and elected Senators.

Two (2) Senators shall be elected from each of the following areas:

Administration (including President's Office)
Instruction
Student Services

The above list of representational areas may be adjusted as needed. (See election Committee section).

In the event a representational area contains an Executive Council member, the area may decide to select that employee as their Senator.

IV. DUES

A. The Senate may call upon its members for payment of dues; however, dues are not to be considered a condition of eligibility for membership in the Senate.

B. Collection of dues may be accomplished by an annual written reminder.

C. The Senate shall establish, by vote of the Senators present at its first meeting in July, the amount for voluntary dues.

V. DUTIES AND RESPONSIBILITIES

A. Duties include but are not limited to:

The Senate shall be included in all appropriate committees, councils, advisory groups and other structures in order to participate in the formulation and development of matters which impact classified employees.

B. Responsibilities include but are not limited to:

1. Requesting, collecting and disseminating information of interest to classified employees.
2. Considering all non-bargaining issues and policies affecting classified employees.
3. Selecting a classified employee to appear before the Board of Trustees to express the Senate's views.

VI. ELECTORATE

- A. All Senators shall serve for a term of one (1) year beginning July 1 and ending June 30 the following calendar year, or part thereof if elected mid-term.
- B. Two Senators shall be elected from each representational area as defined in Section III of these bylaws. Newly elected Senators shall be seated July 1.
- C. The Senate President may declare vacant the seat of any Senator who is unable to complete the term of office, or who is absent for three consecutive meetings without sending a substitute, or who becomes ineligible to hold membership in the Senate.
- D. Senators who cannot attend a meeting shall be represented by another classified employee from the same area. The designee will have full rights and privileges of a Senator during that Senate meeting. The Senator shall provide the designee's name to the Senate president and/or secretary in writing and before the meeting begins.
- E. Senators shall attend all regular and special meetings of the Senate. All Senators shall be eligible for and should anticipate appointment to at least one District, College of Classified Senate standing or ad hoc committee per academic year.
- F. Senators shall be the communicator between the Senate and their representational areas.

VII. EXECUTIVE COUNCIL - SENATE OFFICERS

The Executive Council shall consider such matters that fall within the jurisdiction of the Senate and present them to the Senate.

A. The Executive Council shall consist of the President, Vice President, Secretary, Treasurer and Member-at-Large.

B. All permanent contract staff who have passed probation are eligible to run for any office).

C. No person may hold more than one elected position on the Executive Council at the same time.

D. Executive Council members may be elected two consecutive terms in the same office.

E. If the office of the President becomes vacant, it shall be assumed by the Vice President. In the event that the Vice President is unable to accept the position, a special election shall be held.

F. If vacancies occur in executive positions other than the Presidency a special election shall be held.

G. In the event of a vote of no confidence in an executive officer, the Executive Council shall call a special meeting of the Senate, to be held within 30 days, to address the issue.

VIII. ELECTION OF SENATE OFFICERS

A. During the first week of April, the Committee on Elections shall place a call for nominations for the open Executive Officer positions to classified employees.

B. The Committee on Elections shall consider all names submitted to it and shall verify eligibility and willingness of the nominees to serve.

C. Election of the Executive Officers will take place during the first week in May.

D. The Committee on Elections shall prepare ballots and conduct the election according to procedures which it may establish.

E. Election results shall be reported at once to the Executive Council, who shall immediately publish them to all classified employees and appropriate administrative offices. The Executive Council shall cause them to become part of the records of the Senate.

F. If a special election is required, the Committee on Elections shall convene to conduct the special election.

IX. SENATE OFFICERS RESPONSIBILITIES

A. The President shall:

1. Serve for a two year term
2. Prepare the agenda and preside over all Senate meetings.
3. Attend all President's Cabinet and District Executive Council meetings or assign a designee to attend.
4. Be responsible for maintaining lines of communication with **all** bargaining units, the Statewide Classified Senate and all other appropriate organizations.

5. Serve as a voting member of the Executive Council.
6. Be responsible for consulting with the Senate, appointing classified employees to represent the Senate on College and District committees and ensuring adequate and equitable rotation on committees.
7. Keep the Senate informed of the status of classified representation on all committees.
8. Perform such other duties as may be specified by the Senate.

B. The Vice President shall:

1. Serve for a two year term.
2. Serve as a voting member of the Executive Council.
3. Act in the absence of the President and assume the office in the event that the President cannot complete his/her term.
4. Be responsible for consulting with the Senate, appointing classified employees to represent the Senate on College and District committees and ensuring adequate and equitable rotation on committees.
5. Keep the Senate informed of the status of classified representation on all committees.

C. The Secretary shall:

1. Serve for a two year term.
2. Serve as a voting member of the Executive Council.
3. Issue calls to meetings, publish agendas, keep appropriate records, and publish minutes of all meetings of the Senate and any general meetings of classified employees.
4. Conduct all routine correspondence pertaining to this office, including advance notification to classified employees of all activities in addition to business meetings.

D. The Treasurer shall:

1. Serve for a two year term.
2. Serve as a voting member of the Executive Council.
3. Collect, deposit, and distribute funds as approved by the Senate.
4. Maintain all fiscal records according to approved accounting practices.
5. Submit a monthly balance statement and a quarterly report to the Senate for approval and inclusion in official Senate records.

E. The Member-at-Large shall:

1. Serve for a two year term.
2. Serve as a voting member of the Executive Council.
3. Represent the Senate, as the Senate may direct.
4. Assist the Senate with all fundraising activities.
5. Serve as the Senate President's designee as needed.

X. MEETINGS

A. Senate meetings shall be held monthly or as needed. The day and time shall be arranged by the incoming Executive Council.

B. The Senate considers participation in all its activities to be official business.

C. The Senate may call general classified employee meetings to discuss issues, when necessary.

D. Official meetings of the Senate shall consist of a quorum of one third (1/3) of the voting members present at the meeting.

E. A list of all Senate meetings shall be made public.

F. Decisions shall be made by consensus unless a vote is called for by a voting member of the Senate.

G. Official minutes of each Senate meeting shall be kept and distributed to all classified employees.

H. Quorum - A quorum shall consist of a simple majority of voting members for Classified Senate meetings. In the absence of a quorum, items may be discussed but no official actions may be taken.

XI. COMMITTEES

A. Classified employee's membership on all Senate and shared governance committees shall be by open recruitment from the entire classified population.

B. Any change in classified employee membership on any committee shall be immediately reported to the Vice President.

C. The Senate shall establish permanent, and when appropriate, ad hoc committees to assist in the development and implementation of policies and procedures relating to classified employees and to the operation and educational matters of the College.

D. Standing committees shall be established by the Senate. Such committees shall be formed for special purposes and shall be of short duration. Reports of committee meetings shall be given at each Senate meeting.

E. Ad hoc committees may be established by the Senate. Such committees shall be formed for special purposes and shall be of short duration. Reports of committee meetings shall be given at each Senate meeting.

F. Ad hoc committees can be dissolved by the approval of the Senate upon the completion of its assignment.

XII. ELECTIONS

The Committee on Elections shall:

A. Consist of five (5) members recruited by the Executive Council, at least one of whom shall be chosen from current Senators.

B. Select its Chairperson from the membership.

C. Be responsible for the elections of the Executive Officer Positions.

D. Resolve cases of doubt as to eligibility for election to any office, membership in the Senate, or membership status in the electorate.

E. Issue a second call for nominations in cases where only one qualified nominee has been determined.

F. Be responsible for filling Senate vacancies, following the procedures set forth in these bylaws.

G. If requested, administer an election using secret ballots, and reports the results to the Executive Council or the Senate.

H. Devise procedures, supervise and administer all elections of the Senate.

XIII. AMENDMENTS

A. An amendment to the Bylaws of the Senate may be proposed as new business by any Senator at any regular Senate meeting.

B. Action on proposed amendments shall be taken at the next regular Senate meeting. A two-thirds (2/3) vote of the Senate is necessary for an amendment to be passed.

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