

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 selected Senators.

Each of the following representational areas may select a minimum of one Senator. Representational areas containing 1 - 10 classified employees may select one (1) senator. Representational areas containing 11 - 20 classified employees may select two (2) senators. Representational areas containing 21 - 30 classified employees may select three (3) senators.

Accounting  
Administrative Services (Instructional Offices, Department Clerks)  
Admissions/Veterans

Bookstore  
Cafeteria  
Campus Police/Parking Enforcement  
Computer Lab/Office Information Systems  
Counseling/Testing  
DSPS  
Financial Aid  
Independent Learning Center  
Library/Audio Visual  
Matriculation/Evaluations/Student Employment & Career Center  
Operations/Grounds Keepers  
Physical Education  
Reprographics  
Stockroom  
Student Affairs/EOPS/Health 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. Senators shall be selected for a one year term.

- B. Each representational area, as defined in section III of these Bylaws, shall select its representative(s) to the Senate. Newly selected Senators shall be seated in July.
- 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. The Senate Secretary shall notify the representational area upon declaration of vacancy.
- D. A representational area may recall and replace its Senator under guidelines established within the area. The newly selected representative shall complete the remaining original term of office.
- E. 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 designee shall inform the Senate Secretary of the change before the meeting begins.
- F. 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 or Classified Senate standing or ad hoc committee per academic year.
- G. 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 following offices:

- President
- Vice President
- Secretary
- Treasurer
- Immediate Past President
- Member-at-Large
- President-Elect - six month term as a non-voting member during appropriate year.

The President-Elect shall be a six (6) month term commencing on July 1 and terminating December 31 of the appropriate year prior to commence the two year term of President on January 1.

The Immediate Past President office will expire on June 30, 2009.

B. All permanent classified contract staff that have passed probation are eligible to run for any office. Contract staff with probationary status are ineligible for office until permanent status has been achieved.

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 for two consecutive terms in the same office.
- E. In the event 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. In the event vacancies occur in executive positions other than the Presidency and/or the Immediate Past President, a special election shall be held.
- G. In the event the office of the Immediate Past President becomes vacant, it shall remain so until such time as it is filled by an outgoing President.
- H. In the event of a no confidence vote in an executive officer, the Executive Council shall hold a special meeting of the Senate, to be held within 30 days.

#### 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. President shall:
  - 1. Serve for a two year term
  - 2. Prepare the agenda and preside over all Senate meetings.
  - 3. Attend President's Cabinet and District Governance Council meetings or assign a designee to attend. At the Classified Senate President's discretion, attend District Board of Trustee meetings.
  - 4. Be responsible for maintaining lines of communication with (all relevant 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.

A1. President Elect shall:

1. Serve as Classified Senate President-Elect for 6 months (July 1 - December 31) during the appropriate year after being certified the election winner of the position of Classified Senate President by the Classified Senate Election Committee on Elections.
2. Job-shadow the Classified Senate President
3. Attend Classified Executive Council meetings as a non-voting member.
4. Assume the office of Classified Senate President on January 1 of the following year.

B. 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. 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. 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. Immediate Past President shall:

1. Serve for a two year term.
2. Serve as a voting member of the Executive Council.
3. Serve the President and the Senate in an advisory capacity.

(this office will expire on June 30, 2009)

F. 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.

#### 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.

Date of Revision: 5/19/2004

Date of Revision: 7/18/2008