

**SAN DIEGO MESA COLLEGE
CLASSIFIED SENATE**

BYLAWS

I. CONSTITUTION

- 1.1 All matters not covered in these bylaws and those matters requiring further interpretation or elaboration shall be referred to the Constitution.

II. DUTIES AND RESPONSIBILITIES THE SENATE

- 2.1 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 professionals.

- 2.1 Responsibilities include but are not limited to:

- a) Requesting, collecting and disseminating information of interest to classified professionals.
- b) Considering all non-bargaining issues and policies affecting classified professionals.
- c) Selecting classified professionals to appear before the Board of Trustees to express the Senate's views.

III. SENATORS

- 3.1 Senators shall be selected for a two-year term.
- 3.2 Each representational area, as defined in section 3.2(A)(2) of the Constitution, shall select its representative(s) to the Senate. Newly selected Senators shall be seated in July.
- 3.3 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.
- 3.4 If a senator seat becomes vacant under conditions delineated in section 4.3, the vacancy shall be filled by an appointment by the President from among the membership. This is subject to ratification by a majority vote of the voting members defined in Section 3.2(A) of the Constitution.
- 3.5 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.
- 3.6 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.
- 3.7 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.
- 3.8 Senators shall be the communicator between the Senate and their representational areas.

IV. EXECUTIVE COUNCIL

- 4.1 The Executive Council shall consider such matters that fall within the jurisdiction of the Senate and present them to the Senate.
- 4.2 The Executive Council shall consist of the following offices:
 - President
 - Vice President
 - Senate Manager
 - Treasurer
 - Member-at-Large
- 4.3 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.
- 4.4 All Executive Council members shall be selected for a two-year term.
- 4.5 No person may hold more than one elected position on the Executive Council at the same time.
- 4.6 Executive Council members may be elected for two consecutive terms in the same office.
- 4.7 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.
- 4.8 In the event vacancies occur in executive positions other than the Presidency and/or the Immediate Past President, a special election shall be held.
- 4.9 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.

V. ELECTION OF EXECUTIVE COUNCIL AND SENATORS

- 5.1 During the first week of April, the Committee on Elections shall place a call for nominations for the open Executive Officer positions to classified professionals. unless the first week of April is designated by the District as Spring Break. In this case, the call will go out the following week.
- 5.2 The Committee on Elections shall consider all names submitted to it by the last working Monday in the month of April and shall verify eligibility and willingness of the nominees to serve.6.3 Election of the Executive Officers and Senators will take place during the first week in May.
- 5.4 The Committee on Elections shall prepare ballots and conduct the election according to procedures which it may establish.
- 5.5 Election results shall be reported at once to the Executive Council, who shall immediately publish them to all classified professionals and appropriate administrative offices. The Executive Council shall cause them to become part of the records of the Senate.
- 5.6 If a special election is required, the Committee on Elections shall convene to conduct the special election.
- 5.7 Prospective candidates for the position of president must obtain ten signatures of classified members, as defined by Article III of the Constitution, and submit them to the chair of the Committee on Elections by the last working Monday in the month of April.
- 5.8 To ensure orderly and continuous executive representation, the Senate by a 2/3 majority of voting members can appoint an individual or individuals to serve in the position(s) of President and/or Vice President for a period of three months if no candidate(s) can be secured by the last working Monday in the month of April, so that the Senate can recruit potential candidates.

VI. EXECUTIVE COUNCIL RESPONSIBILITIES

6.1 President shall:

- a) Serve for a two-year term.
- b) Prepare the agenda and preside over all Senate meetings or appoint a designee from the Executive Council to do so.
- c) Attend President's Cabinet, District Governance Council, and District Budget meetings or assign a designee to attend. At the Classified Senate President's discretion, attend District Board of Trustee meetings.
- d) Be responsible for maintaining lines of communication with all relevant bargaining units, the Statewide Classified Senate and all other appropriate organizations.
- e) Serve as a voting member of the Executive Council.
- f) Provide direct support to the Executive Council.
- g) Be responsible for consulting with the Senate, appointing classified professionals to represent the Senate on College and District committees and ensuring adequate and equitable rotation on committees.
- h) Keep the Senate informed of the status of classified representation on all committees.
- i) Maintain records, materials, contacts and any other information necessary for ongoing operations, and will provide these items at the end of their term as President to ensure an orderly transition to the next President.
- j) Perform such other duties as may be specified by the Senate.

6.2 Vice President shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Attend President's Cabinet
- d) Act in the absence of the President and assume the office in the event that the President cannot complete his/her term.
- e) Provide direct support to the Executive Council.
- f) Be responsible for consulting with the Senate, appointing classified professionals to represent the Senate on College and District committees and ensuring adequate and equitable rotation on committees.
- g) Keep the Senate informed of the status of classified representation on all committees.

6.3 Senate Manager shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Issue calls to meetings, publish agendas, keep appropriate records, and publish minutes of all meetings of the Senate and any general meetings of classified professionals.
- d) Conduct all routine correspondence pertaining to this office, including advance notification to classified professionals of all activities in addition to business meetings.
- e) Maintain the Classified Senate website or delegate this responsibility to a designee.

6.4 Treasurer shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Collect, deposit, and distribute funds as approved by the Senate.
- d) Maintain all fiscal records according to approved accounting practices.
- e) Submit a monthly balance statement and a quarterly report to the Senate for approval and inclusion in official Senate records.

6.5 Member-at-Large shall:

- a) Serve for a two-year term.
- b) Serve as a voting member of the Executive Council.
- c) Represent the Senate, as the Senate may direct.
- d) Assist the Senate with all fundraising activities.
- e) Serve as the Senate President's designee as needed.

VII. Non-Voting Senate Members

7.1 Immediate Past President:

- a) Immediate Past President services for a sixth month term from July 1 to December 31 immediately following term as President.
- b) This position serves in an advisory role to the President and the Senate.
- c) 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.

7.2 AFT Liaison:

- a) Position shall be filled by current AFT president or designee.

7.3 Ad Hoc Senate Members:

- a) Ad hoc position(s) will be filled by the President as necessary to meet the needs of the Senate.
- b) Ad hoc position(s) will be appointed by the President and ratified by a majority of the voting membership.
- c) Necessity for ad hoc position(s) will be determined by the President at the beginning of each term and ratified by a majority of the voting membership.

VIII. FINANCIALS

8.1 Dues

- 8.1.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.
- 8.1.b. The collection of dues may be accomplished through campaign(s) approved a simple majority of the Senate.
- 8.1.c. The Senate shall establish, by vote of the Senators present at its first meeting in July, the amount for voluntary dues.
- 8.1.d. Dues may be used to fund Senate scholarships, classified professional development, and other Senate related activities as approved by a simple majority of the voting membership.

8.2 Fundraising

- 8.2.a. The Senate may conduct periodic fundraisers to support Senate scholarships, classified professional development and other Senate related activities as approved by a majority of the voting membership.

8.3 Funding Distribution

- 8.3.a. If funding becomes available to recognize the additional duties required of Classified Senate Executive Council members, the funding will be distributed as follows:
- President: 42%
 - Vice President: 25%
 - Senate Manager, Treasurer, and Member at Large: 11% each
- 8.3.b. Funding provided through the AFT RAF allocation and/or identified exclusively in classified contracts can only be paid to classified professionals in the related AFT classified units.

8.4 Donations

- 8.4.a. Donations received by the Senate for specific purposes shall be read into and recorded in the subsequent meeting minutes by the Treasurer. The minutes shall include the amount, the specific purpose, and the terms and conditions under which the funding can be alternatively be used and may be memorialized in a written document to be stored with the minutes. If the donation is anonymous, the name of the donor will be disclosed to the President and Treasurer with the intent that this information be confidentially passed on to future presidents and treasurers.

IX. MEETINGS

- 9.1 Senate meetings shall be held at least monthly. Meetings may be held during the summer months as determined by the Senate. The day and time shall be arranged by the incoming Executive Council.
- 9.2 The Senate considers participation in all its activities to be official business.
- 9.3 The Senate may call general classified employee meetings to discuss issues, when necessary.
- 9.4 Official meetings of the Senate shall consist of a quorum of one third (1/3) of the voting members present at the meeting.
- 9.5 A list of all Senate meetings shall be made public.
- 9.6 Decisions shall be made by consensus unless a vote is called for by a voting member of the Senate ratified by two third of the remaining voting membership.
- 9.7 Official minutes of each Senate meeting shall be kept on the Classified Senate website.
- 9.8 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.

X. COMMITTEES

- 10.1 Classified employees' membership on all Senate and shared governance committees shall be by open recruitment from the entire classified population.
- 10.2 Any changes related to classified membership on any committee shall be immediately reported to the Vice President.

- 10.3 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 professionals and to the operation and educational matters of the College.
- 10.4 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.
- 10.5 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.
- 10.6 Ad hoc committees can be dissolved by the approval of the Senate upon the completion of its assignment.

XI. ELECTIONS

- 11.1. 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 and Senator 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 Executive Council 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.

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