

Grossmont-Cuyamaca Community College District

DISTRICT SERVICES CLASSIFIED SENATE



CLASSIFIED
SENATE

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Constitution & Bylaws

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CONSTITUTION AND BYLAWS

ARTICLE 1 - NAME OF ORGANIZATION

The name of this organization shall be the District Services Classified Senate (hereinafter referred to as the Senate).

The Senate shall represent and include all District Services classified professionals except management as defined by Education Code Section 72400.

Article 1.1 VISION AND MISSION (est. 5/2016)

VISION: Provide classified staff a voice to participate in the initiation, development, and evaluation of all District policies and procedures that support educational programs and services for students at Grossmont and Cuyamaca Colleges.

MISSION: District Services Classified Senate promotes the valuable contributions made by Classified professionals in creating an environment that will lead to the greatest level of student success. The Senate encourages the exchange of ideas, understanding, and cooperation between Classified staff, faculty, administrators and students in the best interest of enriching the educational environment.

ARTICLE 2 - PURPOSE

The Senate will participate in the governance of the Grossmont-Cuyamaca Community College District. The Senate will collect, evaluate, and disseminate information as well as represent the determined interest of the classified staff on any governance issue on District/College committees.

The Classified Senate is organized to:

- a. participate in the governance structure of the District;
- b. provide a body representing the concerns and viewpoints of the classified staff;
- c. provide a unified means of communication between classified staff and the rest of the District community;
- d. provide an opportunity to develop individual leadership and professional standards among the classified staff;
- e. promote the interest of the classified staff in the development and formulation of policy and practice related but not limited to the following;
 - 1) selection of administrators,
 - 2) in-service training,
 - 3) facilities and services,
 - 4) classified relations with student/faculty/administration,
 - 5) finance and budget;
 - 6) develop cooperation among administration, faculty, and classified staff.

Article 2.1 - Scope of Responsibility

The Senate:

- a) may make recommendations for the classified staff in non-contractual matters;
- b) shall obtain, consider, and may take positions on College/District information and make recommendations to the college administrations and the District;
- c) shall send the President and a designee to the Grossmont-Cuyamaca Community College District Classified Senate Coordinating Council (Council);

ARTICLE 3 - ORGANIZATION

Article 3.1 - Membership

The Senate shall be comprised of Governing Board approved classified employees including positions that have been designated confidential by collective bargaining with the exception of management. Although Classified Senate does not represent Supervisors in the area of Participatory Governance or Screening Committee placement, the organization does include these groups on their communication and developmental efforts.

Article 3.2 - Composition of the Senate Executive Board

The Executive Board is comprised of the following elected officers; President, Vice President, Treasurer, Secretary and Senators, one appointed District Bargaining Unit Representative, one Past President, and one President Elect.

Coordinating Council Officers are: President and one designee.

Article 3.3 - Autonomy

The Senate shall be distinct from any other classified organization of the District. Officers of the Executive Board may not serve concurrently on the Classified Bargaining Unit Executive Board.

Article 3.4 - Representation

The Senate shall seek full classified representation on all appropriate college and district committees and councils. All representatives to those committees and councils will be appointed by the Executive Board in compliance with the MOU between CSEA Chapter 707 and GCCCD.

Article 3.5 - Senate Committees

The Executive Board shall have the power to form Senate committees.

ARTICLE 4 - TERMS OF OFFICE AND DUTIES OF OFFICERS& SENATORS

Article 4.1 – Executive Senate Officers

District Services membership shall elect a President, President Elect, Vice President, Treasurer, Secretary and Senators.

4.1.1. All executive officers will serve a 2-year term.

4.1.2. All executive officers may serve up to 3 two-year consecutive terms or 6 years in one position.

Article 4.2 –Officer Elections, Appointments, and Vacancies

Each Senate Executive Officer shall serve a two-year term of office beginning July 1 through June 30.

4.2.1 Election of Senate Executive Officers shall be conducted during the month of May in even numbered years. The Executive Board shall designate specific election procedures, including time and polling logistics. If a Senate Executive Officer vacancy occurs, an election or appointment will be held/made within 30 days of the vacancy.

4.2.2 Vacancies: A vacancy may occur through resignation, leave of absence, or declaration of the Executive Board:

- a. If there is a vacancy of any office during the term, the President, with the approval of the Executive Board, may appoint a member to fill any vacancy. The replacement will serve until the end of the election year or in the case of a leave of absence, when the officer has returned to duty. If the office of the President is vacant, or the President is unable to perform the duties of his or her office, the Vice President will immediately assume the office of President.
- b. The Board will cause the removal or replacement of any officer who has four unexcused absences from regularly scheduled Board meetings per fiscal year. Absences may be excused by prior notification of the President.
- c. The Board may also remove a Board member for failure to fulfill his or her responsibilities. This is to be accomplished by approval of the majority in attendance at a Board meeting. This action will take place at a noticed hearing to give the affected member opportunity to plead his or her case.
- d. Board members unable to fulfill their assigned duties may wish to consider resignation. A 30-day notice should be given to the President as a courtesy to allow time to fill the position.

Article 4.3 Senate Executive Officer Duties

Each Officer will perform the duties as follows:

President's Duties:

- a) preside at General Senate Executive Board meetings;
- b) express publicly the Senate's position on issues and recommendations relating to governance;
- c) attend all Council meetings or designate a representative;
- d) inform the Executive Board of committee vacancies;
- e) appoint and/or remove classified staff members to/from GCCCD committees when requested;
- f) serve as the representative or appoint a designee to serve on District Services shared governance committees or councils;
- g) publish an agenda for all Senate Executive Board and other Senate meetings;
- h) serve as contact person for statewide organizations;

- i) perform other duties as may be required by the office

Vice President's duties:

- a) act as Chair in absence of President at Senate Executive Board meetings;
- b) represent classified staff at official functions or designate a representative;
- c) express publicly the Senate's authorized position on issues and recommendations relating to site governance;
- d) represent the Senate at meetings as assigned;
- e) perform other duties as may be required by the office.

Treasurer's Duties:

- a) maintain financial records, collect and deposit funds, disburse funds, and submit financial reports to the Senate during the calendar year as requested by the Executive Board but not less than twice per year;
- b) with assistance from the president, prepare annual trust fund budget for adoption by the Executive Board;
- c) be one of two required signatures on the District Services Senate Trust Fund;
- d) perform other duties as may be required by the office.

Secretary's duties:

- a) to record meeting minutes and disseminate approved documents of all Senate meetings;
- b) Maintain Senate records, including ensuring the minutes are posted to the senate website.
- c) coordinate the reports and recommendations of Senate committees for presentation to Executive Board;
- d) perform other duties as may be required by the office.

Senators' duties:

- a) attend regular Senate meetings;
- b) poll their constituents on items designated by the Executive Board;
- c) report to the Executive Board any matters of concern from their area;
- d) perform other duties as may be required by the office.

Past President Duties:

Will be an advisor and mentor to the current President, President Elect, and the entire Senate Executive Board, guiding and assisting them in becoming familiar with but not limited to:

- a) Duties and Responsibilities of the office of President
- b) District's Policies and Procedures
- c) Governing Board Procedures
- d) MOU with CSEA
- e) Perform other duties that may be requested by the President and/or Executive Board. Since this position is advisory it is a non-voting Senate Executive Board position.

President Elect Duties:

- a) Plan to serve as future President of District Services Classified Senate
- b) Gain as much experience and training as possible to serve in the Senate Presidential position
- c) Work closely with the President to facilitate a smooth transition to the office of Senate President
- d) Participate in standing Senate Committees
- e) Attend all District Services Classified Senate meetings and functions
- f) Perform related duties as assigned by the President

Bargaining Unit Liaison Duties:

Provides the link between the Classified Senate Executive Board and the Classified Bargaining Unit. Serves in an advisory capacity to the Senate Executive Board. Since this position is advisory it is a non-voting Senate Executive Board position.

ARTICLE 5 - MEETINGS AND MINUTES

Article 5.1 — General Executive Board

The Executive Board Meeting (see Appendix A) shall meet once a month. These meetings are open to the general classified membership of District Services. Although anyone can attend, only Executive Board members will be allowed to vote. Special meetings may be held as needed. Announcements of the Executive Board meetings shall be posted. Minutes will be prepared by the secretary.

Article 5.2 — Annual Organizational Meetings

An Annual Organizational Meeting of the Classified Senate shall be held twice annually to establish and maintain connections with staff, interest in leadership and solicit input from all, on events hosted or organized by the Classified Staff.

Article 5.3 — Annual Planning Retreat

An Annual Planning Retreat of the Classified Senate Executive Board shall be held after the July seating of the newly elected E-board but no later than the end of September to plan the upcoming year's activity and establish the long term goals of the Senate. Minutes shall be taken.

ARTICLE 6 - COMMITTEES

The Senate shall establish both permanent and, when appropriate, ad hoc Senate committees to assist in the development and implementation of policies and procedures relating to the operational and educational matters, as it pertains to the Classified Staff of the Colleges and District. The Senate will cooperate with departmental supervisors concerning classified employee committee placement.

Article 6.1 - Committee Chairs

The chair shall:

- a) file with the President/Vice Presidents of the Senate a schedule of committee meetings;
- b) forward committee minutes to the Secretary after each meeting;
- c) prepare recommendations relating to committee functions for review and approval by the Executive Board;
- d) prepare a summary of committee activities for presentation at Senate meetings;
- e) perform other duties as determined by the Executive Board.

ARTICLE 7 - PARLIAMENTARY AUTHORITY

The consensus method of decision making shall be used to elicit open communication and channel energies into working in a collaborative manner. This method will be used to formulate solutions or recommendations which do not compromise any strong conviction or need.

In the event the consensus is not applicable to the situation, or cannot be reached, the President will serve as the parliamentarian. The Senate may elect to use other rules or voting which do not conflict with these bylaws.

ARTICLE 8 – ADOPTION OF CONSTITUTION AND BY LAWS

Article 8.1 - Adoption

This Constitution shall take effect January 1, 2017, upon approval by a simple majority of the quorum of the electorate of the Senate.

ARTICLE 9 - DEFINITIONS

Ad Hoc Committee

A group concerned or dealing with a specific subject, purpose, or end.

Appointee

A person who is appointed to a position.

Classified Bargaining Unit

The "classified bargaining unit" is those employees of the classified service as defined in California Education Code, excepting those positions designated as management, confidential, supervisory, temporary, short-term, and substitute employees.

Classified Employee

Persons employed in positions that are not academic positions and who are a part of the classified service as defined in Education Code Section 88003. This does not include persons who hired as substitute and short-term employees, part-time hourly, student hourly, or students in the work study program. Percent of contract employees that have passed probation are also considered a member of the Classified Senate organization. Representation of the Classified Employee for non-bargaining issues is defined in the MOU between CSEA 707 and GCCCD in the appendix.

Confidential Employee

A person whose classification is on the confidential salary schedule.

Consensus

A "consensus" is a majority of opinion.

Coordinating Council

Membership of the Classified Senates Coordinating Council shall be the presidents and one elected/appointed representative of the classified senates at each site within the District.

Electorate

The body of persons entitled to vote in an election.

Governance

A method or system of government or management.

Management Employee

A person whose classification is on the management salary schedule.

Parliamentarian

A person who is expert in the formal rules and procedures of deliberative assemblies and other formal organizations.

Quorum

A number of members of a group or organization required to be present to transact business legally, usually a majority. For an executive board meeting a quorum is defined as half plus one of the currently elected officers. An office vacancy shall not be counted towards the total number in quorum.

Simple Majority

When determining election results, a "simple majority" is more than half of the total votes cast and more than the minimum required to win as when there are more than two candidates or choices.

When deciding a motion at an executive meeting the simple majority is defined as half plus one of quorum.

When deciding changes to the By Laws or Constitution it is 2/3rd of the vote of the members voting.

Site

District Services

Standing Committee

A "standing committee" is a permanent committee, as of a legislature, society, etc. intended to consider all matters pertaining to a designated subject.

ARTICLE 10 - ACCOUNTING, BUDGETS AND FISCAL POLICY

Article 10.1. The Executive Board, through its Treasurer, will establish one fund as follows:

- a) A District Services Classified Senate Organizational Expense Fund, the revenues for which will come from fundraising activities. These funds are to be used for expenses related directly to the mission and vision of the District Services Classified Senate.

Article 10.2 Preparation of Budget

At the beginning of each fiscal year, the Executive Board will prepare or cause to be prepared, a balanced budget based on projected revenues from fund raising events or activities and donations.

Article 10.3 Expenditure Authorization

The President shall not authorize an expenditure of more than \$50.00 without prior approval of the Executive

Board. If there is an emergency need for disbursement of funds over budget, approval may be obtained before a regular Board meeting by email consensus of the Board and a majority of Board members.

Article 10.4 Disbursement of Funds

The Treasurer will not disburse funds without an approved requisition signed by the President. Approval must be obtained prior to purchase and disbursement. The Treasurer is to receive a statement of purchase or receipt for all goods and services. Valid receipts to cover all expenditures made from the fund must support such reimbursement. Fund transfers between accounts and check disbursements will require two authorized Board member signatures. These members would generally be the President and Treasurer. All disbursements are to be made from and for the current fiscal year only. The Executive Board must approve any exceptions to this.

Article 10.5 Voluntary Dissolution

In accordance with these bylaws and government regulation, the Executive Board, should the organization decide to dissolve, will determine the distribution of the assets of this organization.

BYLAWS

BYLAW 1 - QUORUMS

- 1.1 A quorum shall consist of a simple majority of voting members of the Executive Board or a simple majority of those in attendance at general Senate meetings. All elected executive officers are voting members of the executive board. A simple majority in these by-laws is half plus one. An office vacancy shall not be counted towards the total number in quorum.
- 1.2 Election by written ballot shall require a simple majority of those voting to carry the issue.

BYLAW 2 - TERMS OF OFFICE

- 2.1 All Officers shall serve two annual terms of office from July 1 through June 30.
- 2.2 Standing committee chairs shall serve annual terms of office from July 1 through June 30.

BYLAW 3 - PROCEDURE OF OPERATION OF MEETINGS

- 3.1 The time and place of regular meetings of the Executive Board will be determined at the first meeting of the newly elected Executive Board.
- 3.2 Special Executive Board meetings may be called by the President or a majority of the voting members of the Executive Board.
- 3.3 Members of the electorate may attend any Executive Board meeting and may speak with the consent of the President or a board majority of the quorum; however, they may not vote. A majority of the quorum or the President, with the approval of the majority of the quorum, may invite any person to attend and speak at an Executive Board meeting.
- 3.4 The President shall publish, on the Senate website, two weeks after the Classified Senate Annual Retreat a schedule of meeting days and times for Executive Board Meetings and standing committees.
- 3.5 Minutes and agendas of regular Executive Board meetings will be distributed to the Executive Board members and posted. Minutes will be posted within ten working days after the meeting to the Senate website. Agendas will be posted at least one working day prior to regular Executive Board Meetings.
- 3.6 Meetings
 - 3.6.1 Final executive and legislative power of the Senate may be assumed by the body of the electorate when it is assembled in an Annual Organizational Meeting.
 - 3.6.2 It shall be a goal of the officers to encourage attendance by staff at all Classified Senate hosted events.
 - 3.6.3 The President shall notify the electorate at least five working days prior to any Classified Senate

hosted events.

3.6.4 Any motion relevant to an agenda item may be carried by a simple majority of the quorum. A motion proposed at a Senate meeting requires a simple majority vote of the quorum to carry.

3.7 Emergency Meetings

3.7.1 Emergency meetings may be convened on two hours notice by:

- a) the President with approval of a simple majority of the Executive Board.
- b) a two-thirds majority of the Executive Board by:
 - i. petition to the President;
 - ii. vote at a meeting of the Executive Board.
- c) twenty-five percent of the electorate by signed petition to the President.

3.7.2 A simple majority of the quorum shall be required to carry a motion.

BYLAW 4 – ELECTIONS

4.1 Election of Officers

4.1.1 Elections of officers shall be conducted during the June e-board meeting. New officers will assume roles and the office will begin July 1st.

4.1.2 Election to a Senate office shall be by a simple majority. If no candidate for a Senate office receives a simple majority of the votes cast, a special election shall be held to decide between the two candidates receiving the highest number of votes for that office. This special election shall be held no less than two working days after its announcement to the Senate.

4.1.3 Nominations: A nominating committee will be composed of Senate Executive Board Officers or designee.

4.1.4 Voting procedures: The Officers shall be elected by majority vote to serve for a period of two years. Election to executive positions on the board shall stand in place after consensus of the executive board if no contentment is made or not more than one candidate is in running.

4.1.5 Vacancies:

- a. The President may declare a vacancy when an Executive Board member has been absent from more than three consecutive meetings.
- b. When an Executive Office vacancy is declared, the replacement is filled by a majority vote of the Executive Board.

4.1.6 Removal from Office:

- a. Any appointee may be removed from their position by a two-thirds majority vote of the Executive Board.
- b. Any elected official of the Senate may be removed from office by a two-thirds majority of votes cast within the electorate.

BYLAW 5 – AMENDMENTS TO BY LAWS/CONSTITUTION

5.1 Additions and/or changes to the Bylaws or Constitution may be effected by a simple majority vote of the Executive Board and ratification by a simple majority.

- 5.2 The proposed changes must be presented a minimum of 2 weeks before the meeting where the vote will take place.
- 5.3 A meeting is defined as any gathering of the classified staff called by the executive board of the District Services Classified Senate with purpose of organizational activities, or the intent of revising or updating the Constitution & By-Laws of the District Services Classified Senate. Meetings, as defined, include but are not limited to: 'Meet and Greet', 'Organizational Meetings', or Classified Staff Appreciation Day
- 5.4 Revised bylaws will be distributed within 30 days to all members as amendments are implemented and posted to the District Services Classified Senate website.

BYLAW 6 – CLASSIFIED SENATE CODE OF ETHICS STATEMENT

- 6.1 The Senate recognizes its responsibility and obligation to the classified membership it serves and is committed to conduct its business with honesty, integrity, and professionalism in the performance of the operations and functions necessary to achieve its established mission and vision as described in the Senate Constitution. To that end, the Senate is committed to accountability and transparency.
- 6.2 The Senate Code of Ethics applies to all employees of the Senate Executive Board. Executive Board members of the Senate share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the Districtwide Senate and its membership. Executive Board members of the Senate shall conform their conduct to the following Standards of Ethics:
 - Equitable access to participatory governance for all classified employees
 - Advocating for all classified employees with impartiality
 - Make every effort to ensure the stance taken at the site, or Districtwide, represents the consensus of the majority of the Senate Executive Board
 - Professionalism that builds confidence and trust in both the classified leadership and classified membership that serve this District

