



## Classified Senate

# *BY- LAWS*

Approved April 22, 2004

# *Classified Senate*

## *By-Laws*

Draft #3 - 9/15/2003

Draft #4 – 2/18/2004

### **By-Law I Duties**

#### **Section 1: Duties of Officers**

##### **1. *Classified Senate President***

The President shall prepare Classified Governing Council and general Senate meeting agendas as well as preside at all Classified Senate Meetings. The President shall also act as the liaison officer to the students, staff, college administrators, district administrators, and the Board of Trustees.

The President or her/his proxy shall attend all regularly scheduled Board of Trustee meetings and workshops, College Council <sup>1</sup>, Chancellor's Council meetings, and shall represent the Senate where deemed appropriate by the Senate or the College President.

The President will collaborate with the Union Representative to appoint or fill vacancies on college standing committees, and hiring committees.

The President shall review all budget matters of the Classified Senate and approve operating expenditures for the Classified Senate Secretary.

The President shall be responsible for reviewing, approving and sending all changes to the College Webmaster and/or Content Coordinator for updating the Classified Senate Intranet pages. This includes the Classified Senate agenda, approved minutes of the Classified Senate meetings, and all Classified documents.

The President will establish goals, at the beginning of each academic year, in collaboration with the Classified Governing Council.

##### **2. *Classified Senate Vice President***

The Vice President shall serve as an advisor to the President and the Governing Council. The Vice President shall assume the duties of the President in the President's absence. In the event the office of the President is vacated, the Vice President shall assume the office and

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<sup>1</sup> College Council resumed Spring 2004.

fulfill its duties for the remainder of the term. In this event, the vacancy of Vice President will be addressed according to (By-Law IV, Section 3).

**3. *Classified Senate Activity Coordinator(s)***

The Activity Coordinator(s) shall serve as advisor(s) to the Governing Council. This/these position(s) will oversee and coordinate flex day(s), social and any other on-going Classified Senate activities, subject to Classified Governing Council approval. The Activity Coordinator(s) shall solicit participants to assist in the planning and coordination of planned activities and fundraisers.

**4. *Classified Senate Treasurer***

The Treasurer shall serve as advisor to the Governing Council. The Treasurer shall oversee the Classified Senate Budget, including responsibility for all record keeping. The Treasurer shall review all financial reports for accuracy and report briefly on the finances of the organization at each Classified Senate meeting.

**5. *Senators***

Senators shall be responsible for attending Classified Senate and Governing Council meetings.

Senators are responsible for welcoming new Classified employees to their representative group and making arrangements to provide new employee(s) a copy of the Classified Handbook, Senators will introduce new employee(s) to the Senate-at-large.

Senators shall maintain open communication with their area regarding Classified Senate matters, and distribute information by the most efficient method and report to the Governing Council on matters of concern from members of their group.

The Senators shall perform other duties as may be requested by the Governing Council or Classified Senate President.

**6. *Classified Senate Secretary***

The Classified Senate Secretary shall be responsible for the following:

- Maintaining a list of Classified employees by their representative group;
- Taking attendance at meetings;
- Preparing and distributing the agenda two days prior to the Classified Senate meeting;
- Recording, preparing and posting Senate minutes;
- Preparing and posting fliers and notices.

The Classified Senate Secretary is a non-elected and non-voting position.

## **By-Law II Meetings**

### **Section 1: Governing Council**

The Governing Council shall meet on a monthly basis, the day to be determined by the Governing Council.

### **Section 2: Classified Senate**

The Classified Senate shall hold a general meeting for all members on a monthly basis from August to May (refer to College's Master Calendar prepared by the President's Office). When scheduling conflicts arise, the Governing Council and the College President may determine an alternate meeting time.

## **By-Law III Committees**

### **Section 1: Selection Process for Serving on Committees**

The President or designated representative will notify classified staff of specific college and district committee openings by email and by posting a notice on the classified bulletin board with a request to respond by a given date. After soliciting volunteers and nominations, the Classified President, with notification to the Governing Council and the Union Vice President, shall select members to those committees in question. The President's selection is final.

Classified Staff serving on committees will remain on the committee until the time they notify the Classified Senate President of their resignation from the committee.

## **By-Law IV Elections**

### **Section 1: Election Committee**

1. A committee of three volunteers, who are non-elected members and will not be running for a Governing Council position, will serve on the Election Committee. This Committee shall be responsible for soliciting nominations for Governing Council vacancies and for the yearly election of President, Vice President, Activity Coordinator(s), Treasurer, and Senators. Classified Senate officers shall be elected by a simple majority of the valid votes cast by the members of the Classified Senate (Article III, Section 2). In the event of a tie, a run-off election shall be held between the tied candidates.
2. The Election Committee will select a chairperson to facilitate the election process.
3. Nomination forms shall be distributed in March.

4. The Election Committee shall present its slate of candidates at the April Classified Senate meeting.
5. If a nominee elects not to run, they are responsible for notifying the Election Committee chairperson to rescind the nomination.
6. The Election Committee shall prepare the election ballot.
7. Ballots will be received by the date, time and method established by the Election Committee.
8. At an appointed time, the Election Committee will count the votes. Candidates may be present during the counting.

## **Section 2: Election of Governing Council Positions**

1. The President, Vice President, Activity Coordinator(s), Treasurer, and Senators shall be elected by secret ballot. These officers shall be elected by a simple majority of the valid votes cast by members of the Classified Senate (Article III, Section 2). In the event of a tie, a run-off election shall be held between the tied candidates.
2. The Senators shall be elected by members of their representative groups. A simple majority shall elect senators, following nomination and election procedures determined by the Election Committee.

## **Section 3: Special Elections and Appointments**

1. A vacancy may occur following elections, through resignations, leave of absence, or by declaration.
  - (a) The Governing Council shall nominate, by consensus, a classified member to act as interim-officer. The position shall be confirmed, by consensus, at the next general Classified Senate meeting.
2. An officer may request a leave of absence from his/her office, if such absence is occasioned by an approved leave of absence from the District. If the leave is for one semester or more, a replacement may be appointed.
3. Upon an elected official's unexcused absence (absence without prior notice to the President) from three Classified Senate or Governing Council meetings in any one semester, the position may be declared vacant.
4. In the event any elected position remains unfilled, appointments can be completed at a Classified Senate meeting.

**By-Law V**  
**Administrative Rules & Procedures**

**Section 1: Conferences**

1. Participation in conferences that pertain to Classified staff or senates shall be given preference to elected Governing Council.

The Classified Senate President shall place the discussion of conference participation on the agenda. A review of the budget and finances shall determine the number of attendees. A lottery overseen by the President will be used to determine who attends.

**Section 2: Fundraising**

1. The Classified Senate President, Activity Coordinator(s) and Treasurer will need to receive orientation and training from Business Services to be aware of the government's non-profit organizations fundraising process.
2. Fundraising projects must receive conceptual approval from the Governing Council.

**Section 3: Sunshine Fund/Social Account**

1. The Governing Council will approve a designated amount of monies each academic year to be established within said fund/account. The Budget for the Sunshine Fund/Social Account shall be approved at the first Senate meeting of the academic year.
2. A request for a volunteer Sunshine Fund coordinator shall be made at the beginning of the academic year.
3. The volunteer coordinator will be responsible for coordinating and communicating when special purchases are needed as well as having the authorization to oversee the special purchase.

**Section 4: Referendums, Resolutions, Political Statements and/or Reponses**

1. The Governing Council will discuss prior to the Classified Senate meetings.
2. The President will place items on the agenda for general Classified Senate discussion.
3. When necessary, a task force will be selected to prepare necessary documents and present at a general Classified Senate meeting.
4. The President will place items on the agenda for general Classified Senate meeting for final approval.

**Section 5: Orientation of Governing Council**

1. After each general election, the outgoing positions will be responsible for scheduling time with elected party to turn over necessary documentation as well as provide an overview of the position.
2. Positions that would require utilizing college forms and process will be responsible for scheduling appropriate training with appropriate college and/or district office.

Established: 3/21/03  
Revised: 2/11/04  
Adopted: 4/22/04