Crafton Hills Classified Senate

BYLAWS

ARTICLE I: Name

The name of this organization shall be the Crafton Hills College Classified Senate, hereinafter referred to as the Senate.

ARTICLE II: Mission

To support the missions of Crafton Hills College and the San Bernardino Community College District, while enhancing participation in shared governance for Classified Professionals.

ARTICLE III: Purpose

To provide Classified Professionals a voice in college and District governance issues that affect Classified Professionals outside the scope of the collective bargaining process.

ARTICLE IV: Membership

Section 1. All permanent Confidential and Classified Professionals of San Bernardino Community College District assigned to work at the Crafton Hills College Campus and San Bernardino Regional Emergency Training Center (SBRETC) are members of the Senate and shall be eligible to vote at all open meetings of the Senate.

Section 2. Short-term or Substitute employees assigned to work at Crafton Hills College campus and San Bernardino Regional Emergency Training Center (SBRETC) shall be non-voting members of the Senate.

1.Non-voting members may actively participate in the discussion of business at Senate meetings; however, they may not introduce motions or vote on any item of business.

ARTICLE V: Executive Board

Section 1. Eligibility

1.1 All Permanent classified employees (full and part-time) that have successfully passed their probation will be eligible to serve on the Executive Board.

Section 2. Term of Office

2.1 The term of office for all elected Executive Board positions shall be two years, commencing on the 1st of July and ending two years hence on the 30th of June.

Section 3. Offices of the Executive Board

3.1 The offices of the Senate Executive Board are: President, Vice President, Secretary, Treasurer, and Public Information Officer.

Section 4. President

4.1 The President is an authorized representative of the Senate.

4.2 The President shall:

1. preside at all meetings of the Senate and the Executive Board.
2. meet at least once a month with the Crafton Hills College President to support the purpose and the mission of the Senate.
3. represent the Senate at Crafton Council, District Assembly, District Assembly Executive Committee, and the San Bernardino Community College District Board, and other meetings as requested and appropriate.
4. serve as a liaison with other college Senates.

5. publish an annual State of the Senate Report, which will include a year-end budget summary that will be distributed to Senate and the appropriate district and college personnel.
6. coordinate the appointment of all members to standing and ad-hoc committees.
7. perform any other duties as deemed necessary or as assigned by the Senate.

Section 5. Vice President

5.1 It shall be the duty of the Vice President to:

1. preside at meetings of the Executive Board and the Senate in the absence of the President.
2. attend all meetings of the Executive Board and Senate.
3. coordinates the establishment of standing, ad-hoc, and sub-committees of the Senate.
4. perform any other duties as deemed necessary by the President oras assigned by the Senate.

Section 6.Secretary

6.1 It shall be the duty of the Secretary to:

1. preside at meetings of the Senate in the absence of the President and Vice President.
2. attend all meetings of the Executive Board and Senate.
3. represents the Senate at all committee meetings (where applicable) in the absence of the President.
3. record and distribute the minutes of all Executive Board and Senate meetings.
4. archive all non-financial records of the Senate.
5. perform any other duties as deemednecessary by the President or as assigned by the Senate.

Section 7. Treasurer

7.1 It shall be the duty of the Treasurer to:

1. presideat meetings of the Senate in the absence of the President, Vice President, and Secretary.
2. attend all meetings of the Executive Board and Senate.
3. maintain and provide financial records to the Senate at each meeting.
4. oversee all financial transactions.
5. submit a year-end budget summary report to the President to be included in the annual State of the Senate Report.
6. perform any other duties as deemed necessary by the President or as assigned by the Senate.

Section 8. Public Information Officer

8.1 It shall be the duty of the Public Information Officer to:

1. preside at meetings of the Senate in the absence of all other members of the Executive Board.
2. attend all meetings of the Executive Board and Senate.
3. update the Senate webpage with Classified Senate news.
4. prepare reports from the Classified Senate to the Academic Senate and other shared governance bodies.
5. perform any other duties as deemed necessary by the President or as assigned by the Senate.

ARTICLE VI: Senators

1.1 All Permanent classified employees (full and part-time) that have successfully passed their probation will be eligible to serve as a Classified Senator.

Terms of Office

The term of office for all Senator positions shall be two years, commencing on the 1st of July and ending two years hence on the 30th of June.

1.2 It shall be the duty of the Senators to:

1. attend all Senate meetings.
2. disseminate information from Senate meetings to constituents in a timely manner.
    1. Constituents shall be defined as all members of the senate, whether eligible to vote or not.
3. discuss issues, questions, concerns, and other matters with constituents as appropriate.
4. report to any Executive Board member on matters of concern to their constituents.
5. perform any other duties as deemed necessary by the President or as assigned by the Senate.

1.3 Units of Representation

1. **Unit 1**
   Occupational Education Building 1, Occupational Education Building 2, Bookstore, Campus Police, Gymnasium, Emergency Training Center, Aquatic Center
2. **Unit 2**
   Maintenance, Grounds, Custodial Services, Warehouse
3. **Unit 3**
   LADM Building, Chemistry & Health Science Building, MSA Building
4. **Unit 4**
   Performing Arts Center, Learning Resource Center
5. **Unit 5**
   Classroom Building, Student Services Building A, Student Services Building B, Student Life Office, Cafeteria, Child Development Center

ARTICLE VII: Elections

Section 1. Timeline

1.1 Elections for open position shall be conducted annually and completed by the end of the Spring semester. Newly elected Senators and Officers will take the respective seats effective July 1st of the next District school year.

Section 2. Election Process

1. The voting members of the Senate shall make nominations for all open Executive Board and Senate positions.
2. All permanent classified employees are eligible for nominations to the Executive Board and Senate.
3. Each candidate must receive and accept a nomination in order to have their names placed on the ballot. Employees may nominate themselves for any open position.
4. If no nominations are received for an office, the office shall remain vacant until the Senatebegin their new term on July 1st, at which time they may fill the vacant position.
5. A ballot will be made available to all voting members of the Senate upon completion of the nomination process.

ARTICLE VIII: Vacancies, Resignations, and Recall

Section 1. Vacancies

1.1 **Executive Board Vacancy**

1. If there is a vacancy on the Executive Board, the position shall be appointed by a vote of the Senate.

1.2 **Senate Vacancy**

1. If there is a vacant Senator position, the position shall be appointed by a vote of the Executive Board and shall be ratified by the Senate.

Section 2. Resignations

1. A letter of resignationshould be in writing and will be accepted by any member of the Executive Board.

Section 3. Recall

1. Any Senator or Executive Board member may be recalled from office for reasons of due cause including but not limited to, the following: excessive absences from required meetings, non-participation in their assigned duties, non-representation of area of concerns, or misconduct. The recall process is as follows:
   1. Every effort must be made to ensure that the individual in question understands the processes and procedures for each office.
   2. If all efforts to remedy the cause are not accepted (corrected) by the individual a special session of the senate shall be called.
   3. Should voting members in attendance at the special session wish to continue with the recall process,a majority vote shall be required to remove the individual from their post.

The office shall then be declared vacant.

ARTICLE IX: Meetings

Section 1. Parliamentary Procedure

1. The Senate will follow the guidelines and procedures of the current edition of *Robert's Rules of Order*, except in cases where this document overrides those guidelines.

Section 2. Senate Meetings

1. The Senate shall meet at least monthly, and may meet more frequently if it is deemed necessary by the Executive Board.
2. A member of the Executive Board must be present at all meetings of the Senate.
3. A quorum shall be defined as fifty percent(50%) of all elected Officers and Senators, excluding vacancies, and must be fulfilled in order to vote on any item of business.
4. All regular Senate meetings shall be open to the public.

Section 3.Executive Board Meeting

1. The Executive Board will meet at least monthly.
2. The President or Vice President must be present at all meetings of the Executive Board.
3. A minimum of two-thirds (2/3) of Officers must be present in order to vote on any item of business.
4. Executive Board meetings are not open to the public, although the Executive Board may request or invite guests when deemed necessary and appropriate.

Section 4. Closed Meetings

1. The President may occasionally call a closed meeting of the Senate, if necessary,
2. The Secretary shall record minutes of closed meetings, but is not required to publish or otherwise distribute them to anyone other than the Officers and Senators.

Section 5. Special Session

1. The President may call Special Sessions of the Senate when necessary.
2. Special Sessions may also be called pursuant to Article VIII, Section 3.
3. Special Session shall be open to the public.
4. The Secretary shall record and distribute minutes of the Special Sessions, as deemed appropriate by the Executive Board.

Article X: Committees

Section 1. Eligibility

1. Any Classified Professional may serve on any committee.

Section 2. Responsibilities of Committee Appointees

1. It is the responsibility of committee appointees to attend all committee meetings and to report the proceedings to the Senate in person or via a written report submitted to the President prior to the monthly Senate meeting.

Section 3. Senate Ad Hoc Committees

1. The Executive Board or Senate shall establish as necessary the Ad Hoc committees including, but not limited to: Activities, Bylaws, Fund Raising, Classified Professionals Week, Senate and Employee of the Year Nominations, Resolutions, Annual and Strategic Planning.

Section 4. Senate Appointees

1. Upon receipt of any request for Senate representation on a District or campus committee, the President will notify all Senate members of the opening. After receiving the names of those interested in serving on the committee the Executive Board will then appoint a representative by a majority vote.

ARTICLE XI: Establishment, Ratification and Amendments of Bylaws

Section 1. Establishment

1. The Senate shall adopt bylaws to establish rules and procedures for implementing the purpose, mission, and responsibilities of the Senate.

Section 2. Ratification

1. Bylaws shall be ratified as a complete document, or individually, by a two-thirds (2/3) vote of all voting members present at a meeting of the Senate.

Section 3. Amendments

1. The process for amending the Bylaws shall be:
    1. Any voting member of the Senate may propose an amendment to the Bylaws.
    2. All members, voting or non-voting shall have the opportunity to debate the proposed amendments, although the President may set a time limit on the discussion. Any extension of the time limit shall be made according to the current edition of *Robert's Rules of Order*.
    3. Any proposed amendment to the Bylaws should be placed on the agenda for vote at the following Senate meeting.
    4. Adoption of proposed amendments to the Bylaws shall require a two-thirds (2/3) vote of all voting members present at the Senate meeting.
    5. If adopted, the amendment shall take place immediately, unless otherwise noted.