

Glendale Community College

Classified Senate Constitution & Bylaws

August 1993
Revised April 1995

This is in the process of being voted on.

GLENDALE COMMUNITY COLLEGE
CLASSIFIED SENATE
CONSTITUTION AND BYLAWS

Article I

Name of the Organization

The name of this organization shall be Glendale Community College Classified Senate.

Article II

Purposes & Scope

Section 1. The purposes of the Classified Senate are to:

- a) provide a centralized means of communication among all classified staff and the rest of the college community;
- b) articulate and encourage the professionalism of the classified staff;
- c) promote and support activities that develop or improve the skills, productivity, and professionalism of the classified staff;
- d) provide opportunities to develop individual leadership skills among all classified staff;
- e) enhance the participatory process of Glendale Community College's governance system and provide a body representing the needs, concerns, and viewpoints of all classified staff;
- f) recommend representatives from the membership to serve on governance and college committees;
- g) advocate the interests of classified staff in the development and formulation of policy and practice in all areas **except those related to collective bargaining**.

Section 2. The scope of responsibility of the Classified Senate is to:

- a) make recommendations and take action for all classified staff in non-collective bargaining issues and areas (the Executive Board of the Classified Senate shall consult with the classified bargaining unit representative for clarification of actions, issues, or subject matters that might transgress into areas of union responsibility);
- b) consider and take official positions on recommendations, policies, and procedures, affecting college/district governance, and send recommendations to the college president;
- c) serve as a representative of all classified staff in the decision making process for recommendations, policies, or procedures forwarded to the Board of Trustees for approval;
- d) select a representative to appear before the Board of Trustees to express the views of the Classified Senate on **non collective bargaining issues** related to policy, procedures,

or governance.

Article III

Members

- Section 1. The Classified Senate shall be composed of all members of the Glendale Community College classified staff who are not members of the college administration. Membership includes all other classified managerial and confidential classified employees. Because the bookstore employees are not Classified employees of the college, they may join as non-voting members (with voluntary dues).
- Section 2. The Executive Board shall seek voluntary annual contributions from the general membership, to be used for operating expenses. Funding for special events, or expenses other than normal operations, may be solicited from the membership with the approval of the electorate. Alternative funding, such as gifts and grants, may be solicited with the approval of the Executive Board.
- Section 3. Voting membership shall be comprised of dues paying members.

Article IV

Officers

- Section 1. The officers of the Classified Senate shall consist of the Executive Board and the Senators.
- Section 2. The Executive Board of the Classified Senate shall consist of:
- a) president, vice president, secretary, and treasurer;
 - b) the past president of the Classified Senate (ex-officio member).
- Section 3. The Senators shall consist of:
- a) six (6) area representatives, as designated below, from
 - Area 1: two (2) representatives from each credit and non-credit instructional divisions.
 - Area 2: two (2) representatives from on-campus administrative, business, and other support offices,
 - Area 3: one (1) representative from off-campus activities not represented in Areas 1 and 2, and
 - Area 4: one (1) at-large representative;
 - b) representative from the campus classified collective bargaining unit (non-voting/resource member).
- Section 4. The duties of officers shall be as follows:
- (a) The President
 - (1) presides at meetings of the Classified Senate and its Executive Board;

- (2) appoints and removes committee members subject to the consent of the Executive Board;
- (3) serves as Classified Senate representatives on the administrative/executive committees of the college;
- (4) attends, or designates a representative to attend all Board of Trustees meetings and address the Board when necessary
- (5) publishes an agenda for all Executive Board and Classified Senate meetings;
- (6) performs other duties as may be required by the office.

(b) The Vice President

- (1) attends all Executive Board and general electorate meetings and acts as president in the absence of the president;
- (2) becomes president of the Classified Senate if the president is unable to complete his/her term of office;
- (3) coordinates reports and recommendations of all Classified Senate committees for presentation to the Executive Board;
- (4) serves as ex-officio member of all Classified Senate committees;
- (5) Performs other duties as may be required by the office.

(c) The Secretary

- (1) attends all Executive Board and general electorate meetings and assumes responsibility for preparation, publication, and distribution of the minutes and agendas of all general electorate and Executive Board meetings;
- (2) maintains and files all Classified Senate records;
- (3) acts as president in the absence of the president and vice president;
- (4) performs other duties as may be required by the office.

(d) The Treasurer

- (1) attends all Executive Board and general electorate meeting and collects dues, disburses funds, maintains financial records, and submits financial reports to the Classified Senate twice during the calendar year or as requested by the Executive Board;
- (2) develops the budget for approval of the Executive Board and Classified Senate;
- (3) acts as president in the absence of the president, vice president, and secretary;
- (4) performs other duties as may be required by the office.

(e) Area Representative:

- (1) attend regular Executive Board and general electorate meetings;
- (2) disseminate information to their constituencies by various means, including posting of Executive Board meeting minutes;
- (3) poll their constituencies on items designated by the Executive Board;
- (4) serve as liaison to the Executive Board on matters from their areas which concern the Classified Senate;
- (5) perform other duties as required by their offices.

- (6) appoint an alternate in the absence of the area representative.

Section 5. The terms of office shall be as follows:

- (a) The president, vice president, secretary, and treasurer shall serve annual terms of office from July 1 through June 30.
- (b) The term of office for area representatives shall be two years (approximately one half are replaced annually). Initial elections shall be held for the following terms: Areas 1 and 2, one representative each for one year terms and one representative each for two year terms; Area 3, one representative for a two-year term; Area 4, one representative for a one year term. An area representative shall serve no more than two consecutive two-year terms and shall again become eligible for election as a representative after one year out of office.
- (c) Standing committee chairpersons shall serve annual terms of office from July 1 through June 30.

Section 6. Election of officers shall be held as follows:

- (a) Elections shall be conducted in May of each year.
- (b) Election to a Classified Senate office shall be by a simple majority. If no candidate for a classified Senate office receives a simple majority of the vote 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 fewer than two working days after its announcement to the electorate.
- (c) Election of area representative(s) shall be by simple majority of the electorate. Classified staff in each area shall elect the appropriate number of area representatives to the Executive Board for two year terms of office. The entire membership shall elect the Area 4 representative.

Section 7. Vacancies shall be handled as follows:

- (a) The president or vice president may declare a vacancy when an elected officer of the Executive Board has been absent for more than three consecutive meetings. The vacancy shall be filled by a majority vote of the Executive Board.
- (b) A vacancy in area representation shall be filled by appointment of the president if fewer than six (6) months of the term remains; otherwise, a special election shall be held to fill the unexpired term.

Section 8. Removal of officers shall be as follows:

- (a) Any appointee may be removed from his/her position by a two-thirds majority vote of the Executive Board as a whole.
- (b) Any elected officer of the Classified Senate may be removed from office by a two-thirds majority of vote cast by the general electorate.
- (c) Any elected area representative may be removed by a two-thirds majority of the vote cast by the area electorate.

Article V

Meetings

- Section 1. Final executive and legislative power of the Classified Senate may be assumed by the body of the electorate during a general meeting.
- Section 2. General electorate meetings shall be scheduled at such times as to assure maximum attendance by the electorate and shall be held a minimum of twice each year.
- a) Agendas and notices of general electorate meetings shall be centrally posted and distributed to members at least five working days prior to any meeting.
 - (1) General meetings of the electorate shall be called in any of the following ways:
 - (a) The president may convene a general meeting with at least five working days notice.
 - (b) A majority of the Executive Board may convene a general meeting with at least five working days notice by:
 - a) petition to the President of the Classified Senate, or
 - b) consensus or majority vote at a meeting of the Executive Board.
 - (c) Ten percent of the electorate may convene a general meeting, with at least five working days notice, by signed petition to the president.
 - (2) Any motion relevant to an agenda item may be carried by a simple majority of the quorum, which shall consist of at least 20% of the electorate. A motion proposed at a general meeting requires a simple majority of the quorum to carry. A motion proposed at a general electorate meeting shall be presented to the Classified Senate as a written ballot no less than five working days after the general meeting and shall require a simple majority of an election quorum to carry.
 - (3) Emergency general meetings of the Classified Senate electorate may be called on two hours notice by:
 - (a) the president of the Classified Senate with approval of a simple majority of the Executive board in one of the following ways:
 - (b) a two-thirds majority of the Executive Board by:
 - (1) petition to the President of the Classified Senate, or
 - (2) consensus or majority vote at a meeting of the Executive Board, or
 - (3) twenty-five percent of the total membership by signed petition to the president.

Article VI

Executive Board

- Section 1. The executive and legislative power of the Classified Senate shall be vested in the Executive Board.
- Section 2. The Executive Board shall meet a minimum of once a month during the year. Special meetings may be held as needed. Announcements of Executive Board meetings shall be publicly posted.
- Section 3. The president shall conduct Executive Board meetings from which decisions and recommendations shall be made. The president is authorized to express the Classified Senate's position on issues and recommendations. The president, vice president, or the president's designated representative may appear before the Board of Trustees to express the views of the Classified Senate on policies, procedures, and governance. Individual staff members or representatives of other classified organizations retain the right to address the Board of Trustees.
- Section 4. If a vacancy on the Executive Board occurs through resignation or leave of absence, the vacancy may be filled by a temporary appointment by the President with the approval of a majority of the remaining members of the Executive Board or by special general election. Any officer vacating a position shall notify the President of the Classified Senate in writing in a timely fashion.

Article VII

Committees

- Section 1. The executive Board shall have the power to form committees and to provide for their membership.
- Section 2. The Classified Senate shall seek full representation on all appropriate college/district committees and councils; appointments shall be ratified by the Executive Board.
- Section 3. The Nominating Committee shall be a special committee of the Classified Senate to receive and solicit names of candidates and shall supervise the election of officers. Nominations shall be written petitions and nominees shall accept in writing. Members shall be appointed by the Vice President with the chairperson selected by the committee from its membership.
- Section 4. Standing Committees shall include:
- (a) Advisory/Staff In-Service Training Committee shall obtain and distribute information for staff development programs and in-service trainings.
 - (b) Special Events Committee shall give recognition to Classified Senate members for achievements including retirements and Classified Employees

of the Year; it shall also acknowledge health and welfare of the members and special events held during the year.

- (c) Scholarship committee shall solicit names of student workers who are dependable, dedicated, enthusiastic, and have definite goals for the future and that work under the supervision of a member of the classified staff.
- (d) Membership Committee shall initiate, organize, and implement membership drives through-out the academic year.

Section 5. Sub Committees

Special subcommittees shall be appointed by the president of the Classified Senate or the Executive Board as deemed necessary to fulfill responsibilities of the organization.

Section 6. Committee and Sub Committee chairpersons shall:

- (1) file with the president of the Classified Senate a schedule of committee meetings;
- (2) report committee and sub committee activities to the Vice President after each meeting;
- (3) prepare recommendations relating to committee functions for review and approval by the Executive Board
- (4) perform duties as determined by the Executive Board;
- (5) prepare summaries of committee activities for distribution to all classified staff at the end of each academic semester.

Article VIII

Parliamentary Authority

Section 1. The Glendale Community College Classified Senate and its Executive Board shall work collaboratively to reach consensus in the decision making process.

Section 2. In the event that consensus is not applicable to the situation or cannot be reached, the vice president shall serve as parliamentarian or the Classified Senate may elect to use other rules, which are consistent with the constitution and bylaws, for voting.

Section 3. Robert's Rules of Order shall serve as the ultimate resource to resolve parliamentary disputes.

Article IX

Amendments to the Constitution and Bylaws

The constitution and Bylaws may be amended by a simple majority of the electorate who participate in the vote. Amendments may be proposed by ten percent of the electorate or twenty-five percent of the Executive Board and consensus or majority vote of the Executive Board. The proposal, when initiated by the electorate, shall include the required number of signatures and be filed with the Secretary of the Classified Senate. The Secretary shall validate the signatures and their number within five working days of the receipt of the proposed amendment and present the proposal to the President. The President shall call an election within fifteen working days of the receipt of the validated amendment and announce the results of the election within twenty-four hours after its completion.

Article X

Adoption

The Constitution and Bylaws shall take effect upon approval by a simple majority of the quorum of the electorate of Glendale Community College classified staff.