



MT. SAN ANTONIO COLLEGE

Monday, October 30, 2006

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Mt. San Antonio College Classified Senate Constitution (As of February, 2003)

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PREAMBLE

In order to provide classified staff the opportunity to participate effectively in college governance, the classified staff hereby creates the Mt. San Antonio College Classified Senate. As an integral part of the college community, the Classified Senate shall actively contribute to the growth and success of the College.

ARTICLE I - NAME

The name of the organization shall be Mt. San Antonio College Classified Senate, hereinafter referred to as the Senate.

ARTICLE II - PURPOSE

- 2.1 Provide the classified staff with a formal representative voice in determining institutional policies, procedures and regulations of the college.
- 2.2 Communicate to the President of the College the needs, concerns, viewpoints, and recommendations developed by the Senate on matters affecting the conduct, welfare and growth of the college exclusive of collective bargaining matters.
- 2.3 Enable the Senate, through the governance structure, to appoint a liaison to the Board of Trustees and any other relevant representative bodies.
- 2.4 Select representatives from its membership to serve on appropriate college wide standing committees and

any other committees deemed necessary by the college governance structure.

- 2.5 Promote and facilitate the sharing of ideas, techniques, and experiences by publishing and distributing newsletters, minutes and other appropriate materials.
- 2.6 Refer all issues pertaining to collective bargaining to the appropriate bargaining unit.
- 2.7 Refer all issues pertaining to staff development to the appropriate staff development office.

ARTICLE III - MEMBERSHIP

- 3.1 Eligibility
 - 3.1.1 Any non management employee whose primary designation is permanent part-time or full time "classified" staff by the District and Auxiliary Services.
 - 3.1.2 Employees paid by the hour will be considered associate members and as such will be encouraged to bring topics of concern to the Senate.
- 3.2 Rights of Members
 - 3.2.1 To speak freely on any topic of concern to the appropriate Senator.
 - 3.2.2 May address Senate with concerns upon approval of the Executive Board which will act as a referral body.
 - 3.2.3 To propose amendments to the constitution.
 - 3.2.4 To serve in any elected Senate position.
 - 3.2.5 To vote on all issues pertaining to proposed changes in the constitution.
- 3.3 Rights of Associate Members
 - 3.3.1 To speak freely on any topic of concern to the appropriate Senator.
 - 3.3.2 May address Senate with concerns upon approval of the Executive Board which will act as a referral body.
 - 3.3.3 To propose amendments to the constitution.
- 3.4 Functional Units.
Fifteen (15) Senators shall be selected from four (4) functional units and two senators shall be elected at large. The functional units shall be patterned after the Equal Employment Opportunity (EEO) categories for classified staff currently in use by the District. Approximately thirty (30) employees per Senator.
 - 3.4.1 Secretarial/Clerical 5 senators
 - 3.4.2 Technical/Paraprofessional & Professional non-faculty 3 senators
 - 3.4.3 Service/Maintenance & Skilled Crafts 3 senator
 - 3.4.4 Auxiliary Services 2 senators
 - 3.4.5 At large/general campus 2 senators
- 3.5 One alternate for every primary senator shall be selected from each unit to serve in the absence of the primary Senator. If a vacancy should occur, the alternate will serve the unexpired Senate term.

ARTICLE IV - ELECTORATE

- 4.1 The electorate shall consist of all permanent classified staff of Mt. San Antonio College. This will include those members hired by the District and Auxiliary Services.
- 4.2 As associate members, non-student hourly support staff will not hold a Senate Office or vote in the election process.

ARTICLE V - ELECTION PROCEDURE

- 5.1 Executive Board
 - 5.1.1 The six (6) members of the Executive Board shall be elected by the Senators.
 - 5.1.2 Nominations for Executive Board positions shall be open to any Senator.
 - 5.1.3 Executive Board members shall serve a term of one fiscal year.
 - 5.1.4 Voting by the Senate shall be by secret ballot.
 - 5.1.5 The current Past-president shall serve a one year term as an ex-officio member of the Executive

Board, provided they do not hold another concurrent senate office.

- 5.2 Senators
 - 5.2.1 Senators shall be elected by the membership of their functional units.
 - 5.2.2 Senators at large shall be elected by the electorate.
 - 5.2.3 Nominations of candidates for Senators in the Senate shall be open to any permanent classified staff member.
 - 5.2.4 Senators and alternates shall serve a term of three (3) fiscal years.
 - 5.2.5 Voting by the electorate shall be by secret ballot.
 - 5.2.6 Senators may serve no more than two (2) consecutive terms with the exception of a Senator appointed mid-term by the President to fill a vacancy.
 - 5.2.7 Alternate Senators may serve no more than two (2) consecutive terms.
- 5.3 Vacancies
 - 5.3.1 Any vacancy in the Senate will be appointed by the President of the Senate with the approval of the Executive Board after Article III, Section 3.4 has been exhausted.
 - 5.3.2 Any vacancy in the Executive Board will be appointed by the Senate after Article VI, Section 6.4.3 if appropriate.
 - 5.3.3 A vacancy may be declared by the President when an Officer or Senator is absent from three consecutive Senate meetings.
- 5.4 Balloting
 - 5.4.1 Elections will be conducted during the Spring semester and officers will take office effective July 1.
 - 5.4.2 Senators will be elected by the highest number of votes. Alternates will be determined by the second highest number of votes.
- 5.5 Removal from Office
 - 5.5.1 Senators may be removed from office by a two thirds vote of the functional unit they represent.
 - 5.5.2 Members of the Executive Board may be removed by a two thirds vote of the Senate.

ARTICLE VI - ORGANIZATION

- 6.1 The Senate shall consist of fifteen Senators (including Executive Board) and fifteen alternates representing designated areas of the campus. (See Article III)
- 6.2 The Executive Board shall consist of the President, President elect, Past-President (non-voting), Recording Officer, and three Directors elected from the body of the Senate (6).
- 6.3 President: The President shall:
 - 6.3.1 preside at all meetings of the Senate and the Executive Board.
 - 6.3.2 appoint members to serve on appropriate college-wide committees subject to the approval of the majority of the Senate.
 - 6.3.3 serve as an ex officio member of all Senate committees.
 - 6.3.4 call special meetings of the Executive Board and/or Senate, as deemed necessary.
 - 6.3.5 be the official spokesperson of the Senate.
 - 6.3.6 be the liaison to the Board of Trustees, President's Cabinet and any other relevant representative bodies.
 - 6.3.7 be responsible for all communications between the Senate and any other person or organization.
 - 6.3.8 establish release time needed to perform duties of the office which will be determined each year in consultation with the College President.
- 6.4 President-Elect: The President-Elect shall:
 - 6.4.1 perform such duties as may be assigned from time to time by the President or Executive Board.
 - 6.4.2 become the President of the Senate upon expiration of the current President's term of office.
 - 6.4.3 preside in the absence of the President and succeed to the office of President if the President cannot complete the term.
 - 6.4.4 establish release time needed to perform the duties of the office which will be determined each year in consultation with the College President.
- 6.5 Recording Officer: The Recording Officer shall:

- 6.5.1 keep the minutes of the meetings of the Senate.
- 6.5.2 prepare and maintain a list of the names of the members.
- 6.5.3 keep a record of all Senate meetings.
- 6.5.4 be responsible for the correspondence files.
- 6.5.5 circulate minutes, newsletters and other correspondence to all members.
- 6.5.6 establish resources needed to perform responsibilities in consultation with the College President.
- 6.6 Directors: The three (3) Directors shall:
 - 6.6.1 be voting members of the Executive Board.
 - 6.6.2 serve as members of the Executive Board and perform such duties as the President may request.
 - 6.6.3 each director will chair one or more project team(s) during his/her term
- 6.7 Past-President: The Past President shall:
 - 6.7.1 attend all scheduled and special meetings of the Senate and Executive Board.
 - 6.7.2 be a resource person to the President and Executive Board.
 - 6.7.3 act as a liason to the California Community College Classified Senate (4CS).
 - 6.7.4 perform such duties as may be requested by the President or Executive Board.
- 6.8 Senators: The fifteen (15) Senators shall:
 - 6.8.1 attend all scheduled and special meetings of the Senate.
 - 6.8.2 receive proposed amendments from functional unit members.
 - 6.8.3 present issues of concern from the functional unit to the Senate.
 - 6.8.4 serve as an information resource to functional unit members.
 - 6.8.5 perform other responsibilities as deemed necessary by the Senate Executive Board.
- 6.9 Alternate Senators: The fifteen (15) Alternate Senators shall:
 - 6.9.1 perform Senator responsibilities in the absence of the primary Senator.
 - 6.9.2 assume primary Senator's unexpired term in the event of a permanent vacancy.

ARTICLE VII - COMMITTEE APPOINTMENT

- 7.1 The Senate shall be responsible for appointing members to college wide committees. Such members to be appointed by the Senate President with the approval of the Senate.

ARTICLE VIII - MEETINGS

- 8.1 The Senate will meet once each month.
 - 8.1.1 A standard day and time to be determined by a consensus of the current Senate.
 - 8.1.2 The standard day and time will be valid for a one year period.
- 8.2 The Senate Executive Board will meet one half hour before the main body of the Senate.
- 8.3 Parliamentary authority shall be the latest edition of Robert's Rules of Order.
- 8.4 Special meetings of the Senate may be called at the discretion of the Senate President. (Refer to Article VI. Section 6.3.4)

ARTICLE IX - QUORUM

- 9.1 A minimum number of eight (8) Senators, or simple majority, must be present at meetings in order to legally transact business.

ARTICLE X - AMENDMENT PROCEDURES

- 10.1 Amendments to the constitution may be proposed by any member in writing to his or her Senator to be placed on the agenda for consideration at the next regular meeting of the Senate.
- 10.2 Upon receipt of a petition, the Senate shall distribute the proposed amendment to the classified staff accompanied by a voting ballot which is to be returned to the President of the Senate.
- 10.3 Voting results shall be announced at the following Senate meeting.

- 10.4 Any amendment to this constitution may be passed by a simple majority vote and approval of the College President.

ARTICLE XI - SPECIAL INCEPTION PROCEDURES

- 11.1 In order to expedite establishment of the Senate, the Constitution Writing Committee will serve as the Election Committee to begin the process of selecting the first group of Senators.
 - 11.1.1 The Election Committee will seek out candidates from each Functional Unit to run for the Senate.
- 11.2 The initial inception of a working Senate shall take place during the Fall of 1991, prior to the start of the Spring 1992 semester. Subsequent years after the first year will begin on July 1 to coincide with the beginning of the fiscal year.
 - 11.2.1 Senators and Executive Board members elected for the first Senate will take office immediately upon completion of the election.
 - 11.2.2 Terms for Senators elected for the first Senate will be staggered with one third of each of the Senators serving one year, two years and three years. Determination as to which Senate members will serve the longest terms will be determined by random selection at the first meeting. For one time only, those Senators serving the 1 and 2 year terms during the first three years, will be allowed to run for re-election.
 - 11.2.3 Ratification of the Constitution of the Classified Senate, and election of the Senators and Executive Officers shall be completed by the beginning of the Spring 1992 semester. This document becomes effective upon circulation and approval of electorate, College President, and Board of Trustees.
- 11.3 After successful establishment of the Constitution, Senate, Functional Units, and the election of the first Senators and Executive Board, the Senate may delete Article XI of the Constitution of the Classified Senate with a simple majority vote.

APPROVAL OF CLASSIFIED SENATE CONSTITUTION

Barbara Booth, President, Board of Trustees

Date

Dr. William Feddersen, Superintendent/President

Date

Jeri Ayala, Constitution Writing Committee

Date

Donna Balducci, Constitution Writing Committee

Date

Marge Catullo, Constitution Writing Committee

Date

Jan Freeman, Constitution Writing Committee

Date

Paul Mercier, Constitution Writing Committee

Date

ate Ruiz, Constitution Writing Committee

Date

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