

## Classified Senate Constitution

*mt San Jacinto*

### Organization

- A. Members of the Classified Senate shall be elected for a term of two (2) years, with the exception of the President, who will serve a third year as Past President.
- B. The Classified Senate shall be represented. Offices of the Classified Senate shall be President, Vice-President, Secretary, Treasurer, member-at-large and Past President. The President, Vice-President, Secretary and Treasurer shall be members of permanent classified staff.
- C. Upon taking office, members of the Classified Senate shall appoint officers from among their ranks by majority vote. (See meetings, Article A.)

#### **1. The President shall:**

- a. Serve as official delegate of, and advocate for, the electorate in all functions of the college. The Classified Senate President is authorized to express publicly the Senate's position on issues and recommendations related to governance.
- b. Be one of the official representatives of Classified Senate on its purpose.
- c. Give direction in any development of the Classified Senate on its purposes.
- d. Have general authority to administer and/or maintain the affairs of the Classified Senate between meetings.
- e. Coordinate the appointment of all members of standing and ad hoc committees formed by the Senate.
- f. Determine the agenda for all meetings of the Classified Senate and general electorate and preside at all such meetings.
- g. Serve as liaison with other college senates.

#### **2. The Vice-President shall:**

- a. Assume the duties of the President during the President's absence, at the request of the President or for the unexpired term in the event that the President is unable to complete a term of office.
- b. Serve as coordinator of shared governance committee assignments including monitoring openings on various committees and members of the electorate interested in committee service.
- c. Serve as Chief Election Officer for all elections conducted by the Classified Senate during his/her term of office, except for election of Classified Senate officer.

#### **3. The Secretary shall:**

- a. Assume the duties of the President in the absence of the President and Vice President.
- b. Assume the responsibility of recording all minutes of the Classified Senate and general electorate assemblies, and distribute copies of minutes appropriately.
- c. Organize correspondence; disseminate notifications and reminders of appointments, meeting time, and assemblies; be responsible for a register, or roll, of senate attendance or regular and special meetings.

#### **4. The Treasurer shall:**



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- a. Serve as Chief Financial Officer for the Classified Senate including maintaining financial records, disburse funds and submit financial reports as requested by the Classified Senate.
- b. Produce an annual report of annual income and expense for distribution to the electorate.



## **Classified Senate Constitution**

### **Procedures**

#### **Elections:**

- A. Nominations for the Senate shall be written petition and written acceptance on the nominee.
- B. All members shall be elected by secret ballot during the month of April each school year with their term of office to commence July 1 and end on June 30 of the second year.
- C. A vacancy may occur through resignation, leave of absence or by declaration. If a vacancy occurs, such vacancy may be filled by appointment of the Senate.
- D. A resignation from the Senate must be submitted in writing to the Senate.
- E. Upon a member's unexcused absence from three consecutive regular Senate meetings, the position will be declared vacant.
- F. Upon resignation of all officers, the remaining members will call an election.
- G. Should there be no remaining members, a new election may be called by the electorate.

#### **Meetings:**

- A. Within ten days of taking office, the newly elected Classified Senate shall hold an organizational meeting to elect officers and establish the dates and times for regular meetings. (See Organization, Article C.)
- B. Regular meetings of Classified Senate shall take place in a Mt. San Jacinto Community College District facility. Days and times to be determined by the Classified Senate.
- C. Meetings shall be held on any Mt. San Jacinto Community College District facility as determined by the Classified Senate.
- D. The Classified Senate is authorized to call special meetings from time-to-time as needed. Use of electronic media can be utilized: any communications media in use now or to be invented.
- E. The Classified Senate shall observe the letter and spirit of the Brown Act and any other pertinent California legislation regarding open meetings.
- F. A quorum will consist of simple majority.



## **Classified Senate Constitution**

### **Amendments**

Amendments to this constitution may be proposed by either a majority of the Classified Senate or by petitions of the memberships containing the signature of no less than 20% of the electorate. Petitions containing sufficient signatures shall be presented to the Classified Senate at a regular meeting. Following the valid proposition of an amendment to the constitution the vice-president shall organize a special election to be held within no less than twenty days and no more than thirty days. Copies of the proposed amendments shall be made available to the electorate within five working days. The ballot shall state the amendment in total and require a vote of yes (approval) or nay (rejection). The ballot shall state the amendment in total and require a vote of yes (approval) or nay (rejection). The amendment shall be approved if at least two-thirds of the voting electorate votes yes.

