

***South Orange County Community College District***

**CLASSIFIED SENATE OF SADDLEBACK COLLEGE**

**BY-LAWS**

**I. NAME**

The name of this organization shall be the Classified Senate of Saddleback College.

**II. PURPOSE**

The Classified Senate (CS) shall represent the classified employees of Saddleback College with regard to governance and decision-making, and on matters that are not related to collective bargaining and contract negotiations.

- A. To represent the opinions, needs, and concerns of the classified staff in all aspects of governance and decision-making at Saddleback College on matters that are not related to collective bargaining and contract negotiations.
- B. To support the professionalism of the classified staff.
- C. To encourage individual leadership, contribution, and development among the members of the CS.
- D. To provide informed member representatives to serve on the college and district decision-making committees.
- E. To provide a centralized method of communication among classified staff and between classified staff and other college and district constituencies.
- F. To collect and disseminate information of interest to the classified staff.
- G. To represent the collective interests of the classified staff in all matters before any appropriate policy-making committee.

**III. MEMBERSHIP AND RESPONSIBILITIES OF CLASSIFIED SENATE**

- A. Membership - The Saddleback College CS shall consist of all full-time and part-time Saddleback College classified bargaining unit staff members.
- B. Duties and Responsibilities - the CS shall:
  - 1. Collect and disseminate information of interest to the College classified staff.
  - 2. Review all policies affecting classified staff not related to bargaining issues.
  - 3. Extend invitations to College functions.
  - 4. Respond to all requests for information and or representative participation.
  - 5. Participate in the planning and decision making processes of the District and College.

- 6. Coordinate professional staff development activities.
  - 7. Organize functions for the benefit of the classified staff such as the classified breakfasts and staff development activities.
- C. The CS shall concern itself with operational matters affecting the classified staff and shall represent the interests of the college classified staff.
  - D. The CS will provide a representative to appear before the Board of Trustees to express the views of the classified staff.
  - E. The CS is empowered to establish committees, make policy recommendations, and take action on behalf of the Saddleback College classified staff.

#### I V. COMPOSITION OF THE CLASSIFIED SENATE

The classified employees of each division or service area shall select a minimum of one senator. Each division or service area is entitled to one senator for every ten permanent classified staff members or portion thereof. College staffing patterns will be reviewed annually in April of each year to determine the number of senators each division or service area is allocated.

#### V. ELECTORATE

- A. Approximately one-half of the CS membership shall be selected each year, and each selected member shall serve for a term of two years.
- B. Each representational area, as defined in Section IV of the By-Laws, shall select its representative(s) to the CS. Representational areas that have more than one classified senator shall select approximately one-half of the representatives each year. Newly elected senators shall be seated in July. (See VII. B. 4. ; and VIII. L.)
- C. The CS President may declare vacant the seat of any senator who is unable to complete his or her term of office, or who is absent for three consecutive meetings without sending a substitute, or who becomes ineligible to hold membership in the CS. Vacancies will be immediately filled in the manner described in "D" of this section.
- D. A representational area may recall and replace its CS representative under guidelines established within the area. The newly elected representative shall complete the remaining original term of office. A senator may be removed by a two-thirds vote of the CS. The CS President shall inform the affected representational area and the vacancy will be filled according to the guidelines established within the representational area.
- E. Substitute Representatives: Representational areas whose classified representative cannot attend a meeting may be represented by another member from the area. The representative will have full rights and privileges of a classified senator during that CS meeting. The substitute shall inform the CS secretary of the change before the meeting begins. (See VIII. M.)

- F. Duties: classified senators shall attend and actively participate in all regular and special meetings of the CS. It is the senator's responsibility to develop a work schedule around the CS's regularly-scheduled meeting time. All classified senators should anticipate appointment to at least one college or CS standing committee per academic year. Senators shall be the communication link between the CS and their representational unit.

## VI. EXECUTIVE COUNCIL SENATE OFFICERS

- A. The Executive Council shall consist of the President, President-Elect, Secretary, Treasurer, Past President, and two Members-at-Large who shall be elected from the ranks of the classified staff.
- B. Beginning with the 2007-2008 academic year, the President and President-Elect will be elected for two year terms. All other officers will serve on-year terms commencing on July 1.
- C. All classified staff members are eligible for the President-Elect, Secretary, Treasurer, and Member-at-Large positions.
- D. If the office of the President becomes vacant, the President-Elect shall assume the Presidency. In the event that the President-Elect is unable to accept the position, the President shall be selected from the current CS membership.
- E. If the President-Elect chooses not to continue after the first year in office, he or she will submit their resignation and a new president-elect will be selected through the regular election process. The newly elected president-elect will assume the presidency when the current President's term of office ends.
- F. No person may hold more than one position on the Executive Council at the same time.
- G. Executive Board members may be elected for any number of terms, but no more than two consecutive terms of the same office.
- H. The President will annually appoint, subject to ratification by the Executive Council, a webmaster and an events coordinator who will serve as voting members of the Executive Council.
- I. The CSEA President will be requested to designate a CSEA liaison to the CS. The CSEA liaison, who must be a member of the classified staff at Saddleback College, will serve as an ex-officio, non-voting, member of the Executive Council.

## VII. DUTIES

### President

1. The President shall prepare the Agenda and preside at meetings of the CS.
2. The President, or designee, shall attend all District Board of Trustees meetings, the Docket Meeting, and Chancellor's Cabinet.
3. The President shall attend all President's Consultation Counsel (Previously PBC) meetings.

4. The President is responsible for maintaining lines of communication with CSEA, Statewide CS, and other relevant organizations.
5. The President, in cooperation with the CS, shall appoint members to represent the CS on college and district committees.
6. The President shall vote on issues only in the case of a tie.

#### President-Elect

1. The President-Elect shall act in the absence of the President and assume the presidency in the event that the President cannot complete his/her term of office.
2. The President-Elect shall, during the final year in office prior to assuming the presidency, serve as the second CS representative to the President's Consultation Council (previously PBC).
3. The President-Elect shall serve as an alternate to the President's Consultation Council in the absence of the President or Past President.
4. The President-Elect shall keep the CS informed of the CS standing and ad hoc committee actions.
5. The President-Elect shall be responsible for initiating and monitoring the nominating and voting process and timetable so that all officers and senators can take office July 1.
6. If possible, the President-Elect will attend the 4CS Leadership Retreat, at CS expense, prior to assuming the presidency.
7. The President-Elect will act as the liaison between the Saddleback College CS, the IVC CS and the District Classified Council.

#### Secretary

1. The Secretary shall be responsible for maintaining the official minutes of all CS executive and general meetings.
2. The Secretary shall act as corresponding secretary when so directed.
3. On direction of the President, the Secretary shall transmit minutes to the secretary of CSEA, the College President, the Chancellor, the Saddleback College Academic Senate secretary, the IVC Classified and Academic Senates, the SC ASG, and the CS webmaster.
4. On direction of the President, the Secretary shall submit a CS report to the Board of Trustees to be included in the Board meeting agenda packet.
5. The Secretary shall assume other duties as may be agreed to by the Secretary and members of the CS.

#### Treasurer

1. The Treasurer shall be responsible for collecting and disbursing funds.
2. The Treasurer shall maintain fiscal records.
3. The Treasurer shall chair the Staff Development Committee.
4. The Treasurer shall assume other duties as may be agreed to by the Treasurer and members of the CS.
5. The Treasurer shall present a monthly financial status report to the CS.

#### Past President

1. The Past President shall be responsible for assisting the President as needed.
2. The Past President shall serve as the second CS representative on the President's Consultation Council during the first year of any President's tenure in office.
3. The Past President shall serve as alternate to Consultation Council in the absence of the President or President Elect.
4. The Past President will, in April of each year, review the number of classified employees in each representational area to determine the number of senators to which that area will be entitled the following term.

#### Members-at-Large

1. The Members-at-Large shall provide a centralized means of communication between classified staff and senators.
2. The Members-at-Large shall investigate fund-raising ideas.
3. The Members-at-Large shall perform other duties as needed.
4. At the direction of the CS, the Members-at-Large will establish a classified recognition program that will include acknowledgement of congratulations and condolence as appropriate.

#### Webmaster

1. The Webmaster will update and maintain the CS web page.
2. The Webmaster will post the Agenda of each meeting 5 days prior to the meeting or when directed to do so by the President.
3. The Webmaster will post Minutes of CS meetings after approval by the CS.
4. At the direction of the President, the Webmaster will post any other materials or links determined to be appropriate.

5. The CS Webmaster will work with the college Webmaster to maintain linkages between the SC pages and the CS webpage where appropriate.

#### Events Coordinator

1. The Events Coordinator will be a member of the Staff Development Committee.
2. The Events Coordinator will propose activities or presentations of interest to the classified staff.
3. The Events Coordinator will establish committees to be responsible for the oversight of CS approved events.
4. The Events Coordinator, in conjunction with the CS Treasurer, will oversee the funding allocated to each event to make certain it stays within budget.

#### VIII. GOVERNANCE

- A. The CS shall establish both permanent and, when appropriate, ad hoc committees to assist in the development and implementation of policies and procedures relating to classified staff and to the operational and educational matters of the college.
- B. CS meetings shall be held twice monthly at a day and time to be established by incoming CS members. The President shall have the authority to call a special meeting when deemed appropriate, or to change a pre-established meeting time when a scheduling conflict occurs.
- C. CS members shall be granted release time for meetings.
- D. When necessary, the CS may call general classified staff meetings to discuss issues or policy.
- E. A quorum of the CS shall consist of any ten (10) voting members.
- F. A meeting schedule will be placed on the CS Web Page. In accordance with the Brown Act, an Agenda will be published and posted 5 working days prior to the meeting whenever possible.
- G. Roberts Rules of Order will govern the proceedings.
- H. Official minutes of each CS meeting shall be kept and distributed to all members of the CS and posted in each unit area by their CS representative and posted on the College's CS Web Page.
- I. Ad hoc committees may be established by the CS President. Such committees shall be formed for special purposes and shall be of limited duration.
- J. Standing committees shall be appointed by the CS President upon the advice and consent of the CS members.
- K. CS representatives who serve on committees shall provide either written or oral reports at the next regularly-scheduled CS meeting. Reports may be presented in person or by a designee.
- L. Nominations for officers shall be accepted at the last meeting in April and the first meeting in May. The election of officers shall occur at the last meeting in May.

## IX. REFERENDUM

- A. Any position or recommendation under consideration by the CS must be submitted to the entire classified staff as a referendum if any of the following conditions occur:
  - 1. A petition is signed by twenty percent (20%) of the full-time classified staff requesting a referendum be held on the position or recommendation.
  - 2. A majority of elected CS members request that a referendum be held on an issue or recommendation.
- B. Such referendum shall be voted upon by the general classified staff by secret ballot within two weeks of the presentation of a petition or the vote by the CS.
- C. At least fifty percent (50%) of the classified staff must participate to qualify as a classified staff referendum. A majority vote is necessary for the referendum to prevail. Failure to vote on the issue is the same as a "NO" vote.

## X. AMENDMENTS

- A. An amendment to the By-Laws of the CS may be proposed either by the CS or by written petition by ten percent (10%) of the classified staff as defined in Section III. The CS shall distribute the proposed amendment to the classified staff by e-mail, and post it prominently in at least 5 locations on campus. . After giving classified staff notice of the date, time and place thereof, the CS shall conduct one or more hearings, which can be conducted during a regular CS meeting, no sooner than one week and no later than three weeks from the date of publication of the proposed amendment. The CS shall record and publish minutes of the said hearing(s).
- B. Action on proposed amendments must be taken within three weeks of the final hearing. Majority approval by the CS members present is necessary for an amendment to take effect.
- C. The procedures for adoption and ratification of these By-Laws shall be the same as those for amending the By-Laws in that the By-Laws are to be distributed to all eligible voters, hearing(s) held, and a vote by secret ballot cast.

Date of Establishment: 1983      First Reading for Revision: 9/12/2007

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