

**BYLAWS OF THE CLASSIFIED SENATE OF
SADDLEBACK COLLEGE**

Approved: 1983

Approved/Revised: December 1991

Approved/Revised: September 1994

Approved/Revised: August 1998

Amended: September 26 2007

Amended: May 2008

Amended October 28, 2015

The Classified Senate of Saddleback College

Article I

Membership and Responsibilities

Section 1.1: the Electorate

Section 1.2: Composition of the Classified Senate

Section 1.3: Selection of Senators

Section 1.4: Classified Senate Vacancies

Section 1.5: Recall, Removal, and Replacement of Senators

Section 1.6: Alternates

Section 1.7: Duties

Article II

Classified Senate Officers

Section 2.1: Election of Officers

Section 2.2: Duties

Article III

Meetings and Meeting Procedures

Section 3.1: Regular Meetings of the Classified Senate and Executive Committee

Section 3.2: Special and Emergency Meetings

Section 3.3: Quorum and Attendance

Section 3.4: Meeting Procedures

Article IV

Committees

Section 4.1: Committee Membership

Section 4.2: Standing Committees

Section 4.3: Ad Hoc Committees

Section 4.4: Removal of Committee Members

The Classified Senate of Saddleback College

Article V

Referendums

Article VI

Amendments

MISSION:

The Classified Senate shall represent the opinions, needs, and concerns of the classified employees in all aspects of participatory governance and decision making at Saddleback College and within the South Orange County Community College District with regard to governance and decision-making, and on matters that are not related to collective bargaining and contract negotiations.

OVERVIEW

Classified Senate supports the professionalism of the classified staff, and encourages individual leadership, contribution, and development among the members of the classified staff. Classified Senate strives to provide a centralized method of communication among classified staff and between classified staff and other college and district constituencies as well as represents the collective interests of the classified staff in all matters before any appropriate policy-making committee. Classified Senate encourages its membership to participate in shared governance activities and conferences to better benefit classified senate statewide. This type of participation in activities both benefits the Classified Senate and its membership; therefore these types of professional activities shall be at the Classified Senate's expense when funds are available. These funds to support classified senate local, regional or state activities should not be considered a part of the employee's yearly allotment of potential staff development monies.

Article I

MEMBERSHIP AND RESPONSIBILITIES

Section 1.1 The Electorate

- A. The Saddleback College Classified Senate shall consist of all full-time and part-time Saddleback College classified bargaining unit staff members. Senators (or Substitute Representatives) are voting members of the Classified Senate, see Article II.
- B. Classified Senate representation shall be selected by the Saddleback College classified staff.

Section 1.2 Composition of the Classified Senate

- A. 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. The Classified Senate's year shall correspond to the academic calendar year from July 1st through June 30th of each year.
- B. The Executive Council shall consist of the President, two Vice Presidents, Secretary, Treasurer, Past President, and two Members-at-Large who shall be elected from the ranks of the classified staff. The positions of Webmaster and Events Coordinator are appointed by the president and are voting members of the Executive Council. See Article II Section 2.1 E.

Section 1.3 Selection of Senators

- A. Approximately one-half of the Classified Senate senators shall be informally elected yearly by their representational service areas. Each informally elected senator shall serve for a term of two years.
- B. Each representational area, as defined in Section II of the By-Laws, shall select its representative(s) to the Classified Senate. 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 at the first (1st) meeting in July.

The Classified Senate of Saddleback College

Section 1.4 Classified Senate Senator Vacancies

- A. The Classified Senate 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 Classified Senate. Vacancies will be immediately filled in the manner described in Section III of this Article.

Section 1.5 Recall, Removal, and Replacement of Senators

- A. A representational area may recall and replace its Classified Senate 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 Classified Senate. The Classified Senate President shall inform the affected representational area and the vacancy will be filled according to the guidelines established within the representational area.

Section 1.6 Alternates

- A. 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 Classified Senate meeting. The substitute shall inform the Classified Senate secretary of the change before the meeting begins.

Section 1.7 Duties

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

The Classified Senate of Saddleback College

5. Participate in the 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 in-service, breakfasts or luncheons and other staff development activities and functions that may benefit students, staff or the community.
- C. The Classified Senate shall concern itself with operational matters affecting the classified staff and shall represent the interests of the college's classified staff.
 - D. The Classified Senate will provide a representative to appear before the Board of Trustees to express the views of the classified staff.
 - E. The Classified Senate is empowered to establish committees, make policy recommendations, and take action on behalf of the Saddleback College classified staff.

Article II

CLASSIFIED SENATE OFFICERS

Section 2.1 Election of Officers

The Executive Council shall consist of the President, two Vice Presidents, Secretary, Treasurer, Past President, and two Members-at-Large who shall be elected classified staff. Nominations for officers will be accepted starting on the first meeting in April and shall be accepted over two meetings. The election of officers shall occur by the last meeting in April.

- A. The 1st and 2nd Vice President, Treasurer, Secretary, and two (2) Members-at-Large will be elected for one year terms. The President will be elected and serve a two year term.
- B. All classified staff members are eligible for the President, Vice President, Secretary, Treasurer, and Member-at-Large positions.
- C. If any elected Executive position becomes vacant, the vacant position shall be elected within two regularly scheduled classified senate meetings via special election to finish the remaining term.
- D. No person may hold more than one position on the Executive Council at the same time. Executive Board members, except President, may be elected for any number of terms, but no more than two consecutive terms of the same office, except when an office is not filled by a vacancy or by the seating of a new president. In the event of a normal election cycle where an executive position remains vacant, the president shall appoint a classified employee to the vacant position.
- E. 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.
- F. The CSEA President will be requested to designate a CSEA liaison to the Classified Senate. 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.

The Classified Senate of Saddleback College

Section 2.2 Duties

A. President

1. The President shall prepare the Agenda items, make available to the webmaster and preside at meetings of the Classified Senate.
2. The President, or designee, shall attend all District Board of Trustees meetings and other planning and organizational meetings.
3. The President or designee shall attend all Presidents' Consultation Counsel Meetings.
4. The President or designee is responsible for maintaining official lines of communication with CSEA, California Community College Classified Senate (4CS) and other relevant organizations.
5. The President may attend the 4CS Leadership Retreat at the Classified Senate's expense.
6. The President, in consultation with the Classified Senate, shall appoint members to represent the Classified Senate on college and district committees.
7. The President shall vote on issues only in the case of a tie.

B. 1st Vice President

1. The 1st Vice President 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 until a special election is held to fill the position of President.
2. A Vice President shall attend organizational meetings at the district including board preparation meetings in the absence of the President or when a seat exists.
3. A Vice President shall serve as the second Classified Senate representative to the President's Consultation Council.
4. A Vice President shall serve as an alternate to the President's Consultation Council in the absence of the President or Past President.
5. A Vice President shall appoint a designee responsible for initiating, executing and monitoring the nominating, voting process and timetable so that all officers and senators can take office July 1.
6. A Vice President will act as the liaison between the Saddleback College Classified Senate, the IVC Classified Senate and the District Classified Council.

The Classified Senate of Saddleback College

C. 2nd Vice President

1. The 2nd Vice President shall act in the absence of the 1st Vice President in the event that the 1st Vice President cannot complete his/her term of office or assumes the role of President until a special election is held to fill the vacant permanent position.
2. A Vice President shall attend organizational meetings at the district including board preparation meetings in the absence of the President or when a seat exists.
3. A Vice President shall serve as the second Classified Senate representative to the President's Consultation Council.
4. A Vice President shall serve as an alternate to the President's Consultation Council in the absence of the President or Past President.
5. A Vice President shall appoint a designee responsible for initiating, executing and monitoring the nominating, voting process and timetable so that all officers and senators can take office July 1.
6. A Vice President will act as the liaison between the Saddleback College Classified Senate, the IVC Classified Senate and the District Classified Council.

D. Secretary

1. The Secretary shall be responsible for maintaining the official minutes of all Classified Senate executive and general meetings and forward appropriate documents to the Webmaster for posting.
2. The Secretary shall act as corresponding secretary when so directed.
3. On direction of the President or Vice President(s), the Secretary shall transmit minutes to the secretary of CSEA, the College President, the Chancellor, the Saddleback College Academic Senate secretary.
4. On direction of the President or Vice President(s), the Secretary shall submit a Classified Senate 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 Classified Senate.

The Classified Senate of Saddleback College

E. Treasurer

1. The Treasurer shall be responsible for collecting and disbursing funds.
2. The Treasurer shall maintain fiscal records and report fiscal information as necessary.
3. The Treasurer shall chair the Classified Senate Staff Development Committee and shall assist the classified membership who seeks qualified funding activities.
4. The Treasurer shall assume other duties as may be agreed to by the Treasurer and members of the Classified Senate.
5. The Treasurer shall present a monthly financial status report to the Classified Senate.

F. Past President

1. The Past President shall be responsible for assisting the President or Vice President(s) as needed.
2. The Past President shall serve as the Senate Body Parliamentarian, whose capacity is that of a procedural advisor during meetings.
3. The Past President shall serve as the second Classified Senate representative on the President's Consultation Council during the two months of any President's tenure in office, if needed.
4. The Past President can serve by appointment as alternate to Consultation Council and other district-wide committees in the absence of the President or Vice President(s).
5. 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.
6. The Past President cannot forfeit the position for one year after their presidency and then retains the ex-officio title.
7. The Past President shall assist the new President in the development of the agenda for the first month during the new presidency.

G. Members at Large (2)

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 Classified Senate, the Members-at-Large will establish a classified recognition program that will include acknowledgement of congratulations and condolence as appropriate.

The Classified Senate of Saddleback College

H. Webmaster

1. The Webmaster will update and maintain the Classified Senate 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 or Vice President(s).
3. The Webmaster will post Minutes of Classified Senate meetings after approval by the Classified Senate.
4. At the direction of the President, or Vice Presidents, the Webmaster will post any other materials or links determined to be appropriate.
5. The Classified Senate Webmaster will work with the college Webmaster to maintain linkages between the Saddleback College webpage and the Classified Senate webpage where appropriate.

I. 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 Classified Senate approved events.
4. The Events Coordinator, in conjunction with the Classified Senate Treasurer, will oversee the funding allocated to each event to make certain it stays within budget.

Article III

MEETINGS AND MEETING PROCEDURES

Section 3.1 Regular Meetings of the Classified Senate and Executive Committee

- A. Classified Senate meetings shall be held twice monthly. Dates will be established by the incoming Classified Senate Members within the first two meetings of the academic year.
 - 1. A meeting schedule will placed on the Classified Senate Webpage. In accordance with the Brown Act, an Agenda will be published and posted 5 working days prior to the meeting whenever possible.
- B. The Executive Committee meetings shall be held twice monthly on alternating weeks from the general Classified Senate meetings. The Executive team shall approve a calendar of meeting dates at the same time as it approves a regular meeting schedule.

Section 3.2 Special and Emergency Meetings

- A. When necessary, the Classified Senate may call general classified staff meetings to discuss issues or policy by giving a 5 day notice.
- B. The President or Vice President(s) shall have the authority to call a special meeting when deemed appropriate, or by giving proper notice according to the Brown Act to change a pre-established meeting time when a scheduling conflict occurs.

Section 3.3 Quorum and Attendance

- A. A quorum of the Classified Senate for voting purposes shall consist of any eight (8) voting members.
- B. Classified Senate members shall be granted release-time for participatory meetings.

Section 3.4 Meeting Procedures

- A. Robert's Rules of Order shall be reviewed with the Classified Senate membership at the beginning of each Classified Senate year. Robert's Rules of Order shall govern all proceedings.
- B. Official minutes of each Classified Senate meeting shall be kept and distributed to all members of the Classified Senate and will be posted on the Classified Senate Web Page.

ARTICLE IV

COMMITTEES

Section 4.1 Committee Membership

All members of the classified electorate are eligible to serve on Classified Senate committees.

- A. Classified Senate representatives who serve on committees shall provide either written or oral reports at the next regularly-scheduled Classified Senate meeting. Reports may be presented in person or by a designee.

Section 4.2 Standing Committees

Standing committees shall be appointed by the Classified Senate President upon the consent and ratified of by the Classified Senators. The standing committees are:

Section 4.3 Ad Hoc Committees

Ad hoc committees may be established by the Classified Senate President. Such committees shall be formed for special purposes and shall be of limited duration.

Section VI. Removal of Committee Members

Committee members may be removed for reasons of misconduct or dereliction of duties.

Misconduct is a willful act against this constitution. Dereliction of duties is the negligence of official responsibilities for an excessive period, or violation of the responsibilities of the committee member. The Executive Committee, at its discretion, will remove committee members for excessive absences.

ARTICLE V

REFERENDUMS

- A. Any position or recommendation under consideration by the Classified Senate 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 classified staff requesting a referendum be held on the position or recommendation.
 - 2. A majority of elected 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 Classified Senate.
- 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.

ARTICLE VI

AMENDMENTS

- A. An amendment to the By-Laws of the Classified Senate may be proposed either by the Classified Senate or by written petition by ten percent (10%) of the classified staff as defined in Article I, Section III. The Classified Senate shall distribute the proposed amendment to the classified staff by e-mail, and post it prominently on the Classified Senate Website. After giving classified staff notice of the date, time and place thereof, the Classified Senate shall conduct one or more hearings, which can be conducted during a regular Classified Senate meeting, no sooner than one week and no later than three weeks from the date of publication of the proposed amendment. The Classified Senate shall record and publish minutes of the said hearing(s), if held out of a regularly scheduled Classified Senate meeting.
- B. Action on proposed amendments must be taken within three weeks of the final hearing. Majority approval (51%) by the of the Classified Senate members present at the advertised meeting as described above is necessary for an amendment to take effect.
- C. The procedures for adoption and ratification of 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.