

MISSION CLASSIFIED SENATE
CONSTITUTION AND BYLAWS

ARTICLE I

NAME

The name of this organization shall be the Mission College Classified Senate, herein referred to as the Classified Senate.

ARTICLE II

PURPOSE/OBJECT/PHILOSOPHY

Section 1: Purpose

It shall be the purpose and function of the Classified Senate to participate in the governance of Mission College and to collect, evaluate and disseminate information for the classified staff. The Classified Senate shall represent the aggregate interests of the classified staff before or on any governance or College committee and shall promote and encourage activities which provide an opportunity for enhancing the democratic process of governing Mission College.

Section 2: Objectives

It shall be the objectives of the Classified Senate to:

- A. Participate fully in the Mission College shared governance structure.
- B. Provide a body representing the needs, concerns and viewpoints of the classified staff.
- C. Recruit, from its constituency, representatives to serve on governance and College committees.
- D. Articulate the professionalism of the classified staff so that it is properly recognized and valued.
- E. Manage Classified Staff Development.
- F. Promote and represent the interests of the classified staff in the development and formulation of policy and practice related, but not limited, to the following:
 - the selection, retention, and evaluation of administration
 - in-service education
 - facilities and services
 - finance and budget
 - staffing needs
- G. Formulate and promote cooperative communication with other College and District organizations such as:
 - Classified bargaining units
 - West Valley classified Senate
 - Academic Senates

- Associate Student Body
- All shared governance groups

SECTION 3: Responsibilities

It shall be the responsibilities of the Classified Senate Officers and Senators to:

- A. Make recommendations and take action on behalf of the classified staff with respect to any and all issues regarding District and College governance.
- B. Request and obtain, in a timely manner information and/or recommendations on policies as to allow effective consideration of these issues.
- C. Consider and take official positions on policy and budget recommendations, excluding matters pertaining to collective bargaining.
- D. Refer all queries, requests, and/or concerns covered by collective bargaining to the Bargaining Units, with strict adherence to the details and dictates of the Bargaining Units' Contracts.

ARTICLE III

MEMBERSHIP AND REPRESENTATION

SECTION 1: General

- A. The General Membership shall consist of all regular, salaried Basic Unit Classified, Confidential Classified, Supervisory Classified and Mission-District Classified employees.
- B. A Mission College classified employee shall be defined as one whose salary is covered by Mission College accounts, and whose supervisor's salary is also covered by Mission College accounts. Mission-District Classified employee shall be defined as one whose work location is located at the Mission College Campus.

Section 2: Senators and Term of Office

- A. The Classified Senate shall be composed of at-large classified senators elected from the general membership. They shall have full voting rights on the Senate. These senators shall be responsible for communicating with designated constituent areas, as outlined in the Classified Senate by-laws.
- B. Upon establishment of the Senate roster, each senator will be assigned an area for the purpose of communication with constituents. Geographical proximity to the Senator's work location will be taken into consideration whenever possible.
- C. One non-voting Mission College representative from each bargaining unit may be chosen at the discretion of the unit membership.
- D. One non-voting Mission College representative from ASB may be chosen by ASB membership and one non-voting Mission College representative from the Academic Senate may be chosen by the Academic Senate membership.

- E. At-large senators shall serve for one year, beginning July 1 of each Academic year, with the exception of the first year of operation of the Classified Senate.
- F. The office of a Senator shall be declared vacant for any Senator who either resigns from the Senate or is removed from office, or leaves College employment. A leave of absence may be granted due to extenuating circumstances. The tenure of any Senator who shall be notification shall be subject to review by the majority of the Classified Senate.
- G. Vacancies shall be filled by appointment by the Classified Senate President with confirmation by the Classified Senate.

SECTION 3: Voting Privileges

- A. The President shall vote only to break ties.
- B. The Vice President, Secretary and Treasurer shall have one vote each.
- C. All Senators shall have one vote each.
- D. The bargaining unit representative(s), ASB representative, and Academic Senate representative shall be non-voting members.

SECTION 4: Duties and Responsibilities

- A. Senators shall attend and participate in all meetings and be voting members at all Classified Senate meetings.
- B. Senators shall recruit representative from their fellow Senators and/or the general membership to serve on college, shared governance and screening committees for new, regular employees.
- C. Senators shall ratify all appointments made by the President of the Classified Senate.
- D. Senators shall hold information meetings for their constituencies as needed. Prior to each Classified Senate meetings, Senators shall provide an opportunity for constituents to express concerns, needs, questions, and viewpoints.
- E. Senators shall be responsible for polling their constituencies in a regular and timely manner on items designated by the Classified Senate.
- F. Senators shall report to the Classified Senate issues from their area, which concern the general membership.
- G. Senators shall post minutes from the Classified Senate meetings in a place easily accessible to all area members.
- H. Senators, during their term of office, shall not serve as elected representative to any other College or District group the represents Classified Staff, with the exception of serving as union stewards. Classified Senate officers may serve in any capacity.

ARTICLE IV

OFFICERS

SECTION 1: Election and Terms of Office

A. President

1. The President of the Classified Senate shall be elected from among those regular, salaried classified staff members who are willing to serve in this capacity, by vote of a simple majority of all regular, salaried Mission College classified staff member who vote.
2. The President shall have funds from the Classified Senate budget designated for hourly staff support during his/her term of office.
3. The President shall serve for two years, beginning July 1 of each Academic year, with the exception of the first year of operation of the Classified Senate. The steering committee will be responsible for the first election. Thereafter, the secretary/treasurer shall be responsible for facilitating elections.
4. The President shall have reassigned time to perform the duties of the office.

B. Vice President

1. The Vice President of the Classified Senate shall be elected from those regular, salaried permanent classified staff members who are willing to serve in this capacity, by vote of a simple majority of all regular, salaried permanent Mission College classified staff members who vote. The steering committee will be responsible for facilitating elections.
2. When the Vice President replaces the President, he/she shall vote only in case of a tie vote.

C. Secretary

1. The Secretary of the Classified Senate shall be elected from those regular, salaried permanent classified staff members who are willing to serve in this capacity, by vote of a simple majority of all regular, salaried permanent Mission College classified staff members who vote. The steering committee will be responsible for the first election. Thereafter, the secretary shall be responsible for facilitating elections.
2. When the Secretary replaces the President, he/she will vote only in case of a tie vote.

D. Treasurer

1. The Treasurer of the Classified Senate shall be elected from those regular salaried permanent classified staff members who are willing to serve in this capacity, by vote of a simple majority of all regular, salaried permanent Mission College classified staff members who vote.
2. The treasurer will give a budget report/update at regularly scheduled meeting.
3. When the Treasurer replaces the President, he/she will vote only in case of a tie vote.

E. Vacancy

If any officer of the Classified Senate shall be unable to complete his/her term of office, the vacancy shall be filled immediately by majority vote of the general

membership. A leave of absence may be granted due to extenuating circumstances.

SECTION 2: Duties and Responsibilities of Officers

- A. Duties and Responsibilities of the President
 1. The Classified Senate President shall preside over and be a non-voting/tie-breaking member at all Classified Senate meetings.
 2. The Classified Senate President shall serve as the Mission College Classified Senate representative on the College Council.
 3. The classified Senate President or his/her designee shall attend and represent the Mission College Classified Senate at the District Board of Trustees', District Council, and DBAC meeting.
 4. The Classified Senate President shall work with the secretary to facilitate the scheduling and organization of the Classified Senate meetings. He/she shall set the agenda and forward it to the Secretary for distribution prior to each meeting.
 5. The President shall administer the budget for the Classified Senate with the advice of the Classified Senate, and with the assistance of the Treasurer.
 6. The classified Senate President shall perform other duties as may be required of the office
 7. The Classified Senate President shall serve as spokesperson for the Classified Senate.
- B. Duties and Responsibilities of the Vice President
 1. The Vice President shall substitute for the President in his/her absence, and assist in the duties and responsibilities of the President.
 2. When the Vice President is substituting for the President, he/she will provide the tie-breaking vote.
 3. If the President of the Classified Senate is unable to complete his/her term of office, the Vice President shall assume the responsibilities of the president until another election by the General Membership can be held.
 4. The Vice President shall perform other duties as may be required of the office.
 5. The Vice President shall act as the Classified Senate Staff Development subcommittee chair and shall work in cooperation with other District Staff Development personnel.
- C. Duties and Responsibilities of the Secretary.
 1. The Secretary shall be responsible for the taking of minutes, their publication, and distribution.
 2. The Secretary will maintain the archives of the Classified Senate.
 3. The Secretary shall distribute the agenda for each meeting prior to the meeting.
 4. The steering committee will be responsible for the first election. Thereafter, the Secretary shall be responsible for facilitating elections.

5. The Secretary shall act as the temporary President in the event that both the President and Vice President are unable to conduct a meeting.
 6. The Secretary shall, under the direction of the President, set up and maintain the budget for the Classified Senate.
 7. If the Vice President is unable to fulfill the duties of the President, then the Secretary shall be the temporary President until another general election can be held.
 8. The Secretary shall perform other duties as may be required by the office.
- D. Duties and Responsibilities of the Treasurer
1. The Treasurer shall be responsible for the budget report, their publication, and distribution.
 2. The Treasurer will maintain the archives of the Classified Senate.
 3. The steering committee will be responsible for the first election. Thereafter, the Treasurer shall be responsible for facilitating elections.
 4. The Treasurer shall act as the temporary President in the event that both the President and Vice President are unable to conduct a meeting.
 5. The Treasurer shall, under the direction of the President, set up and maintain the budget for the Classified Senate.
 6. If the Vice President is unable to fulfill the duties of the President, then the Treasurer shall be the temporary President until another general election can be held.
 7. The Treasurer shall perform other duties as may be required by the office.

SECTION 3: Terms of Office and Elections

Nominees for all offices and the positions of Senator shall sign an endorsement indicating their willingness to serve.

A. President

The President shall be elected for a two-year term. Elections are to be held in March of each election year.

B. Vice President

The Vice President shall be elected for a two-year term. Elections are to be held in March of each election year.

C. Secretary/Treasurer

The Secretary/Treasurer shall be elected for a two-year term. Elections are to be held in March of each election year.

D. Treasurer

The Treasurer shall be elected for a two-year term. Elections are to be held in March of each election year.

E. Election of Senators at-large

All elections of Senators at-large are to be held in March. Senators at-large shall be elected for a one-year term.

F. Elections

- a. All elections are to be announced campus-wide, and results will be tabulated based on a simple majority of those classified staff members who vote in any given election.

- b. At the beginning of the first year, the steering committee shall be responsible for the election of Senators and other officers; after the first year, the Secretary/Treasurer shall be responsible for coordinating elections.
 - c. Whenever there is a tie vote, a runoff election shall be held between the tied candidates.
- E. Special Elections
- A special election shall be called in the event of a resignation or termination of any officer. Such election shall take place no later than one month after resignation or termination occurs.

ARTICLE V

MEETINGS

SECTION 1: Meetings

- A. The Classified Senate shall hold regular meetings not less than once a month, on a fixed day and time, from the beginning of the academic year until the end of the academic year.
 - 1. The President may also call for meetings as necessary during the period between the end of the Spring Semester and the beginning of the Fall Semester.
 - 2. Special meetings may be called by the President or upon the written request of two Senators.
- B. Minutes shall be distributed within ten days of each meeting to all Senators for posting, and to the Mission College President, the Academic Senate President, bargaining unit representative(s), the ASB representative, and the Board of Trustees.
- C. The Classified Senate is hereby empowered to make rules governing its own internal organization and procedures, subject to the following:
 - 1. That there shall be a quorum consisting of a simple majority of voting membership of the Classified Senate.
 - 2. That all actions or recommendations shall be made by a majority vote of the quorum.
 - 3. That in the case of an unresolved tie vote, the issue shall be submitted to the representative groups for review and advice.
 - 4. That matters for the agendas shall be submitted to the President, or to whichever officer the President designates.
 - 5. The Classified Senate meetings shall be open to the public. Faculty, staff, students, and administrators shall speak on matters under consideration, upon approval of the Classified Senate President.
- D. Senators shall meet during normal work hours whenever possible and shall be excused from their duties to attend meetings.

SECTION 2: Classified Senate Board Policy

Meetings of the general membership shall be held during normal work hours; classified members shall be excused from their duties to attend meetings. Meetings of the general membership shall be called at the discretion of the Classified Senate no less than once each semester, at a time determined by the Classified Senate in coordination with college administration.

ARTICLE VI

COMMITTEES

SECTION 1: Committees and Duties

- A. The Classified Senate shall act as the coordinating body for the formation of goals and tasks for all Classified Senate subcommittees. The Senators shall establish and appoint members to all such committees.
- B. The Classified Senate shall establish such standing, special, or ad hoc committees deemed necessary for adequate participation in the formation of College policies and district governance, as well as policies created to address the needs, concerns, and viewpoints of the classified membership.
- C. Under the provisions of shared governance, the Classified Senate shall appoint and/or approve representatives to serve on all task force work-groups, in which classified participation from the General Membership is appropriate. Representatives shall submit a brief written or verbal report on a regular basis during the academic semester.
- D. Classified members shall not serve as Classified Senate representatives to any shared governance or other College committee(s) to which they have been assigned in another capacity. (i.e. taking minutes, representing other groups.)
- E. Any member of the Classified Senate (as described in Article III, Section 1, Membership) may be appointed to a committee subject to approval by his/her area and by the Senators. In the event that committee appointments are deemed inappropriate by a certain constituency, the constituency may appeal the appointment before the Classified Senate. At that time the Classified Senate may reconsider the appointment.
- F. Each committee shall prepare a written summary report of committee activities for submission to the Classified Senate prior to the end of each academic semester.

SECTION 2: Standing Committees

- A. All standing and special committees established by the President and Officers of the Classified Senate are responsible to the Classified Senate. Minutes of all committee meetings shall be filed with the Senate's Secretary/Treasurer.
- B. Each standing committee shall have no more than one representative from each of the areas represented by the Senators.

- C. The term of office for committee members is for one year, subject to review by the Classified Senate. A longer term of office may be decided upon by the Classified Senate.
- D. The Classified Senate has the ultimate responsibility of assigning work to the committees. The channel of communication for all actions of the committees shall be through the Classified Senate to the College President or to the Board of Trustees, or both.

ARTICLE VII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the Parliamentary Authority governing the Mission College Classified Senate in all cases in which Robert's rules of Order are applicable, and in which they are not inconsistent with these bylaws, and any special rules of order that may be adopted by the Classified Senate.

SECTION 1: Enactment

This constitution and bylaws shall become effective following adoption by a simple majority vote of the General Membership.

SECTION 2: Amendments

The constitution may be amended at any time by an affirmative simple majority vote of the Officers and Senators, provided that written notice of the proposed amendment be distributed to the General Membership at least two weeks prior to taking a vote. A proposed amendment may be submitted to the elected council who may, after consideration, forward the proposal to the general membership or refuse the proposal.

SECTION 3: Bylaws

- A. The Classified Senate shall have the power to formulate Bylaws by a simple majority vote of the Senators and Officers.
- B. These Bylaws shall pertain to but not be limited to:
 - 1. Procedures/guidelines of elections
 - 2. Duties/responsibilities of Senators/Officers
 - 3. Procedures/time lines of meetings
 - 4. Dissemination of information
 - 5. Designations of committees
- C. As collective bargaining effects changes to this document, such changes shall be incorporated herein by amendment.

