

THE MIRAMAR COLLEGE CLASSIFIED SENATE CONSTITUTION AND BYLAWS

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THE MIRAMAR COLLEGE CLASSIFIED SENATE CONSTITUTION AND BYLAWS

ARTICLE I NAME

The Classified Employees of the San Diego Community College District assigned to Miramar College have formed and adopted a body, which will be known as the Miramar College Classified Senate, represented by the Executive Board and the Senators.

ARTICLE II PURPOSE

The purpose for which this organization is formed is to:

- A. Represent all the needs, concerns and viewpoints of the Classified Personnel at Miramar College not related to union negotiation matters.
- B. Provide an opportunity for communication among the Administration, Faculty, Classified Personnel and Students.
- C. Provide committee representation, on an EQUAL basis with Administration, Faculty and Students.

ARTICLE III DUTIES AND PROCEDURES

The Classified Senate of Miramar College shall:

- A. Establish standards, rules and regulations and make recommendations for the Classified Senate.
- B. Collect, evaluate and disseminate information of interest to the Classified Senate.
- C. Review Miramar College's established policies, consider new policies, study matters of concern to the Classified Personnel, advise the College President of their findings, and make recommendations.
- D. Be responsible for communication from the Classified Personnel of Miramar College, to the Administration, Faculty and Students.

ARTICLE IV SENATE EXECUTIVE BOARD

SENATE EXECUTIVE BOARD. The Senate Board will be the governing body of the Classified Senate and will consist of the following elected officers: President, Vice President, Secretary, Treasurer, and the appointed Senator-at-Large.

DUTIES: To establish standards, make recommendations, set policies and take action on behalf of the Classified Senate. To collect, evaluate and disseminate information of interest to the Classified Senate. To review policies affecting classified personnel not related to union activities. To respond to queries and/or requests, undertake research studies, extend invitations and request information.

ARTICLE V EXECUTIVE OFFICERS

The Officers of the Senate shall consist of a President, Vice President, Secretary, Treasurer, and a Senator at Large.

A. Terms of Office

1. **President:** The President shall be elected for a term of two (2) academic years (1 July - 30 June). During this period, the President shall not be eligible for an elective or appointed office in any campus organization.
2. **Vice President:** The Vice President shall be elected for a term of two (2) academic years (1 July - 30 June), and shall automatically succeed to the office of President if the President is unable to fulfill their term in office. During this period, the Vice President shall not be eligible for an elective or appointed office in any campus organization.
3. **Secretary:** The Secretary shall be elected for a term of two (2) academic years (1 July - 30 June), and may succeed for as many terms as elected. During this period the Secretary shall not be eligible for an elective or appointed office in any campus organization.
4. **Treasurer:** The Treasurer shall be elected for a term of two (2) academic years (1 July - 30 June), and may succeed for as many terms as elected. During this period, the Treasurer shall not be eligible for an elective or appointed office in any campus organization.
5. **Senator-At-Large:** The Senator-At-Large shall be appointed by the Senate President, with the approval of the Senate Board, for a term of one (1) year (1 July - 30 June), and may succeed for as many terms as appointed by the Senate President.

B. Duties

1. **President.** It shall be the duty of the President to:
 - a. Preside at all called meetings of the Classified Senate.
 - b. Serve as Chairperson of the Senate.
 - c. Serve as Chairperson of the Senate Executive Board of the Classified Senate.
 - d. Serve as ex-officio member of all committees except as otherwise provided in this Constitution and Bylaws.
 - e. Act as liaison with the Academic Senate, Student Council, campus personnel, Administration and any associations as directed by the Classified Senate and the Senate Board.
 - f. Appoint classified members to all Shared Governance committees.

2. **Vice President.** It shall be the duty of the Vice President to:
 - a. Serve as President during any temporary absences of the President.
 - b. Serve as vice-president of the Senate.
 - c. Serve as Chairperson of committees assigned by the Senate President.

3. **Secretary.** It shall be the duty of the Secretary to:
 - a. Issue calls to meetings, publish agenda, keep appropriate records, and to publish minutes of meetings of the Senate and any general or special meeting of the Classified Senate.
 - b. Conduct routine correspondence pertaining to this office, including notification of the membership in advance of all activities additional to business meetings.
 - c. Assist Classified Senate President as needed during term of office.

4. **Treasurer.** It shall be the duty of the Treasurer to:
 - a. Collect all assessments of the Classified Senate with the assistance of other classified employees selected as needed.
 - b. Deposit funds in a local Mira Mesa area credit union or bank in the name of Miramar College Classified Senate.
 - c. Issue checks, co-signed by the President or the President Elect during the President's absence, for expenses incurred by the Miramar College Classified Senate or the Senate Board.
 - d. Maintain a record of all receipts and disbursements of the Senate monies, and to make this available for audit as provided in this Constitution and Bylaws.
 - e. Give a financial report at each Classified Senate Meeting.

5. **Senator-At-Large.** It shall be the duty of the Senator-at-Large to serve as a voting member of the Senate Board and on committees as assigned by Senate Board President.

C. Vacancies.

1. President. In the case of continued disability or resignation of the President, the Vice President shall fill the unexpired term.
2. Other. In case of the resignation of any elected officer other than the President, or the continued inability of such officer to perform the duties of the office, the officers of the Senate shall designate a member of the Classified Senate to perform such duties during the remainder of the term of office or shall call a special election to fill the vacancy, in accordance with the Election Procedures (Article X).

ARTICLE VI SENATORS

Main duties of a senator:

- a. Senators are to report back any information from the Classified Senate meetings to the Classified Employees in their designated area, and vice versa.
-Serve as the representative of the Classified Employees assigned to them and gather information, ideas and present them at senate meetings.
- b. To attend every meeting of the Classified Senate. If absent, they are responsible to find a representative to attend in their place or to send a written proxy.
- c. A senator's vote should be base on what is in the best interest of the classified senate as a whole and also represent the classified members in their designated area.
- d. Serve on Shared Governance committees as assigned by the Classified President.
- e. The term of office is a two (2) year appointed assignment. All appointed positions are subject to replacement at the discretion of the executive board.

SENATOR DESIGNATED AREAS: Nine (9) Senators* will represent the Miramar College Classified staff as follow: (**appointed by the nomination committee**)

- 1) Business Office, Receiving, Aviation, Child Development
- 2) President's Office, VPI, VPSS, Dean Liberal Arts .
- 3) Dean of Math and Technologies, Public Relations, Library, Computer Lab (ILC), Science Building
- 4) Dean Public Services, SDRLETC, STC Academy, In-service Program; NTC Fire Technology, Reprographics
- 5) Operations, Gardening, Campus Police, Parking

- 6) Assessment/Testing, Career/Transfer Center, Financial Aid, Veteran Affairs, Job Placement
- 7) Evaluations, Counseling, DSPS, EOPS, the Place, MMHS Automotive
- 8) Admissions/Records, Residency, Special Programs(TRIO), Accounting
- 9) Dean of Student Affairs, Nurses Office, Cafeteria, Bookstore,

*THESE DESIGNATIONS ARE DEPENDENT ON FACILITIES/OFFICE MOVEMENTS ON THE MIRAMAR COLLEGE CAMPUS

ARTICLE VI ASSESSMENTS

Dues will be solicited from each senate member, contract and hourly, for each school year. The amount of dues will be decided by the Classified Senate each school year at the first meeting. The hourly dues will be one-half (1/2) the contract dues. No member of the senate, contract or hourly, will be denied access or membership of the Classified Senate due to the payment status of any dues.

ARTICLE VIII COMMITTEES

The Miramar College Classified Senate Officers shall establish both Standing (permanent) and when appropriate Ad Hoc Committees to assist in the development and implementation of policies and procedures relating to the Classified Senate and to the operational matters of the College, where it does not conflict with union activities.

Standing Committees shall include:

1. **NOMINATING COMMITTEE.** The Nominating Committee shall be appointed by the Senate Board to solicit and receive names of candidates and supervise the election of officers. The committee is also responsible for the appointment of senators. Nominations shall be in writing and the nominees may accept verbally.

DUTIES: To develop procedures, supervise and administer all elections of the officers, appoint senators of the Classified Senate. Be responsible for determining vacancies and procedures for filling vacancies. Conduct opinion polls directed by the Senate Board. Resolve cases of doubt as to eligibility for election to any office, or to membership in the Classified Senate.

2. CLASSIFIED REPRESENTATIVES FOR SHARED GOVERNANCE COMMITTEES.

This committee shall provide classified representatives for various campus committees as determined by the Senate President. Standing campus Committees are determined by all four constituent groups.

DUTIES: Classified Representatives will convey the Classified Senate's interest to their assigned committee. One classified representative from their assigned committee shall report to the Senate Board at the next scheduled Senate Board meeting. If urgent, contact the Senate President by phone.

3. ACTIVITIES COMMITTEE.

This committee is responsible for any social matters pertaining to the Classified Senate. They are responsible for the planning and organizing of the annual training and development sessions as well as the Classified Employee week. This committee also sends cards, flowers, or appropriate gifts to employees for special circumstances which are approved by the Senate Board; i.e. death of immediate family member, marriage, birth of children, etc. The Chair of this committee is appointed by the Classified President. Once the Chair is selected, that person is responsible for choosing the committee members. **All activities must be approved by the Senate before any action is taken.**

4. AMENDMENTS AND BYLAWS COMMITTEE.

This committee will be appointed by the Classified Senate President to study and recommend amendments to this Constitution and/or Bylaws. And to observed that the Senate adheres to the constitution in all matters.

5. FUND RAISING COMMITTEE.

This committee is responsible for all fundraising matters pertaining to the Classified Senate. All fundraising activities must be approve by the Classified Senate. The Chair of this committee is appointed by the Classified Senate President. Once the Chair is selected, that person is responsible for choosing the committee members. **All fundraising activities must be approved by the Senate before any action is taken.**

6. SCHOLARSHIP COMMITTEE.

This committee is responsible for the planning, organization, selection, and awarding of the annual Classified Senate Scholarships. The Classified Senate and the Classified Senate Scholarship committee are responsible the Classified Senate Scholarship fund and the Helen Christiansen & Jean L. Lafferty Scholarship funds. The Chair of this committee is appointed by the Classified Senate President. Once the Chair is selected, that person is responsible for choosing the committee members.

ARTICLE IX MEETINGS

A. GENERAL MEETINGS

There shall be a general meeting of all Classified Employees as appropriate during the academic year. The College President will be informed of the date and time.

B. SPECIAL GENERAL MEETINGS

Special General Meetings of the Classified Senate may be called by the Senate President or by a signed petition of fifteen (15) percent of the Miramar College Classified Senate and submitted to the Senate Board. The College President will be informed of the date and time.

C. QUORUM

Half plus one of the Miramar College Classified Senate Executive Board and Senators shall constitute a quorum at any general or special general meeting of the Miramar Classified Senate. Proxy votes may be submitted in writing by any member of the senate if they are unable to attend. **Such proxy votes shall count towards a quorum.**

D. ATTENDANCE

Bi-monthly meetings of the Senate Board are open to all members of the Miramar College Staff.

When the Senate Board is considering items of interest to the administration, faculty, student body, or other campus organizations, appointed members from those respective organizations may be asked to participate in any discussion on the action under consideration. All actions of this nature will be the first order of business of the Senate Board in order that the representatives may be excused from the meeting.

If the administration, faculty, student body, or other campus organizations want to present matters of concern or interest to the Senate Board, they may contact any Senate Board member to be placed on the Senate agenda. All actions of this nature will be the first order of business of the Senate Board in order that the representatives may be excused from the meeting.

E. SPECIAL SENATE EXECUTIVE BOARD SESSIONS

Special Senate executive Board sessions may be called by the Classified Senate President, or at the request of two (2) Senate Board members.

F. STANDING AND AD HOC COMMITTEES

There shall be meetings of all standing and any existing Ad Hoc Committees as necessary, appropriate and convenient to work schedules.

ARTICLE X ELECTIONS

A. GENERAL PROCEDURES

All elections and polls for which the Nominating Committee is responsible will be by secret ballot. Adequate precautions will be taken to insure that only bona fide members of the Senate may vote. The Nominating Committee is expected to take steps to maximize voting participation.

When it can be determined, in the judgment of the Nominating Committee, that an individual will meet the eligibility requirements for election to a given position prior to the start of the term of office, that person's name will appear on the list eligible for nomination and/or election. If a member on a nominating ballot receives a number of votes totaling a majority of the Classified Senate, they shall be declared nominated. If a nominee receives a majority of votes cast on the election ballot, they shall be declared elected.

B. ELECTION OF OFFICERS OF THE SENATE

A. ELIGIBILITY. Any classified permanent contract member of the Classified employees, including; permanent, probationary, ABSO, college police, confidential, office-technical, operations and supervisory employees of Miramar College are eligible to hold office in the Miramar College Classified Senate.

Not eligible to hold office are non-contract classified employees.

B. NOMINATIONS. As soon after up to 15 working days, or as soon as possible, and at such times circumstances of special election may require, the Nominating Committee shall determine Officer vacancies and make arrangements to fill those vacancies.

C. ELECTIONS. On the basis of lists of nominees submitted by the Nominating Committee, elections or polling will be conducted according to procedures, which have been established. Results are to be reported to the Senate Board as soon as possible.

D. VACANCIES.

1. A vacancy shall exist when an elected member:
 - a. Resigns from the Senate Board
 - b. Fails to meet the eligibility requirements for membership in the Senate.

- c. Accepts a Leave of Absence for a period of five (5) months or more.
 - d. Encounters any other conditions which necessitates absences for five (5) or more consecutive regular meetings of the Senate.
2. When such a vacancy occurs, the Nominating Committee shall follow the necessary procedures to fulfill said vacancies and report to the Senate Board their results.
 3. Officers elected or appointed to fill vacancies shall complete the term of office of the officer they replace.

ARTICLE XI RECALL

Any officer may be recalled from the Classified Senate. The Procedure is as follow:

- A. A motion for recall of a specific officer must be made and seconded by members of the Classified Senate at a regular meeting of the Senate. Discussion and clarification shall be encouraged.
- B. If 2/3's of all senators of the Classified Senate concur, the officer shall then be recalled.
- C. The Chair of the Nominating Committee shall then conduct an election to fill the vacant position.

This constitution and bylaws may be amended in the following ways:

1. An amendment may be proposed in writing to the Senate Board by the a) amendments and Bylaw Committee, b) Senate Board, or c) any member of the Classified Senate. After consideration by the Senate Board, the proposed amendment shall be submitted at the next Classified Senate meeting.
2. An amendment may be proposed at any general meeting of the Classified Senate. If approved by a majority vote, it shall be submitted to the Classified Senate by poll according to the Election Procedure (Article IX).
3. ADOPTION. A three-fifths (3/5) majority of the balloted votes cast by all eligible classified members shall be required for adoption of an amendment, and an amendment shall become effective upon such adoption.