



GROSSMONT  
COLLEGE  
CLASSIFIED SENATE  
BYLAWS

Grossmont College Classified Senate 2018





## Contents

BYLAW 1: SENATE MEMBERSHIP .....	2
BYLAW 2: EXECUTIVE COMMITTEE OFFICERS.....	2
BYLAW 3: SENATORS.....	4
BYLAW 4: ELECTIONS .....	5
BYLAW 5: PROCEDURE OF OPERATION OF MEETINGS.....	5
BYLAW 6: COMMITTEE SELECTION .....	5
BYLAW 7: STANDING SENATE COMMITTEES .....	6
BYLAW 8: SPECIAL COMMITTEES.....	8
BYLAW 9: ACCOUNTING, BUDGETS AND FISCAL POLICY.....	8
BYLAW 10: QUORUM.....	9
BYLAW 11: ADDITIONS/CHANGES TO THE BYLAWS .....	9
BYLAW 12: CLASSIFIED SENATE CODE OF ETHICS OF ETHICS STATEMENT .....	9



## BYLAW 1: SENATE MEMBERSHIP

- 1.1 The Senate shall represent and include all Grossmont College Classified Professionals except management as defined by Education Code 72400.
- 1.2 One non-voting seat will be allocated to each of the following:
- the bargaining unit (CSEA)
  - Professional Development Department
  - Student Association
  - Academic Senate
  - Administrators Association
- 1.3 Recalls: (removing someone from office)  
An Executive Board or senator can be recalled by meeting one or more of the following criteria:
- a. any Executive Board member of the Classified Senate may be removed from office by a two thirds majority of votes cast within elected senators.
  - b. any senator from the Classified Senate may be removed from an office by two thirds vote of no confidence by the members of Classified Senate.
  - c. A petition for removal person from position by 15% of the constituency will be presented at a classified senate meeting for consideration.
- 1.5 Vacancies:
- a. If there is a vacancy of any office during the term, the President, with the approval of the Executive Board, will appoint a member to fill any vacancy. The replacement will serve until the end of the term. If the office of the President is vacant, or the President is unable to perform the duties of his or her office, the Vice President will immediately assume the office of President.
  - b. the Board will cause the removal or replacement of any officer who has 4 unexcused absences from regularly scheduled Senate meetings per fiscal year. Absences may be excused by prior notification of the President

## BYLAW 2: EXECUTIVE COMMITTEE OFFICERS

- 2.2 The executive committee shall be comprised of the President, Past President, Vice President, Secretary, and Treasurer.
- 2.3 An officer may not hold a senate executive office and a union executive office simultaneously.
- 2.4 Nomination and election of the Executive Board will be the same process as for Senators (See Bylaw 4). All executive officers may serve up to 3 consecutive 2 year terms or 6 years in one position, unless the position is uncontested. Each term begins July 1 and ends June 30 of the second year. Senators who have been appointed to a vacant Executive position will serve the remainder of the assigned position.

Duties and Responsibilities:

President's Duties:



- a. preside at Senate meetings
- b. be responsible for all required reports and recommendations.
- c. administer and maintain the affairs of the classified senate between meetings.
- d. express publicly the Senate's position on issues and recommendations relating to governance
- e. inform the Executive Board of committee vacancies
- f. appoint and/or remove classified staff members to/from GCCCD committees when requested
- g. keep records of classified committee appointments and solicit classified opening on campus committees.
- h. serve as the representative or appoint a designee to serve on Grossmont College shared governance committees or councils
- i. meet regularly with the executive leadership of the college and district
- j. serve as contact person for statewide organizations
- k. perform other duties as may be required by the office

Vice President's duties:

- a. assume duties of President during the President's absence, at the request of the President, or for the unexpired term in the event the President cannot serve and he/she is confirmed by the Senate to this post.
- b. represent classified staff at official functions or designate a representative
- c. express publicly the Senate's position on issues and recommendations relating to governance
- d. represent the Senate at meetings as assigned
- e. meet regularly with the executive leadership of the college and district
- f. perform other duties as may be required by the office

Treasurer's Duties:

- a. assume duties of President in absence of President, and Vice President in facilitating meetings
- b. maintain financial records, collect and deposit funds, disburse funds, and submit financial reports to the Senate during the calendar year as requested by the Executive Board but not less than twice per year
- c. with assistance from the president, prepare annual budgets for adoption by the Executive Board
- d. act as chair for all fundraising activities
- e. be one of two required signatures on the Grossmont College Senate Trust Fund
- f. perform other duties as may be required by the office

Secretary's duties:

- a. assume duties of President in absence of President, Vice President, and Treasurer in facilitating meetings
- b. publish an agenda for all Senate Executive Board and other Senate meetings
- c. to record meeting minutes and disseminate approved documents of all Senate meetings
- d. maintain Senate records, including ensuring the minutes are posted to the senate website
- e. coordinate the reports and recommendations of Senate committees for presentation to Executive Board
- f. perform other duties as may be required by the office

Past President Duties:



- a. will be an advisor and mentor to the current President, President Elect, and the entire Senate Executive Board, guiding and assisting them in becoming familiar with but not limited to:
  - duties and Responsibilities of the office of President
  - district's Policies and Procedures
  - governing Board Procedures
  - MOU with CSEA
  - perform other duties that may be requested by the President and/or Executive Board, since this position is advisory it is a non-voting Senate Executive Board position

President Elect Duties:

- a. plan to serve as future President of Grossmont College Classified Senate
- b. gain as much experience and training as possible to serve in the Senate Presidential position
- c. work closely with the President to facilitate a smooth transition to the office of Senate President
- d. participate in standing Senate Committees
- e. attend all Grossmont College Classified Senate meetings and functions
- f. perform related duties as assigned by the President

2.5 Executive Committee Functions:

The duties of the Executive Committee shall include, but not be limited to:

- a. develop agenda for Classified Senate meetings
- b. review committee reports and place said reports on agenda for Senate action when appropriate
- c. review report/request from all other sources to determine if they should be placed on the agenda
- d. call special meetings of the Senate if necessary
- e. authorize and approve expenditures

2.6 Vacancies and Removal from Office:

- a. A member of the Executive Board may be removed from office, consistent with Bylaw 1.4
- b. Vacancies shall be consistent with Bylaw 1.4.

## BYLAW 3: SENATORS

3.1 Each Senator shall serve a 2 year term of office. Each term begins July 1 and ends June 30 of the second year. Senators who have been appointed to a vacant Senate position will serve the remainder of the assigned position.

3.2 Senators' Duties:

Duties and responsibilities of Classified Senators include, but shall not be limited to the following:

- a. adhere to the objective and goals of Article 2 of the Classified Senate Constitution
- b. attend Classified Senate meetings on the first, third and fifth Friday of the month  
(see section 4.1 of the bylaws)
- c. disseminate and/or collect information to/from the classified staff in the classified constituency
- d. act as a mentor to all new classified employees in his/her constituency area
- e. serve on shared governance committees and Classified Senate subcommittees as needed



### 3.3 Senator Appointments

If a classified professional is interested in becoming a senator, the professional is considered eligible if they attend 3 classified senate meetings in a term. The professional will be voted upon and approached by a majority of the classified senate

## BYLAW 4: ELECTIONS

Call for nominations will be sent out electronically the first week of December, voting on the second week of December on even years with an announcement coming the second week of January on odd years.

## BYLAW 5: PROCEDURE OF OPERATION OF MEETINGS

- 5.1 Senate meetings will be held the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Fridays of the month. The times and places of regular meetings of the Executive Board will be determined at the first meeting of the newly elected Executive Board. Meetings shall be governed by consensus.
- 5.2 Special Executive Board meetings may be called by the President or a majority of the voting members of the Executive Board.
- 5.3 Members of the electorate may attend any Senate meeting and may speak with the consent of the President or a board majority of the quorum; however, they may not vote. A majority of the quorum or the President, with the approval of the majority of the quorum, may invite a person to attend and speak at a Senate meeting.
- 5.4 Minutes and agendas of Senate and Executive Board meetings will be distributed to the Senate members and posted. Agendas will be posted at least 72 hours prior to regular senate meeting. Minutes will be posted within five working days after the meeting to the senate website.
- 5.6 General meetings of the Senate Shall be scheduled at such times to ensure maximum attendance by the electorate. It shall be a goal of the officers to encourage attendance by staff at all Classified Senate Hosted events.
- 5.7 The President shall notify the electorate at least five (5) working days prior to any Senate general meeting. Call for agenda items shall be requested no less than one week before the event.
- 5.8 A Senate meeting may be called and convened within five (5) working days in any one of the following ways:
  - a. by the President
  - b. majority of the Executive Board By:
    - i. petition to the President
    - ii. vote at a meeting of the Executive Board
  - c. ten percent of the electorate by signed petition to the President

## BYLAW 6: COMMITTEE SELECTION

All standing governance committee and hiring committee selections will be made by a taskforce of up to 3 senate members and the Senate President or designee. If a senator applies for the position they are unable to serve on the taskforce selecting the hiring committee member(s).

- 6.1 An appointment to any district/ campus committees or councils will meet the following criteria:
  - appointment will balance representation within classified staff and faculty when appropriate.





- appointment will expand diversity, equity and inclusion.
- appointment will increase the total number of different classified staff on committees.
- appointment to a committee with a **new** classified staff member will take precedence over reappointment of the same classified staff member for a second term.
- appointment will take into consideration specific expertise needed for a committee appointment and whenever possible appoint a classified staff member with that expertise.
- committee needs continuity and “institutional memory” within membership.
- when recruitment is necessary, candidates will be sought after who fulfill criteria 1-6.

6.2 The responsibilities of a governance committee member representing Grossmont College Classified Professionals include:

- a. Attend all meetings. If unable to attend notify the Classified Senate President prior to the meeting
- b. Complete the report back form (Appendix 2) and email to the Classified Senate Secretary with a copy to the Classified Senate President within seven (7) business days from the date of the meeting. You will be required to attend and present relevant information at a senate meeting.

6.3 The responsibilities of a hiring committee member include:

1. completion of the HIRE training process within the 12 months prior to selection.
2. If unable to sit on a hiring committee after being selected, the member must notify the Classified Senate President so that another member may be put forward to the committee chair.

6.4 If any committee (governance or hiring) member cannot fulfill his/her duties please advise the Classified Senate President.

6.4 If the committee member is unable to attend three or more meetings, another classified professional will be selected to participate and you may be requested to step down.

## BYLAW 7: STANDING SENATE COMMITTEES

### 7.1 Communications

**Charge:** This group is charged with centralizing information to our constituency in the most efficient way which could include using Twitter, Facebook, ‘Google Drive’, blogs, Blackboard, Canvas, and other electronic media. It shall be the responsibility of the site Vice President to gather campus-wide and district endeavors, projects and publications for distribution by this committee. It also prepares Senate communication strategy and recommends Senate website structure and content. Communications committee members are assigned to centralize the committee assignments of the numerous committees, search and hire committees, counsels and taskforces within the district and individual campus communities. This is accomplished by sending an email to key employees that will populate current links to the committees meeting page. Meeting notes, committee charge and composition shall be maintained by this communication committee via links from existing pages to the Classified Senate website under Committee Communication. All Classified Senate event communication is generated through this committee. This is a collaborative effort between GCCCD Classified Senates and our local CSEA chapter 707 including but not limited to naming of committee member as outlined in the MOU between the two organizations. Examples of tasks of members could include:

- Web maintenance for the committee communication
- Maintenance of the Senate Blackboard/ Canvas Discussion Board site  
Flyer/announcement designer for event advertisements



- “Keeper of the lists” of all current committee members (liaison with web-designer staff)
- Blog creator and permissions manager
- Facebook, Twitter, Tumblr-administrator
- Creation and publishing of a monthly newsletter

**Composition:** Co-Chairs: 1 site VP and Senate Secretary with equal representation from all areas including the Chair (minimum of 2 classified from each area) VP shall be appointed by executive chair if no one volunteers by second Senate Executive board meeting of the term. Other committee members shall be recruited from any contract classified employee – this does not need be executive officers and can include retirees.

## 7.2 Fundraising

**Charge:** This committee is charged with finding innovative ways to support the Grossmont Classified Senate Trust (s), and includes, but is not limited to, fundraising events, sponsorships and donations of any kind made to the GCCCD Classified Senate.

**Composition:** The Chair is the Treasurer. Any Senate Executive Board Member or general classified constituent can participate. Purchasing and accounting needs will be conducted by the Treasurer. Equal representation from all areas is encouraged.

## 7.3 New Employee Committee

- a. maintain the Classified Senate database by At least monthly obtaining names of new, resigning, or retiring classified employees via various information sources such as reports from the Employee Information System and the Board of Trustees Personnel Agenda to update the Classified Senate employee database.
- b. Provide memos containing the information of the new hire for distribution to Senators for mentoring opportunities and announcements at meetings.
- c. Provide the Senate President with the database welcome letter to new hires from the Classified Senate, outlining the role of the Senate, the Senate representative for their area, and inviting them to the next Senate meeting so they may be introduced.

## 7.4 Employee Recognition

**Charge:** This committee is responsible to recognize, promote, and develop the contributions that the classified employees provide to the Grossmont College educational environment, and effectively communicate to the Grossmont College community the importance of employee recognition. This committee will oversee the Chancellor’s Classified Senate Award process and make recommendations to the Classified Senate Executive Board, and advocate for the nomination of Grossmont College classified employees to state level recognition awards. The vital daily contributions of classified employees will be emphasized and communicated to campus and Grossmont College leadership councils.

**Composition:** Chaired by any Senate Member. Any Classified Senate Executive Board member or contract classified employee can participate on this committee. The committee composition shall be equally represented by people from each area, and have a minimum of 6 members (2 from each site).

## 7.5 State and Regional

**Charge:** This committee is charged with establishing communications between the GCCCD CS Coordinating Council and the 4CS State Executive Board; especially with the local region representative (South East Region 1 – if this office is vacant, then communications shall be established with the South Vice President). The chair of this committee shall conduct meetings as necessary to collect data and (or delegate) report at each executive board meeting topics of interest to California Community College staff, including California Community College





Classified Senate (4CS) activities, Board of Governor's agenda items and policy developments, System Office (State Chancellor's Office) policy developments and California Legislative items of interest. This committee shall be responsible for state level leadership development by classified members and could include conference attendance, providing information workshops, and soliciting membership/sponsorship of 4CS. This includes but is not limited to ensuring that once per each 2-year term that the president of the GCCCD Classified Senate attends the Community Colleges League of California (CCLC) annual conference and that each elected Vice President be offered the opportunity to attend the Classified Leadership Institute (CLI) at least once per 2-year term preferable the summer of their first term. This committee shall endeavor to obtain the resources needed for travel either by fund-raising efforts or by seeking professional development funding. Examples of tasks of members could include:

- send annual update of classified leadership to 4CS in May, Assist representative conference attendance at CCLC (November)
- legislative Conference (January) and CLI (June)
- submit to 4CS delegate assignment document for 4CS voting at CLI (June), Solicit membership for 4CS (sponsorships can be individual or senate level)
- summarize and report e- mail/online discussions/topics from the CCCS listserv and distribute to the CS executive officers as needed
- summarize and report at monthly executive meetings current legislative bills of interest to classified community college staff
- assist with scholarship submission for CLI (Deadlines and documents usually due in February)
- submit resource links to the CS website manager for CCLC, 4CS, Legislative updates and other state organizations, and ensure these links are easily available to classified members

**Composition:** Chair: Classified Senate President (upon election) and Executive Board. Other committee members may be recruited from any contract classified employee.

## BYLAW 8: SPECIAL COMMITTEES

### 8.1 The Nomination and Election Committee

**Charge** – Organize, supervise and run an unbiased election to place classified employees on the Classified Senate. This committee will meet from January through June in even numbered years. The committee will work with the Site Vice Presidents to educate the classified employees about Classified Senate, the Executive Board duties, and the election process. The election process will be orchestrated start to finish by this committee, with a focus on confidentiality, and impartiality. An outside email container has been established to ensure non-biased confidential voting.

**Composition** – Senate Vice Presidents, Senate Members at Large, any additional members must equitably represent each of the areas and can include classified not currently on the Executive Board

## BYLAW 9: ACCOUNTING, BUDGETS AND FISCAL POLICY

### 9.1 The Executive Board, through its Treasurer, will establish two funds as follows:

- a. A Grossmont College Classified Senate Organizational Expense Fund, (key budget code KC 7327003 DC GC Classified Trust) for expenses related directly to the mission and vision of the Grossmont College Classified Senate.
- b. A Grossmont College Classified Senate fund (key budget code 1215208) which will be allocated and expended by Board direction in support of staff development activities such as presentation fees, travel, conference fees, Staff Appreciation Day, and other activities.



## 9.2 Preparation of Budget:

At the beginning of each fiscal year, the Treasurer will prepare or cause to be prepared, balanced budgets based on projected revenues from fundraising events or activities.

## 9.3 Expenditure Authorization:

The President shall not authorize an expenditure of more than \$50.00 without prior approval of the Executive Board. If there is an emergency need for disbursement of funds over budget, approval may be.

## 9.4 Disbursement of Funds:

The Treasurer will not disburse funds without an approved requisition signed by the President. Approval must be obtained prior to purchase and disbursement. The Treasurer is to receive a statement of purchase or receipt for all goods and services. Valid receipts to cover all expenditures made from the fund must support such reimbursement. Fund transfers between accounts and check disbursements will require two authorized Board member signatures. These members would generally be the President and Treasurer. All disbursements are to be made from and for the current fiscal year only. The Executive Board must approve any exceptions to this.

## 9.5 Voluntary Dissolution:

In accordance with these bylaws and government regulation, the Executive Board, should the organization decide to dissolve, will determine the distribution of the assets of this organization.

## BYLAW 10: QUORUM

**10.1 Quorum:** A quorum shall consist of a simple majority of voting members of the Senate or a simple majority of those in attendance at General Senate meetings.

**10.2 Majority:** Officers are voting members of the Senate. A simple majority in these bylaws is half plus one. An office vacancy shall not be counted towards the total number in quorum.

## BYLAW 11: ADDITIONS/CHANGES TO THE BYLAWS

**11.1** Additions and/or changes to the Bylaws or Constitution may be affected by a simple majority vote of the Senate Executive Board and ratification by a simple majority (see definition of simple majority) at the next General Senate Meeting following the proposal.

**11.2** The proposed changes must be presented a minimum of two (2) weeks before the meeting where the vote will take place.

**11.3** A general Senate meeting is defined as any gathering of the classified staff called by the Senate Executive Board of the Grossmont College with purpose of organizational activities, or the intent of revising or updating the constitution and bylaws of the Grossmont College Classified Senate.

Meetings, as defined, include but are not limited to: meet and greet, organizational meeting general membership meetings, or Classified Staff Appreciation Day.

**11.4** Revised bylaws will be distributed within 30 days to all members as amendments are implemented and posted to the Grossmont College Classified Senate Website.

## BYLAW 12: CLASSIFIED SENATE CODE OF ETHICS OF ETHICS STATEMENT

**12.1** The Senate recognizes its responsibility and obligation to the classified membership. It serves and is committed to conducting its business with honesty, integrity, and professionalism to achieve the established



mission and vision as described in the Senate Constitution. To that end, Senate is committed to accountability and transparency.

**12.2** The Senate Code of Ethics applied to all employees of the Classified Senate. Classified Senate members share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the Grossmont College Senate and its membership. Executive Board members of the Senate shall conform their conduct to the following Standards of Ethics:

- Equitable access to participatory governance for all classified employees
- Advocating for all classified employees with impartiality
- Make every effort to ensure the stance taken at the site, or Districtwide, represents that consensus of the majority of the Senate Executive Board
- Professionalism that builds confidence and trust in both the classified leadership and classified membership that serve this District

