

**Mt. San Jacinto College**  
**Classified Senate**  
**Constitution/Bylaws**

Ratified: September, 2019

**ARTICLE 1 – Name and Definition**

The name of the organization shall be the Classified Senate of Mt. San Jacinto Community College District (MSJC) (also referred to as the Senate). The Senate is an elected body of Classified Professionals who represent the classified employees as a whole (also referred to as members, Electorate).

**ARTICLE 2 – Mission**

The mission of Mt. San Jacinto Community College Classified Senate is to promote the valuable contributions made by Classified Professionals by creating an environment that will lead to the greatest level of student success and recognize the roles and accomplishments of Classified Professionals. In collaboration with administration, faculty, and students, the classified role is to support and enrich our educational environment.

**ARTICLE 2 – Purpose**

The purpose of the Classified Senate shall be to represent the Classified Professionals of MSJC for participation in governance and to support the mission and vision of the Mt. San Jacinto Community College District to include:

1. Represent the various non-bargaining needs, concerns, and viewpoints of the classified constituency.
2. Promote the recognition of Classified Professionals as a valued part of the college workforce.
3. Serve as the official vehicle for classified participation in participatory governance as defined in applicable state codes and district policy. The Senate is responsible for involving the membership (Article 3, Section 1) in campus committees which

review non-restrictive policies, procedures, practices, needs, assessments, and development of new ideas.

4. Communicate to the MSJC Superintendent/President the needs, concerns, viewpoints, and recommendations developed by the Classified Senate.
5. In cooperation with CSEA, may appoint for classified participation in district hiring/recruitment panels.
6. Encourage the exchange of ideas and understanding between the classified, faculty, administrators, students, and the Board of Trustees; and provide a centralized means of communication between Classified Professionals and other areas of the college.
7. Provide an opportunity to develop individual leadership among the classified professionals, and support to increase the professional standards of its members.
8. Work in partnership with the District Professional Development Committee to develop and support professional development activities.
9. Address concerns as requested by its members.

### **ARTICLE 3 – Membership**

#### **Section 1 - General Membership**

For the purpose of this constitution, the term "Classified Professionals" shall include permanent full and part-time, non-management employees designated by the district to be "classified" employees whose duties do not require an administrative or instructional credential. Including positions that have been designated confidential and supervisory. All "classified" employees (full-time and part-time) as herein defined, shall have automatic membership to the Classified Senate. Classified Professionals may volunteer their level of participation in any Senate event or voting matter but nonetheless will be considered part of the membership represented by the Senate.

#### **Section 2 – Classified Senate Board**

The Classified Senate board shall act on behalf of Classified Professionals in all matters as defined in article 2. The executive board shall consist of the Executive Officers, Senators-at-large, and other representatives as designated (as defined in Article 4, section 2.) for a term of two years.

## **ARTICLE 4 - Organization Bylaws**

### **Section 1: Senate Board Development:**

1. Senators shall be elected for a term of two (2) years, with the exception of the President, who will serve a third (3<sup>rd</sup>) year as Past President.
2. The Senate shall be represented by Officers, Senators-at-large, and a Public Relations Coordinator. The Senate shall consist of President(s) (senate board may exercise the option of a second President in support of both campuses), Vice President, Secretary, Treasurer, Past President (one-year term), nine (9) Senators-at-large, and one (1) Public Relations Coordinator. At least seven (7) Officers/Senators representing each campus (MVC/TVC and SJC/SGP).
3. Upon taking office, members of the Senate shall appoint officers from within the elected members by majority vote.

### **Section 2: Officer Roles:**

#### **A. The President shall:**

1. Serve as an official representative of the Classified Senate, to the MSJC College Council, the District Executive Cabinet, or any other governance meetings requesting Classified Senate representation.
2. Advocate for the membership in all functions of the college. The Senate President is authorized to express publicly the Senate's position on issues and recommendations related to governance.
3. Be responsible for all required reports and recommendations.
4. Chair and facilitate all regular Senate meetings.
5. Have general authority to administer and/or maintain the affairs of the Senate between meetings.
6. Coordinate the appointment of all members of standing and ad hoc committees formed by the Senate.
7. Determine the agenda for all meetings of the Senate and general membership and preside at all such meetings.
8. Serve on college committees requiring the participation from the Senate President, as well as other committees as time allows. The President, at any time, may appoint a designee to required committees.
9. Serve as liaison with state and college senates as well as college Academic Senate

and Student Government.

10. Meet regularly with the Superintendent/President of the College.

**B. The Vice-President shall:**

1. Assume the duties of the President during the President's absence, at the request of the President, or for the unexpired term in the event that the President is unable to complete a term of office.
2. Serve as coordinator of participatory governance committee assignments including monitoring openings on various committees and members of the membership interested in committee service.
3. Serve as Chief Election Officer for all elections conducted by the Senate during his/her term of office, except for the election of Classified Senate officers.
4. Solicit members for volunteers for campus committee appointments or the classified senate.
5. Call meetings to order when ratifications or amendments are needed.
6. Perform those duties delegated by the President.

**C. The Secretary shall:**

1. Assume the duties of the President in the absence of the President and Vice President.
2. Assume the responsibility of recording all minutes, via Boarddocs, of the Senate and general member assemblies, and distribute copies of minutes appropriately.
3. Organize correspondence; disseminate notifications and reminders of appointments, meeting times, and assemblies; and be responsible for a register, or roll, of senate attendance at regular and special meetings.
4. Perform other duties as necessary or as delegated by the President or assigned by the Classified Senate.

**D. The Treasurer shall:**

1. Assume duties of President in the absence of President, Vice-President, and Secretary.
2. Serve as Chief Financial Officer for the Senate including maintaining financial records, disbursement funds, and submitting financial reports as requested by the Senate.

3. Act as chair, or coordinate with designee, for all fundraising activities.
4. Produce a monthly report of income and expenses at each Senate meeting.
5. Perform other duties as necessary as delegated by the President or assigned by the Classified Senate.

**E. Senators-at-large shall:**

1. Attend all general meetings to the best of their ability, representing the interests and concerns of Classified Professionals.
2. Ratify all appointments made by the President of the Classified Senate.
3. Represent all Classified Professionals and express the known concerns or opinions of the membership.
4. Serve on committees and/or senate ad-hoc committees to contribute to campus/district needs and goals.
5. Actively participate in the planning and/or execution of Classified Senate sponsored activities.
6. Perform other duties as necessary as delegated by the President or assigned by the Classified Senate.

**F. Public Relations Coordinator shall:**

1. Act as a public relations specialist by producing and disseminating a Classified Senate newsletter, postings, notifications, and website maintenance.
2. Responsible for other forms of communication and social media.
3. Serve on committees and/or senate ad-hoc committees to contribute to campus/district needs and goals.
4. Perform other duties as necessary as delegated by the President or assigned by the Classified Senate.

**ARTICLE 5 – Committees**

- A. As coordinated by the Vice President, the Senate shall appoint all classified appointments to college governance committees, and as requested, district committees, task forces, and ad-hocs.
- B. In order to deal with issues or concerns of Classified Professionals, the Senate may appoint standing or ad hoc committees to conduct the business of the

Senate. The committees will report back with recommendations.

- C. Reports from each committee will be made at regularly scheduled Senate meetings.

## **ARTICLE 6 – Procedures**

### **Section 1: Elections/Terms of Office/Vacancies:**

- A. Nominations for the Senate shall be by written petition and/or electronic survey mechanism and written acceptance (including email) of the nominee. Electronic submission is preferred. Any member may make nominations (including self-nomination). The nomination period will be no less than a ten (10) day period (not including weekends).
- B. If after nominations are closed there is only the exact number or fewer nominations than vacant positions, all nominees shall be declared elected to the Classified Senate by acclamation and no balloting or other action shall be required.
- C. If nominations exceed the number of vacant seats a vote by anonymous ballot or online survey mechanism, shall commence during the last week in May. Elections will remain open for ten (10) days following distribution of ballots or opening of the survey.
- D. Ballots will be counted and verified by the Vice President and one additional board member.
- E. The Vice President will contact the nominees to share the results before they are made public.
- F. Election results will be announced by the Vice President at the subsequent Classified Senate meeting and disseminated via email to the constituency.
- G. Term of office is two (2) years to commence July 1 and end on June 30 of the second (2<sup>nd</sup>) year.
- H. No officer shall hold more than one office concurrently.
- I. A vacancy may occur through resignation, death, or by declaration. If a vacancy occurs, such vacancy may be filled by appointment of the Senate. In cases of extended leaves of absence (over 30 days), a substitute Senator may be temporarily appointed.

## **Section 2: Meetings/Quorum:**

- A. Within fifteen (15) days of taking office, the newly elected Senate shall hold an organizational meeting to elect officers and establish the dates and times for regular meetings.
- B. Regular meetings of the Senate shall take place at any Mt. San Jacinto Community College District facility. Days and times are to be determined by the Senate.
- C. A majority of Classified Senate voting members at any meeting of the Classified Senate shall constitute a quorum authorized to transact any business duly presented.
- D. The Senate is authorized to call special meetings as needed. Use of electronic media can be utilized as a formal means of communication; this includes any communications media in use now or to be invented.
- E. The Senate shall observe the spirit of the Brown Act and any other pertinent California legislation regarding open meetings. The Senate will follow the Memorandum of Understanding from the Classified School Employee Association (CSEA) and the shared governance policies of the MSJC Community College District.

## **Section 3: Action without Meeting**

The Senate may take action(s) that are within its powers and responsibilities as required or needed without a formal meeting, including voting by email. Action(s) taken without meeting can only be initiated by a majority of Classified Senate board members consenting to the action without meeting process annually in writing. Approval of the action will be by a quorum (as defined in Article 6, Section 2) and shall be filed with the minutes of the next regular Classified Senate meeting.

## **Section 4: Email Voting**

- A. Voting emails will be sent to Classified Senate board using their MSJC email addresses by any of the Classified Senate executive officers.
- B. The email will specify what is being voted upon and will require a motion and a second.
- C. When a motion and second are received, a discussion will open for 24 hours (not including weekends).

- D. After the 24-hr discussion period, voting will remain open for another 24 hours.
- E. Results of email voting and discussion will be included with the minutes of the next regular Senate meeting.
- F. The Senate is not responsible for any member who does not agree with/has amendments to, an action that has already been voted upon and closed after the allotted voting and discussion time frame. This includes anyone who is away and does not have access to their email including vacation, sick leave, personal necessity, bereavement and all other forms of short or extended leave.

### **Section 5: Dismissal and Resignation**

- A. Resignation from the Senate must be submitted in writing to the Senate
- B. Upon a member's unexcused absence from three (3) consecutive regular Senate meetings, the position will be declared vacant and may be filled by appointment by the Senate.
- C. Upon the resignation of all officers, the remaining members will call an election.
- D. Should there be no remaining members; a new election may be called by the membership.

### **Section 6: Amendments:**

- A. Amendments to this constitution may be put to a vote of the Electorate when meeting one or more of the following criteria:
  - a. A two-thirds vote of the Classified Senate.
  - b. A petition from a member of the Electorate containing the signatures of no less than twenty percent (20%) of the currently employed classified staff members. Petitions containing sufficient signatures shall be presented to the Senate at a regular meeting.
  - c. The President of the College following his/her determination that some portion(s) of the Constitution are at variance with the California State Law or adopted rules and policies of the Trustees of the Mt. San Jacinto College District.
  - d. Following the valid proposition of an amendment to the constitution, the Vice-President shall organize a special election to be held within no less than twenty (20) days and no more than thirty (30) days. Copies of the proposed amendments shall be made available to the Electorate within five (5) working days. The ballot shall state the amendment in total and require a vote of yes



(approval) or nay (rejection). The amendment shall be approved if at least two-thirds (2/3) of the voting Electorate votes yes.

- e. The Classified Senate will review the Constitution for possible revisions at least every four (4) years.