

# Skyline College Classified Senate Constitution

## **Article 1: Organization**

Skyline College Classified Senate Constitution, November 19, 2013

## **Article 2: Name**

This organization shall be known as the Skyline College Classified Senate.

### Section 1: By Laws

The Classified Senate allows for the creation of By Laws to provide specific procedures, requirements, and general guidance regarding the implementation of the mandates and intent of this constitution.

## **Article 3: Mission**

Skyline College Classified Senate shares in the participatory governance structure, through representation on college committees while providing a centralized means of communication between classified employees and the college community. The classified Senate is committed to support the mission, vision, values and goals of Skyline College.

Within the context of this commitment and the pursuit of excellence, the mission of the Classified Senate is:

1. To advocate for higher education in the State of California in support of student success.
2. To facilitate effective participation of classified employees on non-bargaining issues in the participatory governance process at the institutional level.
3. To represent the interests of classified employees in the development and formulation of College policies and procedures.
4. To promote the continued professional and personal development of classified employees.
5. To develop individual leadership skills among classified employees.
6. To promote effective communication and mutual understanding among classified employees, students, faculty, and administrators.
7. To collect, evaluate, and disseminate information to the classified employees.
8. To promote recognition of, and appreciation for, the value and contribution of classified employees to the learning environment and the campus community.

## **Article 3: Vision**

The Skyline College Classified Senate encourages professionalism, promotes an inclusive open-minded learning environment and serves as a role model to our students and community.

## **Article 4: Membership**

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The Classified Senate membership shall include all classified personnel employed at Skyline College.

Section 1: The Executive Board shall identify a Senator per college department. The Executive Board shall determine the number of departments at the beginning of each academic year.

Section 1A: Senator Representatives are charged with representing constituents within their departments by reporting and/ or sharing information pertaining to Classified Senate business at Classified Senate monthly meetings and within their departments.

**Article 5: Executive Board**

The Executive Board of the classified Senate shall consist of six elected officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Parliamentarian
6. Historian

**Article 6: Terms of Office**

The term of office for all Executive Offices shall be for one academic year. Officers may serve more than one consecutive term, if elected. All members of the classified staff who are permanent employees are eligible to run for an office on the Executive Board.

**Article 7: Voting Responsibilities**

All officers are expected to be prepared to vote on any issue which has been presented at a prior meeting.

1. If an Executive Board member must be absent from a meeting he/she may give a written proxy to either the President or Vice President.
2. In the event of an issue which is urgent and requires immediate resolution, the vote shall be taken in the following manner: The secretary will prepare the motion and distribute it to the Executive Board within three (3) days of the incident/issue. In the event the Secretary is unavailable, the Vice President will assume this duty.
3. Responses to emergency votes must be written and hand delivered or emailed to the Secretary.
4. For motions put before the Classified Senate at monthly meetings, the motion will carry with a majority of the voting members in attendance.

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**Article 8: Voting Rights**

Each member of the Classified Senate shall have one (1) full vote.

**Article 9: Elections**

1. The Executive Board shall be responsible for soliciting nominations for vacancies and for the election of the President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.
2. The President shall be responsible for collecting votes during elections. Should the President be unable to collect the votes, the Vice President will assume the responsibilities.
3. Elections shall be held the Second Tuesday in the month of May via ballot box, email or online voting. This may be altered if voted on and approved by the constituency.
4. Votes will be received by 5:00 p.m. on the date, time and method established by the Classified Senate.

**Article 10: Special Elections and Appointments**

1. A vacancy may occur through resignation, leave of absence, reclassification or reassignment to a non-classified position.
2. Should an office other than the President be vacated with less than half the term remaining, the Classified Senate President shall appoint a new officer for the remainder of the term.
3. An officer may request a leave of absence from his/her position, if such absence is required due to leave of absence from the District. If the leave is for one semester or more, a replacement must be appointed.
4. For any seat that is unopposed the nominee shall automatically be elected to that position.

**Article 11: Duties of the Executive Committee****Section A. Classified Senate President**

1. The President shall preside over all meetings of the Classified Senate.
2. The President shall act as the liaison officer to the students, classified staff, faculty, college administrators, district administrators and the Board of Trustees.
3. The President or his/her proxy shall attend all regularly scheduled Board of Trustee meetings and College Governance Council meetings, and shall represent the Senate where deemed appropriate by the Classified Senate.
4. The President in collaboration with the Classified Senate shall prepare agendas.

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**Section B. Classified Senate Vice President**

1. The Vice President shall serve as an advisor to the Classified Senate President and attend monthly College Governance Council Meetings.
2. The Vice President shall assume the duties of the President in the President's absence.
3. In the event the office of the President is vacated, the Vice President shall assume the office and fulfill its duties for the remainder of the term of office.

**Section C. Classified Senate Secretary**

The Secretary shall be responsible for taking minutes at Classified Senate meetings and preparing them for distribution.

**Section D. Classified Senate Treasurer**

1. The Treasurer shall report on the finances of the organization at each regular monthly meeting of the classified senate.
2. The Treasurer shall also oversee the Senate budget and shall be responsible for the collection, safe-keeping, and expenditure of all funds of the organization, and for keeping an accurate financial record.

**Section E. Parliamentarian**

The Parliamentarian shall be responsible for assuring the formal rules and procedures of deliberative assemblies and voting are followed. In the absence of provision to the contrary, Roberts Rules of Order Revised will prevail.

**Section F. Historian**

The Historian shall be responsible for ensuring the history of the organization is recorded and keeping current and back files on all Classified Senate events and correspondence.

**Article 12: Meeting Time**

The Classified Senate shall meet on the first Thursday of each month at a time designated by the Classified Senate Executive Board.

**Resolutions:**

It is the opinion of this Classified Senate that there should be one Classified Staff member identified by the Classified Senate Executive Board as coordinator and a committee formed for a mentorship program designed to provide leadership and guidance to newly hired Classified Staff members.