

**De Anza College
Classified Senate Bylaws**

BYLAW I MEMBERSHIP

Section 1. Regular Membership

Membership in the Classified Senate shall consist of all elected senators and officers representing the classified staff at De Anza College. Classified staff shall be defined as employees who are not faculty, managers, temporary employees or student employees.

Section 2. Duties of the Membership

Duties of the membership shall be to participate in the formation of college and district policies through the Classified Senate by

- a. being eligible for elected office of the Classified Senate
- b. electing a President, Secretary, and Treasurer
- c. presenting recommendations that will improve the educational welfare of the college and the professional growth of the Classified Senate

BYLAW II EXECUTIVE COUNCIL

Section 1. Positions

The officers of this organization shall be: President, Past President, President-elect, Secretary, and Treasurer.

Section 2. Term of Office

- a. The President, Past President, and President-elect shall serve annual terms of office from July 1 through June 30.
- b. The Secretary and Treasurer shall serve annual terms of office from July 1 through June 30 and may not serve more than three (3) consecutive terms in the same office.

Section 3. Removal from Office

Any officer may be removed from office by the vote of two-thirds of the full Classified Senate membership casting a written affirmative ballot.

Section 4. Vacancies

A vacancy may occur through resignation or through leave of absence. Notice of such vacancy must be submitted in writing. When a vacancy is declared by the President or President-elect, that vacancy shall be filled by a simple majority vote of the Executive Council.

BYLAW III DUTIES OF THE EXECUTIVE COUNCIL

Section 1. The President of the Classified Senate shall:

- a. preside at meetings of the Classified Senate and of the Executive Council
- b. have the power of appointment and removal of committee chairs and members subject to the consent of the Executive Council

- c be authorized to express publicly the Senate's position on issues and recommendations relating to governance
- d appear before the Board of Trustees or designate a representative to express the views of the Classified Senate on policies, procedures and governance
- e attend College Council meetings or designate a representative
- f attend Board of Trustees meetings or designate a representative
- g be an ex-officio member of all Classified Senate committees
- h publish an agenda for all Executive Council and Classified Senate meetings
- i perform other duties as required by the office

Section 2. The President-elect shall:

- a. act as President in the absence of the President
- b. act as chair of the By-Laws and Constitution Committee
- c. become the President of the Classified Senate upon the expiration of the incumbent President's term of office
- d. appear before the Board of Trustees to express the views of the Classified Senate on policies, procedures and governance
- e. represent Classified Senate at the Academic Senate meetings or designate a representative
- f. perform other duties as required by the office

Section 3. The Secretary shall:

- a. be responsible for preparation, publication and distribution of the minutes of all Classified Senate and Executive Council meetings maintain and file all Classified Senate records
- b. keep a list of all Senators together with the expiration date of each Senator's term of office
- c. act as President in the absence of the President and President-elect,
- d. perform other duties as required by the office

Section 4. The Treasurer shall:

- a. accept contributions, disburse funds, maintain financial records and submit financial reports to the Classified Senate twice during the academic year or as requested by the Executive Council
- b. set up the budget for the Executive Council and Classified Senate approval
- c. act as President in the absence of the President, President-elect, Past-President, and Secretary
- d. perform other duties as required by the office

BYLAW IV. SECTION SENATORS

Section 1. Sections

Sections are defined as groups of classified employees as organized by the Classified Senate. No section shall be larger than thirty members. Organization of Classified Sections shall be reviewed every three years or as required.

Section 2. Positions

Section Senators are duly elected by the members of the classified staff from each of the current identified sections.

Section 3. Term of Office

The term of office for Section Senators shall be two (2) years with approximately one-half (1/2) replaced annually. A Senator shall serve no more than two (2) consecutive terms and will again become eligible for election after one year. If a Senator completes a term as a replacement in a vacant Section, that term will not be counted as one of the two consecutive terms. Terms of Alternate Senators are not counted as any of the two consecutive terms.

Section 4. Duties of the Senators

The Section Senators shall:

- a. attend regular Classified Senate meetings
- b. ratify all appointments made by the President of the Classified Senate
- c. maintain constant oral and written communication with Sections to:
 - 1) disseminate on a regular basis information from Classified Senate meetings and
 - 2) poll Section members on issues needing consensus by the Classified Senate
- d. report to the Classified Senate on matters from their Sections which are part of the Classified Senate's concern
- e. post minutes of Classified Senate meetings
- f. find an alternate to attend Senate meetings in their absence
- g. perform other duties as required by their office

Section 5. The Section Senator Alternates shall:

- a. act as the Section Senator in his/her absence
- b. perform other duties as required by their office

Section 6. Vacancy

A vacancy may occur through resignation or through leave of absence. Notice of such vacancy must be submitted in writing to the Classified Senate President. If a vacancy occurs, it may be filled by appointment or by special election.

Section 7. Removal from Office

- a. Absences
 - 1) Three consecutive unexcused absences from Classified Senate Meetings
 - 2) Negligence in the duties of a Classified Senate Section Senator
- b. Any Section Senator may be removed from office by the vote of two-thirds of the full Classified Senate membership casting a written affirmative ballot
- c. Any elected Senator of the Classified Senate may be removed from office by a two-thirds (2/3) majority of votes cast within his/her member electorate

BYLAW V. DUTIES OF THE CLASSIFIED SENATE

The Officers and Senators acting collectively as the Classified Senate shall:

- a. participate in the governance of De Anza College
- b. provide a centralized means of communication among classified staff and with the rest of the college community
- c. become thoroughly acquainted with the Constitution and Bylaws of this organization so as to be able to explain and interpret to their Sections
- d. carry out the purpose to actively promote professionalism with the Classified Senate
- e. enhance staff development

BYLAW VI. MEETINGS

Section 1. Meetings of the Member Electorate

- a. Final executive and legislative power of the Senate may be assumed by the body of the member electorate when it is assembled in a general meeting.
- b. General meetings of the member electorate shall be held a minimum of twice an academic year and shall be scheduled at such times as to encourage maximum attendance by the member electorate.
- c. The President of the Senate shall notify the member electorate at least five working days before any general meeting. Notice of the meeting with agenda times shall be disseminated in the Mailroom and via voice mail and/or e-mail.
- d. General meetings of the Classified Senate shall be called in any one of the following ways:
 - 1) the President of the Classified Senate may convene a general meeting with at least five (5) working days notice or
 - 2) a vote at a meeting of the Classified Senate.
- e. Any motion relevant to an agenda item may be carried by a simple majority of the quorum.
- f. A procedural motion proposed at a general meeting requires a simple majority vote of the quorum to carry.
- g. A substantive motion proposed at a general meeting shall be presented to the Classified Senate as a written ballot no less than five (5) working days after the general meeting, and shall require a simple majority of an election quorum to carry.

Section 2. Classified Senate Meetings

- a. meet a minimum of twice per month during the academic year (Fall, Winter, Spring)
- b. shall be publicly announced with a posted agenda
- c. will be determined at the first meeting of the newly elected Classified Senate for time and location
- d. are open to the member electorate, and any member of the member electorate may speak; however, they may not vote
- e. are open to outside speakers at the invitation of the Classified Senate
- f. Official minutes of each Classified Senate and general Classified Senate meeting shall be kept and distributed to:
 - 1) the President and Chapter Chair(s) of the classified collective bargaining units
 - 2) the President of the Academic Senate
 - 3) the President of the College
 - 4) Vice Presidents of the College
 - 5) Chancellor of the District
 - 6) all classified staff via the Senators and/or e-mail
 - 7) posted in the mailroom and Classified Senate web site/electronically delivered.
 Minutes will be posted within five (5) working days after being approved by the Senate. Agenda will be posted at least one (1) working day prior to regular

Classified Senate meetings and at least five (5) working days prior to a general meeting, when possible to do so.

Section 3. Executive Council Meetings shall be

- a. held as needed
- b. called by the President

Section 4. Emergency General Meetings

Emergency meetings of the Classified Senate may be called with two (2) hours notice by:

- a. The President of the Classified Senate, with the approval of a simple majority of the Classified Senate
- b. A two-thirds (2/3) majority of the Classified Senate by
 - 1) Petition to the President of the Classified Senate, or
 - 2) Vote at a meeting of the Classified Senate
- c. Twenty-five percent (25%) vote of the total membership of the Classified Staff by signed petition to the President of Classified Senate
- d. A simple majority of the quorum shall be required to carry a procedural motion, and a two-thirds (2/3) majority of the quorum shall be required to carry a substantive motion at an emergency meeting of the Classified Senate

Section 5. Quorums

- a. For regular Classified Senate meetings a quorum shall consist of a simple majority of voting members
- b. For a general meeting a quorum shall consist of at least twenty-five percent (25%) of the permanent classified staff
- c. Voting by written ballot shall require a simple majority of those voting to carry the issue

BYLAW VII. ELECTIONS

Section 1. Election Time

Each spring an election of officers and senators in sections where a senate term has expired will be held at the direction of the President.

Section 2. Election Process

- a. Election to a Classified Senate office shall be by simple majority of the votes cast.
- b. If no candidate receives a simple majority of the votes cast, a special election shall be held to decide between the two (2) candidates receiving the highest number of votes for that office.
- c. Announcement of the election results will be made within two (2) working days.

BYLAW VIII. CLASSIFIED SENATE-COMMITTEES

A. Standing Committees

Standing Committees of the Classified Senate are established to actively promote professionalism within the classified staff.

The makeup of Standing Committees of the Classified Senate may be structured by mutual agreement in a manner best suited to the performance and function of the committee members.

Standing Committee Chair(s) shall serve annual terms of office from July 1 through June 30 and may not serve more than three (3) consecutive terms in the same office.

Section 1. The Staff Development Committee

This committee shall be a standing committee of the Classified Senate to

- a. obtain and allocate funds
- b. conduct programs for staff development within guidelines established by the Classified Senate
- c. appoint members of the committee as necessary with staggered one-year terms and with approval from the majority of the Classified Senate

Section 2. The Staff Development Chair(s) shall:

- a. be Chair(s) person for a standing committee of the Classified Senate to represent the Classified Senate on the campus-wide Staff Development Committee and monitor the funding from the campus-wide Staff Development Committee
- b. conduct programs for staff development within guidelines established by the Classified Senate
- c. appoint members as necessary with staggered one-year terms and with approval from the majority of the Executive Council
- d. file with the President of the Classified Senate a schedule of committee meetings
- e. report its activities to the President-elect after each of its meetings
- f. prepare recommendations relating to its functions for review and approval by the Executive Council
- g. perform other duties as determined by the Executive Council
- h. prepare a summary of committee activities for distribution to the Executive Council at the end of each academic year

Section 3. The Classified Employee of the Month Committee

This committee shall:

- a. solicit and receive nominations of outstanding classified employees to be chosen as Classified Employee of the Month. Nominations shall be in writing
- b. determine from the submitted nominations one employee for each month from October to June
- c. publicize the chosen employee and plan a recognition reception
- d. appoint members as necessary by the Classified Employee of the Month Chair(s) with staggered terms and with approval from the majority of the Classified Senate

Section 4. The Classified Employee of the Month Chair(s) shall:

- a. be Chair(s) for a standing committee of the Classified Senate to solicit and receive nominations of outstanding classified employees to be chosen as Classified Employee of the Month
- b. determine with the committee from the submitted nominations one employee for each month, from October to June
- c. publicize with the committee the chosen employee and plan a recognition reception

- d. appoint members as necessary with staggered terms and with approval (from the majority of the Executive Council)
- e. file with the President of the Classified Senate a schedule of committee meetings
- f. report results of selection for Employee of the Month nominee chosen at the next Classified Senate meeting
- g. prepare recommendations relating to its functions for review and approval by the Executive Council
- h. perform other duties as determined by the Executive Council
- i. prepare a summary of committee activities for distribution to the Executive Council at the end of each academic year

B. Ad Hoc Committees

The Classified Senate shall establish both permanent and, when appropriate, Ad Hoc committees to assist in the development and implementation of policies and procedures relating to classified staff and to the operational and educational matters of the college.

Ad Hoc committees may be established by the President of the Classified Senate, upon the advice and consent of the Classified Senate. Such committees shall be formed for special purposes and shall be of short duration.

Section 1. The Nomination and Election Committee

This committee shall be an Ad Hoc Committee formed from members of the Classified Senate to receive and solicit names of candidates wishing to run for an open position on the Classified Senate. Nominations shall be confirmed by the nominee(s).

Section 2. By-Laws and Constitution Committee

This committee shall be an Ad Hoc Committee formed from members of the Classified Senate to review the Classified Senate By-Laws and Constitution each year for additions and/or changes.

BYLAW IX. CLASSIFIED SENATE CONTRIBUTIONS

Section 1. The voluntary dues for the Classified Senate shall be \$2.00/contract month for full-time staff. Classified staff can arrange for a payroll deduction of dues by completing the appropriate form (which can be obtained from the Executive Secretary) or may simply write a check to the De Anza College Classified Senate. A minimum of 25 staff must agree to a payroll deduction for the District to implement the service.

Section 2. Contributions may be recommended by the elected Classified Senate. These contributions shall be used for the operating expenses of the Classified Senate.

BYLAW XI. RIGHT TO ACT

Any Classified Senator, Executive Council Member, Classified Staff Member, Classified Senate Committee or any other Senate body does not have the right to incur any debt, get involved in any business, or speak to any issue under the title or implying the title of Classified Senate in any way unless given full authority to do so by the Classified Senate.

BYLAW XII. AMENDMENTS

Additions to and/or changes in the Bylaws may be effected by a simple majority vote of the Classified Senate and ratification by a simple majority of the quorum at the next general meeting following the proposal.

Adopted: 1992
Revised: 1995
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