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# GROSSMONT COLLEGE CLASSIFIED SENATE

## **Constitution & Bylaws**

Grossmont-Cuyamaca Community College District  
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## CONSTITUTION AND BYLAWS

### **ARTICLE 1 - NAME OF ORGANIZATION**

The name of this organization shall be the Grossmont College Classified Senate (hereinafter referred to as the Senate).

The Senate shall represent and include all Grossmont College classified professionals except management as defined by Education Code Section 72400.

**VISION:** Provide classified staff a voice to participate in the initiation, development, and evaluation of all District policies and procedures that support educational programs and services for students at Grossmont College.

**MISSION:** Grossmont Classified Senate promotes the valuable contributions made by classified professionals in creating an environment that will lead to the greatest level of student success. The Senate encourages the exchange of ideas, understanding, and cooperation between classified staff, faculty, administrators and students in the best interest of enriching the educational environment.

### **ARTICLE 2 - PURPOSE**

The Senate will participate in the governance of the Grossmont Community College. The Senate will collect, evaluate, and disseminate information as well as represent the determined interest of the classified staff on any governance issue on District/College committees and councils.

The Classified Senate is organized to:

- a. participate in the governance structure of the Grossmont College and the Grossmont-Cuyamaca Community College District;
- b. provide a body representing the concerns and viewpoints of the classified staff;
- c. provide a unified means of communication between classified staff and the rest of the District community;
- d. provide an opportunity to develop individual leadership and professional standards among the classified staff;
- e. promote the interest of the classified staff in the development and formulation of policy and practice related but not limited to the following:
  - 1) selection of administrators;
  - 2) in-service training;
  - 3) facilities and services;

- 4) classified relations with student/faculty/administration;
- 5) finance and budget;
- 6) develop cooperation among administration, faculty, and classified staff.

## **2.1 - Scope of Responsibility**

The Senate:

- a) may make recommendations for the classified staff in non-contractual matters;
- b) shall obtain, consider, and may take positions on College/District information and make recommendations to the college administrations and the District;
- e) shall send the President and a designee to the Grossmont-Cuyamaca Community College District Classified Senate Coordinating Council (~~Council~~); *?leadership? (this was in my notes)*
- d) may select a designee to appear before the Governing Board to express the views of the Senate on non-contractual issues relating to policies, procedures, and governance.

## **ARTICLE 3 - ORGANIZATION**

### **3.1 - Membership**

The Senate shall be comprised of Governing Board approved classified employees including positions that have been designated confidential by collective bargaining with the exception of management. Although Classified Senate does not represent Supervisors in the area of Participatory Governance or Screening Committee placement, the organization does include these groups on their communication and developmental efforts. **Participation is voluntary** (*? Language reflecting AB 1725 & SB235*) and there are no dues.

### **3.2 - Autonomy**

The Senate shall be distinct from any other classified organization of the District. Officers of the Executive Board may not serve concurrently on the Classified Bargaining Unit Executive Board.

### **3.3 - Representation**

The Senate shall seek full classified representation on all appropriate college and district committees and councils. All representatives to those committees and councils will be appointed by the Executive Board in compliance with the MOU between CSEA Chapter 707 and GCCCD.

## **ARTICLE 4 - TERMS OF OFFICE AND DUTIES OF OFFICERS & SENATORS**

### **4.1 – Executive Senate Officers**

Grossmont College Senate **membership**- *membership is all classified staff. ? Change to EB? (see 3.2)* shall have a **President, Vice President, Treasurer, Secretary and Senators**.- *remove & describe everyone in board definition or use consistant language*

**4.1.1.** All executive officers will serve a 2-year term.

**4.1.2.** All executive officers may serve up to 3 two-year consecutive terms or 6 years in one position.

### **4.2 – Officer Elections, Appointments, and Vacancies**

**Each Senate Executive Officer**- *does this apply to senators as well?* shall serve a two-year term of office beginning July 1 through June 30.

**4.2.1** Election of Senate Executive Officers shall be conducted during the month of December in even numbered years.

**4.2.2** ‘Past President’ shall be an automatic appointment at the conclusion of his/her current presidential term and/or at the time of replacement in office and shall serve his/her successor and the executive board in an advisory capacity for as long as his/her successor holds the office of President but may opt out after serving in that position for one (1) term and any time thereafter up to a maximum of three (3) terms.

**4.2.3** The election process will be conducted by ballot either in person or online

**4.2.4** Vacancies:

- a. The Vice President may fill any vacancy as deemed necessary.
- b. The Board will cause the removal or replacement of any officer who has four unexcused absences from regularly scheduled Board meetings per fiscal year. Absences may be excused by prior notification of the President to the board.
- c. The Board may also remove a Board member for failure to fulfill his or her responsibilities. This is to be accomplished by approval of quorum of Executive Officers. This action will take place at a noticed hearing to give the affected member opportunity to plead his or her case.
- d. 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 election year. 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.

### 4.3 Senate Executive Officer Duties

Each Officer will perform the duties as follows:

#### **President's Duties:**

- a) preside at General Senate Executive Board meetings;
- b) express publicly the Senate's position on issues and recommendations relating to governance;
- c) inform the Executive Board of committee vacancies;
- d) appoint and/or remove classified staff members to/from GCCCD committees when requested;
- e) serve as the representative or appoint a designee to serve on Grossmont College shared governance committees or councils;
- f) serve as contact person for statewide organizations;
- g) perform other duties as may be required by the office.

#### **Vice President's duties:**

- a) act as Chair in absence of President at Senate Executive Board meetings;
- b) represent classified staff at official functions or designate a representative;
- c) express publicly the Senate's authorized position on issues and recommendations relating to site governance;
- d) represent the Senate at meetings as assigned;
- e) perform other duties as may be required by the office.

#### **Treasurer's Duties:**

- a) 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;
- b) with assistance from the president, prepare annual trust fund budget for adoption by the Executive Board;
- c) be one of two required signatures on the Grossmont College Senate Trust Fund;
- d) perform other duties as may be required by the office.

#### **Secretary's duties:**

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

**Senators' duties:**

- a) attend regular Senate meetings;
- b) poll their constituents on items designated by the Executive Board;
- c) report to the Executive Board any matters of concern from their area;
- d) perform other duties as may be required by the office.

**Past President Duties:**

Will be an advisor and mentor to the **current President**- *how long is the past prez, the past prez?*, President Elect, and the entire Senate Executive Board, guiding and assisting them in becoming familiar with but not limited to:

- a) Duties and Responsibilities of the office of President;
- b) District's Policies and Procedures;
- c) Governing Board Procedures;
- d) MOU with CSEA;
- e) 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.

**Bargaining Unit Liaison Duties:**

Provides the link between the Classified Senate Executive Board and the Classified Bargaining Unit. Serves in an advisory capacity to the Senate Executive Board. Since this position is advisory, it is a non-voting Senate Executive Board position.

? Define Board: all elected and appointed senators. Do we want to use officers to reflect

Prez, VP etc?



## **ARTICLE 5 - MEETINGS AND MINUTES**

### **5.1 - General Executive Board**

The Executive Board Meeting shall meet the **first, third and fifth weeks of the month..** These meetings are open to the general classified membership of Grossmont College. While anyone can attend, only Executive Board members will be allowed to vote. Special meetings may be held as needed. Announcements of the Executive Board meetings shall be posted. Minutes will be prepared by the Secretary.

### **5.2 - Annual Organizational Meetings**

An Annual Organizational Meeting of the Classified Senate shall be held twice annually to establish and maintain connections with staff, interest in leadership and solicit input from all, on events hosted or organized by the Classified Staff.

### **5.3 - Annual Planning Retreat**

An Annual Planning Retreat of the Classified Senate Executive Board shall be held after the July seating of the newly elected Executive Board but no later than the end of September to plan the upcoming year's activities and establish the long term goals of the Senate. Minutes shall be taken.

## **ARTICLE 6 - PARLIAMENTARY AUTHORITY**

The consensus method of decision making shall be used to elicit open communication and channel energies into working in a collaborative manner. This method will be used to formulate solutions or recommendations which do not compromise any strong conviction or need.

In the event the consensus is not applicable to the situation, or cannot be reached, the President will serve as the parliamentarian. The Senate may elect to use other rules or voting which do not conflict with these bylaws.

## **ARTICLE 7 – ACCOUNTING, BUDGETS AND FISCAL POLICY**

### **7.1. The Executive Board, through its Treasurer, will establish two funds as follows:**

- a) A Grossmont College Classified Senate Organizational Expense Fund, (key budget code 7117600) the revenues for which will come from fund raising activities. These funds are to be used 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. - *should this be referring to the joint senate?*

### **7.2 Preparation of Budget**

At the beginning of each fiscal year, the Executive Board will prepare or cause to be prepared, a balanced budget based on projected revenues from fund raising events or activities.

### **7.3 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 obtained before a regular Board meeting by email consensus of the Board and a majority of Board members.

### **7.4 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.

### **7.5 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.

## **ARTICLE 8 – ADOPTION OF CONSTITUTION AND BY-LAWS**

This constitution shall take effect July 1<sup>st</sup>, 2017, upon approval by a simple majority of the quorum of the electorate of the senate.

## **ARTICLE 9 - DEFINITIONS**

### **Ad Hoc Committee**

A group concerned or dealing with a specific subject, purpose, or end.

### **Appointee**

A person who is appointed to a position.

### **Classified Bargaining Unit**

The "classified bargaining unit" is those employees of the classified service as defined in California Education Code, excepting those positions designated as management, confidential, supervisory, temporary, short-term, and substitute employees.

### **Classified Employee**

Persons employed in positions that are not academic positions and who are a part of the classified service as defined in Education Code Section 88003. This does not include persons who hired as substitute and short-term employees, part-time hourly, student hourly, or students in the work study program. Percent of contract employees that have passed probation are also considered a member of the Classified Senate organization. Representation of the Classified Employee for non-bargaining issues is defined in the MOU between CSEA 707 and GCCCD in the appendix.

### **Confidential Employee**

A person whose classification is on the confidential salary schedule.

### **Consensus**

A "consensus" is a majority of opinion.

### **Electorate**

The body of persons entitled to vote in an election.

### **Governance**

A method or system of government or management.

### **Management Employee**

A person whose classification is on the management salary schedule.

### **Parliamentarian**

A person who is expert in the formal rules and procedures of deliberative assemblies and other formal organizations.

### **Quorum** – refer to bylaw 1.1

A number of members of a group or organization required to be present to transact business legally, usually a majority. For an executive board meeting, a quorum is defined as half plus one of the currently elected

officers. An office vacancy shall not be counted towards the total number in quorum.

### **Simple Majority**

When determining election results, a "simple majority" is more than half of the total votes cast and more than the minimum required to win as when there are more than two candidates or choices. - *this doesn't make sense to me*

When deciding a motion at an executive meeting the simple majority is defined as half plus one of quorum. When deciding changes to the bylaws or constitution it is  $2/3^{\text{rd}}$  of the vote of the members voting.

### **Site**

Grossmont College

### **Standing Committee**

A "standing committee" is a permanent committee, as of a legislature, society, etc. intended to consider all matters pertaining to a designated subject.

**MEMORANDUM OF UNDERSTANDING  
ROLES OF GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT CLASSIFIED SENATES AND  
CALIFORNIA SCHOOLS EMPLOYEES ASSOCIATION**

The Classified Senates promote the interests of all Grossmont-Cuyamaca Community College District Classified Staff in accordance with AB 1725 mandates.

The Classified Senates are organized to:

- Select from its membership, representatives to serve on employment screening and other participatory governance committees, to ensure classified voices are heard.
- Participate on governance committees and councils to allow for inclusion in the development and formulation of policy and procedure.
- Provide a body representing the needs, concerns and viewpoints of the Classified Staff, as well as make recommendations on behalf of them-independent of contractual issues.
- Provide a centralized means of communication between Classified Staff and the rest of the college and district community
- Provide an opportunity to develop individual leadership among the Classified Staff, as well as increase the professional standards of its members
- Promote and support the activities that develop or increase the skills, productivity and professionalism of the Classified Staff

California Schools Employees Association (CSEA) is the exclusive bargaining agent for classified staff employed by the Grossmont-Cuyamaca Community College District (GCCCD).

CSEA negotiates and represents classified staff in contractual issues such as:

- Select members to serve on governance committees and councils specific to bargaining subjects
- Promote & protect rights of classified employees
- Wages, including salary schedule and placement, promotions, seniority, layoff and reemployment rights, initial classification and reclassification
- Hours of employment
- Health and welfare benefits, including holidays and vacations
- Leaves, transfers and reassignment policies
- Safety conditions of employment, including district-initiated disability leaves
- Procedures to be used for the evaluation of employees
- Procedures of processing grievances and disciplinary actions

Understanding the language and intent of §SB235 and Education Code 70901.2, GCCCD, Classified Senate, and CSEA agree that communication to management regarding specific issues will be made only through the appropriate representative body. By signing this MOU, the Classified Senates agree to abide by the terms set within. The District or CSEA reserve the right to terminate this agreement with a 30 day written notice.

DISTRICT CHIEF NEGOTIATOR	CSEA PRESIDENT	SENATE PRESIDENT	DATE
DATE: _____	DATE: _____	_____	_____
SENATE PRESIDENT	DATE		