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CONSTITUTION AND BYLAWS

Of the Classified Senate of the San Francisco Community College District

ARTICLE I -PURPOSE & MISSION STATEMENT

The purpose and mission of the classified senate is to:

- A. Represent the needs, concerns and viewpoints of the classified staff with respect to the District Shared Governance Agreement, excluding all matters related to collective bargaining;
- B. Foster communication between classified staff and the rest of the college community (excluding any negotiations with or grievances against the District with respect to the District Shared Governance Agreement, and excluding all matters relating to collective bargaining);
- C. Advocate the value and contributions classified staff provide to the learning environment;
- D. Provide an opportunity to develop individual leadership among the classified staff as well as increase the professional standards of its members;
- E. Promote and support activities that enhance the skills, productivity and leadership abilities of the classified staff;
- F. Promote the morale of the classified staff;
- G. Recommend classified representatives to the appointing body SEIU Local 1021 to serve on shared governance and college committees;
- H. And, most importantly, provide quality service to promote student success.

ARTICLE II – NAME

The name of this body will be the Classified Senate of City College of San Francisco, hereinafter referred to as the Senate.

ARTICLE III - MEMBERSHIP

- A. Membership in the Senate is open to all members of the classified staff employed on City College campuses except student aides serving in the Civil Service classification number 3591.
- B. Retired classified staff members may remain as members of the Senate, but will not have voting privileges.

ARTICLE IV - GENERAL MEETINGS

- A. The members of the Senate will meet in a plenary session at the beginning of each semester.
- B. Special general meetings may be held as necessary.
- C. Meetings will be conducted under Robert's Rules of Order.

ARTICLE V - REPRESENTATION

By annual election the membership will choose a representative group to be called the Classified Senate Executive Council, hereinafter referred to as the Council. The Council will be composed of four officers (President, 1st Vice-President/Parliamentarian, 2nd Vice-President/Secretary, Treasurer and) and fourteen senators.

ARTICLE VI - ELECTION

- A. Annually, during the first week in March, nominations for Council representatives will take place. Each member of the Senate is eligible to nominate candidates.
- B. During the first week of April, each Classified Senate member will receive a ballot listing all candidates.
- C. Terms of office for Council members will be two years and will be limited to two elected consecutive terms in the same office. In case a senator is unable to complete her/his term, the person with the next highest number of votes will complete the term. In the absence of such a candidate, the President shall make an appointment from the classified employee pool.
- D. The Council will appoint three Classified Senate members to oversee election procedures. Election results will be certified by a quorum of the Council.

ARTICLE VII - MEETINGS OF COUNCIL

- A. The Council will meet in business session at least once a month and at other times as necessary.
- B. Meetings will be conducted under Robert's Rules of Order.
- C. The Chancellor of City College of San Francisco or her/his designated representative will swear in the newly elected Council during the August plenary session.
- D. Meetings of the Council will be open to all Senate members and guests.
- E. No business of the Council may take place without a quorum of voting members.
- F. An agenda will be prepared at the direction of the Council President for each business meeting. Members of the Senate may propose items for the agenda by contacting the Council President one week prior to the meeting. Proposals not submitted by deadline may be accepted for review by majority vote of Council.
- G. An absence will be noted when any voting member misses a regular or special meeting of the Council. Three absences may be considered cause for suspension from the Council by majority vote.
- H. Vacancies occurring because of suspension or other reasons will be filled according to Article VI. Section.

ARTICLE VIII - COUNCIL OFFICERS

- A. The President and the Treasurer of the Council will be chosen by general election in odd numbered years. The 1st Vice-President/Parliamentarian and the 2nd Vice-President/Secretary will be chosen by general election in even years.
- B. Officers selected will be:
 - 1. President
 - 2. 1st Vice-president/Parliamentarian
 - 3. 2nd Vice-President/Secretary
 - 4. Treasurer

ARTICLE IX - RESPONSIBILITIES OF COUNCIL OFFICERS

- A. The President shall:
 - 1. Be responsible for the preparation of the agenda for all meetings after receiving input from the Executive Council and/or from any member of the Classified Senate;
 - 2. Preside over all General Sessions;
 - 3. Perform any other function normally thought to be within the realm of a presiding officer that is otherwise not denied by the by-laws, including authorizing any expenditure from the budget;
 - 4. Sign approved minutes, along with the Secretary;
 - 5. Make reports to the City College of San Francisco Board of Trustees meetings.
- B. The 1st Vice-President shall:
 - 1. Be the liaison with other campus groups;
 - 2. Act in the absence of the President.
 - 3. Advise and rule on procedures of meetings and maintain order.
- C. The 2nd Vice-President shall:
 - 1. Oversee the Classified Senate committees and programs;
 - 2. Act in the absence of the 1st Vice-President.
 - 3. Record, type and distribute minutes;
 - 4. Keep attendance of Council members;
 - 5. Type and distribute the agenda;
 - 6. Notify members of the meetings;
 - 7. Maintain an archive of all Council business and correspondence;
 - 8. Perform such other duties as may be assigned by the Council or ordered by these by-laws.
- D. The treasurer shall:
 - 1. Be responsible for all monetary collections and disbursements relating to the Senate;
 - 2. Maintain all records pertaining to the financial status of the Senate;
 - 3. Perform a year-end report to be presented at the August plenary session.

ARTICLE X - COMMITTEES OF COUNCIL

- A. The Council will establish permanent committees and may establish additional committees as necessary with majority vote of Council.
- B. Permanent committees will be:
 - 1. Staff development
 - 2. Public Relations/Outreach
 - 3. Elections

ARTICLE XI - CITY COLLEGE COMMITTEE REPRESENTATION

- A. The President of the Council will suggest to the appointing body SEIU Local 1021, the names of nominees to serve on shared governance college committees. These nominees may be members of the Council, general members of the Senate or any classified employee working for the San Francisco Community College District.
- B. Requests and recommendations for classified staff appointments on campus-wide college committees for any classified staff may be made to the Classified Senate President or the 1st Vice-president who will then submit these names to the San Francisco Community College District Chapter of SEIU 1021 for approval.

ARTICLE XII – AMENDMENTS

Amendments to adopted rules may be made with two-thirds vote of Council.

ARTICLE XIII –RATIFICATION

Adoption of the Constitution and By-Laws by two-thirds of votes cast and acceptance by the Chancellor of CCSF will constitute ratification.