

# ***SBVC Classified Senate***

## **BYLAWS**

### **BYLAW I**

#### **MEMBERSHIP**

##### **Voting Membership**

Voting members are permanent classified employees assigned to San Bernardino Valley College as defined in Article 4 of the Senate Constitution.

##### **Non-Voting Membership**

Permanent classified employees who are assigned to district positions at the SBVC site or at district offices or entities will be considered non-voting members defined in Article 4 of the Senate Constitution.

Short-term/substitute classified employees will be considered non-voting members defined in Article 4 of the Senate Constitution.

### **BYLAW II**

#### **EXECUTIVE BOARD DUTIES**

##### **President will**

- Abide by the Classified Senate Code of Ethics and Mission Statement.
- Be authorized to express publicly the Senate's position on issues and recommendations relating to governance.
- Preside at meetings of the Executive Board and of the Classified Senate.
- Meet on a regular basis with the College President.
- Be an ex-officio member of all Classified Senate committees.
- Represents the Senate at various college and district meetings and functions, this includes all District Board meetings, or designate a representative as necessary.
- Serve as a Classified Senate representative on the shared governance committees as required or designate a representative.
- Attend all Governing Board meetings or designate a representative.
- Develop an agenda for all Executive Board and Classified Senate meetings.

- Publish an annual State of the Senate Report, to include a year-end budget summary, to be distributed to appropriate district personnel.
- Perform other duties as may be required by the office.

### **Vice President will**

- Abide by the Classified Senate Code of Ethics and Mission Statement.
- Serve as Senate President as necessary in the absence of the Senate's President.
- Assist the President in all duties of the presidency.
- Assume other duties designated by the President, including, but not limited to, serving as the chair of special ad hoc committees or task forces.
- Coordinate reports and recommendations of those classified staff members serving on SBVC committees as well as committees established within the Senate.
- Succeed to the office of President, if no President Elect exists, upon resignation or removal of the President, and then serve the remainder of the term if both of the following conditions are met:
  - The Vice President is willing to accept the position of President.
  - The succession of the Vice President to President is approved by a simple majority of the Senate Board.
- Represents the Senate at various college and district meetings and functions as necessary.
- Perform other duties as may be required by the office.

### **Secretary will**

- Abide by the Classified Senate Code of Ethics.
- Attend meetings of the Executive Board and the Classified Senate.
- Be responsible with the support of the Historical Recorder or Ad Hoc committee members for preparation, publication and distribution of the minutes and agenda of all Classified Senate meetings.
- Be responsible for maintaining and filing all non-financial Classified Senate records in the absence of the Historical Recorder.
- Perform other duties as may be required by the office.

### **Treasurer will**

- Abide by the Classified Senate Code of Ethics and Mission Statement.
- Attend meetings of the Executive Board and the Classified Senate.
- Submit an annual budget for Classified Senate approval.
- Disburse funds, maintain financial records, and submit financial reports to the Classified Senate at each Senate meeting.
- Submit a year-end budget summary to the Senate President.
- Perform other duties as may be required by the office.

- Historical Recorder will
- Abide by the Classified Senate Code of Ethics and Mission Statement.
- Maintain and file all non-financial Classified Senate records.
- Assist Secretary when needed.
- Perform other duties as may be required by the office.

## **Elect Officers**

### **President Elect**

- Abide by the Classified Senate Code of Ethics and Mission Statement.
- Attend meetings of the Executive Board and the Classified Senate.
- Become the president of the Classified Senate upon the expiration of the incumbent president's term of office.
- Coordinate the reports and recommendations of all Classified Senate committees for presentation to the Executive Board.
- Act as the State Classified Senate liaison.
- Perform other duties as may be required by the office.

### **Vice President Elect**

- Abide by the Classified Senate Code of Ethics and Mission Statement.
- Assist the Vice President as needed.
- Become the Vice President of the Classified Senate upon the expiration of the incumbent vice president's term of office.
- Perform other duties as may be required by the office.

### **Secretary Elect**

- Abide by the Classified Senate Code of Ethics and Mission Statement.
- Assist the Secretary as needed.
- Become the Secretary of the Classified Senate upon the expiration of the incumbent secretary's term of office.
- Perform other duties as may be required by the office.

### **Treasurer Elect**

- Abide by the Classified Senate Code of Ethics and Mission Statement.
- Assist the Treasurer as needed.
- Become the Treasurer of the Classified Senate upon the expiration of the incumbent treasurer's term of office.
- Perform other duties as may be required by the office.

### **Historical Recorder Elect**

- Abide by the Classified Senate Code of Ethics and Mission Statement.
- Assist the Historical Recorder as needed.
- Become the Historical Recorder of the Classified Senate upon the expiration of the incumbent historical recorder's term of office.
- Perform other duties as may be required by the office.

## **BYLAW III**

### **SENATOR DUTIES**

#### **Senator Duties**

- Abide by the Classified Senate Code of Ethics and Mission Statement.
- Attend regular Classified Senate meetings.
- Ratify all appointments made by the Executive Board.
- Disseminate information from Senate meetings and other sources to constituents.
- Be responsible for polling their constituencies on items to be considered by the Senate.
- Report to the Senate on matters of concern to their constituents.
- Perform other duties as required by their office.

#### **Units of Representation**

##### **Unit 1 – Student Services**

Area A – Campus Center; Liberal Arts Building; Library; Student Health Center (approximately 36 classified staff)

Area B – Administration/Student Services Building (approximately 44 classified staff)

##### **Unit 2 – Instructional Services**

Area A – Administration/Student Services Building; Student Success Center; Instructional Programs (except CDC); KVCR (approximately 53 classified staff)

Area B – Child Development Center (CDC) (approximately 30 classified staff)

##### **Unit 3 – Administrative Services, President's Office and SBCCD Security**

Area A – Maintenance and Operations Building (approximately thirty-five (35) classified staff)

Area B – Administration/Student Services Building (approximately thirteen (13) classified staff)

Area C – Campus Center; Technology Support Services; SBCCD Campus Security Officers (approximately twenty-five) 25 classified staff)

### **Senator Percentages**

The percentage of senators per unit will be based upon one (1) per twenty (20) classified employees.

## **BYLAW IV**

### **COMMITTEES**

#### **Senate Committees**

Senate standing committees will be permanent and conduct the business of the Senate as per Education Code 70902(b)(7).

#### **Senate Ad Hoc Committees**

Senate ad hoc committees will be established by the Executive Board of the Senate for special purposes and will be of a short duration.

#### **Ex-officio Senate Committee Member**

The Senate President will be an ex-officio member of all Senate committees, except for the Nominating Committee.

#### **Senate Standing or Ad Hoc Committee Appointments**

Senate standing or ad hoc committee appointments will be made by the Senate Board as part of the participation of shared governance in the Education Code.

#### **CSEA Committee Appointments**

CSEA San Bernardino Community College District Chapter 291 has the right to appoint classified staff members to campus and district committees as per SB235 and Education Code 70901.2.

#### **Committee Placement Committee**

The Classified Senate President and CSEA Chapter 291 President will meet each academic year to discuss a Memorandum of Understanding to develop a joint ad hoc committee to appoint classified staff members to campus and district committees.

The intention of the ad hoc committee is to support the ideal that both organizations promote the professional contributions of their members to the success of the District and to provide opportunities in the shared governance on campus and district committees. The ad hoc committee will consist of the CSEA President, or appointed representative from the SBVC Chapter Officers, Site Representative or Job Steward and the Classified Senate President as well as any interested Senate members or Chapter members.

If an MOU for the ad hoc committee is not developed, the Classified Senate will forward its recommendation for committee members to the Chapter President for consideration of appointment to committees.

The Chapter President may submit any concerns in regards to the standing or ad hoc committees of the Classified Senate.

### **Committee Member Responsibilities**

Committee members will share information about committees at Senate meetings or give a report to a senator or Senate Vice President to report on.

## **BYLAW V**

### **POWERS, CONCERNS, AND RESPONSIBILITIES**

#### **Official Positions**

The Senate will consider taking official positions on the recommendations made by the College President.

#### **Board of Trustees Representation**

The Senate President or a designee selected by the Senate will appear before the Board of Trustees to express the views of the Classified Senate on issues relating policy, procedure and governance. This is with the complete understanding of the Senate that CSEA San Bernardino Community College District -Chapter 291 retains the exclusive bargaining/negotiating rights on all issues relating to its representation rights of classified staff in our district.

#### **Information and Recommendations**

The Senate will request and obtain information and/or recommendations on policies and procedures made by the college administration, or governance system, being sent to the Board of Trustees, in time to effectively consider the issues in those recommendations.

## **BYLAW VI**

### **ELECTIONS**

#### **Executive Board**

- The five (5) members of the Executive Board will be elected by the Senators.
- Nominations for Executive Board positions will be open to any Senator.
- Executive Board members will serve a term of two (2) fiscal years.
- Voting by the Senate will be by secret ballot.
- Executive Board members may not serve three (3) consecutive terms with the exception of an Executive Board member appointed mid-term by the Senate to fill a vacancy.
- If an Executive Board member is running unopposed and is elected, the Executive Board member may serve an additional term.

#### **Senators**

- Senators will be elected by the members of the Senate.
- Nominations of candidates for Senators in the Senate will be open to any classified staff member as defined in Article Four.
- Senators will serve a term of two (2) fiscal years.
- Voting by the electorate will be by secret ballot.
- Senators may not serve three (3) consecutive terms with the exception of a Senator appointed mid-term by the President to fill a vacancy.
- If a Senator is running unopposed and is elected, the Senator may serve an additional term.

#### **Vacancies**

- Any vacancy in the Senate will be appointed by the President of the Senate with the approval of the Executive Board.
- Any vacancy in the Executive Board will be appointed by the Senate.
- A vacancy may be declared by the Executive Board when an Officer or Senator is absent without authorization from the President of the Senate from three (3) consecutive Senate meetings.

#### **Balloting**

- Elections will be conducted during the Spring semester and officers will take office effective July 1.
- Senators will be elected by the highest number of votes.

### **Removal from Office**

- Senators may be removed from office by a two-thirds (2/3) vote of the functional unit they represent.
- Members of the Executive Board may be removed by a two-thirds (2/3) vote of the Senate.

## **BYLAW VII**

### **MEETINGS**

#### **Scheduled Meeting Requirements**

- The Senate will meet once each month with a standard day and time to be determined by a consensus of the current Senate. The standard day and time will be valid for a one (1) year period.
- All meetings shall be open to all, including the press, unless a closed session has been called in accordance with the Brown Act (Education Code, Sections 54950-54959)
- The standard year is defined by the academic calendar of July 1 to June 30.
- The Senate Executive Board will meet prior to the main body of the Senate.
- Parliamentary authority will be followed as described in Article 12.

#### **Special Meetings**

- Special meetings of the Senate may be called at the discretion of the Senate President.
- All special meetings shall be open to all, including the press, unless a closed session has been called in accordance with [The Brown Act](#) (Education Code, Sections 54950-54959)
- Parliamentary authority will be followed as described in Article 12.

(Education Code, Sections 54950-54959)

## **BYLAW VIII**

### **TERMS OF OFFICE**

#### **Executive Board of Officers**



Executive Board of Officers term of office will be two (2) years, commencing July 1 and ending June 30 of the second year.

### **Senators**

Senators of the Senate terms of office will be two (2) years, commencing July 1 and ending June 30 of the second year. Half of the senators will be elected on the odd year with the other half in the even year.

## **BYLAW IX**

### **RATIFICATION OF THE BYLAWS**

#### **Ratification**

These bylaws will be declared ratified and accepted by a favorable vote of a two-thirds (2/3) majority of the votes cast in each classified Senate

**Ratified by majority vote on 9/13/2004, By-law 7 Section 1.4 was amended 10/15/2004. Revised by majority vote on 9/20/2013.**