

Peralta Community College District District Administrative Center (DAC) Classified Senate

BYLAWS of the District Administrative Center Classified Senate of the Peralta Community College District

ARTICLE I- SCOPE OF RESPONSIBILITY

The Senate:

1. May make recommendations for the classified staff in non-contractual matters.
2. Shall obtain, consider, and may take positions on College/District information and make recommendations to the college administrations and the District.
3. Shall send the President and two designees from the Council to the Peralta Classified Senate Meeting.

ARTICLE II- COMPOSITION OF THE EXECUTIVE COUNCIL

By 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 three senators-at-large. The position(s) of Bargaining Unit liaison(s) will also serve as advisory members of the Council.

ARTICLE III – REPRESENTATION

The Senate shall seek full representation on all District/Central Services committees deemed important for its purposes by the Council.

ARTICLE 3.1- Senate Committees

The Council shall have the power to form Senate committees.

ARTICLE IV– TERMS OF SERVICE AND DUTIES OF OFFICERS AND SENATORS

Article 4.1-Term

All executive officers will serve a 2-year term.

Article 4.2 –Term Limits

All executive officers may serve up to 2 two-year consecutive terms or 4 years in one position.

Article 4.3- Duties of Officers and Senators

DUTIES

The Executive Council shall:

1. Function for the Senate as a whole when matters require an immediate decision between regular meetings of the Senate;
2. Consider such matters which fall within the jurisdiction of the Senate, formulate recommendations and opinions on these matters, and forward them to the Senate for approval, or refer them to the appropriate committees;
3. Have the authority to act as the official representative of the Senate when it is not possible for the Senate to meet as a body in order to develop official Senate positions on Continuing Education or district business;
4. Provide direction for the standing and ad-hoc committees of the Senate;
5. Consider such other matters as may not properly be concerns of the Senate, but which relate to the functioning of the Senate as an organization;
6. Provide the President and Secretary with information for the agenda;
7. Instruct the Secretary to issue calls to Senate meetings and to request the presence at such meetings;
8. Consider and approve expenditures over one-hundred fifty (\$150) dollars;
9. Implement policies adopted by the general membership;
10. Collect, evaluate and disseminate information of interest to the Senate;
11. Undertake research request information and extend invitations on behalf of the Senate;
12. Respond to questions and/or requests from all sources;
13. Perform other functions not inconsistent with the intent, purpose and provisions of the Constitution and Bylaws.

ELIGIBILITY

All contract classified professionals shall be eligible to hold executive office, except that a candidate for President shall have served a minimum of one (1) year in the Senate.

EXECUTIVE OFFICER RESPONSIBILITIES

1. The President shall:
 - a) 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;

- b) preside over all General Sessions;
 - c) 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 expenditures under \$150 from the budget;
 - d) sign approved minutes, along with the Secretary;
 - e) vote on issues only to break a tie;
 - f) make reports to the Peralta Classified Senate at all meetings.
2. The 1st Vice-President/Parliamentarian shall:
- a) Be the liaison with other site and college groups;
 - b) act in the absence of the President.
 - c) inform the Council of committee vacancies.
 - d) advise and rule on procedures of meetings and maintain order.
3. The 2nd Vice-President/Secretary shall:
- a) Oversee the Classified Senate committees and programs;
 - b) act in the absence of the 1st Vice-President.
 - c) record, type and distribute minutes;
 - d) keep attendance of Council members;
 - e) notify members of the meetings;
 - f) maintain an archive of all Council business and correspondence;
 - g) perform such other duties as may be assigned by the Council or ordered by these by-laws.
4. The treasurer shall:
- a) Be responsible for all monetary collections and disbursements relating to the Senate;
 - b) maintain all records pertaining to the financial status of the Senate;
 - c) perform a year-end report to be presented at the August plenary session.
5. Senators shall:
- a) Attend regular Senate meetings;
 - b) poll their constituents on items designated by the Executive Board;
 - c) chair standing committees as set forth in the Constitution and Bylaws, at the direction of the President and Executive Council;
 - d) serve as members of standing, ad hoc, and/or institutional shared governance committees, as set forth in the Constitution and Bylaws, or upon appointment by the Vice President;
 - e) aid in the recruitment and retention of individuals to participate and support Senate projects, initiatives, and programs for supporting student and community engagement;
 - f) report to the Executive Board any matters of concern from their area;
 - g) perform other duties as may be required by the office.

6. Bargaining Unit Liaison Shall:
 - a) Provides the link between the Council and the Classified Bargaining Unit.
 - b) Up to one rep from each bargaining unit may serve.
 - c) Serves in an advisory capacity to the Senate Executive Board.
 - d) Since this position is advisory it is a non-voting Council position.

ARTICLE V– ELECTION, APPOINTMENTS and VACIENCIES

Article 5.1 – Elections and Installation

The Council will appoint three Classified Senate members to oversee election procedures.

1. During the first week in April, nominations for Council representatives will take place. Each member of the Senate is eligible to nominate candidates.
2. During the first week of May, each Classified Senate member will receive a ballot listing all Council candidates according to the following schedule:
 - Even-numbered years: President, Treasurer, 1 Senator-at-Large
 - Odd-numbered years: 1st Vice-President, 2nd Vice-President, 2 Senators-at-Large
3. Members will have until the Last Week of May to return Ballots.
4. Election voting shall take place either by electronic or hard ballot. Elections shall require a simple majority of those voting to determine the candidate elect.
5. Election results will be certified by a quorum of the Council in June.
6. The installation of new officers shall take place at the July meeting of the Senate.
7. Bargaining Unit liaison(s) will be sought or reaffirmed immediately after each election.

Article 5.2 –Vacancies and Appointments

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 Council shall make an appointment from the site classified employee pool by majority vote. The appointment shall last for the remainder of the original term.

ARTICLE VI – SENATE AND COUNCIL MEETINGS

Article 6.1 –Council Meetings

1. The members of the Council shall meet in a retreat session at the beginning of each semester year.
2. Special meetings may be held, as necessary.

Article 6.2- General Meeting Proceedings

1. Senate meetings are open to all members of the District's Classified Membership, and any member may speak; however only officers and senators may vote.
2. When the Senate is considering items of interest to other constituencies - i.e., the Administration, the Faculty, the Student Body, or other campus organizations - an appointed representative(s) from the organization may be invited by the Executive Council or the Senate to participate in discussion on the action under consideration.
 - a. A standing invitation shall remain open to a liaison from the Academic Senate, in recognition of the joint nature of business which impacts the faculty as well classified professionals.
3. All visitors wishing to address the Senate shall be scheduled as the first order of business on the Agenda, so that they might be excused from the remainder of the meeting.

Article 6.3 –General Meetings

1. The days and times of meetings shall be arranged by the incoming Council at the first Senate meeting of the Academic year. Senate meetings shall be held at least monthly but may be held more frequently as needed and shall be scheduled at such times as to encourage maximum attendance.
2. The President or designee shall publish, within two weeks after the Classified Senate Annual Retreat, a schedule of meeting days and times for Senate Council Meetings, General Meetings, and standing committees meetings.
3. The Chancellor of Peralta Community College District or her/his designee will swear in the newly elected Council during the July session.
4. The Senate shall consider participation in all its activities to be deemed official business.
5. An agenda will be prepared at the direction of the Council President for each meeting. Members of the Senate may propose items for the agenda by contacting the President one week prior to the meeting. Proposals not submitted by the deadline may be accepted for review by majority vote of Council at the start of each meeting.
6. Official Minutes of each Senate meeting shall be kept by the 2nd Vice-President/Secretary and distributed to all classified professionals upon approval.
7. Special meetings of the Senate, Council, and/or General Meetings of classified professionals may be called by the President; by request of two (2) Council members; or by petition of one-fourth ($\frac{1}{4}$) of the site Senate membership.
8. The Senate may, at its sole discretion, schedule a Joint Meeting with any other constituency – in particular other Classified or Academic Senate – for discussion and decisions related to items that are due for review by both bodies, or which may have a joint impact on each group. Quorum for such meetings shall be determined in the same manner as for a regular meeting of the Senate.

9. An absence will be noted when any voting member misses a regular or special meeting of the Council or Senate. Three absences may be considered cause for suspension from the Council by majority vote.
10. Vacancies occurring because of suspension or other reasons will be filled according to Article 5.2.

Article 6.4 –Council Voting

1. All Council members and Senators, with the exception of the President, shall retain the right to vote on all matters before the Senate; the President shall vote only in the event of a tie.
2. There shall be no allowance for proxy voting.
3. All votes of the Senate, including those to place an item before the General Membership, shall be conducted by voice vote, unless a call for division is made by a voting officer, in which case the President may elect to record votes by show of hands, roll call, and/or ballot. Votes related to the election of officers and/or for Amendments to the Constitution and Bylaws, as detailed in Article 9 shall be conducted by ballot to the General Membership.
4. Votes shall be recorded as “ayes,” and “nays”; abstentions shall only be recorded upon demand.

ARTICLE VII –RESPONSIBILITIES OF COMMITTEES OF COUNCIL

Committees shall be established by the Council, with the advice and consent of the Senate; reports of each committee so established shall be given at each Senate meeting.

Committees shall contain between three and five members assigned or ratified by the Council.

Unless otherwise established by the Constitution and Bylaws, a chair of each committee shall be appointed by the Council; however, the Council may elect to defer the appointment of a chair to the committee as a whole, to select from among the committee membership.

Ad hoc committees shall serve only for the duration of their specific project or assignment and can be dissolved at any time by the Senate; reports of such committees shall also be given at each Senate meeting, as appropriate.

Article 7.1 - Committee Chairs

The chair shall:

1. Serve from July 1- June 30 of a given year;
2. file with the President/Vice Presidents of the Senate a schedule of tentative committee meetings;
3. file with the President/Vice Presidents of the Senate a tentative budget, if necessary;
4. forward committee minutes to the Vice President/Secretary after each meeting;
5. prepare recommendations relating to committee functions for review and approval by the Executive Board;

6. prepare a summary of committee activities for presentation at Senate meetings;
7. perform other duties as determined by the Executive Board.

Article 7.2 - Committees

1. The Professional Development Committee Shall:

- A. Consist of one (1) Senator and not less than two (2) other members, appointed by the Council
 - i. Work to identify existing programming and develop new programming for District senate members on Flex Days and at other appropriate times.
 - ii. Review and approve individual and group funding requests.
 - iii. Send regular reports to the Peralta Classified Senate for use by the SEIU Professional Development Committee on activities and funding needs.
 - iv. Initiate timely requests for funding group activities, trainings, workshops or other programming to enrich Classified staff District Wide (DW).
 - v. Work in cooperation with the Social/Employee Recognition Committee to create a calendar of events for Classified Professionals related to professional development.

2. The Scholarship/Student Activity Committee Shall:

- A. Consist of one (1) elected representatives and not less than two (2) other members, appointed by the Council
 - i. Work to identify opportunities for District Senate members to support students District Wide (DW).
 - ii. Coordinate volunteer sign up for DW student support opportunities.
 - iii. Commit to reading scholarship applications and solicit additional staff scholarship readers at the District Office for each semester during their term.
 - iv. Coordinate fundraisers for student scholarships, and gift drives at the holiday should the senate elect to participate during a given year.

3. Fundraising Committee shall:

- A. Consist of at least three (3) members, appointed by the Council
 - I. Make recommendations to the Council and Senate for fundraising events;
 - II. Plan and implement all fundraising activities for the Senate;
 - III. Collaborate as necessary with the Social/ Employee Recognition Committee
 - a. Actions of the Fundraising Committee shall be subject to Senate approval and budget allocation, as appropriate.

4. Social/Employee Recognition Committee

- A. Consist of one (1) Senator and not less than two (2) other members, appointed by the Council
 - I. Recommend and provide for appropriate acknowledgement of staff within the membership;
 - II. Solicit and receive nominations of the outstanding classified employees to be recognized.
 - III. Plan and implement all social functions of the Senate – the committee shall endeavor to hold one (1) social event each semester, as possible;
 - IV. Take action with regard to acknowledging birthdays, illness, tragedies, and death among classified professionals;
 - V. Coordinate the participation of the Senate and classified professionals for DAC and DW site events;
 - VI. Create a calendar of events for Classified Professionals, in conjunction with the Professional Development Committee;
 - VII. Actions of the Social/Employee Recognition Committee shall be subject to Senate approval and budget allocation, as appropriate.
- 5. Elections Committee
 - A. Consist of at least three (3) members, appointed by the Council; at least two (2) of the members of the Committee shall be chosen from the elected representatives not standing for election that year.
 - i. Supervise and administer elections of the Senate, for Executive Council, and any special elections allowed in these bylaws.
 - ii. Conduct all polls as directed by the Senate.
 - iii. Create, distribute, and count ballots for all elections and polls.
 - iv. Report election results to the Executive Council and Senate.
 - v. Resolve disputes related to eligibility for office.

Article VIII- BUDGET, ACCOUNTING AND FISCAL POLICY

Article 8.1. - Classified Senate Expense Fund

The Executive Board, through its Treasurer, will establish one fund as follows:

The revenues for which will come from fundraising activities and solicitation of the administration; these funds are to be used for expenses related directly to the mission and vision of the District Services Senate.

Article 8.2-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 and donations.

Article 8.3- Expenditure

The President shall not authorize an expenditure of more than \$150.00 without prior approval of the Council.

If there is an emergency need for disbursement of funds over budget, approval may be obtained before a regular meeting by email consensus of the Council and a simple majority of Council members.

ARTICLE IX- PERALTA DISTRICT OFFICE COMMITTEE REPRESENTATION

1. The President of the Council will solicit and recommend appointees for District Office Hiring and Shared Governance committees in accordance with APs. These nominees may be members of the Council, general members of the Senate or any classified employee working for the Peralta District Administrative Center.
2. Requests and recommendations for classified staff appointments on district-wide college or shared governance 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 Human Resources.

ARTICLE X– RATIFICATION & AMENDMENTS

Article 10.1-Ratification

Amendments to the bylaws may be enacted only at a regular meeting of the Classified Senate and by a two-thirds ($\frac{2}{3}$) vote of the members present.

Article 10.2-Proposals

1. Amendments to the Bylaws may be proposed in writing to the Senate by any elected representative; such proposals shall be scheduled on the Agenda for a first and second reading and are subject to a majority vote of the Council for submission to the membership.
2. Amendments may also be proposed by petition to the Council of two-thirds of the site membership or at any general meeting of classified professionals convened in accordance with the procedures outlined in Article 6.3.8.

Article 9.3- Submission to Membership

All amendments to the Bylaws shall be submitted to the General Membership for approval.

Article 9.4- Adoption

Amendments to the bylaws may be rescinded or amended only at a regular meeting of the Classified Senate and by a two-thirds ($\frac{2}{3}$) vote of the members present.