

**SAN DIEGO CITY COLLEGE  
CLASSIFIED SENATE**

**CONSTITUTION**

**AMENDMENT PROPOSAL  
JUNE 30, 1994**

**SUBMITTED BY**

**CONSTITUTION AMENDMENT COMMITTEE**

**MARI PORTER, CHAIR  
PAT BANNISTER  
COLEEN SWIFT**

# **SAN DIEGO CITY COLLEGE CLASSIFIED SENATE**

## **CONSTITUTION**

### **ARTICLE I NAME**

The name of this organization shall be the San Diego City College Classified Senate, hereinafter referred to as the Senate.

### **ARTICLE II PURPOSE**

The purpose of this organization is to promote the general welfare of San Diego City College and its classified personnel through unity, shared governance and professional responsibility.

### **ARTICLE III MEMBERSHIP**

The membership shall consist of classified employees of the San Diego Community College District assigned to San Diego City College including permanent, probationary, and hourly employees, as well as Operations, College Police and ABSO Service staff.

**ARTICLE IV   FUNCTIONS**  
**(MISSION STATEMENT)**

---

It shall be the function of the Senate to:

**A.     UNITY**

1.     Provide opportunities for communication among all classified personnel, faculty and administration.

**B.     SHARED GOVERNANCE**

1.     Represent the needs, concerns, and viewpoints of the classified staff on all matters affecting classified personnel, exclusive of collective bargaining issues.
2.     Provide all classified personnel with a formal representative voice in determining campus and district policies.
3.     Provide committee representation equivalent with administration, faculty and students.
4.     Make recommendations to the California Community Colleges Classified Senate on statewide matters affecting classified employees and the California Community Colleges.

**C.     PROFESSIONAL RESPONSIBILITY**

1.     Promote the standards for a responsible and superior level of staff support, student service and professional activity.
2.     Encourage and facilitate the education and professional development of its membership.
3.     Help develop and strengthen other local, regional and state classified employee senates.

## **ARTICLE V OFFICERS**

---

The officers of the Senate shall be the President, Vice President, Secretary and Treasurer.

### **A. ELIGIBILITY**

All dues-paying contract classified staff shall be eligible to hold office. The candidate for President shall have served a minimum of one (1) year in the Senate.

### **B. ELECTION**

The President and Treasurer shall be elected in even years. The Vice President and Secretary shall be elected in odd years.

### **C. INSTALLATION OF OFFICERS**

The installation of new officers shall take place at the July meeting of the Senate.

### **D. VACANCIES**

1. President: In the case of the continued disability or resignation of the President, the Vice President shall fill the unexpired term.
2. Other Officers: In the case of the continued disability or resignation of any other officer of the Senate, the Executive Committee shall nominate an interim officer from among the senators to be elected by a majority vote at a regular meeting of the Senate.
3. The duration of the appointment shall be for the unexpired term if less than one half of the term remains.
4. If more than one half of the term remains, an interim appointment shall be made by the Executive Committee until the Elections Committee has conducted a special election.

### **E. TERMS OF OFFICE**

Each officer shall serve at least one (1) term, but not more than two (2) terms in succession in the same office. A term of office shall consist of two (2) years from September to August.

## **ARTICLE VI      DUTIES OF OFFICERS**

---

### **A.      GENERAL DUTIES**

The officers of the San Diego City College Classified Senate shall serve as members of the Executive Committee.

### **B.      PRESIDENT**

1.      Preside over all Senate meetings.
2.      Chair the Executive Committee.
3.      Serve as the Senate's representative to the College Executive Council.
4.      Serve as an ex-offio member of all committees, except the Elections.
5.      Serve as liaison with the Faculty Senate, Student Council and any associations(s) as directed by the Senate of Executive Committee.
6.      Co-sign all checks with the Treasurer.
7.      Perform other duties as may be specified by the Senate.

### **C.      VICE PRESIDENT**

1.      Serve for the President, with signature authority, during any temporary absence.
2.      Chair the Committee on Committees.
3.      Represent the President as directed by the Senate, Executive Committee or President.
4.      Perform other duties as may be specified by the Senate.

### **D.      SECRETARY**

1.      Issue calls to meetings, publish and distribute agendas and minutes of all monthly and general meetings of the Senate.
2.      Conduct all routine correspondence pertaining to the Senate and Executive Committee.
3.      Serve as secretary to the Executive Committee.
4.      Maintain the records of the Senate.
5.      Perform other duties as may be specified by the Senate.

### **E.      TREASURER**

1.      Chair the Membership Committee.
2.      Coordinate the senator's collection of all membership dues.
3.      Deposit funds in a local bank/savings account in the name of the Senate.

4. Issue checks, co-signed by the President, for expenses incurred and authorized by the Senate.
5. Maintain a record of all receipts and disbursements of Senate monies and make all records available for audit.
6. Provide a financial report at each regular senate meeting.
7. Perform other duties as may be specified by the Senate.

## **ARTICLE VII      SENATORS**

---

The senators, along with the elected officers, shall constitute the governing board of the Senate.

### **A.      ELIGIBILITY**

All dues-paying contract classified staff shall be eligible to hold office.

### **B.      ELECTION**

One half of the senators shall be elected in even years and one half shall be elected in odd years.

### **C.      INSTALLATION OF SENATORS**

The installation of new senators shall take place at the July meeting of the Senate.

### **D.      VACANCIES**

1.      In the case of the appointment, continued disability or resignation of a senator, the Senator-At-Large shall assume the remaining duties.
2.      The duration of the assignment shall be for the unexpired term if less than one half of the term remains.
3.      If more than one half of the term remains, the Senator-At-Large shall assume the duties until the Election Committee has conducted a special election.

### **E.      TERMS OF OFFICE**

Each senator shall serve at least one (1) term. A term of office shall consist of two (2) years from September to August.

### **F.      FORMULA FOR REPRESENTATION**

There shall be one (1) representative for approximately every twenty (20) employees grouped as follows:

GROUP 1- 3 Senators:

Admissions, Records, Veteran's Office, Evaluation, Counseling, Career Center/Transfer/Job Referral Center, Student Affairs, Financial Aid/EOPS, Student Services, Disabled Students Program & Services, Work Experience

GROUP 2- 2 Senators:  
Plant Operations, Gardening, Custodial, Maintenance

GROUP 3- 1 Senator:  
Bookstore, Stockroom, Information Officer, Photography, Air  
Conditioning/Refrigeration Lab

GROUP 4- 1 Senator:  
Business Service, Duplicating, Mail Room, Tutorial Center, Accounting

GROUP 5- 1 Senator:  
College Police, Library, AVC/ILC/MCC, Court Reporting Lab,  
Telecommunications, Theater, Cosmetology

GROUP 6- 1 Senator:  
Cafeteria

GROUP 7- 1 Senator:  
Administration, President's Office, Nursing, Physical Education, Biology Labs,  
Chemistry Labs

GROUP 8- 1 Senator:  
Hourly employees, unrepresented groups

## ARTICLE VIII      DUTIES OF SENATORS

---

It shall be the duty of the senators to:

1. Attend all regular Senate meetings and bring concerns of the groups they represent;
2. May chair standing committees as set forth in the Constitution;
3. Serve as members of standing, ad hoc, or campus committees as set forth in the Constitution, or by the appointment from the Committee on Committees;
4. Make reports at regular meetings of the Senate;
5. Disseminate information to the groups they represent;
6. Assist the Treasurer in the collection of assessments;
7. Assist the Membership Committee in membership drives;
8. Perform other duties as may be specified by the Executive Committee.

## **ARTICLE IX    SENATE GOVERNANCE**

---

### **A.    ORDER OF BUSINESS**

The regular order of business of the Senate shall be the agenda prepared by the Executive Committee.

### **B.    MEETINGS**

There shall be a regular meeting of the officers and senators of the San Diego City College Classified Senate at least once each month for eleven months. A twelfth meeting in August shall be at the determination of the Senate, by recommendation of the Executive Committee, or by call of the President.

### **C.    QUORUM**

1.    A simple majority of the Senate membership shall constitute a quorum at any monthly or special Senate meeting.
2.    Twenty-five (25) percent of the classified staff eligible for membership shall constitute a quorum at a general meeting.

### **D.    PROXY**

A proxy vote may be held by any officer/senator present, but excluding the President, and shall give the holder the authority to act for that officer/senator unable to attend any regular or special Senate meeting.

### **E.    ATTENDANCE**

1.    Senate meetings are open to all members of the classified staff.
2.    When the Senate is considering items of interest to the administration, faculty, student body or any other campus organizations, appointed representatives from those organizations may be invited by the Executive Committee to participate in discussion on the action under consideration.
3.    Requests from the administration, faculty, student body or other campus organizations wishing to address the Senate shall be subject to review by the Executive Committee.
4.    All visitors to the Senate shall be scheduled as the first order of business so that they may be excused.

**F. EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet regularly at least once a month prior to the next scheduled Senate meeting.

**G. SPECIAL MEETINGS**

Special meetings of the Senate, Executive Committee or general membership may be called by the President, at the request of two (2) Executive Committee members, or by a signed petition of twenty-five (25) percent of all Senate members.

**H. RESOLUTIONS**

Resolutions may be introduced at the monthly meetings by any general member provided one has five (5) signatures as a second, by any senator provided one has another senator's second, or by the Executive Committee.

**I. VOTING RIGHTS**

1. All officers and senators, with the exception of the President, shall have voting rights.
2. The President shall vote only in the case of a tie.
3. The vote of officers and senators holding the proxy of another elected representative shall be counted as two votes.
4. No person may hold more than one proxy vote on any issue.

**J. MANNER OF VOTING**

1. Voting at senate and committee meetings shall be by voice vote.
2. Votes shall be recorded as ayes, nays and abstentions.
3. Votes for the election of representatives and the passage of amendments shall be by ballot.

**K. PARLIAMENTARY AUTHORITY**

All questions of parliamentary procedures not covered by this Constitution shall be decided according to the latest edition of Robert's Rule of Order.

**L. EXPENDITURES**

Expenditures over one hundred dollars (\$100) must have Senate approval by simple majority. Voting will take place at regular Senate meetings.

## M. ASSESMENSTS

1. All contract and hourly classified employees shall be requested to submit dues to their respective senator each year in September.
2. Special voluntary assessments may be levied by the officers of the Senate at any time with a two-thirds majority of the voting senators at a monthly meeting, provided the levy has been proposed at a previous meeting.

## N. AMENDMENTS

The Constitution may be amended in the following ways:

1. Proposal:
  - a. An amendment may be proposed in writing to the Senate by any elected representative. If approved by a majority vote in the Senate, and provided that the proposal has been introduced at a previous meeting, the proposed amendment shall be submitted to the general membership for approval by poll, to be conducted by the Elections Committee.
  - b. An amendment may be proposed by a petition to the Senate signed by twenty-five (25%) percent of the general membership. The Senate shall submit the proposed amendment to the general membership for approval by poll, to be conducted by the Elections Committee.
  - c. An amendment may be proposed at any general meeting of the membership. If approved by a majority vote of those present, it shall be submitted to the general membership for approval by poll, to be conducted by the Elections Committee.
2. Adoption: A two-thirds (2/3) majority of the balloted votes cast shall be required for adoption of an amendment.
3. Effective: An amendment shall become effective upon adoption, unless otherwise provided in the proposal.

## **ARTICLE X ELECTIONS**

---

### **A. GENERAL PROCEDURES**

1. The Elections Committee shall be responsible for conducting all elections by the general membership, and all polls for the Senate.
2. All elections and polls for which the Elections Committee is responsible shall be conducted by secret ballot.
3. The Elections Committee shall take adequate precautions to insure the fairness of the election.

### **B. ELIGIBILITY**

1. All dues-paying contract classified staff shall be eligible to hold an elected position.
2. Hourly staff are ineligible to hold an elected position of the Senate.

### **C. NOMINATIONS**

1. On or before may 1, and at such times as the circumstances of a special election may require, the Elections committee shall obtain a list of nominees for an elected office.
2. Verification of eligibility shall be the responsibility of the Elections Committee.
3. When it can be determined that a nominee will meet the eligibility requirements for election to a given position prior to the start of office, that person's name will appear on the ballot.
4. No name shall be included on any list of nominees without the person's consent.

### **D. ELECTIONS**

1. The Elections Committee shall prepare ballots and conduct an election according to procedures, which it may establish.
2. Elections shall be by a majority of the ballots cast.
3. The Elections Committee shall complete general elections by May 31.
4. The Elections Committee shall report the results to the Executive Committee.
5. The Elections Committee shall immediately publish the results for the entire Senate and shall cause them to become a part of the Senate records.

**E. VACANCIES**

A vacancy shall exist when an elected member:

1. Resign from the Senate, (letters of resignation should be submitted to the Executive Committee);
2. Accepts a leave of absence from employment for an extended period of time;
3. Encounters any other conditions, which necessitate absence from three or more consecutive regular Senate meetings;
4. Fails to meet the eligibility requirements for membership in the Senate, or as an elected representative for officer.

## ARTICLE XI      SENATE COMMITTEES

---

The San Diego City College Classified Senate shall establish both standing and ad hoc committees to support the activities of the Senate. Membership and participation in all committees is open to all contract and hourly classified employees as defined in Article III.

### A.    **STANDING COMMITTEES**

The standing committee of the senate shall include the:

1.    Executive Committee,
2.    Committee on Committees,
3.    Elections Committee,
4.    Fund Raising Committee,
5.    Membership Committee,
6.    Professional Development Committee,
7.    Social/Courtesy Committee.

Standing committees shall be established by action of the Senate. Standing committees are dissolved only by action taken by the Senate, under the authority of the Constitution.

### B.    **AD HOC COMMITTEES**

Ad hoc committees shall include, but not be limited to:

1.    Calendar Committee,
2.    Scholarship Committee,
3.    Special events or activities committees,
4.    Subcommittees of standing committees.

The Senate, the Executive Committee, the Senate President, or any standing committee may establish an ad hoc committee as needed.

**Committee Chair:** The chair of each committee shall be chosen by the committee members.

**Dissolution:** Ad hoc committees are dissolved when they rise and report, or at the end of one (1) year from their appointment, whichever comes first, unless the authorization body continues them in existence with new direction.

## C. CAMPUS AND DISTRICT COMMITTEES

Classified personnel may be included in committees appointed or authorized by any of the following:

1. The Senate,
2. The administration,
3. The Faculty Senate
4. The Associated Students
5. Other persons or groups within the district

Requests for classified representatives should be made directly to the Senate President.

**Appointment:** Classified representatives shall be appointed by the Committee on Committees, or by the President as a special assignment.

**Duties:** Representatives shall promote the needs, concerns and viewpoints of the classified staff to their assigned committees. The committees shall provide a report as directed by the President.

**Term of Appointment:** The terms of all persons appointed to campus and district committees shall be for the duration of the special activity, or one (1) fiscal year, whichever occurs first, and may be reappointed by recommendation of the Committee on Committees. The Committee on Committees shall be notified whenever an assignment has concluded.

## D. SPECIAL ASSIGNMENTS

With the approval of the Executive Committee, the President may assign various individuals special tasks, which are deemed necessary. The terms of all persons appointed to a special assignment shall last until the completion of the assignment, or until such time as the President deems appropriate.

## **EXECUTIVE COMMITTEE**

### **A. COMPOSITION**

The Executive Committees shall consist of the President, Vice President, Secretary, and the Treasurer.

### **B. DUTIES**

The Committee shall:

1. Function for the Senate as a whole;
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 college and district business;
4. Provide direction for the standing 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 information for the agenda;
7. Instruct the Secretary to issue calls to Senate meetings and to request the presence at such meetings;
8. Propose to the Senate amendments to the Constitution;
9. Consider and approve expenditures under one hundred dollars (\$100.00);
10. Implement policies adopted by the general membership;
11. Collect, evaluate and disseminate information of interest to the Senate;
12. Undertake research, request information and extend invitations on behalf of the Senate;
13. Respond to questions and/or requests from all sources;
14. Perform other functions not inconsistent with the intent, purpose and provisions of the Constitution.

### **C. MEETINGS**

The Executive Committee shall meet regularly at least once a month, prior to a monthly senate meeting, and at other times as necessary at the call of the chair.

### **D. SPECIAL EXECUTIVE SESSIONS**

Special executive sessions may be called by the President if the Senate, or at the request of two (2) Executive Committee members. Special closed sessions shall be called for the purpose of discussing confidential matters.

**E. QUORUM**

At least three (3) members of the Executive Committee must be present to constitute a quorum at any regular or special Executive Committee meeting.

## **COMMITTEE ON COMMITTEES**

### **A. COMPOSITION**

The Committee on Committees shall be chaired by the Vice President, and consist of the Senator-At-Large, and additional members appointed from the general membership.

### **B. DUTIES**

The Committee shall:

1. Make appointments for standing committees of the Senate; campus of district committees, members of special committees, or such other positions of vacancies as may be directed by the Senate or the Executive Committee;
2. Maintain and distribute a current list of all committee memberships and all elective and appointive positions for the Executive Committee, the Senate, and the president of the college;
3. Coordinate the Professional Development Committee and the Social/Courtesy Committee activities for Classified Employees Week.
4. Carefully observe the following principles in making nominations and/or appointments.
  - a. A committee shall consist of at least three (3) members.
  - b. Administrative officers, faculty members, or students of the college shall not be named as members of standing committees but may be incited to attend meetings by any committee chairperson.
  - c. Ex-officio members shall not be named chairperson of any standing committee.
  - d. No classified member shall be appointed as chairperson of more than one (1) standing committee.
  - e. The Chairperson of a committee shall normally be chosen from the committee membership unless otherwise provided in the Constitution.
  - f. Multiple committee appointments shall be minimized.

### **C. DURATION OF TERM**

1. Both the Vice President and the Senator-At-Large shall serve for the duration of their elected Senate term.
2. Committee appointments shall be made for the duration of one (1) fiscal year, or any part thereof in case of a vacancy, and be reappointed by recommendation of the Committee on Committees.

**D. MEETINGS**

Meetings will be convened by the call of the chair, by direction of the Senate or Executive Committee.



## **ELECTIONS COMMITTEE**

### **A. COMPOSITION**

The Elections Committee shall consist of at least three (3) members appointed by the Committee on Committees, at least two (2) of whom shall be chosen from the elected representatives. One of the elected representatives shall serve as chair.

### **B. DUTIES**

The Committee shall:

1. Devise procedures, supervise and administer all elections:
  - a. of Senate officers,
  - b. of Senators,
  - c. of vacancies;
2. Conduct all polls directed by the Senate;
3. Create, distribute and count ballots;
4. Report results to the Executive Committee and/or to the Senate;
5. Resolve cases of doubt as to eligibility for election to any office and to membership in the Senate.

### **C. DURATION OF TERM**

1. The chair shall serve for the duration of his/ her elected senate term.
2. Committee appointments shall be made for period on (1) fiscal year, or any part thereof in the case of a vacancy, and may be reappointed by recommendation of the Committee on Committees.

### **D. MEETINGS**

Meetings will be convened by the call of the chair, by direction of the Senate or Executive Committee.

## **FUND RAISING COMMITTEE**

### **A. COMPOSITION**

The Fund Raising Committee shall be chaired by an elected representative and shall consist of three (3) other members appointed by the Committee on Committees.

### **B. DUTIES**

The Committee shall:

1. Make recommendations to the Executive Committees for fund raising events;
2. Plan and implement all Senate fund raising activities;
3. Hold at least one spring and one fall event;
4. Collaborate as required with the Social/Courtesy Committee;
5. Perform responsibilities subject to Senate approval and budget allocation.

### **C. DURATION OF TERM**

1. The chair shall serve for the duration of his/ her elected senate term.
2. Committee appointment shall be made for the period of one (1) fiscal year, or any part thereof in the case of a vacancy, and may be reappointed by recommendation of the Committee on Committees.

### **D. MEETINGS**

Meetings will be convened by the call of the chair, by direction of the Senate or Executive Committee.

## **MEMBERSHIP COMMITTEE**

### **A. COMPOSTITON**

The Membership Committee shall be chaired by the Treasurer and consist of one (1) elected member of the Senate, and additional members appointed from the general membership.

### **B. DUTIES**

The Committee shall:

1. Maintain a current list of all classified employees assigned to the college and shall distribute this information to the Secretary, the Committee on Committees, and the elected representatives;
2. Maintain a current list of all dues paying classified employees and shall distribute this information to the senators;
3. Organize and coordinate the senators in a membership drive for the collection of annual dues during the month of September of each year;
4. Actively solicit new members through the development and distribution of targeted information and regular contact.

### **C. DURATION OF TERM**

1. The Treasurer shall serve for the duration of his/her elected Senate term.
2. Committee appointments shall be made for the duration of one (1) fiscal year, or any part thereof in the case of vacancy, and may be reappointed by the recommendation of the Committee on Committees.

### **D. MEETINGS**

Meetings will be convened by the call of the chair, by direction of the Senate of Executive Committee.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### **A. COMPOSTITON**

The Professional Development Committee shall be chaired by a senator and shall consist of at least two (2) other members appointed by the Committee on Committees.

### **B. DUTIES**

The Committee shall:

1. Recommend standards to the Senate for a superior level of professional activity and representation;
2. Encourage and facilitate the education and professional development of the Senate membership through the distribution of information and the creation of opportunities;
3. Establish and sustain liaison relationship with local, regional and state classified employee senates;
4. Conduct surveys and research to determine the current level of employee education and topics of special interest;
5. Make recommendations to the Executive Committee for courses, workshops and seminars;
6. Coordinate courses, seminars, workshops and training opportunities for FLEX periods, Classified Employees Week, and throughout the year;
7. Coordinate an orientation for new senators and officers in July of each year.

### **C. DURATION OF TERM**

1. The chair shall serve for the duration of his/her elected senate term.
2. Committee appointments shall be made for the duration of one (1) fiscal year, or any part thereof in the case of a vacancy, and may be reappointed by recommendation of the Committee on Committees.

### **D. MEETINGS**

Meetings will be convened by the call of the chair, by direction of the Senate or Executive Committee.

## **SOCIAL/COURTESY COMMITTEE**

### **A. COMPOSITION**

The Social/Courtesy Committee shall be chaired by a senator and shall consist of at least four (4) other members appointed from the general membership by the Committee on Committees.

### **B. DUTIES**

The Committee shall:

1. Recommend and provide for appropriate acknowledgement of staff, faculty and administrators within the college;
2. Plan and implement all Senate social functions;
3. Take action immediately with regard to illness, tragedies and deaths of classified employees;
4. Perform responsibilities subject to Senate approval and budget allocation.
5. Coordinate the participation of the senate membership in other special college-wide events;
6. Create a calendar of events for Classified Employees Week;
7. Plan a December holiday event for the general membership.

### **C. DURATION OF TERM**

1. The chair shall serve for the duration of his/her senate term.
2. Committee appointment shall be made for the period of one (1) fiscal year, or any part thereof in the case of a vacancy, and may be reappointed by the recommendation Committee on Committees.

### **D. MEETINGS**

Meetings will be convened by the call of the chair, by direction of the Senate or Executive Committee.

