



# Bylaws

(Ratified - June 15, 2005)

(Revised - May 2007)

(Revised - March 2012 Article III Section VI A to C)

(Revised - June 2012 Article III Section V and VI)

## ARTICLE I

### Bylaws

**Section I.** These bylaws shall be adopted by a simple majority of the votes cast by the Classified Senate. These bylaws shall provide for membership eligibility, methods of nominating and electing officers, the filling of vacancies and such other procedures as shall be needed to carry on the business of the Classified Senate.

## ARTICLE II

### Organization

**Section I.** The Classified Senate shall consist of the following: four executive officers, and eleven at-large representatives, all with voting privileges.

**Section II.** Members elected to the Classified Senate shall serve two-year terms of office, or until successors are elected, so established that one-half of said terms shall terminate each fiscal year.

**Section III.** The immediate past president, and one member of the current CSEA Representative, shall serve in a non-voting advisory capacity.

**Section IV.** Officers of the Classified Senate shall be President, Vice President, Recording Officer, and Treasurer (and Parliamentarian?).

**Section V.** The Executive Board shall consist of the officers, who shall serve in their elected capacities, and the immediate past president.

**Section VI.** The Parliamentarian shall not be an elected officer of the Classified Senate, but shall, however, be a member chosen by the Classified Senate. The principal duty of Parliamentarian is to advise the President and Classified Senate on parliamentary procedures.

# ARTICLE III

## Duties of Officers

### **Section I.** *The President shall:*

- A. Serve as official representative of, and advocate for, the membership in all functions of the college as below;
- B. Chair meetings of the Classified Senate and the Executive Board;
- C. Prepare the agenda for all meetings of the Classified Senate and the general membership;
- D. Give direction in any development of the Classified Senate on its purposes;
- E. Be accountable for Classified Senate administration, and responsible for reports and recommendations;
- F. Have general authority to administer and/or maintain the affairs of the Classified Senate between meetings;
- G. Coordinate the appointment of all members to standing and ad hoc committees; and,
- H. Serve as liaison with other college senates

### **Section II.** *The Vice President shall:*

- A. Assume the duties of the President during the President's absence, at the request of the President, or for the unexpired term in the event that the President is unable to complete a term of office;
- B. Serve as coordinator of committee chairs and as an ex-officio member of all committees, and e responsible for information on current status of work assigned to committees;
- C. Chair the Nominating Committee and serve as Chief Election officer for all elections conducted by the Classified Senate; and,
- D. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate, within the limits of these bylaw.

### **Section III.** *The Recording Officer shall:*

- A. Assume the duties of the President in the absence of the President and Vice President;
- B. Be official historian of the Classified Senate;
- C. serve as research and resource person;
- D. Assume the responsibility of recording all minutes of the Classified Senate and general membership assemblies and distribute copies of same appropriately;
- E. Organize correspondence; disseminate notifications and reminders of appointments, meeting times, and assemblies; be responsible for a register, or roll, of senate attendance at regular and special meetings; and,
- F. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

**Section IV.** *The Treasurer shall:*

- A. Assume duties of the president in the absence of the President, Vice President, and Recording Officer;
- B. Be responsible for maintaining all financial record reports of the classified Senate of Fullerton College
- C. Advise of financial status and make recommendations to the Executive Board and other members of the Classified Senate; and,
- D. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate, within the limits of these bylaws

**Section V.** *The Senators shall:*

- A. Represent classified professionals at all meetings;
- B. Communicate to constituents what transpires at the meetings and other information the President deems necessary,
- C. Perform other duties determined by the Senate.
- D. Senators are responsible for obtaining and distributing information from any missed meetings.

**Section VI.** Terms of Office

- A. Elected members of the Senate shall serve two-year terms. A year shall run from July 1 - June 30 to coincide with the District's fiscal year. Appointed Senate members shall serve for the term of their appointment.
- B. Elected members may serve two consecutive terms for a total of four years and will again become eligible for election
- C. Elected officers shall not hold more than one office concurrently.

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**Section VII.** Vacancies

- A. Vacancies shall be filled by any classified staff, as stipulated in Article II, Section I, of the constitution.
- B. A vacancy in an unexpired term on the classified Senate or the Executive board will be filled by appointment of the President, with the majority vote of the Executive Board.
- C. If a majority vote cannot be reached within the Executive Board, the vote will go out to the Senators

## ARTICLE IV

### Meetings and Attendance

- Section I.** Regular meetings of the Classified Senate shall be held twice each month, or as may be deemed necessary.
- Section II.** The time and place of the meeting shall be arranged by the Classified Senate.
- Section III.** The executive Board shall meet Thirty minutes prior to the regular meeting of the Classified Senate, unless otherwise arranged.
- Section IV.** Special meetings of the Classified Senate may be called by the President.
- Section V.** Rules for attendance shall be:
- A. Any member that is unable to attend a meeting is to contact the President or Recording officer of the Senate, prior to the meeting.
  - B. At the first meeting following elections, all new members will be given an orientation to the Classified Senate's Constitution and Bylaws.
- Section VI.** A voting member of the classified Senate absent from three regular meetings in any fiscal year, without an acceptable explanation and timely notification, including but not limited to: vacation illness, or emergencies beyond their control, shall be considered for removal from office by the senate.

## ARTICLE V

### Resignation and Dismissal

- Section I.** Resignations from the Classified Senate must be by written notice to each member of the Executive Board.
- Section II.** Dismissal of a senator (including an executive board member) may be considered with a majority consensus of the complete senate, save the senator in question, due to excessive absenteeism from meetings without notification or general ineffectiveness in duties assigned. In the event such a senator is identified, it will be the duty of the executive board to address the issue(s) with the individual directly and in writing, with a detailed outline of expectations to be met by a specified deadline. At the next regular meeting following the deadline, the senate will reassess the standing of the senator and proceed accordingly, with a revised declaration of good standing or a majority vote for dismissal.
- Section III.** Procedures for filling the vacancy are outlined in Article III. Section VII.

## ARTICLE VII

### Elections

- Section I.** The Nomination & Election Committee shall present a slate of candidates for Senate upon the consent of the candidates, Classified Staff may make nominations to the Classified Senate.
- Section II.** Elections by secret ballot by all regular classified staff members, as defined in Article III, Section I of the constitution, shall be held in May of each year. The Nomination & Election Committee shall tally the ballots cast and announce the results.
- Section III.** In the event of a tie for any executive board or at-large position, a runoff election will be held between the candidates with the two (2) highest number of votes. Any ties for the runoff election will be decided by Classified Senate majority vote.
- Section IV.** There shall be no proxy votes.
- Section V.** Nominations of candidates for officer positions in the Classified Senate shall be open to any full-time, permanent classified employee.
- Section VI.** Officers shall be elected for a term of two fiscal years.
- Section VII.** Senators-at-Large
- A. Nominations of candidates for Senators-at-Large in the Classified Senate shall be open to all classified staff.
  - B. Each representative shall be elected to a two-year term of office beginning July 1; so established that one half of said terms shall terminate at the end of each fiscal year.

## ARTICLE VIII

### Amendments

- Section 1.** Amendments to the bylaws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a two-third's vote of the members present.

## ARTICLE IX

### Action Without Meeting

**Section 1.** The Executive Board may take action(s) that are within its powers and responsibilities as required or needed without a formal meeting. Action(s) taken without meeting can only be initiated with written majority approval by the senate, including via election mail notification and response. Such approval shall be noted in the minutes of the next regular Executive Board meeting.

## ARTICLE X

### Fiscal Year

**Section 1.** The Classified Senate fiscal year shall be from July 1 through June 30, and all terms of officers and members shall coincide with the fiscal year, as stipulated herein.

## ARTICLE XI

### Quorum

**Section 1.** Majority of Classified Senate at any meeting of the Classified Senate shall constitute a quorum authorized to transact any business duly presented.

**Section II.** A majority on any and all committees shall constitute a quorum.