

BYLAWS
Of the
Reedley College Classified Senate

Article I: Name

The name of the organization shall be the Reedley College Classified Senate and shall henceforth be referred to in these bylaws as the Senate.

Article II: Objective

Section 1. The objective of the Senate shall be to represent all classified employees of Reedley College including its satellite campuses and centers in matters of participatory governance; to promote opportunities for professional growth for classified employees; and to engage in activities that promote good will among all employees and students of Reedley College.

Section 2. The Senate shall only engage in participatory governance and other activities which fall outside the purview of the classified bargaining unit, otherwise known as the classified union.

Article III: Membership

Section 1. The membership of the Senate shall be limited to permanent full-time, part-time, and permanent hourly classified employees, including classified confidential and classified supervisory personnel, of Reedley College, including any satellite campuses or centers.

Section 2. The membership shall include four officers consisting of a President, Vice President, Secretary, Treasurer and a number of senators as prescribed in Article III, Section 3 of these bylaws.

Section 3. The number of senators shall be ten and each shall be elected at large from all classified employees at Reedley College.

Section 4. After being properly approved to appear on the agenda of any Senate meeting agenda, the Senate may take up the question of removal from office of Senators or officers and may vote to remove officers by a regular majority vote. Officers and Senators may be voted out of office for reasons including but not limited to excessive absences and non-performance of duties.

Article IV: Officers

Section 1. The officers of the Senate shall be a President, Vice President, Secretary Treasurer and Past President. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.

The duties of the President shall include:

1. Determine the agenda of and preside over all meetings of the Senate.
2. Make appointments to committees with classified participation, in consultation with the college president.
3. Attend board and committee meetings as assigned.
4. Call special meetings of the Senate as deemed appropriate.
5. Develop subcommittees as deemed necessary.
6. Ensure that the Senate officers and representatives approve any financial expenditure before it is made.
7. Represent the classified staff at various college and district meetings and functions.

The duties of the Vice President shall include:

1. Assist the President in all duties of the presidency.
2. Serve as President during an absence of the President.
3. Succeed to the office of President upon the resignation or removal of the President, then serving the remainder of the term.
4. Serve as coordinator of the subcommittee chairs and be responsible for information on current status of work assigned to subcommittees.
5. Chair the Election Committee for all elections conducted by the Senate.
6. Participate on college and district committees as assigned by the President.
7. Represent the classified staff at various college and district meetings and functions.

The duties of the Secretary shall include:

1. Record the minutes at Senate meetings.
2. Distribute to all Senate Officers and representatives the following documents: agendas, minutes, memos, ballots.
3. Disseminate notifications and reminders of appointments and meeting times.
4. Keep attendance records of each Senate meeting and advise the President when a Senator has missed three unexcused meetings.
5. Participate on college and district committees as assigned by the President.
6. Represent the classified staff at various college and district meetings and functions.

The duties of the Treasurer shall include:

1. Maintain the financial records of the Senate.
2. Present a financial report at each regular meeting to keep members informed of current income and expenses.
3. Advise and assist members with purchases and record-keeping.
4. Participate on college and district committees as assigned by the President.
5. Represent the classified staff at various college and district meetings and functions.

The duties of the Past President shall include:

1. Advise and guide the current Officers.
2. Perform other duties as may be assigned by the Officers.

Section 2. The Officers shall be elected by ballot to serve for two years beginning on January 1 of each even year.

Section 3. No member shall hold more than one office at a time or be elected to the position of Senator and officer during the same term.

Section 4. The Past President shall serve as an ex-officio member with all the rights and privileges as any other member with the exception of voting. They shall not be used in determining a quorum. The Past President shall serve primarily in an advisory capacity to the Senate and its officers.

Article V: Senators

Section 1. The Senators shall represent the interests of the constituency through active participation in the Senate, campus and district committees as assigned, and Senate committees.

The duties of the Senators shall include:

1. Attend and participate in regular Senate meetings.
2. Attend and participate in any special sessions of the Senate as needed.
3. Communicate and facilitate the dissemination of information to classified staff on matters discussed by the Senate.
4. Participate on college and district committees and Senate subcommittees as assigned by the President.

Section 2. Senators shall serve for two consecutive years commencing their term on the month of the year they are elected. Approximately half of the total number of Senators shall be elected and serve their terms beginning in odd years and the others in even years.

Article VI: Elections

Section 1. At the first regular meeting in September a nominating committee consisting of the Vice President and two Senators elected by the Senate shall be convened. The Vice President shall serve as the chairperson for this committee.

Section 2. It shall be the duty of this committee to solicit nominations for Senators from the constituency and conduct an election by secret ballot for open positions. Each classified employee of Reedley College shall have one vote. Newly elected Senators will attend the first regular meeting in November.

Section 3. It shall be the duty of this committee, at the first regular meeting in November of odd years, to nominate candidates for the offices. The officers shall be elected by the Senate membership by secret ballot.

Section 4. In the event of a vacancy at the beginning of or during a term, the Senate has the authority to appoint replacements by a majority vote of members present at a regular meeting having met the rules of quorum set forth by Article VII, Section 3 of these bylaws.

Article VII: Meetings

Section 1. The regular meetings of the organization shall take place not less than once per month on a day and at a time and place determined by the Executive Committee and shall be announced to all constituents.

Section 2. Special meetings may be called by the President or by the Executive Committee and shall be called upon written request of a majority of the membership of the Senate. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least forty-eight hours' notice shall be given.

Section 3. A regular majority of the most current membership roster shall constitute a quorum.

Section 4. All motions are approved by a simple majority vote. A simple majority vote is defined as fifty percent plus one of those that are present. E-mail voting may be used and must be available for a minimum of 48 hours, not to include weekends.

Section 5. Any Senator who misses three unexcused regular meetings will be considered to have resigned as a Senator and the Executive Committee shall rule upon the resignation. For an absence to be considered excused, a Senator must contact the Secretary and attempt to provide an alternate classified staff member to attend the meeting.

Article VIII: Executive Committee

Section 1. The officers of the Senate, including the Past President, shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Senate between its meetings, fix the hour and place of meetings, make recommendations to the Senate, and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of the Senate, and none if its acts shall conflict with action taken by the Senate.

Section 3: The Executive Committee shall meet as needed to carry out its duties.

Article IX: Other Committees

The Senate may convene standing and ad-hoc committees as it sees fit to conduct its own activities and business.

Article X: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.

Article XI: Amendment of the Bylaws

These bylaws may be amended at any regular meeting of the Senate by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Revision Adopted August 2016