



De Anza College  
**Classified Senate Bylaws**  
May 2018

**BYLAW I MEMBERSHIP**

Section 1. Senate Membership

Membership in the Classified Senate shall consist of all elected senators and officers representing the classified professionals at De Anza College. Classified professionals shall be defined as employees who are not faculty, managers, temporary employees or student employees.

Section 2. Duties of the Classified Senate

The Officers and Senators acting collectively as the Classified Senate shall:

- a. participate in the governance of De Anza College
- b. provide a centralized means of communication among classified professionals and with the rest of the college community
- c. become thoroughly acquainted with the Constitution and Bylaws of this organization so as to be able to explain and interpret to their Sections
- d. carry out the purpose to actively promote professionalism with the Classified Senate
- e. enhance professional development
- f. ensure that a Senate Mentor shall provide mentorship to the DASB representative in the Senate

Section 3. Duties of the General Membership

Duties of the general membership shall be to participate in the formation of college and district policies through the Classified Senate by

- a. being eligible for elected office of the Classified Senate
- b. electing an Executive Council; President-elect, Secretary, Treasurer, and Communications Officer
- c. electing Section Senators; and
- d. presenting recommendations that will improve the educational welfare of the college and the professional growth of the Classified Senate

## BYLAW II EXECUTIVE COUNCIL

### Section 1. Positions

The officers of this organization shall be: President, President-elect, Secretary, Treasurer, and Communications Officer.

### Section 2. Term of Office

- a. The President and President-elect shall serve annual terms of office from July 1 through June 30.
- b. The Secretary, Treasurer, and Communications Officer shall serve annual terms of office from July 1 through June 30 and may not serve more than three (3) consecutive terms in the same office.

### Section 3. Removal from Office

Any officer may be removed from office by the vote of two-thirds of the full Classified Senate membership casting a written affirmative ballot.

### Section 4. Vacancies

A vacancy may occur through resignation or through leave of absence. Notice of such vacancy must be submitted in writing. In the event of a vacancy by the President, the President-elect shall assume the duties as the President and complete that term and fulfill their own term as President the following year. In the event of a vacancy of the President-elect, the vacancy shall be filled by simple majority vote of the Classified Senate as an interim President-elect to complete the current term of office that year.

If the current President's term is completed and the President-elect's position is vacant then the Election Committee would be directed to place both the President and President-elect positions on the ballot during a regular spring election or through a special election as determined by the Classified Senate.

A vacancy may occur through resignation or through leave of absence. Notice of such vacancy must be submitted in writing to the Classified Senate President. In the event of a vacancy by the Secretary, Treasurer, or Communications Officer, it may be filled by appointment or by special election.

## BYLAW III DUTIES OF THE EXECUTIVE COUNCIL

### Section 1. The President of the Classified Senate shall:

- a. preside at meetings of the Classified Senate and of the Executive Council
- b. have the power of appointment and removal of committee chairs and Classified Senate members subject to the consent of the Classified Senate
- c. be authorized to express publicly the Senate's position on issues and recommendations relating to governance

- d. appear before the Board of Trustees or designate a representative to express the views of the Classified Senate on policies, procedures and governance
- e. attend College Council meetings or designate a representative
- f. attend Board of Trustees meetings or designate a representative
- g. be an ex-officio member of all Classified Senate committees
- h. publish an agenda for all Executive Council and Classified Senate meetings
- i. plan and facilitate the Annual Classified Senate Leadership Retreat, or delegate to a responsible party
- j. perform other duties as required by the office

Section 2. The President-elect shall:

- a. act as President in the absence of the President
- b. act as chair of the Bylaws and Constitution Committee
- c. become the President of the Classified Senate upon the expiration or vacancy of the incumbent President's term of office
- d. represent Classified Senate at the Academic Senate meetings or designate a representative
- e. perform other duties as required by the office

Section 3. The Secretary shall:

- a. be responsible for preparation, publication and distribution of the minutes of all Classified Senate and Executive Council meetings maintain and file all Classified Senate records
- b. post Classified Senate Agendas and Minutes to the Classified Senate website
- c. keep a list of all Senators together with the expiration date of each Senator's term of office
- d. act as President in the absence of the President and President-elect
- e. perform other duties as required by the office

Section 4. The Treasurer shall:

- a. accept contributions, disburse funds, maintain financial records and submit financial reports to the Classified Senate twice during the academic year or as requested by the Executive Council
- b. set up the budget for the Executive Council and Classified Senate approval
- c. act as President in the absence of the President, President-elect, and Secretary
- d. perform other duties as required by the office

Section 5. The Communications Officer:

- a. maintain the Classified Senate website
- b. maintain any Classified Senate social media presences
- c. act as President in the absence of the President, President-elect, Secretary, and Treasurer
- d. perform other duties as required by the office

## BYLAW IV. SECTION SENATORS

### Section 1. Sections

Sections are defined as groups of classified employees as organized by the Classified Senate. No section shall be larger than forty members. Organization of Classified Sections shall be reviewed every three years or as required.

### Section 2. Positions

Section Senators are duly elected by the members of the classified professionals from each of the current identified sections.

### Section 3. Term of Office

The term of office for Section Senators shall be two (2) years with approximately one-half (1/2) replaced annually. A Senator shall serve no more than two (2) consecutive terms and will again become eligible for election after one year. If a Senator completes a term as a replacement in a vacant Section, that term will not be counted as one of the two consecutive terms. Terms of Alternate Senators are not counted as any of the two consecutive terms.

### Section 4. Duties of the Senators

The Section Senators shall:

- a. attend regular Classified Senate meetings
- b. ratify all appointments made by the President of the Classified Senate
- c. maintain constant oral and written communication with Sections to:
  - 1) disseminate on a regular basis information from Classified Senate meetings and
  - 2) poll Section members on issues needing consensus by the Classified Senate
- d. report to the Classified Senate on matters from their Sections which are part of the Classified Senate's concern
- e. post minutes of Classified Senate meetings
- f. find an alternate to attend Senate meetings in their absence
- g. perform other duties as required by their office

### Section 5. The Section Senator Alternates shall:

- a. act as the Section Senator in their absence
- b. perform other duties as required by their office

### Section 6. Vacancy

A vacancy may occur through resignation or through leave of absence. Notice of such vacancy must be submitted in writing to the Classified Senate President. If a vacancy occurs, it may be filled by appointment or by special election.

Section 7. Removal from Office

- a. Absences
  - 1) Three consecutive unexcused absences from Classified Senate Meetings
  - 2) Negligence in the duties of a Classified Senate Section Senator
- b. Any Section Senator may be removed from office by the vote of two-thirds of the full Classified Senate membership casting a written affirmative ballot
- c. Any elected Senator of the Classified Senate may be removed from office by a two-thirds (2/3) majority of votes cast within their member electorate

**BYLAW V. DUTIES OF THE SENATE MENTOR TO STUDENT REPRESENTATIVES**

The Senate Mentor to Student Representative shall:

- a. Meet regularly with the student representative, and sit with representative during meetings to answer any questions and clarify material if needed
- b. Provide training on the purpose of the De Anza Classified Senate, the constitution, and bylaws
- c. Help the student representative feel welcome and supported
- d. Give encouragement to the student representative that their voice is valuable in the decision-making process of the Classified Senate
- e. Encourage the student representative to report back on any agenda items discussed with DASB, gather any committee feedback, and return to meetings with questions or feedback when needed

**BYLAW VI. MEETINGS**

Section 1. Meetings of the Member Electorate

- a. Final executive and legislative power of the Senate may be assumed by the body of the member electorate when it is assembled in a general meeting.
- b. General meetings of the member electorate shall be held a minimum of twice an academic year and shall be scheduled at such times as to encourage maximum attendance by the member electorate.
- c. The President of the Senate shall notify the member electorate at least five working days before any general meeting. Notice of the meeting with agenda times shall be disseminated in the Mailroom and via voice mail and/or e-mail.
- d. General meetings of the Classified Senate shall be called in any one of the following ways:
  - 1) the President of the Classified Senate may convene a general meeting with at least five (5) working days' notice or
  - 2) a vote at a meeting of the Classified Senate.
- e. Any motion relevant to an agenda item may be carried by a simple majority of the quorum.
- f. A procedural motion proposed at a general meeting requires a simple majority vote of the quorum to carry.

- g. A substantive motion proposed at a general meeting shall be presented to the Classified Senate as a written ballot no less than five (5) working days after the general meeting, and shall require a simple majority of an election quorum to carry.

Section 2. Classified Senate Meetings

- a. meet a minimum of twice per month during the academic year (Fall, Winter, Spring)
- b. shall be publicly announced with a posted agenda
- c. will be determined at the first meeting of the newly elected Classified Senate for time and location
- d. are open to the member electorate, and any member of the member electorate may speak; however, they may not vote
- e. are open to outside speakers at the invitation of the Classified Senate
- f. Agenda will be posted at least one (1) working day prior to regular Classified Senate meetings and at least five (5) working days prior to a general meeting, when possible to do so
- g. Official minutes of each Classified Senate and general Classified Senate meeting shall be kept and distributed to:
  - 1) the President and Chapter Chair(s) of the classified collective bargaining units
  - 2) the President of the Academic Senate
  - 3) the President of the College
  - 4) Vice Presidents of the College
  - 5) Chancellor of the District
  - 6) all classified professionals via the Senators and/or e-mail
  - 7) posted in the mailroom and Classified Senate web site/electronically delivered.Minutes will be posted within five (5) working days after being approved by the Senate

Section 3. Executive Council Meetings shall be

- a. held as needed
- b. called by the President

Section 4. Emergency General Meetings

Emergency meetings of the Classified Senate may be called with two (2) hours' notice by:

- a. The President of the Classified Senate, with the approval of a simple majority of the Classified Senate
- b. A two-thirds (2/3) majority of the Classified Senate by
  - 1) Petition to the President of the Classified Senate, or
  - 2) Vote at a meeting of the Classified Senate
- c. Twenty-five percent (25%) vote of the total membership of the Classified Professionals by signed petition to the President of Classified Senate
- d. A simple majority of the quorum shall be required to carry a procedural motion, and a two-thirds (2/3) majority of the quorum shall be required to carry a substantive motion at an emergency meeting of the Classified Senate

## Section 5. Quorums

- a. For regular Classified Senate meetings a quorum shall consist of a simple majority of voting members
- b. For a general meeting a quorum shall consist of at least twenty-five percent (25%) of the permanent classified professionals
- c. Voting by written ballot shall require a simple majority of those voting to carry the issue

## **BYLAW VII. ELECTIONS**

### Section 1. Election Time

Each spring an election of officers and senators in sections where a senate term has expired will be held at the direction of the President.

### Section 2. Election Process

- a. There will be a nomination period of no less than two (2) weeks. No write-in votes will be accepted during the voting process.
- b. There will be a voting period of no less than seventy-two (72) hours.
- c. Election to a Classified Senate office shall be by simple majority of the votes cast.
- d. If no candidate receives a simple majority of the votes cast, a special election shall be held to decide between the two (2) candidates receiving the highest number of votes for that office.
- e. Announcement of the election results will be made within two (2) working days.

## **BYLAW VIII. CLASSIFIED SENATE-COMMITTEES**

### A. **Standing Committees**

Standing Committees of the Classified Senate are established to actively promote professionalism within the classified professionals.

The makeup of Standing Committees of the Classified Senate may be structured by mutual agreement in a manner best suited to the performance and function of the committee members.

Standing Committee Chair(s) shall serve annual terms of office from July 1 through June 30 and may not serve more than three (3) consecutive terms in the same office.

#### Section 1. The Professional Development Committee

This committee shall be a standing committee of the Classified Senate to:

- a. obtain and allocate funds for professional development activities sponsored by the Professional Development Committee.

- b. conduct programs for professional development under the guidance of the Classified Senate established annually and at the Classified Senate Leadership Retreat.
- c. appoint members of the committee as necessary with a minimum one-year term and with approval from the majority of the Classified Senate.

Section 2. The Professional Development Chair(s) shall:

- a. be Chair(s)person for a standing committee of the Classified Senate to represent the Classified Senate on the campus-wide Staff Development Committee and monitor the funding from the campus-wide Staff Development Committee.
- b. conduct programs for professional development within guidelines established by the Classified Senate.
- c. appoint members as necessary to a minimum of a one-year term and with approval from the majority of the Classified Senate.
- d. file with the President of the Classified Senate a schedule of committee meetings.
- e. report its activities regularly, to the Classified Senate.
- f. prepare recommendations relating to its functions for review and approval by the Executive Council.
- g. prepare a summary of committee activities for distribution to the Classified Senate at the end of each academic year.

Section 3. The Classified Employee of the Month Committee

This committee shall:

- a. solicit and receive nominations of outstanding classified employees to be chosen as Classified Employee of the Month. Nominations shall be in writing
- b. determine from the submitted nominations one employee for each month from October to May
- c. publicize the chosen employee and plan a recognition reception
- d. appoint members as necessary by the Classified Employee of the Month Chair(s) with staggered terms and with approval from the majority of the Classified Senate

Section 4. The Classified Employee of the Month Chair(s) shall:

- a. be Chair(s) for a standing committee of the Classified Senate to solicit and receive nominations of outstanding classified employees to be chosen as Classified Employee of the Month
- b. determine with the committee from the submitted nominations one employee for each month, from October to May
- c. publicize with the committee the chosen employee and plan a recognition reception
- d. appoint members as necessary with staggered terms and with approval (from the majority of the Classified Senate)
- e. file with the President of the Classified Senate a schedule of committee meetings
- f. report results of selection for Employee of the Month nominee chosen at the next Classified Senate meeting
- g. prepare recommendations relating to its functions for review and approval by the Executive Council



- h. perform other duties as determined by the Executive Council
- i. prepare a summary of committee activities for distribution to the Executive Council at the end of each academic year

## **B. Ad Hoc Committees**

The Classified Senate shall establish both permanent and, when appropriate, Ad Hoc committees to assist in the development and implementation of policies and procedures relating to classified professionals and to the operational and educational matters of the college.

Ad Hoc committees may be established by the President of the Classified Senate, upon the advice and consent of the Classified Senate. Such committees shall be formed for special purposes and shall be of short duration.

### **Section 1. The Nomination and Election Committee**

This committee shall be an Ad Hoc Committee formed from members of the Classified Professionals who are not up for election to receive and solicit names of candidates wishing to run for an open position on the Classified Senate. Nominations shall be confirmed by the nominee(s).

### **Section 2. By-Laws and Constitution Committee**

This committee shall be an Ad Hoc Committee formed from members of the Classified Senate to review the Classified Senate By-Laws and Constitution each year for additions and/or changes.

### **Section 3. FHDA Classified Professional Development Day Committee**

The De Anza Classified Senate recognizes and supports the FHDA Classified Professional Development Day committee as an independent Ad Hoc District Committee formed from members of the Classified Professionals from Foothill, De Anza, and Central Services to plan and execute the annual FHDA Classified Professional Development Day.

## **BYLAW IX. CLASSIFIED SENATE CONTRIBUTIONS**

Section 1. The voluntary dues for the Classified Senate shall be \$2.00/contract month for full-time staff. Classified professionals can arrange for a payroll deduction of dues by completing the appropriate form (which can be obtained from the Executive Secretary) or may simply write a check to the De Anza College Classified Senate. A minimum of 25 staff must agree to a payroll deduction for the District to implement the service.

Section 2. These contributions may be used for the operating expenses of the Classified Senate.

Section 3. Funds from the Classified Senate's Voluntary Dues Account, equal to a percentage of half of (No. of Donors divided by No. of Classified Members\*) and capping at 50% of Voluntary

Dues, shall be earmarked for student support (e.g. if number of donors is equal to 25% of total number of De Anza Classified Professionals then 12.5% shall be used for student support, if number of donors is equal to 50% of Classified then 25% shall be used, etc.). \*Number of Classified Members as determined by Payroll at the beginning of each fiscal year.

Section 4. The student support funds are earmarked for direct support of students and at the discretion of each Senate. The fund program should be evaluated periodically to determine the use of the funds continue to be used in an equitable manner, and support the needs of as many students as possible. Suggested uses – Food Vouchers, Book Vouchers, Reserves Desk funding (books/calculators).

**BYLAW X. RIGHT TO ACT**

Any Classified Senator, Executive Council Member, Classified Professional Member, Classified Senate Committee or any other Senate body does not have the right to incur any debt, get involved in any business, or speak to any issue under the title or implying the title of Classified Senate in any way unless given full authority to do so by the Classified Senate.

**BYLAW XI. AMENDMENTS**

Additions to and/or changes in the Bylaws may be effected by a simple majority vote of the Classified Senate and ratification by a simple majority of the quorum at the next general meeting following the proposal.

Adopted:	1992	Revised:	2002	Revised:	2017
Revised:	1995	Revised:	2003	Revised:	2018
Revised:	1996	Revised:	2007		
Revised:	1998	Revised:	2009		
Revised:	1999	Revised:	2011		
Revised:	2000	Revised:	2014		
Revised:	2001	Revised:	2015		