

# **MERCED COLLEGE CLASSIFIED SENATE CONSTITUTION**

## ***ARTICLE I.***

### *Name*

The Merced College Classified staff hereby forms the Merced College Classified Senate.

## ***ARTICLE II.***

### *Objective*

The purpose of this organization is to provide a vehicle by which the classified staff is able to fully participate in the goals and mission of the college. It shall be the function of the classified Senate to participate in the governance of Merced Community College; to actively collect, evaluate and disseminate information for the classified staff; and to represent those non-bargaining interests before and on any governance or college committee.

## ***ARTICLE III.***

### *Membership*

The membership of the Senate shall include 13 members of the classified staff of the College District. Members may consist of full-time or part-time permanent staff, which are not administrators or certificated, as defined by Education Code Section 45104; 88003 and Merced Community College District Board Policy 4600.

## ***ARTICLE IV.***

### *Officers*

The Classified Senate Officers shall consist of President, Vice-President, Secretary, and Treasurer. These officers shall comprise the EXECUTIVE COMMITTEE whose primary function is to expedite the business of the Classified Senate. Duties and responsibilities shall be ascribed in the Bylaws and expanded as seen necessary by the Senate.

## ***ARTICLE V.***

### *Duty of Officers*

Duties of officers, committee chairs, and committee members shall be ascribed in the Bylaws and expanded as seen necessary by the Senate.

## ***ARTICLE VI.***

### *Meetings*

The regular meetings of the Senate shall be held each month from August to May inclusive unless otherwise ordered by the Classified Senate.

## ***ARTICLE VII.***

## *Committees*

The Senate shall have standing and ad hoc committees. Standing committees shall be permanent and conduct the business of the senate. Ad hoc committees shall be established by the president for special purposes and shall be of short duration. The President shall be an ex-officio member of all committees, except the Nominating Committee.

## *ARTICLE VIII. 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 the Bylaws and any special rules of order the Senate may adopt.

## *ARTICLE IX. Amendments*

Any classified staff member may recommend to the Senate, in writing, a proposed amendment to the Constitution.

- IX 1. Amendments to this Constitution may be put to a vote of the classified staff when meeting one or more of the following criteria:
- A. A two-thirds vote of the Classified Senate present.
  - B. A petition signed by not less than ten percent of the staff employees.
  - C. The President of the College following his/her determination that some portion(s) of the Constitution are at variance with the California State Law or the adopted rules and policies of the Trustees of the College District.
- IX 2. Proposed amendments to this Constitution shall be presented to all classified employees at least ten working days before said amendment proposal is put to a vote. To be adopted, a proposed amendment must receive a simple majority of votes cast.

Additions to and/or changes in the Bylaws may be effected by the Executive Committee upon approval of a majority of the Senate body.

The Bylaws and Constitution will be reviewed annually.

## *ARTICLE X. Elections*

The Merced College Classified Senate Elections Committee will conduct a general election each spring prior to May 1.

RATIFIED BY MERCED COLLEGE CLASSIFIED

Date: June 16, 2014

APPROVED BY MERCED COLLEGE BOARD OF TRUSTEES

Date: August 19, 2014