

**CONSTITUTION OF THE
CUESTA COLLEGE MANAGEMENT SENATE**

Article I - NAME

The name of this organization shall be The Cuesta College Management Senate. (Hereafter referred to as the Senate.)

Article II - MEMBERSHIP

- Section 1.** All personnel who are designated management, supervisory or confidential shall be constituents of the Senate.
- Section 2.** For purposes of this Senate, the following positions shall be excluded: President/Superintendent and Vice Presidents/Assistant Superintendents of Cuesta College and the San Luis Obispo County Community College District.
- Section 3.** A member who has paid the annual Senate dues by September of each school year shall be a “member in good standing.” (Amended 8/3/00)

Article III - PURPOSES

- Section 1.** To provide the managers, supervisors and confidential employees with formal representation in recommending positions, policies, regulations and procedures that benefit the Senate and/or the College. Policy recommendations may be developed collectively by the Senate or by individual employee classification groups within the Senate, as deemed appropriate. (Amended 8/3/00)
- Section 2.** To provide the president/superintendent with recommendations and views on matters affecting the conduct and welfare of the college.
- Section 3.** To promote communication and mutual understanding among the students, faculty, classified staff, Board of Trustees, administration, and other interested person(s) concerning the welfare of the college.

Article IV - OFFICERS AND ADMINISTRATIVE BOARD

- Section 1.** The officers of this Senate shall be President, Vice President/President-elect, and either Secretary, and Treasurer or Secretary/Treasurer.
- Section 2.** The officers shall constitute the administrative board. The immediate past president shall serve as ex-officio member of the administrative board.
- Section 3.** The administrative board shall
- a. conduct all business of the Senate between general meetings;
 - b. be responsible for maintaining communications with all campus groups of the San Luis Obispo County Community College District;
 - c. approve all standing committee appointments of the Senate.

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Article V - NOMINATION AND ELECTION OF OFFICERS

- Section 1.** The administrative board shall appoint a three-member Nominations/Election Committee on or before March 15 considering the diverse representation of the Senate.
- Section 2.** Nomination of officers shall be made by the Nominations/Election Committee. The Committee will present the list of nominees at the March meeting of the Senate. Additional nominations may be made from the floor. The nominating committee will determine whether the Secretary/Treasurer will be one position or two for the following year. (Amended: 4/18/2000)
- Section 3.** The officers shall be elected annually by a majority vote (secret ballot) of the membership on or before April 30. A written, signed and dated proxy is acceptable as an official ballot.
- Section 4.** No officer shall be eligible to hold the same office for more than two (2) consecutive terms.
- Section 5.** Newly elected officers shall serve from July 1 through June 30.
- Section 6.** When a vacancy on the administrative board, other than the president, occurs between elections, the board shall fill the vacancy. Such appointee shall serve for the remainder of the term.

When the presidency becomes vacant, the vice-president shall serve as the president for the remainder of the term. The vice-presidency then shall be filled in the manner described above.

Article VI - DUTIES OF OFFICERS

- Section 1.** The president shall
- a. serve as chief executive officer of the Senate;
 - b. call and conduct meetings of the Senate;
 - c. serve as chairperson of the administrative board;
 - d. appoint all members of standing and ad hoc committees as provided by the constitution, considering the diverse representation of the Senate;
 - e. communicate positions of the Senate to the president/superintendent;
 - f. be an ex-officio member of all Senate standing committees;
 - g. inform Senate membership of all pertinent developments affecting the constituency;
 - h. serve as official representative of the Senate at Board of Trustee Meetings.
- Section 2.** The vice-president/president-elect shall
- a. serve as the initial organizing chairperson of all temporary committees;
 - b. assist president in preparing programs for Senate meetings;
 - c. preside at any special or general meeting of the Senate or administrative board in the absence of the president;
 - d. serve as president in the absence of, or resignation of the president;
 - e. be responsible for the social activities of the Senate;
 - f. assist in the promotion of Senate activities as requested by the president;

- g. substitute for the president as the ex-officio member of all Senate standing committees when requested by the president.

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Section 3. The secretary/treasurer shall

- a. keep the minutes of meetings of the Senate and the administrative board;
- b. be responsible for notifying members of all meetings called for the transaction of business by the Senate;
- c. be responsible for distributing newsletters, bulletins, etc., to Senate members;
- d. assume the responsibility of the treasurer, if appropriate.
- e. be responsible to make constitution revisions in accordance with Senate action.
(Amended: 4/18/2000)

Section 4. The treasurer shall

- a. establish a yearly budget;
- b. be responsible for all funds collected by the Senate;
- c. provide financial status reports to members at regular meetings (Amended 8/3/00)

Section 5. The immediate past president shall

- a. serve as an ex-officio member of the administrative board;
- b. serve as consultant to president in Senate governance;
- c. assist in promotion of the Senate activities as requested by the president.

Article VII – COMMITTEES

Section 1. The standing committees of the Senate shall be the Personnel Committee and the Finance Committee. There shall be at least one representative from each constituent group on each standing committee. (Amended 8/3/00)

Other committees shall be appointed by the president as necessary to maintain effective operation within the Senate. One of the ad hoc committees shall be the Nominations/Election Committee.

Section 2. General duties of standing committees

- a. Be responsible for keeping abreast of developments in each respective field within the district and the state;
- b. Report at Senate meetings regarding state legislative actions;
- c. Undertake studies and make recommendations to the Senate president.

Section 3. Personnel Committee: (specific duties)

- a. Review administrative structure of the college and make pertinent recommendations to the Senate president; (Amended 8/3/00)
- b. Make recommendations regarding personnel policies of the district to the Senate president; (Amended 8/3/00)
- c. Recommend professional development activities to Senate members at Senate meetings. (Amended 8/3/00)
- d. Represent the concerns of individual members with regard to district personnel practices and

procedures. (Amended 8/3/00)

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Section 4. Finance Committee: (specific duties)

- a. Review policies and procedures of the San Luis Obispo County Community College District related to finance and make appropriate recommendations to the administrative board.

Section 5. Nominations/Election Committee (specific duties)

- a. After January 1 of each year, review Senate membership for possible candidates for office in accordance with the constitution (Article V) and considering the diverse representation within the Senate;
- b. Obtain candidates' consent for nomination;
- c. Determine whether the secretary/treasurer will be one position or two for the following year;
- d. Prepare a list of candidates and distribute to the membership in March of each year;
- e. Accept nominations from the floor at the March meeting;
- f. Prepare secret ballots for April election;
- g. Conduct election on or before April 30;
- h. Results of the balloting shall be announced within ten (10) calendar days after the election.
(Amended: 4/18/2000)

Section 6. Management Senate Employee of the Year Selection Committee (Added Section: 4/18/2000)

- a. Members will consist of the last five recipients of the award who remain as active members of the Senate.
- b. The last recipient of the award will serve as the committee chair.
- c. The committee will distribute nomination forms to all regular Cuesta College employees during the month of March.
- d. The committee will select the recipient from the nominees submitted.
- e. Results will be forwarded to the college chief executive officer on or before April 20.
- f. The award will be presented at the same event at which the academic and classified employees of the year are recognized.

Article VIII - Dues

Section 1. The Senate shall have a dues structure upon which the yearly budget will be based.

Section 2. The amount of dues assessments will be established by a vote of Senate members in an April Senate meeting.

Article IX - MEETINGS

Section 1. Regular Senate meetings shall be held at least four (4) times in the fiscal year. Senate meeting to elect officers shall be held in April.

Section 2. Only members in good standing are entitled to vote on Senate matters. All managers, supervisors and confidential employees are encouraged to attend Senate meetings. (Amended 8/3/00)

Section 3. The president, with approval of the administrative board, may call special Senate meetings.

Section 4. The president must call a special Senate meeting upon the written request (petition) of twenty-five percent (25%) of the Senate membership.

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Section 5. Except in emergencies, a five (5) working day notice must be given to all membership preceding all meetings of the Senate.

Article X - QUORUM

Section 1. Members attending shall constitute a quorum at any regular or special meeting of the Senate.

Section 2. A majority of the administrative board shall constitute a quorum at administrative board meetings.

Section 3. No action of the administrative board shall be binding on the Senate unless submitted to the regular membership for ratification. Actions and positions taken by the Senate shall be by majority vote.

Article XI - PARLIAMENTARY AUTHORITY

Robert=s Rules of Order, revised, shall govern the Senate in all points not expressly provided for in this constitution.

Article XII - RECALL

Section 1. Officers may be recalled.

Section 2. A written petition shall be signed by one-third of the membership of the Senate and submitted to the secretary of the Senate.

Section 3. Upon receipt of the petition, the administrative board shall call a special meeting of the membership to discuss the recall and poll the membership within ten (10) calendar days.

Section 4. If a majority of the membership supports the recall, the office shall be declared vacant and within ten (10) calendar days the Nominations/Election Committee shall proceed according to Article V to elect a member to fill the unexpired term.

Article XIII - AMENDMENTS

Section 1. A proposed amendment to the constitution and bylaws must be submitted to the Senate President in written form at least 15 working days prior to the meeting at which a vote on the amendment may be taken. Proposals may be submitted only by paid Management Senate members. (Amended 8/3/00)

Section 2. The Senate President must ensure that a written copy of the proposed amendment is distributed to all members at least five (5) working days prior to the meeting at which a vote on the amendment will be taken. (Amended 8/3/00)

Section 3. A proposed amendment must appear on the published meeting agenda and an opportunity for discussion must be provided before a vote is taken. (Amended 8/3/00)

Section 4. An amendment requires a majority vote of the members in good standing present at a Senate meeting to be adopted. (Amended 8/3/00)

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Amended: May 19, 1998, April 18, 2000, August 3, 2000