

BERGEN COMMUNITY COLLEGE STAFF SENATE



CONSTITUTION

Proposed by the Staff Senate Steering Committee January of 2014, under the vision of the President of Bergen Community College, Dr. B. Kaye Walter.

Mission Statement:

The Bergen Community College Staff Senate is an elected official body which represents all staff employees and actively participates in campus governance. The Staff Senate fosters the spirit of unity and cooperation while addressing the concerns and issues of all staff members.

Organizational Structure:

The membership of the Staff Senate shall be comprised of college employees who are in the categories of support staff, professional staff, managing directors, confidential staff, deans, and executive administrators. A total of 30 delegates that will be elected by the general membership.

BERGEN COMMUNITY COLLEGE STAFF SENATE



BY-LAWS

ARTICLE I: NAME

The Bergen Community College Staff Senate is hereby established by resolution of the Board of Trustees.

ARTICLE II: PURPOSE AND FUNCTION

The Staff Senate is a representative governing body of the Bergen Community College staff. The Staff Senate will foster a spirit of unity, integrity, pride, and cooperation through participation in the advisement of the College President, Executive Administration, and Board of Trustees on decisions and issues of governance that will impact the staff and the College. The Staff Senate shall promote the growth and welfare of its staff employees, in a positive, mutually respectful, and supportive work environment. The Staff Senate will further help advance professional development of the staff at Bergen Community College. The Staff Senate will provide input for staff recognition and morale, through review of staff assessment of programs, recommend improvements in programs that will assist the college in its student engagement and success agendas, provide an avenue for community service and outreach for all staff who wish to participate. The Staff Senate will work on enhancing professionalism and better fulfill its commitment to the advancement of the College's mission and vision. As a constituent organization, the Staff Senate, along with the Faculty Senate and Student Senate will operate as part of the governing system to provide a safe forum for open communication and collegial dialogue among and between staff and the administration, faculty, students and the College community.

ARTICLE III: MEMBERSHIP

Members of the Staff Senate shall be elected from the Bergen Community staff at-large and shall be comprised of college employees who are in the following 5 categories:

- 1. Support staff,**
- 2. Professional staff,**
- 3. Executive staff (deans, executive administrators, directors/managing directors)**
- 4. Confidential staff,**
- 5. 'Elected At-Large' staff**

A total of **20 delegates** will be elected by the general membership and will be representative of the following:

- 6 – Elected at-large
- 4 – Executive Staff
- 2– Confidential Staff
- 4 – Professional Staff
- 4 – Support Staff

Members may serve an unlimited number of 3-year terms if successfully selected during election cycles. Terms will run from July 1st – June 30th.

ARTICLE IV: MEETINGS AND PROCEDURE

1. The Staff Senate shall meet eight times (September, October, November, February, March, April, June and July) annually. Meetings will be scheduled one year in advance and communicated to the Staff Senate membership in the June meeting each year. Meetings shall begin as closed working sessions with an open session afforded at each meeting.
2. Attendance of delegates is required for the scheduled meetings. No more than three absences will be allowed per member per year. The President of the Staff Senate will have the authority to declare the seat vacant. The Staff Senate President has the authority to appoint a member to fill the vacancy for the duration of the term.
3. A quorum for the Staff Senate will contain a simple majority of the full membership (a minimum of 16 of the 30 elected members), unless a seat has been announced by the President of the Staff Senate as being vacant; at which time quorum will contain a simple majority of the full elected membership.
4. Robert's Rules of Order (Revised) shall be used to run the meetings.
5. Special meetings may be called by the Staff Senate President acting independently or upon written request of the members of the Staff Senate and shall be announced at least two weeks in advance with a proposed agenda. The College President and/or Board of Trustees may request a special meeting with the Staff Senate.

6. A proposed agenda for each meeting must be provided by the President of the Staff Senate two weeks prior to each meeting; all supporting documents will be provided with the agenda.
7. Completed meeting minutes must be provided by the Secretary of the Staff Senate for the membership to review two weeks prior to the subsequent meeting.
8. Each member shall be entitled to (1) vote. Voting shall be by majority vote, via a show of hands, except when any member of the Staff Senate requests vote by hand, by roll-call or private ballot.

ARTICLE V: MEMBER ELECTIONS

1. The Election Committee shall establish the election process with results conducted and communicated in a manner of honesty and integrity.
2. Elections will take place in April with service occurring the fiscal year beginning July 1st and ending June 30th.
3. Members of the Staff Senate may not serve on the Election Committee if they are running for reelection.

ARTICLE VI: OFFICER ELECTIONS

1. The Election Committee shall establish the election process with results conducted and communicated in a manner of honesty and integrity.
2. Members of the Staff Senate may not serve on the Election Committee if they are running for an Executive Officer position.
3. Staff Senate Officers will serve for 2-year terms beginning July 1st and ending on June 30th.
4. Elections will be held on even years for all offices. Once elected as a Staff Senate Officer, the elected member may not serve in any one of these elected roles for more than two consecutive terms and may not serve in any elected position for more than four consecutive terms.

ARTICLE VII: EXECUTIVE TEAM

The Executive Team will consist of the elected President, Vice President, Secretary and Parliamentarian.

President: Charged with providing leadership and direction to the Staff Senate, the President is responsible for ensuring that the Staff Senate fulfills its responsibilities for the governance and success of the Senate. S/he also works to optimize the relationship between the Staff Senate membership and the college at-large. The Presidents is the spokesperson for the Staff Senate and shall work to maintain key relationships within and outside of the organization.

The President shall:

1. Designate the time and place for each Senate meeting.
2. Preside over each Senate meeting.
3. Plan and mail an agenda to each Senator within five working days prior to a scheduled meeting.
4. Appoint Senators to Senate committees or to perform other duties as deemed necessary.

5. Vote on motions only when his/her vote shall affect the outcome of the results.

Vice President: The Vice President is responsible for assisting the President in fulfilling his/her responsibilities for the governance and success of the Staff Senate. This may mean chairing meetings at short notice. At times the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the Staff Senate.

The Vice President shall:

1. Assist the President.
2. Preside over Senate meetings in the President's absence.
3. Succeed the President if s/he cannot complete his/her term.
4. Serve as an ex-officio member of Senate committees.

Secretary: The Secretary is responsible for the documentation and communication of the activities of the Staff Senate. The Secretary is the primary administration officer of the Staff Senate and provides the links between the members and the college at-large. The Secretary shall be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare and distribute minutes and to receive and disseminate correspondence.

The Secretary shall:

1. Certify that a quorum is present at the beginning of each Senate meeting.
2. Keep an accurate and complete record of all proceedings of each Senate meeting.
3. Keep an accurate and complete record of Senator attendance at each Senate meeting.
4. Distribute minutes of each Senate meeting to the membership no fewer than seven working days after a meeting's adjournment.
5. Officially announce election results.
6. Keep an accumulative account of minutes and all pertinent Senate data and pass them to the successor.

Parliamentarian: A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

The Parliamentarian shall:

1. Act as a resource to the meeting facilitator with regard to proceedings and rules of order
2. Assist in the development of bylaws and amendments.
3. Assist with meeting planning and agenda construction.
4. Serve as an ex-officio member of the Bylaws Committee.

ARTICLE VIII: COMMITTEES

Standing Committees shall act in accordance with the charges as approved by the full Staff Senate. They will deal with issues referred to them by the Staff Senate, Staff Senate President or Staff Senate Vice President, and also may initiate the item within the area of the committee.

Ad-Hoc Committees may also be created by the Staff Senate membership, President or Vice President to address areas not referred to by Standing Committees.

Volunteers from the Staff Senate membership may request to chair or participate on any committee. The President or Vice President of the Staff Senate may also appoint a chair if no volunteers come forward to chair these committees. If there is multiple interest in chairing any committee, an election will take place. The Vice President of the Staff Senate shall oversee all committees and ensure that reports are made to the Staff Senate Officers with research and recommendations as necessary. Reports are to be brief, summarizing information that will be passed along to the Staff Senate Officers and at the immediate Staff Senate membership meeting(s). Submissions requiring 'action' will be submitted over a course of two meetings, the first to announce the summarized research and findings, the second for a vote at a full Staff Senate meeting.

Staff members not elected to the Staff Senate may volunteer to work on one or more of the existing committees with approval from the committee chair and the Staff Senate President. Duration of the voluntary effort will be determined by the scope of the project.

Standing Committees:

1. Constitution and Bylaws

This Committee shall consist of no less than three (3) members appointed by the Staff Senate President. This Committee shall review the overall content and format of the Constitution and Bylaws of the Staff Senate and make recommendations to the membership for appropriate changes annually. It is intended that this committee will make a complete review of the Constitution and Bylaws at least once every four years.

This committee shall supervise and direct all activities required to accomplish the revision of the Staff Senate Constitution and Bylaws (as required) and distribution of a copy to all members if significant changes are made:

- a. Obtain copies of the current Constitution and Bylaws from the Secretary-Treasurer.
- b. Contact the current chairpersons of each Standing Committee and review the membership, function, and duties and responsibilities to assure that the descriptions of same, as included in this document, are appropriate.
- c. Prepare a revised draft of the Constitution and Bylaws and submit to the Staff Senate for approval.

2. Election Committee

This committee shall consist of no less than three (3) members appointed by the Staff Senate President. The Elections Committee is responsible for soliciting and holding elections for Staff Senate membership and officers. The Elections Committee will provide information on Staff Senate elections processes.

3. Public Relations Committee

To assist the Executive Team and membership in their responsibility to maintain a positive image of the Staff Senate within the college community by planning for and monitoring public relations and publicity activities.

4. Staff Growth and Professional Development

The Staff Growth and Professional Development Committee will identify professional development needs based on reported issues and membership feedback. Once identified, the committee will meet

and discuss these needs with the Executive Director of Human Resources so that specific programs, implementation and the assessment of effectiveness can be established.

5. Community Member Engagement/Member Recognition Committee

The functions of the Community Member Engagement/Member Recognition Committee are to identify and implement 2 member engagement and/or member recognition activities on an annual basis.

Before implementation, the committee will meet and discuss these needs with the Executive Director of Human Resources to ensure that there is no conflict with contractual agreements.

ARTICLE IX: AMENDMENT PROCEDURE AND RATIFICATION

An amendment to this Constitution may be proposed at any regular meeting of the Senate by a majority vote of the senators, provided a copy of the proposed amendment has been presented to each senator in attendance at the immediate preceding meeting. Any amendment proposed by the Senate shall be submitted to a vote of the Staff Senate. Each staff member shall be notified at least two weeks in advance of such vote and at that time be furnished with a copy of the proposed amendment. Amendments to the Constitution shall become effective after having been adopted by a two-thirds (2/3) majority vote of the full Staff Senate.

These By-Laws shall become effective after having been adopted by a two-thirds (2/3) majority vote of the full Staff Senate.