

# **GUAM COMMUNITY COLLEGE STAFF SENATE CONSTITUTION**

## **Article I – NAME**

The name of this organization is Guam Community College Staff Senate, hereinafter referred to as the Staff Senate.

## **Article II – AUTHORITY**

- A. The Staff Senate derives authority independently through the voice and intentions of staff, defined as classified full-time permanent employees that support Academic Administrators and Faculty of Guam Community College, hereinafter referred to as the support staff.
- B. The recommendation of this senate shall not conflict with the Board-Union Contract, Personnel Rules & Regulations for Classified Service Employees or existing laws.

## **Article III – PURPOSE**

- A. To participate in the college governance process with the college stakeholders in all efforts to attain the stated goals of the college.
- B. To serve as the representative body for the Staff Senate.
- C. To appoint staff representatives to the college governance structure, college-wide standing committees and other ad hoc committees as appropriate.
- D. To provide a two-way medium for the exchange of information between the staff and the college stakeholders.
- E. To foster a spirit of unity and cooperation.
- F. To provide referral for individual and/or general staff concerns and issues to appropriate personnel.

## **Article IV – MEMBERSHIP**

- A. The Staff Senate Executive Council shall consist of nine (9) voting members that are elected by the support staff general membership and shall consist of three (3) officers (President, Vice President, and Secretary/Treasurer) and six (6) representatives at large.
- B. There shall be a non-voting support staff member from the Human Resources Office appointed by the Staff Senate Executive Council.
- C. The past President of the Staff Senate Executive Council shall serve as a non-voting advisor.

## **Article V - TERMS OF OFFICE**

- A. The term of office for Staff Senate Executive Council shall be for two years to commence on June 1.
- B. In the event that a vacancy occurs, the Executive Council shall refer to the By-Laws for the replacement process under Article XII.
- C. A Staff Senate Executive Council voting members may be re-elected but shall not serve more than two consecutive elected terms in the same capacity.
- D. The past President of the Staff Senate Executive Council shall serve as a non-voting advisor for one year.

## **Article VI-ELECTIONS**

Elections for the Staff Senate Executive Council should be conducted on the last Friday of March on the second year of term in accordance with the By-Laws.

## **Article VII-AMENDMENTS**

- A. Support Staff shall have the power to recommend any amendments to any articles of this Constitution by securing a two-thirds (2/3) vote of all Staff Senate Executive Council. The amendments must be ratified by a two-thirds (2/3) vote of those present at the general membership meeting.

- B. The Staff Senate Executive Council Secretary shall distribute the proposed amendments to all Staff Senate Executive Council members for review of said amendments at the next scheduled Staff Senate Executive Council meeting.
1. Should the amendment be approved, the proposal will be brought forth during the next general membership meeting.
  2. Should the amendment be disapproved, the author may resubmit through petition. Such petition shall consist of two thirds (2/3) of the general membership's signatures. The amendment then will be part of the Agenda at the next general membership meeting for voting.
- C. The general membership shall ratify the revised amendments as indicated in Article VII – Amendment "A" above. Any amendment(s) duly proposed and adopted by the general membership, shall be signed by the Staff Senate Executive Council. The Executive Secretary shall immediately file the newly adopted document in the MyGCC Staff Senate Group Studio.

#### Article VIII-ADOPTION OF CONSTITUTION

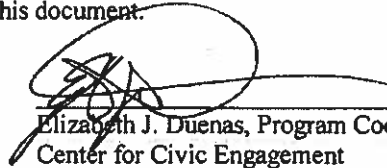
This Constitution and any amendments thereby are to become effective immediately upon adoption by vote of the general membership, as specified in Article VII.

#### Article IX - SIGNATURES

The organizing Staff Senate Committee duly signify by their signatures, this 25<sup>th</sup> day of May 2012, that they fully understand and accept the responsibilities of their position in the creation of the Staff Senate Constitution and attest to the merit of the Articles of this document.



Kenneth C. Bautista, Systems Programmer,  
Management Information Systems



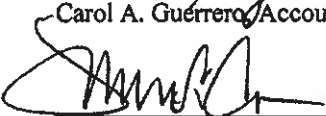
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Cheryl B. San Nicolas, General Accounting  
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Apolline C. San Nicolas, Personnel Specialist III,  
Human Resources Office

# **GUAM COMMUNITY COLLEGE STAFF SENATE BY-LAWS**

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- B. To serve as the representative body for the Staff Senate.
- C. To appoint staff representatives to the college governance structure, college-wide standing committees and other ad hoc committees as appropriate.
- D. To provide a two-way medium for the exchange of information between the staff and the college stakeholders.
- E. To foster a spirit of unity and cooperation.
- F. To provide referral for individual and/or general staff concerns and issues to appropriate personnel.

## **Article IV - DUTIES OF OFFICERS, REPRESENTATIVES AT-LARGE, AND HUMAN RESOURCES ADVISORY MEMBER**

The Staff Senate Executive Council is defined as the President, Vice President, Secretary/Treasurer, six (6) representatives at large, and two non-voting advisory members who are the support staff members from the Human Resources Office and the past President of the previous Staff Senate Executive Council.

### **A. The President shall:**

- 1. Preside at all regular and special meetings;
- 2. Enforce all regulations and policies;
- 3. Preside over the Staff Senate Executive Council;
- 4. Prepare the organizational chart of the Staff Senate;
- 5. Submit the budget to the Staff Senate Executive Council when there is a call for budget submission or at the January's regular meeting for approval each year;
- 6. Call special meetings;
- 7. Prepare an agenda for the Staff Senate Secretary/Treasurer to distribute to the Staff Senate members seven (7) days prior to the next regular meeting;
- 8. Authorize disbursement of funds from an approved budget;
- 9. Designate chairs of the standing committees as appropriate;
- 10. Establish ad hoc committees as approved by the Staff Senate Executive Council: appoint designated member(s) to existing committees and chairs for any new committees;
- 11. Perform other such duties as associated with this office;
- 12. Serve as an ex-officio member for all Staff Senate committees; and
- 13. Serve as an ex-officio member for the Staff Senate Executive Council for one (1) year after term.

**B. The Vice President shall:**

1. Preside in the absence of the President;
2. Serve as the principal assistant to the President;
3. Fulfill any term vacated by the President;
4. Secure/Reserve meeting places;
5. Perform other such duties as associated with this office; and
6. Serve as ex-officio member for all Staff Senate committees.

**C. The Secretary/Treasurer shall:**

1. Conduct a roll call, record attendance and advise the President if a quorum is present at the beginning of each meeting;
2. Fulfill any term vacated by the Vice President;
3. Prepare minutes of all Staff Senate meetings and maintain them as permanent records;
4. Post approved minutes on the MyGCC Group Studio ten (10) days after approval;
5. Post agenda and information packages in the MyGCC Group Studio within seven (7) days prior to the next regular meeting;
6. Maintain all records of the Staff Senate to include Fiscal records, mailing lists (electronic and campus list), listing of members serving on the standing committees, and college wide committees, with the term of their office;
7. Make authorized disbursements of funds;
8. Obtain a quarterly financial report from the Business Office to be reported to the Staff Senate Executive Council meeting on a quarterly basis;
9. Submit quarterly financial reports of expenditures to the Staff Senate Executive Council;
10. Both the Staff Senate President, or Vice President in absence of the President, and the Secretary shall have fiscal authority;
11. Advise the Staff Senate President on at-large procedures in accordance with Robert's Rules of Order, Newly Revised; and
12. Perform other such duties as associated with this council.

**D. The Representative At-Large Member shall:**

1. Make informed decisions and to be accountable to the general membership;
2. Vote on matters brought before the Staff Senate Executive Council;
3. Serve on at least one (1) standing committee;
4. Serve on college wide committees when appointed;
5. Attend regularly scheduled meetings;
6. Report to the general membership on issues brought before the Staff Senate Executive Council; and
7. Seek opinions from the general membership on pertinent matters concerning the Staff Senate.

**E. The Human Resources Advisory Member shall:**

Serve as a non-voting advisory member to ensure that the Staff Senate Executive Council follows all policies, procedures, and laws that governs the employees of the college.

**Article V – ELECTIONS**

- A. The Election Committee shall consist of a Chairperson (appointed by the President of Staff Senate Executive Council) and four (4) members selected by the Chairperson.
- B. The Election Committee shall conduct the election in accordance with the following guidelines:
  1. Elections for the Staff Senate should take place on the last Friday of March (Refer to Article VI – Elections of the Staff Senate Constitution);
  2. All full time permanent support staff is eligible for election to the Staff Senate Executive Council;
  3. Nominations should be called for on the first working day of January and closed on the last Friday of February;
  4. The nominees will be contacted by the Election Chairperson to indicate their acceptance or rejection of the nominations;
  5. Ballots will be printed and voting should take place on the last Friday of March at a general membership meeting;

6. The Election Committee shall conduct the vote count and award Staff Senate Executive Council seats based upon the results of the highest count of each position; and
7. The newly elected Staff Senate Executive Council shall assume their positions on June 1st. The President-elect will shadow the current President for the remaining months of the current Presidents term.

#### **Article VI – COMMITTEES**

- A. To bring to the Staff Senate Executive Council's attention any changes in policies and procedures that may affect the general membership on these issues to include:
  1. College Governing Council;
  2. Resource, Planning, & Facilities Committee;
  3. Calendar Committee;
  4. College Technology Committee;
  5. Committee on College Assessment; and
  6. Accreditation Standard Committee(s).
- B. The Staff Senate Executive Council may propose amendment(s) to the By-Laws of the respective institution committees to include equal support staff representations with full voting rights.

#### **Articles VII – MEETINGS & QUORUM**

- A. Staff Senate Support Staff General Membership Meeting
  1. Meetings shall be conducted no less than three (3) times within the Calendar Year at a designated time posted no later than two (2) weeks before such meeting.
  2. Meetings shall be conducted at a GCC designated location, unless otherwise specified.
  3. A quorum shall consist of one-third (1/3) of all general membership to include five (5) members of the Staff Senate Executive Council. Voting shall be two-thirds (2/3) of the general membership present.
- B. Staff Senate Executive Council Meeting
  1. Meetings shall be conducted once a month at a designated time posted no later than one (1) week before such meeting.
  2. Meetings shall be conducted at a GCC designated location, unless otherwise specified.
  3. A quorum shall constitute five (5) Staff Senate Executive Council members. These members shall include two (2) officers and three (3) representatives at-large.
  4. Special meetings may be called by the Staff Senate Executive Council.
- C. Support Staff are welcomed and encouraged to participate in all Staff Senate meetings and activities. Any support staff may be asked for assistance in planning and completing various events or activities.

#### **Article VIII – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised shall govern the business proceedings of the Staff Senate General Membership meetings, Executive Council meetings and any other meetings.

#### **Article IX – ATTENDANCE POLICY**

- A. The Staff Senate Executive Council members are required to attend every meeting (Executive and General Membership) unless otherwise excused.
- B. For any legitimate illness, reason, or emergency, which may interfere with the member carrying out his/her duties, the absence must be reported to the President, Vice President, or Secretary/Treasurer prior to the event and/or meeting, to include the duration of their absence.
- C. If a Staff Senate Executive Council members leaves island for vacation, business, or any other reason, he/she must notify the President, Vice President, or Secretary/Treasurer verbally and in writing one (1) week or five (5) calendar days prior to departure, so arrangements can be made for another member to take over their responsibilities and duties.
- D. All Staff Senate Executive Council members are allowed only three (3) unexcused absences.
- E. Staff Senate members Attendance Policy shall consist of:
  1. First (1<sup>st</sup>) Unexcused Absence – A verbal warning will be given to the individual;
  2. Second (2<sup>nd</sup>) Unexcused Absence – A verbal warning will be given to the individual;

3. Third (3<sup>rd</sup>) Unexcused Absence – A written letter of reprimand regarding their absence will be given to the individual; and
4. Fourth (4<sup>th</sup>) Unexcused Absence – A written letter removing them from office, with the approval of two-thirds (2/3) of the voting Staff Senate Executive Council, will be given to the individual.

#### **Article X – MEMBER/EXECUTIVE COUNCIL MEMBER DISCIPLINARY PROCEDURES**

- A. The Staff Senate President can appoint an officer as the “Sergeant At Arms” for any meeting as needed.
- B. All Staff Senate Executive Council and members can be disciplined by the Staff Senate Executive Council for not observing the House Rules during meetings; excessive tardiness, inappropriate behavior, swearing, horse playing, or speaking when not given the floor.
- C. Policy for disciplining members or Staff Senate Executive Council members shall consist of the following:
  1. Depending on the severity of the violation, the member/ Staff Senate Executive Council member will first be given a verbal warning;
  2. Member/Staff Senate Executive Council member will then be given a second warning in writing or a warning which will be recorded in the minutes, and
  3. If the member/ Staff Senate Executive Council member still does not observe the House Rules, he/she will be disciplined for the violation.
- D. Discipline for the violation of the House Rules shall consist of one (1) or all of the following:
  1. Member/Staff Senate Executive Council member will be suspended from voting at one (1) meeting;
  2. Member/Staff Senate Executive Council member will be suspended from attending meetings or Staff Senate functions for a specified period of time (a minimum of two (2) weeks or a maximum of three (3) months); and
  3. Member/ Staff Senate Executive Council member will be subject to removal from meeting.

#### **Article XI – IMPEACHMENT PROCEDURES**

If any Staff Senate Executive Council member fails to perform his/her duties, takes any action that is extremely unethical or significantly questions the integrity of the Staff Senate, two-thirds (2/3) of the voting Staff Senate Executive Council members shall have the power to remove the member from Executive Council with the following procedures:

- A. The President or Vice President and Human Resources Advisor of the Staff Senate Executive Council shall meet with the Staff Senate Executive Council member to discuss the failure to perform his/her duties;
- B. If the Staff Senate Executive Council member still neglects to perform his/her duties a letter will be given by the Staff Senate Executive Council regarding issues;
- C. The Staff Senate Executive Council member will have an opportunity to be heard within ten (10) working days after acknowledging receipt of the letter;
- D. Within twenty (20) working days after hearing any evidence and reviewing any documents, the Staff Senate Executive Council will render a final decision; and
- E. Should a Staff Senate Executive Council member be removed, Article XII - Vacancies, shall be followed.

#### **Article XII –VACANCIES**

If there are any vacancies amongst the Staff Senate Executive Council, the Council shall review the time length of the vacancy before determining if a special election shall be conducted.

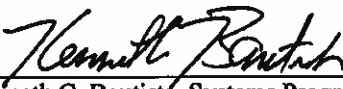
- A. Should the vacancy be within three (3) months until the end of the term, the position will remain vacant.
- B. Should the vacancy be before or by three (3) months until the end of term, the vacant position will be filled by the candidate with the next highest votes from the previous election results.
- C. In the event an executive officer’s position becomes vacant, the other executive officer will move up in rank.
- D. The remaining vacant officer’s position will be determined by majority vote within the Staff Senate Executive Council members.

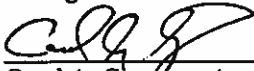
### Article XIII – AMENDMENTS

Notice of any proposal to amend the By-Laws shall be given in the agenda. Affirmative vote of the majority of the Staff Senate Executive Council is required for adoption.


### Article XIV - SIGNATURES

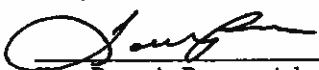
The organizing Staff Senate Committee duly signify by their signatures, this 25<sup>th</sup> day of May 2012, that they fully understand and accept the responsibilities of their position in the creation of the Staff Senate By-Laws and attest to the merit of the Articles of this document

  
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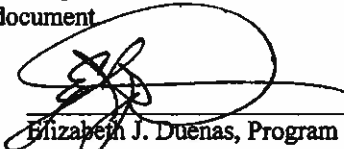
  
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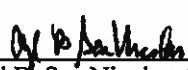
  
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