



ASM Senate of College of the Siskiyous

800 College Avenue

Weed, CA 96094

BYLAWS

Bylaw I. Senate Membership

Section 1. Voting Members

Voting members of the ASM Senate are defined as those employees who are designated ASM. This includes the District's exempt employees who are typically managers, supervisors, supervisory support, and confidential employees of College of the Siskiyous. All permanent full and part-time ASM employees will be Senators of the ASM Senate.

Section 2. Vacancies and Recalls

A. Recalls

1. Any elected officer of the ASM Senate may be removed from office by a majority of votes cast by at least a quorum of the ASM Senate.

B. Vacancies

1. A vacancy in the office of ASM Senate President is filled by the Vice President
2. The President may declare a vacancy when a Senate officer has been absent for more than three (3) consecutive meetings.
3. In the event of a vacancy of Senate officer or appointed committee position, the ASM Senate may, at their option:
 - a. Choose to elect a replacement according to the regular election procedure, if applicable.
 - b. Authorize the President to appoint an ASM Senator to fill the vacant Senate position.
 - c. Assign a temporary replacement in the case of medical or emergency leave.
 - d. Decide to leave the seat vacant until the next regular election.

Section 3. Senator Duties

Duties and responsibilities of the ASM Senators shall include, but not be limited to the following.

- A. Adhere to the objective and goals of Article II of the ASM Senate Constitution.
- B. Attend monthly ASM Senate meetings.
- C. Disseminate and/or collect information to/from the ASM staff.
- D. Act as mentor to all new ASM employees.
- E. Serve on ASM Senate subcommittees as needed.

Bylaw II. Executive Committee (Officers)

Section 1. Composition

The Executive Committee shall be comprised of the President, Immediate Past President, Vice President, Secretary, and Treasurer.

Section 2. Officer Duties and Responsibilities

- A. Duties of ASM Senate President shall include, but not be limited to, the following:
 1. Serve as official representative of the ASM Senate in all venues, particularly the Board of Trustee and other meetings.
 2. Be responsible for all required reports and recommendations.
 3. Chair and facilitate all regular ASM Senate meetings.
 4. Administer and maintain the affairs of the ASM Senate between meetings.
 5. Serve as ex-officio member of all ASM Senate committees.
 6. Chair ASM Executive Committee meetings.

7. Serve on college committees requiring the ASM Senate President and other committees as time allows.
8. Meet regularly with the Superintendent/President of the College.

B. Duties of ASM Senate Vice President

1. Assume duties of ASM President in President's absence, at the request of the ASM President, or for the unexpired term in the event the ASM President cannot serve and he/she is confirmed by the ASM Senate to this post.
2. Serve as parliamentarian
3. Perform those duties delegated by the ASM President.

C. Duties of the ASM Senate Secretary

1. Assume duties of President in absence of ASM President, and ASM Vice President, in facilitating meetings.
2. Be responsible for ASM Senate correspondence and the dissemination of information to all ASM senators and staff.
3. Prepare and post ASM Senate agendas and minutes in accordance with open meeting laws.
4. Be responsible for attendance roll of the ASM Senate.
5. Perform other duties as necessary as delegated by the ASM President or assigned by the ASM Senate.

D. Duties of the ASM Senate Treasurer:

1. Assume duties of President in absence of ASM Senate President, ASM Senate Vice President, and ASM Senate Secretary in facilitating meetings.
2. Be responsible for ASM Senate funds; and to disseminate timely and regular information to all ASM Senators and staff regarding the status of those funds.
3. Perform other duties as necessary as delegated by the ASM Senate President or assigned by the ASM Senate.

E. Duties of the ASM Immediate Past President

1. Serve as an advisor of the ASM Executive Committee.
2. Perform other duties as necessary as delegated by the ASM Senate President or assigned by the ASM Senate.

Section 5. ASM Executive Committee Functions

A. The duties of the ASM Executive Committee shall include, but not be limited to:

1. Develop agendas for ASM Senate meetings.
2. Review committee reports and place said reports on agenda for ASM Senate action when appropriate.
3. Review reports or requests from all other sources to determine if they should be placed on the ASM Senate agenda.
4. Call special meetings of the ASM Senate if necessary.

B. All meetings of the ASM Executive Committee shall be public forums, but no one shall address the ASM Executive Committee except at the discretion of the Executive Committee.

Bylaw III. Elections

Section 1. Officers

The following officers are elected by and from the total membership of the ASM Senate, regardless of the location of their employment: President, Vice President, Secretary, and Treasurer.

Section 2. Executive Committee

The elected officers designated in Section 1, plus the Immediate Past President, shall constitute the Executive Committee of the ASM Senate.

Section 3. Eligibility to Hold Office

- A. Officers are elected from among the ASM staff in permanent status positions.
 - 1. Nominees can only accept nomination for one (1) Executive Committee office.

Section 4. Nominating and Election Procedures

- A. Nominations for these offices are also accepted from the floor at the March and April Senate meetings.
- B. If, after nominations are closed at the April Senate meeting, there is only one (1) nomination for an office, the single nominee shall be declared elected to the office, and no balloting or other action shall be required. The Senate President shall so notify the membership in writing as soon thereafter as possible.
- C. When there is more than one (1) nominee for an office, an election is conducted at the May Senate meeting by secret ballot vote of Active members in good standing present at said meeting. It shall require a plurality vote to elect any officer. Write-in votes shall not be accepted. If a tie exists, the election shall be determined by lot (draw) between the tied candidates.
- E. Members will be notified at least seven (7) days in advance of the time, date, and place for nominations and balloting.

Section 5. Terms of Office

Elected officers shall take office and assume their duties on the July 1 following their election and shall continue to serve for one (1) year or until their successors are elected, provided that any officer shall automatically forfeit such office if they cease to be an active member in good standing.

Bylaw IV. ASM Senate Meetings

Section 1. Governing Procedures

Meetings shall be open to the public and governed by *Robert's Rules of Order* as stated in Articles VI and VIII of the ASM Senate Constitution.

Section 2. Frequency

ASM Senate Meetings shall take place once a month. Meetings shall be set on a yearly calendar in conjunction with the Board of Trustee meetings to optimize flow of information, i.e., report of previous Board meeting and report from pre-Board meetings regarding agenda for the next Board session.

Section 3. Quorum

A quorum is established as a minimum of 20% ASM Senate members. A lack of a quorum shall constitute limiting the meeting to discussion without action.

Section 4. Agenda

An ASM Senate agenda shall consist of, but not be limited to, the following items:

- A. Call to Order
- B. Roll Call
- C. Agenda Approval
- D. Approval of Minutes
- E. Public Comment
- F. Unfinished Business
- G. New Business
- H. Executive Committee Report

- I. Committee/Council/Senate Reports
- J. Communication from the Floor
- K. Adjournment

Bylaw V. Committees

Section 1. Standing Committees

The following standing committee(s) are permanent and may meet to develop recommendations for consideration by the ASM Senate. Committee meetings shall not exceed the membership numbers for a quorum as defined in Bylaw IV, Section 3. Standing committee chairs are appointed by the ASM Senate President at the first meeting after July 1. Each standing committees focus and participation limits are as follows:

A. Service and Recognition Committee.

Members are eligible to serve on this committee after having made a voluntary monetary donation in the prior 12 months to the ASM Senate. Donations must be verified by the Treasurer. The committee purpose is plan service and recognitions activities. The ASM is a Senate of the whole and this committee's recommendations shall be placed on the agenda for consideration during regular meetings of the ASM Senate.

Section 2. Ad Hoc Committees

Ad hoc committees are established by the ASM Senate President for special purposes and be of short duration. The ASM Senate President, or designee, shall be an ex-officio member of all committees.

Section 3. ASM Senate Representatives to Participatory Governance Councils and Committees

The President of the ASM Senate, or designee, will sit on various participatory governance councils and committees. Additionally, the ASM Senate will annually appoint ASM Senators to sit on councils and committees. These councils and committees may include, but are not limited to, the following:

- A. College Council
- B. Integrated Planning & Budget Committee
- C. ASM Council
- D. Instruction Council
- E. Student Services Council
- F. Diversity Committee
- G. Enrollment Management Committee
- H. Foundation Board
- I. Safety Committee
- J. Technology Advisory Committee
- K. Web Committee

Section 3. ASM Senate Representative to Board of Trustees and Other College Senates

ASM Senate representatives are appointed to the following governing entities and be expected to report at monthly ASM Senate meetings *under Standing Committee Reports*:

- A. Board of Trustee Meetings. The ASM Senate President shall either attend all Board of Trustee meetings personally, or appoint the ASM Senate Vice President or designee to represent the ASM Senate at Board of Trustee meetings.
- B. Academic Senate. An ASM Senator is assigned to attend Academic Senate meetings as a representative of the ASM Senate. This position will rotate between ASM Senate members as prescribed by the ASM Senate President.

- C. Classified Senate. An ASM Senator is assigned to attend Classified Senate meetings as a representative of the ASM Senate. This position will rotate between ASM Senate members as prescribed by the ASM Senate President.

Section 4. ASM Senate Representative Reports

Of utmost importance to effective participatory governance at College of the Siskiyous is the dissemination of information from the various governing councils to all college constituencies, and the conveyance of recommendations, ideas, questions, and concerns from all constituencies to the various participatory councils. ASM Senators serving on the participatory councils are to make regular reports to the ASM Senate, *under Standing Committee Reports*, and seek input from the ASM Senate on matters of governance and the general welfare of the College in the fulfillment of its mission, typically *under Unfinished Business or New Business*.

Failure to provide this vital link in communication may lead to removal of the ASM Senate Representative from their assigned council or committee.

Bylaw VI. Amendments

Suggestions for amending to these Bylaws are made by submitting a written request to the ASM Executive Committee a minimum of ten (10) days prior to the next ASM Senate meeting. The ASM Executive Committee shall place all amendment recommendations on the next ASM Senate agenda for discussion. Amendments to the Bylaws are effected by the Executive Committee upon approval of a two-thirds majority vote by a quorum of the ASM Senate.

Adopted: March 21, 2019