

Staff Senates of the Alamo Colleges District Constitution

ARTICLE I NAMES & RELATIONSHIPS

- A. This constitution governs the Staff Senates of the Alamo Colleges District as listed below (referred to hereinafter as “Staff Senates”):
- District Support Offices
 - Northeast Lakeview College
 - Northwest Vista College
 - Palo Alto College
 - St. Philip’s College
 - San Antonio College
- B. Upon formation of new college campuses within the Alamo Colleges District by the Board of Trustees, their Staff Senates shall automatically be included among the Staff Senates governed by this constitution.
- C. The Staff Senates of the Alamo Colleges District shall maintain a permanent committee consisting of two (2) delegates from each Staff Senate. These delegates will be the President and Vice President of each Staff Senate or a designee when the President or Vice President is not in attendance. This committee shall be referred to as the Executive Staff Senate (ESS) and will represent the common and collective interests of all the Staff Senates. The structure and functions of the ESS are outlined in Article IV.
- D. By ratification of this constitution, each Staff Senate affirms its alignment with the activities and deliberations of the ESS with respect to those interests, issues and concerns that are held in common across the Staff Senates. With respect to interests, issues and concerns that are particular to individual Alamo Colleges District entities, the Staff Senate of each entity shall create its own bylaws to supplement this constitution, as needed and as indicated within the following Articles. (See Article III.J.)
- E. This document is authorized by Alamo Colleges District Board of Trustees Policy B.2.1.

ARTICLE II MISSION, VISION, VALUES & ACTIVITIES

- A. Mission: The mission of the Staff Senates of the Alamo Colleges District shall include—but not be limited to—advocacy for the career advancement, job welfare and working environment of all staff at the respective entities for which each Staff Senate is formed. The further mission of the ESS is to give voice to the collective interests and concerns of all Alamo Colleges District staff employees.
- B. Vision: A work environment for all employees of the Alamo Colleges District that is characterized by fair treatment of staff, open communication, personal accountability, professionalism, trust and mutual respect.

Staff Senates of the Alamo Colleges District Constitution

- C. Values: The values of the Staff Senates are those expressed in the strategic plan of the Alamo Colleges District: “The members of Alamo Colleges District are committed to building individual and collective character through the following set of shared values in order to fulfill our vision and mission: Students First, Respect for All, Community-Engaged, Collaboration, Can-Do Spirit, Data-Informed.”
- D. Activities: The mission, vision and values of the Staff Senates of the Alamo Colleges District are carried out through (but are not limited to) such activities as:
1. Increasing access to information at all levels;
 2. Promoting participation and engagement of all non-faculty employees in the mission, vision and values of the Alamo Colleges District;
 3. Maintaining open communication between administration and staff;
 4. Enhancing the recognition of employees who make significant contributions to the mission of the Alamo Colleges District;
 5. Promoting professional development of all staff;
 6. Building camaraderie among all staff members across the Alamo Colleges District;
 7. Recognizing and enhancing the unique cultural identities of the entities represented by each of the Staff Senates within the Alamo Colleges District family.

ARTICLE III STAFF SENATE MEMBERSHIP, COMPOSITION & MEETINGS

- A. Staff Senate Membership Eligibility: The eligibility for being nominated for election as a representative to any Staff Senate shall be a minimum of one full year of service in a full-time position within the Alamo Colleges District (professional or classified, including grant-funded positions), or three years of service in any part-time position within any of the Alamo Colleges District entities.
- B. Term of Office: The term of office for all elected Staff Senate representatives shall be two (2) years. An elected Staff Senate representative may serve up to three (3) consecutive terms, and then must sit out one year before standing for election again. Vacancies shall be governed by Article III.D. below. The procedure for an elected Staff Senate representative to proceed from the first term in office to the second term, and from the second term to the third term, shall be determined within each Staff Senate’s bylaws. (See Appendix A for a possible progression of service of an elected Staff Senate representative through his or her (3) consecutive terms of office.)

Staff Senates of the Alamo Colleges District Constitution

- C. Election to Staff Senate: The process for nomination and election of Staff Senate representatives shall be defined by each Staff Senate in its respective bylaws. However, elections should take place in May of each year, and officers should be identified so that the announcement of newly elected members and officers can be made in time for the USC annual retreat. (See Article III.H.3 and Article IV.F.3.) Newly elected members should attend scheduled and called Staff Senate meetings between the time of their election and the official beginning of their term. The date for an elected Staff Senate representative to begin their term, shall be determined within each Staff Senate's bylaws, but shall begin no later than September 1 or earlier than May 31.
- D. Vacancies:
1. When unforeseen vacancies occur, they should be filled according to procedures laid out in the bylaws of the Staff Senate experiencing the vacancy. The Staff Senate may, by majority vote at a regular business meeting, opt not to fill the vacancy until the next regular election.
 2. If an elected Staff Senate representative transfers from one Alamo Colleges entity to another, the vacancy thus created is filled according to Article III.D.1 above. If the transferring representative held an officer position on the Staff Senate he or she is departing from, that position will be filled according to Article III.H.5. a below. If transferring employees wish to serve as representatives on the Staff Senate of the entities to which they are transferring, they should make a request to the Elections Committee of the new Staff Senate to be placed on the ballot for the next regular election of that Staff Senate. The accumulation of consecutive terms of office as a representative ceases upon departure from the old Staff Senate, and begins anew at such time as he or she becomes an elected representative on the new Staff Senate.
- E. Composition: Each Staff Senate shall be composed of fifteen (15) elected representatives whose workplaces are at the location of the entity represented by that Staff Senate.
1. District staff who work on a college campus (e.g. facilities staff or financial aid staff) are eligible to serve on the Staff Senate of that college. District employees working at District Support Office locations are eligible to serve on the District Staff Senate.
 2. A lack or abundance of willing and eligible candidates may in some instances be cause for a variation from fifteen (15) as the full complement for a particular Staff Senate. Any variation from fifteen (15) must be affirmed by majority

Staff Senates of the Alamo Colleges District Constitution

vote of all of the Staff Senate's currently elected representatives and recorded in the minutes for the meeting in which the vote was taken.

3. The Elections Committee of each college Staff Senate, in recruiting candidates to stand for election, shall strive for a proportional balance of professional staff, classified staff, and facilities staff working at its location. The Elections Committee of the District Staff Senate shall strive, in addition to a balance between classified and professional staff, for representation across District Support Office locations.

F. Meetings & Participation:

1. Each Staff Senate shall meet at least once each month to conduct business, and more often as dictated by circumstance.
2. The Staff Senate President may call special meetings with prior notice of at least two (2) business days.
3. A quorum for Staff Senate business shall consist of a simple majority of the elected members (in case of an odd number of representatives), or half the number of elected representatives plus one (in case of an even number of representatives).
4. Robert's Rules of Order are recommended as the standard for the conduct of Staff Senate business meetings. As desired, this may be stipulated in the Staff Senate bylaws.
5. Each Staff Senate shall plan to attend—and assist in the planning of—the annual Staff Senate meeting (retreat) organized by the USC.
An elected Staff Senate representative or officer who meets either of the two conditions below may be removed from the Staff Senate by majority vote at any regular business meeting at which a quorum is present. Such removal will cause a vacancy that should be filled according to the provisions of Article III.D.1. (These conditions may be modified by the Staff Senates in their respective bylaws.)
 - a. The officer or representative fails to attend three (3) scheduled meetings of the Staff Senate without good cause, or six (6) meetings with good cause, within the fiscal year.
 - b. The officer or representative fails to meet his or her Staff Senate obligations.

Staff Senates of the Alamo Colleges District Constitution

G. Officers: Each Staff Senate shall have four mandatory officer positions: President, Vice President, Secretary, Treasurer. At its discretion, each Staff Senate may include provisions in its bylaws for additional officer positions such as that of Reporter, Historian, Parliamentarian, or other officer positions, as it deems appropriate.

1. President: A candidate for Staff Senate President will have served at least a year in office as an elected representative, and is recommended that he or she has served at least one year as a committee chair or elected officer. (See Appendix A for a suggested progress of service for Staff Senate representatives.) If there is no candidate that meets this requirement or is willing to serve as the President then any current staff senate representative may submit their name as a candidate. In the event that a President is not elected, or if an elected President resigns or leaves office for any reason, the Vice President shall immediately assume the role of President (Article III.G.5.b.).

Duties: The President shall be an ex-officio member of all committees, with voting privileges only in the event of a tie. The President shall supervise and ensure the timely functioning of all active Staff Senate committees; shall authorize all formal communications and policy statements in the name of the Staff Senate; shall be the official contact to campus publications; shall be the budget manager and the authorized signature for all expenditures; shall attend appropriate college and district committee meetings and report on them at business meetings of the Staff Senate; shall have executive decision making authority; shall set an agenda for their term; shall exercise the Staff Senate's vote on the ESS (or appoint a proxy). Following completion of service as Staff Senate President, he or she may be called upon to serve (at his or her discretion) in the role of Immediate Past President, to advise the currently serving Staff Senate members in a non-voting capacity.

2. Vice President: Nomination for Vice President shall require the same eligibility requirements as President. The Vice President shall preside and perform the duties of the President in his or her absence; shall share the responsibilities of attending college-wide and district-wide committee meetings with the President; and shall sit on the ESS as a second, non-voting delegate from his or her Staff Senate.
3. Secretary: The Secretary shall keep an official record of the proceedings of all Staff Senate meetings, conduct Staff Senate correspondence, and perform other duties as assigned. The Secretary shall be responsible for preparing and distributing the agenda for each meeting and shall take the minutes at each meeting, file all documents and correspondence of the Staff Senate, notify members of all meetings, and make the minutes available in a permanent electronic file. The minutes of each meeting shall include a record of all motions made and final outcome of each motion.

Staff Senates of the Alamo Colleges District Constitution

4. Treasurer: The Treasurer shall record and monitor the Staff Senate budget and monies collected in any fund-raising activities as well as perform other duties as assigned. The Treasurer shall work with the President to prepare a budget for the upcoming fiscal year and shall prepare a Treasurer's Report for each meeting. Treasurer's Reports and Account Summary Sheets shall be kept as permanent electronic files in a manner stipulated within the Staff Senate bylaws. In order to carry out these duties, the Treasurer shall acquire training in and access to the Alamo Colleges District finance system (e.g. Banner Finance).

H. Terms and Election of Officers:

1. The President shall serve a one-year term, with an option, if willing, to serve a second one-year term. Affirmation of a second term as President must receive a simple majority vote of the entire body of new and continuing elected representatives of the Staff Senate (not just of a quorum) following regular May elections. A term as President cannot extend past the limits of (3) consecutive 2-year terms for an elected representative.
2. All other officers shall serve one-year terms, without limit on the number of terms served, on the condition that there are no other candidates for the position held and without exceeding their three 2-year term limit. If other Staff Senate representatives wish to be considered as candidates for that office, then all candidates for the position will be voted on at regular officer elections as specified in Article III.H.3. below. Additional terms in any officer position must fall within the limits of the maximum of (3) consecutive 2-year terms as an elected representative. (Also see Article III.B.)
3. Officers shall be nominated and elected at a regular Staff Senate business meeting after the May election of new representatives and prior to the annual meeting. To be elected, a candidate for a Staff Senate officer position must have a simple majority of the votes cast by a combination of returning and incoming Staff Senate members. For such elections, a quorum shall consist of 50% of the total of new and returning members, plus one. Departing members are not eligible to vote on incoming officer elections. If no candidate has a simple majority, a run-off will be held between the two candidates with the highest number of votes.
4. The terms of all officer positions shall be determined within each Staff Senate's bylaws, but shall begin no later than September 1 or earlier than May 31.

Staff Senates of the Alamo Colleges District Constitution

5. Officer vacancies:

- a. If an officer vacancy should occur, a special election within the Staff Senate will be held within 30 days to fill the vacancy. To be elected, a candidate must receive a simple majority of the vote. If no candidate receives a simple majority, a run-off election will be held immediately between the two candidates with the highest number of votes. By majority vote, the Staff Senate, the vacated officer position may be left vacant until the next regular election.
- b. If the position of President becomes vacant, it will be immediately filled in order of availability by the Vice President; Secretary; Treasurer; Chair of the Employee of the Month committee; Chair of the Elections Committee as interim President. The selection of a new President will be filled in accordance with Article III.H.5.a. above.

I. Staff Senate Committees:

1. Standing Committees: Each Staff Senate shall have two (2) permanent standing committees: an Elections Committee and an Employee of the Month Committee. Ad hoc committees may be formed to manage fund-raising or special events. Additional standing committees may also be formed at the discretion of the Staff Senate, in its bylaws, to address local needs or concerns.

a. Staff Recognition:

- i A staff member is selected by each of the local Staff Senates as EOM for their respective college campuses and the District offices. Individual Staff Senates may decide on a different schedule, e.g. quarterly or bi-monthly rather than monthly, at their own discretion and may rename the EOM at their local level only. Each month, a DWEOM is chosen. The EOM award is intended to recognize staff members at the colleges and at district offices who have made notable contributions to the achievement of the Alamo Colleges Mission, Vision, and Values.

b. Employee of the Month (EOM):

- i The EOM committee from each local Staff Senate selects one staff member as EOM for their respective campus, or district offices. Each EOM committee should consist of at least 4 staff members from various areas or departments. At least one committee member will be a currently serving Staff Senate member, and it is recommended that a Staff Senate member serve as chair of this

Staff Senates of the Alamo Colleges District Constitution

committee. If more than one currently serving Staff Senate member are on the EOM committee, the chair should be selected (from those who are serving Staff Senate members) by a vote of the committee. EOM committee members not currently serving as Staff Senate members should be approved by the Staff Senate. The EOM committees of each local Staff Senate will conduct meetings monthly, or as frequently as necessary (either face to face or electronically) in order to complete the EOM nomination and selection process in a timely manner. The local campus and District EOM awards are presented at the colleges and district offices. The local Staff Senate should encourage the campus President or members of the campus executive team to make the presentation of EOM awards in order to give them the widest publicity and credibility.

ii **Nomination Eligibility:**

Any faculty, staff, or student can nominate a staff member for the EOM award. The nominee must be a full time staff that has been employed by the Alamo Colleges District for at least one year or be a part-time staff who have been employed for at least 2 years. Current Staff Senate members are not eligible for the EOM or DWEOM, awards during any years in which they are serving. Only staff are eligible for nomination.

iii **Selection Guidelines shall be determined within each Staff Senate's bylaws.**

c. **District Wide Employee of the Month (DWEOM):**

- i The local Staff Senate responsible for the DWEOM nomination for a given month and will select its nominee from the EOMs selected since the last time it was responsible for the DWEOM. The local Staff Senate President or designee will forward to the Chancellor's Board Liaison office, and to the ESS chair, the name and written citation for DWEOM that month. The ESS chair or designee will order the appropriate plaque or trophy and provide it to the Board Liaison office in time for presentation at that month's Board of Trustees meeting.
- ii For those months that the Board of Trustees does not meet, the DWEOM for that month will be recognized at the following Board meeting as well as that current month's DWEOM.
- iii All DWEOM awarded in the last academic year shall be recognized at the Alamo Colleges District Fall Convocation.

Staff Senates of the Alamo Colleges District Constitution

2. Committee Membership: Staff Senate representatives should be encouraged to participate in their Staff Senate's committees. Staff Senate officers should serve on at least one committee in addition to their officer role. Non-officer representatives should strive to serve on a minimum of two (2) committees each year. Each committee shall select its own chairperson.
 3. Additional conditions regarding Staff Senate committees may be incorporated in the Staff Senate's bylaws.
- J. Bylaws: Each Staff Senate shall maintain its own set of bylaws to (a) supplement this constitution, and (b) address issues not covered within this constitution. Such bylaws shall not conflict with any provisions of this constitution, and shall require a minimum of a two-thirds majority vote of all elected representatives of the Staff Senate to be adopted. (See Appendix B for sample bylaws template.) Upon adoption of its own bylaws by each Staff Senate, these bylaws shall be filed and maintained in the same location with this Constitution within the Staff Senate's public records.

Staff Senates of the Alamo Colleges District Constitution

ARTICLE IV STRUCTURE & FUNCTION OF THE EXECUTIVE STAFF SENATE (ESS)

The ESS exists for the specific purpose of providing a collective voice to represent employee concerns transcending the boundaries of individual Staff Senates and that apply to all staff employees regardless of the Alamo Colleges entity where they work.

The President and Vice President of each Staff Senate shall be the delegates of that Staff Senate on the ESS. If one or the other (President or Vice President) cannot attend a scheduled ESS meeting, another officer of that Staff Senate shall be appointed to attend, so that each Staff Senate has two delegates at all ESS meetings.

Each Staff Senate shall have one vote in ESS deliberations. This vote is exercised by the President of each Staff Senate, or in his or her absence a designated elected representative from that Staff Senate who has been chosen by the President to attend in their absence; a proxy.

- A. ESS Chair: Prior to the beginning of each fiscal year (at or prior to the annual meeting), the 12 ESS delegates for the coming fiscal year shall choose a Staff Senate President to serve as ESS Chair for the coming fiscal year. (Staff Senate Presidents are only eligible.) The means of selection is their collective choice: volunteer, drawing lots, election, etc. If the means of selection is not agreed upon unanimously, then a two-thirds vote is required to establish the means of selection to be used. The term is for one year. The ESS Chair shall oversee activities that include, but are not limited to, the following:
1. Schedule and preside over ESS business meetings.
 2. Coordinate and facilitate ESS meetings with the Chancellor, Associate Vice Chancellor for Human Resources, and other senior administrators as appropriate.
 3. In the absence of an annual meeting planning committee (as in IV.A.7.e. below), coordinate and facilitate the planning of the ESS annual meeting (retreat).
 4. Oversee the ESS budget.
 5. Represent the ESS on occasions at which Staff Senate presence is requested or invited by administrators.
 6. Attend Board of Trustee meetings and/or communicate contents of Board of Trustee meetings that are relevant or of interest to staff.

Staff Senates of the Alamo Colleges District Constitution

7. Supervise the operation of standing and ad hoc ESS committees that may be formed for any of (but not limited to) the functions below. Membership in these committees need not be limited to currently serving Staff Senate representatives, but may include qualified employees outside the ranks of elected members.
 - a. Administration of District-Wide Employee of the Month (DWEOM).
 - b. Periodic review of the Constitution of the Staff Senates.
 - c. Communication regarding ESS operations to member Staff Senates and all staff employees (as appropriate).
 - d. Review of compensation & benefits.
 - e. Employee rights & responsibilities (grievances).
 - f. Staff Senate membership (recruitment & development).
 - g. Employee development.
 - h. Planning the ESS annual meeting (retreat).
- B. Delegation of ESS responsibilities: To assist the ESS Chair in the fulfillment of his or her charges, the ESS Chair will ask for volunteers, or appoint from among the remaining ESS delegates (Staff Senate Presidents and Vice Presidents) individuals to manage the following minimum list of ESS functions. (Performance of day-to-day activities required for these functions may be delegated as the Staff Senate delegate assigned to oversee that function may deem necessary and appropriate.)
 1. Maintain ESS treasury records and perform financial transactions.
 2. Ensure smooth operation of DWEOM awards.
 3. Perform as USC Secretary, maintaining appropriate ESS records and electronic files.
- C. ESS Advisor: As desired by the incoming ESS delegates in each fiscal year, they may appoint the outgoing ESS Chair, or other candidate of their choice, to serve during that year in the capacity of ESS Advisor. The candidate chosen as ESS Advisor should have sufficient Staff Senate experience and commitment to contribute to the continuity of ESS deliberations in a non-voting, consultative role.
- D. Changes in ESS Delegates:
 1. In the event that an ESS delegate other than the ESS Chair should transfer from one Alamo Colleges entity to another, Article III.D.2. shall apply to their Staff Senate membership. Independently of the change in the status of their Staff Senate membership, they may elect to continue to serve as an ESS delegate-at-large without voting privileges. The new President and Vice President of that Staff Senate shall assume the role of delegates for the Staff Senate, with voting privileges in the case of the President.

Staff Senates of the Alamo Colleges District Constitution

2. In the event that the person serving as ESS Chair should transfer from one Alamo Colleges District entity to another, he or she shall continue to serve as ESS Chair, but with voting privileges only in the case of a tie vote among the voting ESS delegates.
 3. Should the person serving as Chair leave the Alamo Colleges District or resign from Staff Senate, the remaining ESS voting delegates shall choose a replacement from among themselves in accordance with Article IV.A.
- E. ESS Year: The ESS year shall coincide with that of the Staff Senates and with the Alamo Colleges District fiscal year.
- F. ESS Meetings:
1. Monthly Meeting: The ESS shall hold its routine business meetings at least monthly, and more frequently as circumstances dictate. The location of these meetings shall be determined by consensus of the ESS delegates. From time to time it may be necessary for some members to attend by conference call, or for the entire group of delegates to meet electronically. Electronic meeting attendance should be the exception, and face-to-face meetings the rule.
 2. Quorum: A quorum at ESS business meetings shall consist of a voting delegate from each of any six (6) Staff Senates. (This means that although full attendance at ESS meetings would normally be 12 delegates, a quorum could occur with only 4 of those delegates present.) Because the ESS represents all of the Staff Senates, it shall strive for consensus in its deliberations. In the absence of consensus, a motion must receive a two-thirds majority vote to pass. (A two-thirds majority vote consists of at least 4 of the 6 potential votes, unless in the event of a quorum (4), it must be unanimous). In the absence of the Staff Senate President or their appointed proxy, any attending elected representative from that Staff Senate shall have the right to exercise that Staff Senate's ESS vote for that meeting.
 3. Annual Retreat: All incoming and outgoing Staff Senate representatives from each of the Staff Senates shall meet once each year. This meeting should take place before the beginning of the new fiscal year, but after Staff Senate elections and officer elections have taken place (see Article III.C.). The annual ESS meeting (retreat) should be an all-day meeting, devoting sufficient time and resources to the training of newly elected Staff Senate officers on the performance of their roles, and for the exchange of best practices among currently serving Staff Senate officers.

ARTICLE V AMENDMENT OF THE CONSTITUTION

Amendments to this Constitution shall first be proposed to the delegates of the ESS. Proposed amendments may originate with any elected representative or officer of any of the Staff Senates, but will usually come from a constitution review committee formed by the ESS for that purpose.

Staff Senates of the Alamo Colleges District Constitution

The delegates of the ESS may request research and revision of a proposed amendment before voting on whether to send it to the Staff Senates for consideration and ratification. In order for a proposed constitutional amendment (up to and including revision of the whole document) to go forward from the ESS to the Staff Senates, the ESS delegates must achieve consensus about doing so. The consent of an ESS delegate to send the proposed amendment to the Staff Senates does not mean that the delegate is in favor of the proposed amendment, but only that he or she is willing for the Staff Senates to deliberate and vote on the proposal.

When consensus is reached to send the proposed amendment to the Staff Senates, the Staff Senate Presidents shall present the proposed amendments to their respective Staff Senates in printed and electronic form. Each Staff Senate must have the opportunity at a minimum of two (2) consecutive, regularly scheduled or called business meetings to discuss the merits of the proposed amendments, with sufficient time allotted for giving special care to each amendment being proposed. Ratification of amendments to the constitution by a Staff Senate shall be achieved upon a two-thirds vote of the entire current membership of that Staff Senate at the final meeting at which the proposed amendments are considered. Adoption shall require ratification by five of the six Staff Senates within 90 days of the decision by the USC to submit proposed amendments to the Staff Senates for deliberation and ratification. Upon formation of new colleges by the Board of Trustees, adoption shall require ratification by at least three-quarters of the Staff Senates.

Amendment and revision of Staff Senate bylaws shall be determined solely by each Staff Senate, with the proviso from Article III.J. that such bylaw revisions and amendments shall remain consistent with the provisions of this constitution, now and as it may be amended in the future.

Staff Senates of the Alamo Colleges District Constitution

APPENDIX A

Progression of Service for Elected Staff Senate Representatives: A sample progress for an elected Staff Senate representative through (3) consecutive terms of office might proceed as follows:

- 1st year: Non-officer representative & committee member.
- 2nd year: Committee member and Secretary or Treasurer.
- 3rd year: Secretary, Treasurer, or Vice President (if service as Secretary, Treasurer or committee chair in 2nd year); non-voting ESS delegate if serving as Vice President.
- 4th & 5th years: Vice President or President; ESS delegate and potential service as ESS Chair.
- 6th year: Immediate Past President; ESS Advisor (if service as ESS Chair in 5th year).

APPENDIX B

Sample Staff Senate Bylaws

Article III.J: “Each Staff Senate shall maintain its own set of bylaws to (a) supplement this constitution, and (b) address issues not covered within this constitution. Such bylaws shall not conflict with any provisions of this constitution, and shall require a minimum of a two-thirds majority vote of all elected representatives of the Staff Senate to be adopted.”

To assist the Staff Senates in drawing up and revising their respective bylaws, a separate attachment to this appendix provides a suggested “starter” template. Each Staff Senate may use this template at its discretion. Colored font in the template indicates those places where each Staff Senate must insert its own text. Text not in colored font may also be changed and edited, provided that such changes adhere to the Article III.J requirement above, that “such bylaws shall not conflict with any provisions of this constitution.” (See instructions for completing the Staff Senate bylaws on p. 3 of attached template.)

Staff Senates of the Alamo Colleges District Constitution

APPENDIX C

Staff Council Membership as part of “Other Duties as Assigned”

Excerpt from a memo to the USC Chair from Dr. Bruce Leslie, Chancellor of the Alamo Colleges, dated December 20, 2013:

At the Presidents/Vice Chancellors (PVC) meeting on December 13th, the group considered the proposal submitted by the staff council related to Staff Council Duty/Stipend. The decision going forward is as follows:

Staff Council Duty/Stipend

First and foremost, I want to convey that the administration appreciates the time and energy put forth by staff council members and your commitment to representing staff in a fair and objective manner. Staff Council is a vital part of our culture and our organization. After much discussion, the PVC agreed to support your efforts by providing the following service hours, which are in addition to time spent in meetings called by the chancellor, president, vice chancellor, etc.

- President and president-elect [Vice President] receive up to 3 service hours per week.
- President of USC [USC Chair] receives 1 additional hour for a total of 4 service hours.
- Secretary and treasurer receive up to 2 service hours.
- Members receive up to 1 service hour per week.

Stipulations include no banking of hours and/or trading hours. Employees must work with and through their supervisor; job responsibilities come first. This will go into effect January 6, 2014.

Staff Senates of the Alamo Colleges District Constitution

GLOSSARY

Adoption	Enactment of this Constitution or future amendments thereto as a result of ratification by a stipulated majority of the Staff Senates (see “Ratification” entry below).
Bylaws	In Robert’s Rules of Order, the term “bylaws” is interchangeable with (a synonym for) “constitution.” However, in the case of the Staff Senates of the Alamo Colleges, the term “bylaws” refers specifically to the rules passed by individual Staff Senates for their own governance, as a complement to this Constitution, which applies to all of the Staff Senates.
Consensus	Is not the same as a unanimous vote (which would mean that all eligible voters present are in favor of the motion in question). Consensus would mean that there are no eligible voters with sufficient objections to vote against the motion or attempt to block its passage.
Delegate	A Staff Senate representative serving on the ESS, usually the President or Vice President of that Staff Senate.
Entity	One of the major subdivisions of the Alamo Colleges—either one of the college campuses, or the District Support Offices taken as a whole.
ESS	Executive Staff Senate, made up of two delegates from each of the Staff Senates.
Ex Officio	“By virtue of one’s position.” For example, the Staff Senate President is automatically a member of all Staff Senate committees, i.e. he or she is an ex-officio member of all committees. She or he does not have to join a committee to become a member of it, and cannot resign from any committee as long as he or she is President. (This does not necessarily entail that the President attend all committee meetings.)
Majority	Unless stipulated otherwise (e.g. a two-thirds majority, or a three-quarters majority, etc.), a “simple” majority vote is defined by Robert’s Rules of Order as “more than half of the votes cast” whenever a quorum is present. For example, a motion on which 10 people are voting would pass with a vote of 6 in favor. If a quorum of 6 eligible voters is present, the motion would pass with 4 votes.
Member	Refers to all elected representatives of a Staff Senate, including both officers and non-officers. (See term “representative” below. These terms are interchangeable.)

Staff Senates of the Alamo Colleges District Constitution

- Ratification** A two-thirds majority vote by the elected representatives of a Staff Senate to accept this Constitution or amendments thereto. Ratification is not the same as adoption. Adoption of the Constitution (see “Adoption” entry) is not achieved until 5 of the 6 Staff Senates (or three-quarters of a future larger number of Staff Senates) have ratified it.
- Representative** An elected member of the Staff Senate. Only individuals already elected as representatives may then be further nominated and elected as officers of the Staff Senate. (See term “member” above. These terms are interchangeable.)