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STAFF SENATE BY-LAWS

MISSION STATEMENT
The Staff Senate serves as the formal voice for non-bargaining members and is an equal and ethical partner with other constituencies at Montgomery College. It advocates a progressive, professional working and learning environment through proactive leadership.

STATEMENT OF PURPOSE
The Staff Association is comprised of all non-bargaining associate and support staff employees at Montgomery College (henceforth referred to as non-bargaining staff). It is one of the vital groups that make up the total College structure and is recognized, along with other groups -- student, faculty, and administrative staff -- as an integral part of the institution. The Staff Senate shall be the body elected by the Staff Association to represent non-bargaining staff in matters pertaining to salaries, benefits, leave policies, and the policies and procedures of the College that govern non-bargaining Staff working conditions at all College locations. The Senate shall be their official channel of communication to governing entities, and through its chair or his/her designee, communicate their concerns and recommendations to the President or his/her designee. The Staff Senate has the assigned task of being the official representative of non-bargaining staff employees. The Staff Senate provides a governance forum for non-bargaining staff issues and concerns and provides leadership in finding and advocating solutions in the best interest of non-bargaining staff.

The Staff Senate shall:

- Provide leadership and influence outcomes on issues affecting non-bargaining staff.
- Serve as an advisory group to the President and Senior Vice Presidents of the College advocating non-bargaining staff needs and interests to the College administration and County and State governments.
- Promote constructive communication among constituents, faculty, administrators, Board of Trustees, and the community.
- Provide opportunities for non-bargaining staff to participate in problem-solving discussions with other staff, faculty, and administrators; participate on committees, task forces, etc. and make recommendations.
- Provide visibility and accessibility to constituents to be responsive to their concerns.
- Provide information to non-bargaining staff on College matters which impact them.
- Promote recognition and celebration of achievements of non-bargaining staff and their contributions to the success of the College.
- Develop an annual budget to support programs and initiatives according to College guidelines.
- Adhere to the following by-laws in the execution of their duties.
STRUCTURE

MEMBERSHIP
The Staff Senate is made up of eleven elected senators and eight alternate senators. The senators shall elect a chair, 1st and 2nd vice-chairs, and secretary and treasurer. Senate representation areas will be as follows:

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<thead>
<tr>
<th>Area</th>
<th>Senators</th>
<th>Alternates</th>
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<tbody>
<tr>
<td>Germantown Campus</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Rockville Campus</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Takoma Park Campus</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Mannakee</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Collegewide/at-large*</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Off-site **</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>11</td>
<td>8</td>
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* College-wide senator represents staff at all work locations
** Off-site senators represent staff who work at locations other than on a campus or Mannakee.

SENATORS

RESPONSIBILITIES OF A STAFF SENATOR

a. Attends meetings of the Staff Senate.
b. Brings constituent issues and concerns to the attention of the Senate and provides feedback regarding Senate discussions/actions.
c. Communicates College policies and procedures to non-bargaining staff employees. Senators will not represent the Senate on a subject, which the Senate has not discussed.
d. Works closely with the alternate senator(s) to seek constituents’ opinions concerning items on Staff Senate agenda and other related non-bargaining staff concerns.
e. Notifies non-bargaining staff in his/her area about Staff Senate elections, and encourages non-bargaining staff to be a candidate for the Senate.
f. Notifies chair and alternate senator prior to a meeting if unable to attend.
g. Makes a concerted effort to voice the majority opinion of the area that he/she represents.

h. Attends college wide meetings to represent the Staff Senate when requested by the chair.

i. Serves as ex-officio member of a Staff Senate standing or ad-hoc committee, overseeing its program and lending assistance on the charges assigned.

RESPONSIBILITIES OF AN ALTERNATE STAFF SENATOR

a. Attends meetings of the Staff Senate as a non-voting member.

b. Assists the senator by seeking information and opinions of constituents concerning items on the Staff Senate agenda and other related concerns and relates this information to the appropriate parties.

c. Assumes the duties of the senator, including voting responsibilities, in the absence, transfer, recall, or resignation of that senator.

ELIGIBILITY FOR THE STAFF SENATE

a. Holds regular status as a non-bargaining staff employee with the College.

b. Works in the area that he/she represents as a Senator.

c. Excludes any person who is a member of or represented by any collective bargaining unit at the College.

TERM OF OFFICE

a. The term of office of an elected senator and an alternate senator shall be two years.

b. There are no term limits for staff senators who may, at the end of their two-year term, stand for re-election following the same policies and procedures as other candidates.

FILLING SENATE VACANCIES

a. In case of removal or resignations of chair, the first vice chair will assume duties to complete the term of that office.

b. In case of removal or resignation of officers, other than chair, will appoint a replacement from among the senators.

c. In case of removal or resignation of a senator, the alternate senator will assume the duties to complete the term of that office.

d. In case of reassignment of senator out of the representation area, the Senate will determine on a case-by-case basis, whether replacement is appropriate.

SENATE OFFICERS
SENATE CHAIR RESPONSIBILITIES

a. Presides over the Staff Senate, represents its majority opinion on issues/subjects to appropriate parties, and adheres to its by-laws; will not represent the Senate on issues/subjects which it has not discussed.
b. Recommends appointments for Senate approval. This includes
   1. recommending a chair for each standing and ad hoc Senate committee,
   2. filling Senate vacancies for the remainder of the term when there is no alternate, after consulting with appropriate campus staff,
   3. recommending and assigning duties to a second vice-chair whom shall be selected from the Staff Senate, and
   4. recommending non-bargaining staff to serve on college-wide committees, as requested.
c. Represents the non-bargaining staff before the Board of Trustees, Academic Assembly, administrators, and other groups, or appoints designee, as necessary.
e. Makes necessary editorial changes to conform the by-laws to changes in positions titles of organizational structure.
f. Serves as the secondary account manager for the Senate budget.
g. Supervises the work of the administrative aide.

FIRST AND SECOND VICE CHAIR RESPONSIBILITIES

a. First vice chair Presides over the Staff Senate in the absence of the chair and carries out the duties associated with the office.
b. Either vice chair represents the chair at College meetings, committees, or functions, as requested by the chair.
c. Either vice chair assists standing and ad-hoc committees as needed, acting as liaison between a committee chair and the Senate.
d. Either vice chair serves on the Academic Assembly.

SECRETARY RESPONSIBILITIES

a. Responsible for finalizing meeting minutes and transmitting them to the Senate chair for distribution.
b. Maintains written records of all Senate meetings. Ensures that attendance records of Staff Senate meetings are properly maintained. c. Maintains archival records of all Senate minutes including committee records.

TREASURER RESPONSIBILITIES
a. Maintains accurate record of financial transactions and account balances of Senate funds and provides reports to senate at least semi-annually, or as requested.
b. Develops annual budget for Senate endorsement and forwards information to appropriate office.

ELECTION OF OFFICERS
a. Between elections and July 1, the Senate will meet. At that time the outgoing senators will turn over materials to their successors. The new Senate shall elect its chair, vice chair, and secretary/treasurer who shall take office upon election and serve until the following June meeting. Outgoing senators may not participate in this vote.
b. Alternate senators may not stand for office nor participate in the vote for officers except as noted and specified elsewhere in this document.

MEETINGS
a. There shall be a written record of all official meetings of the Staff Senate and its committees. Approved minutes of the Staff Senate will be available in a timely manner to members of the Staff Association, and posted on the Staff Senate web site.
b. Meetings will be run by modified parliamentary procedure.
c. Meetings shall be held during normal working hours.
d. A quorum shall consist of seven members of the eligible voting senators.

MONTHLY SENATE MEETINGS
a. A meeting of the full Staff Senate will normally be held the second Wednesday of each month during the year and will rotate among the Campuses and off-campus location(s) except where the Senate agrees in advance to make an exception. The date, time, and location will be posted on the Senate web page. In order that a meeting becomes part of the official records, a quorum of the eligible voting members must be present.
b. The Senate chair establishes the meeting agenda. Any agenda item to be considered at the regular Senate meeting must be submitted to the chair in advance of the meeting date. Otherwise, it may be deferred to a future meeting.

ANNUAL MEETING
The College will provide time for a Staff Professional Day meeting sponsored by the Staff Senate and our peers in AFSCME. Staff Professional Day will usually be held during the spring academic recess on a day the College is open. The meeting location will rotate among the campuses.
EXECUTIVE MEETING
Executive meetings are held before the regularly scheduled monthly meeting and as needed or necessary. These are closed meetings. The chair may invite additional persons to attend depending on the nature of the agenda. Official votes may not be taken at an executive meeting.

SPECIAL MEETINGS
a. Special meetings of the Staff Senate are open meetings and may be called by any three senators. Notification of the special meeting must be sent to all senators and non-bargaining staff prior to the meeting. Voting may occur if a quorum is present.
b. Senators may hold open meetings with constituents to gain input on issues affecting non-bargaining Staff.

COMMITTEES
All non-bargaining staff employees are eligible to serve on Senate committees.

TYPES OF COMMITTEES
STANDING COMMITTEES
Standing committees of the Staff Senate are committees with an ongoing charge and shall function each year. All standing committees are advisory to the Staff Senate. While the duties are ongoing, the Senate will advise each committee at least once a year of specific charges to be addressed. These committees are:

a. Staff Professional Day Committee
b. Elections Committee
c. Policies and Procedures Committee
d. Salary and Benefits Committee
e. Communications Committee
f. Staff Distinguished Service Award Committee

AD HOC COMMITTEES
The Senate chair, with approval of the Senate, may establish ad hoc committees to carry out assignments for the Staff Senate. The Senate chair, with approval of the Senate will appoint ad hoc committee chairs (or co-chairs). This appointment will normally be for the duration necessary to accomplish the assigned task(s).

APPOINTMENT OF COMMITTEE CHAIR/CO-CHAIR:
The Senate chair shall appoint a committee chair with Senate approval for a one-year term with option of renewal, or with an ad-hoc committee for duration of committee.
COMMITTEE CHAIR RESPONSIBILITIES

a. Solicits members to carry out functions of the committee.
b. Convenes committee meetings.
c. Coordinates the work of the members.
d. Maintains meeting records.
e. Reports regularly to the Senate in order to keep them informed of progress regarding committee charges and other activities.
f. Forwards records at the end of the year to the Senate Chair for archival purposes.

COMMITTEE MEETINGS:

Committee meetings will be held as necessary to address committee charges and accomplish assigned tasks and will be scheduled during normal working hours.

STANDING COMMITTEES

STAFF PROFESSIONAL DAY COMMITTEE

Purpose: In coordination with our peers in the Staff bargaining group (AFSCME), plans and facilitates the annual meeting of the Staff Association.

Membership: The committee chair will solicit other non-bargaining staff to serve on this committee. Membership should be broad-based and representative of the diverse areas of the College. The appointment is for one year with option for renewal.

Procedure:

1. The chair develops the agenda, timetable, and event budget by the end of the fall semester in consultation with the Staff Senate chair.
2. Holds meetings as needed to plan Staff Professional Day.

ELECTIONS COMMITTEE

Purpose: Conducts the annual and special elections for the Staff Association.

Membership: The Elections committee chair will solicit other non-bargaining staff to serve on this committee as needed. Membership should be broad-based and representative of the diverse areas of the College. The appointment is for one year with option for renewal.

Procedure:

1. Develops, notifies the Senate, and publishes an election timetable by February.
2. Informs all eligible non-bargaining staff of Senate positions to be filled in the election and invites nominations in accordance with the following paragraphs. Candidates’ nominating ballots must be returned to the Elections Committee as designated in the timetable.
3. Requires any candidate to secure signatures of support from a minimum of 10 signatures of
constituents who are eligible to vote for that candidate.

4. The Committee chair:
   a. Determines the number of employees in each area who are eligible to vote and indicates the number on the nominating ballots.
   b. Verifies that nominees hold regular status with the College and are willing to fulfill the duties and responsibilities of senator.

5. Submits the names of all eligible candidates to the chair of the Elections Committee within five working days after the close of nominations. Candidate information must be disseminated to all Staff Association members at least five (5) working days prior to the election.

6. Does not permit write-in votes.

7. Holds election according to the timetable established. Electronic voting may be held with a secure site.

8. Holds run-off election if there is a tie vote.

9. Reports election results to the Staff Senate chair within five working days following the election. The Staff Senate chair informs the candidates of the election outcome and notifies the staff association.

POLICIES AND PROCEDURES COMMITTEE

Purpose:
1. The committee reviews proposed or existing policies and procedures and makes recommendations to the Staff Senate regarding College's policies and procedures which impact non-bargaining Staff
2. The committee reviews the Staff Association by-laws and makes recommendations to the Senate as needed.

Membership: The committee chair will solicit other non-bargaining area staff to serve as members of this committee. The appointment is for one year with option for renewal.

Procedure: The committee receives charges from the Staff Senate and meets as needed.

SALARY AND BENEFITS COMMITTEE

Purpose: Researches, reviews, and forwards to the Staff Senate the annual recommendation for salary and benefit improvement for non-bargaining staff.

Membership: The committee chair will solicit other non-bargaining Staff to serve as members of this committee. The membership of this committee will be broad-based and be representative of the diverse areas of the College. The appointment is for one (1) year with option for renewal.

Procedures: Develop a timetable and present to the Senate. Meetings shall be held as needed.

COMMUNICATIONS COMMITTEE
**Purpose:** Maintains the Staff Senate web page and publishes ongoing and regular communications in Inside MC and other college communication vehicles.

**Membership:** Chair, appointed by the Senate with other members, as needed.

**Procedures:** Seeks information from the Senate and its committees to provide information about the Senate and its functions, including agendas and approved Senate meeting minutes, and lists of Senate committees and committee members.

### STAFF DISTINGUISHED SERVICE AWARD COMMITTEE

**Purpose:** To facilitate the process of selecting a recipient(s) for the annual Staff Distinguished Service Award(s).

**Membership:** The Staff Distinguished Service Award committee chair will solicit non-bargaining staff to serve on this committee. Membership should be comprised of past award recipients and/or representatives from all campuses and off-site locations. Members of the committee are exempt from nomination for a Staff Distinguished Service Award during their tenure on the committee. The appointment is for one year with the option for renewal.

**Procedure:**

1. Develops, notifies the Senate, and publishes a nomination timetable by December.
2. Informs all eligible Associate and Staff employees (non-bargaining and bargaining) of the nomination process and invites nominations.
3. A nominee must be a regular Associate or Staff employee in good standing at Montgomery College with a minimum of five (5) years of service.
   a) A nominee shall have demonstrated or performed a high degree of service for the benefit of Associate and/or Support Staff employees at Montgomery College by accomplishing one or more of the following:
      - Performed a distinguished service or implemented a plan or idea which would positively affect staff at Montgomery College;
      - Served as a committee chair or member on a College committee that includes representation of any Associate and Support Staff;
      - Served as Senator on the Staff Senate, and/or
      - Served as a committee chair or member of a standing Staff Senate Committee.
4. There should be at least one (1), but no more than two (2) recipients of the Staff Distinguished Service Award every year. Recipient(s) will receive a commemorative plaque and $350.
REMOVAL FROM THE SENATE

REMOVAL OF SENATOR BY THE SENATE

Grounds for Removal
The chair may begin procedures for removal of a senator or alternate senator
a. If a senator is absent from a regularly scheduled meeting three times within a year, and/or
b. Gross non-fulfillment of duties as outlined in the bylaws

Procedure for Removal
a. The senator or alternate senator being considered for removal must be notified in writing by the chair stating the reasons why removal is requested. In the event that the chair is being considered for removal, the first vice-chair is responsible for notifying the chair why his/her removal is requested.
b. Constituents from the senator’s or alternate senator’s area must be notified in writing at least five working days prior to the meeting stating the reason removal is requested.
c. At an open meeting, the charges must be stated and the senator or alternate senator and constituents must be provided an opportunity to rebut the charges.
d. Voting on removal must take place at an open meeting and requires a 2/3 vote of all Senators

RECALL OF SENATOR BY THE CONSTITUENCY

a. Recall: A staff senator or alternate senator may be subject to recall by his/her constituency for gross failure to fulfill responsibilities as stated in the by-laws.
b. Procedures for Recall:
   1. A non-bargaining staff member in the area from which the senator or alternate senator was elected may initiate a petition for recall. The petition must state the specific charges against the senator and include the signatures of at least 10 non-bargaining staff members in that area eligible to vote in that area.
   2. The petition is presented to the Staff Senate chair for validation.
   3. The chair will notify the senator or alternate senator of the charges outlined in the petition and give the senator ten working days to provide a written rebuttal to these charges. This rebuttal shall accompany the notification of recall election.
   4. Ten working days after the senator or alternate senator has been notified of the charges against him, the chair will order a recall election.
   5. All non-bargaining staff members in the area must be informed in writing of a recall election. This notice must include the charges against the senator or alternate senator, any written rebuttal, the
date, time, and location of voting, and allowance for absentee ballots.
6. For the senator or alternate senator to be removed from office, two thirds of those eligible to vote in the area must vote and two thirds of those voting must vote for removal from office.
7. The senator or alternate senator must be notified in writing of the results of the recall election within five working days of the election.

PROCEDURE FOR REVISION OF STAFF SENATE BYLAWS.
   a. Any non-bargaining staff may recommend a revision to the Staff Senate By-laws in writing to the Staff Senate Chair.
   b. Proposed revisions require a majority approval of the Staff Senate. A special election shall be held to ratify the revised by-laws. This proposed revision must be released to Staff Association members at least one week prior to a special election. A two-thirds majority approval of those voting is required for the revision to become official.
   c. The chair of the Senate is authorized to make editorial changes to the by-laws regarding position titles resulting from changes to the College's organizational structure.