

District Support Operations Staff Senate Bylaws

Bylaws of the District Staff Senate, adopted on July 15, 2021.

ARTICLE I NAMES & RELATIONSHIPS

These bylaws supplement and are subordinate to the Constitution of the Staff Senates of the Alamo Colleges District (hereinafter referred to as the “Constitution”), as required in Article I.D and Article III.J of the Constitution. These Bylaws govern the operations of the District Support Operations Staff Senate (referred to as the District Staff Senate or “DSS”) in any and all respects not covered by the Constitution. Article numbers below refer to the corresponding articles of the Constitution. Issues not addressed in these Bylaws are governed by the Constitution.

ARTICLE II MISSION, VISION, VALUES & ACTIVITIES

D.7 Additional activities of the DSS to enhance the unique position of the DSS among the six Staff Senates may include, but are not limited to:

- a. Emphasizing Article II.D.6 (building camaraderie among staff members across the Alamo Colleges District) through our shared commitment to diversity and inclusion by promoting equality, collegiality, and evenhandedness to ensure impartial and objective consideration in all interactions between District Staff Operations (DSO) and the colleges.
- b. Encouraging and providing opportunities for participation in wellness-related community service activities by all members of DSO staff.
- c. Community service through various charitable organizations, particularly those serving those who are most vulnerable in our community such as but not limited to our students and local school children, employees in need, especially during catastrophic events, and veterans such as Operation Homefront, Holiday Mail for Heroes, Wounded Warriors and promoting the commitment to fight poverty, homelessness and other service needs that help remove boundaries for those in need to ensure achieving educational or personal success is attainable with support from Alamo Colleges.
- d. Agree with Gina’s addition of participation.

ARTICLE III DSS MEMBERSHIP, COMPOSITION & MEETINGS

To ensure a committed group who will represent and serve as advocates for the mission and strategic goals of the Alamo Colleges District, DSS membership should be at a minimum of 15 serving members to represent at least 3% of the DSO employee body. More members can serve as senators and on additional committees, but a minimum group of 15 senators will ensure and assist to promote the effectiveness and advocacy of its constituents.

Representation should be included or sought from all Vice Chancellor teams to ensure the goals objectives for the Alamo Colleges have voice from all leadership umbrellas.

- B. **Term of Officers:** The procedure for an elected DSS officer to move from his or her first term to the second term, and from the second term to the third term, shall be as follows:

Each year, the Elections Committee shall canvass all currently serving DSS senators following Spring Break to determine their intention to continue **service as an officer** in the next fiscal year, or, whether they have completed three, two- year terms. Senators are ineligible to serve as an officer in six consecutive years.

If a senator wishes to continue serving as a member in DSS, and the next year falls within his/her six-year limit as an officer, the member may continue serving as a senator without standing for re-election.

All senators can be participants as committee Chair or committee members without limit.

- C. **Election:** The process for nomination and election of DSS representatives shall be as follows:

1. From the results of the member canvass made by the Elections Committee following Spring Break, the Committee shall determine the number of vacancies needed to be filled in order to maintain DSS membership at 15.
2. The Elections Committee requests nominations from all DSO staff for candidates to serve on DSS. In an effort to make the selection process transparent, based on, the following nomination eligibility criteria and selection process will be followed:

a. Nomination Eligibility:

- i. Employed at the Alamo Colleges District Support Offices for a minimum of one full year in a full-time position (professional or classified, including grant-funded positions) or three years of service in any part-time position within any of the Alamo Colleges entities.
- ii. Applicant has discussed Senator role and received approval from Supervisor to participate.

b. Nomination Criteria:

- i. Prospective Senators should complete and submit an application utilizing the online application form located at: <https://www.alamo.edu/about-us/leadership/councils-committees/staff-senate/staff-senate-application-form/>.
- ii. Application responses should explicitly illustrate:
 1. Why are you interested in serving on District Staff Senate?
 2. As a Senator your primary responsibility is to give voice to the collective interests and concerns of all Alamo Colleges District Staff employees. Senators advocate for career advancement, job welfare and the overall working environment for staff. How do you see your role as a Senator positively impacting staff?
 3. What District Staff Senate Events have you attended and how would you improve upon these events?

4. At a minimum, a Senator is required to attend monthly meetings and participate in two committees during their first year. Are you willing and able to put in at least 2 ½ hours toward Senate activities on a monthly basis? How will you balance work and Senate priorities?

c. Selection Process:

- i. The Elections Committee makes the Senator selections based solely on the information supplied by the applicant. Applicants should be as descriptive as possible. All identifying information is removed before the application review.
 - ii. The President and Chair of the Elections Committee are not eligible to review and score applications.
 - iii. Each application response is scored on a 10-point system for the four questions outlined above in Nomination Criteria (Article III. 2.b. ii).
 - iv. The Elections Committee will consist of at least three reviewers who will score each applicant. The nominations with the highest scores shall be moved forward to the general Senate to review and approval for membership at the next general meeting.
 - v. The President will send out letters to each new Senator selected.
 - vi. The new Senators shall be announced to District Support Operations staff once the selection is finalized.
3. If the number of eligible nominations exceeds the number of vacancies, the staff senate may decide based on need to waive the 15-membership limit outlined in Article III.E.2.
 4. Elections should be conducted by the end of May in order for newly elected members to attend the annual Staff Senate retreat. Results of the annual election shall be publicly announced to all DSO employees.
 5. Continuing and newly elected senator's terms begin on August 1st.
- D. **Vacancies:** If the DSS, by majority vote at a regular business meeting, does not defer filling a vacancy until the next regular election, then such vacancy shall be filled according to the following steps.
1. If the vacancy occurs prior to the winter semester break, a special election is conducted, using the procedure outlined in C.2 through C.5 above. However, filling a vacancy should not be deferred if the vacancy causes the active membership to be 10 or fewer, even if the vacancy occurs following the winter semester break. If a special election is called, it should be used to fill all vacancies existing at that time.
 2. Under special circumstances, the DSS, by majority vote, may authorize the President to appoint a volunteer to fill the vacancy. The appointed member may choose to serve in the next fiscal year as though they had been elected to office (see Article III.B above). If less than six months remain of the current fiscal year at the time of the appointment, the next fiscal year will count as the first year of the new member's first two-year term.

If more than six months remain of the current fiscal year, the next fiscal year will count as the second year of the new member's first two-year term.

E. Meetings & Participation:

1. The following agenda items should be included in all regular DSS business meetings:

- a. Attendance
- b. Approval of Minutes
- c. Treasurer's Report
- d. Committee Reports
- e. President or VP's Executive Staff Senate (ESS) Report
- f. Old Business
- g. New Business
- h. Roundtable Discussion

2. Voting eligibility:

Each elected representative will be eligible to vote on officer elections from the time that they are officially elected, until the time that their Staff Senate membership officially ends. Departing members are not eligible to vote on incoming officer elections. In the period between elections and the beginning of the new term, newly elected members will not be included in the calculation to determine the presence of a quorum for any Staff Senate activity with the exception of officer elections. Newly elected members will not be eligible to vote on any Staff Senate business until their official tenure begins with the exception of officer elections.

3. Participation: (Replaces Constitution Articles III.F.6.a/b)

1. An elected Member or Officer who fails to meet the required attendance or obligations 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 Constitution, Article III.D.1.
2. In the spirit of participation and contribution to the Staff Senate every Member must make every effort to attend the regularly scheduled meetings.
3. The Secretary shall maintain and keep an official record of attendance for every regularly scheduled meeting, which will be placed on the official DSS Alamo Share site.
4. A Member or Officer that fails to attend (3) consecutive or (4) total regularly scheduled meetings, within the fiscal year shall be subject to Bylaw, Article III.F.3.1.
5. One month before a Member or Officer meets their allotted absences according to Bylaw, Article III.F.3.4, the President or Vice President, if designated, will attempt to contact the Member or Officer by phone and e-mail to inquire if the Member or Officer still wants to participate in DSS. If the Member or Officer still wants to participate the President or Vice President, if designated, will work on a resolution.

If there is no response within 5 business days, at the next regularly scheduled DSS meeting the DSS will follow the removal process of the Member or Officer according to the Bylaw, Article III.F.3.1.

6. If the Member or Officer wishes to resign their seat on the DSS, Constitution Article III.D.1/2 shall be followed for Member vacancies and Article III.H.5.a/b shall be followed for Officer vacancies.
 7. If the Member or Officer enters into a resolution, they will only be allowed (2) total absences from any regularly scheduled meeting from the point of entering into the resolution. If the additional (2) absences occur, Bylaw, Article III.F.3.1 will take effect immediately.
 8. Participation is vital to meeting the Mission of DSS. The President and Vice President will strive to ensure each member is actively participating in a committee or special task for the DSS.
 9. If the Member or Officer refuses to participate or actively contribute to meet the mission of the DSS the President and Vice President will meet with the Member or Officer and discuss the reasons they wish to be part of the DSS.
 10. If the Member or Officer still refuses to participate or is unable due to their work obligations, the President after agreement with the Vice President may move to motion the dismissal of the Member or Officer at the next regularly scheduled DSS meeting according to Bylaw, Article III.F.3.1.
 11. If the President fails to meet the obligations of their office, the Vice President may make a motion that must be seconded by at least one other Officer, to start an inquiry of Failure to Perform Duty.
 1. All Officers will meet with the President and determine if they are capable and willing to meet the mission of DSS. After the meeting with the President a vote by all Officers will take place. If unanimous, a motion of dismissal of the President will be presented at the next regularly scheduled DSS meeting according to Bylaw, Article III.F.3.1. The President will not count towards a quorum nor have a vote.
 12. If any Officer fails to meet the obligations of their office, the President may make a motion that must be seconded by at least one other Officer, to start an inquiry of Failure to Perform Duty.
 1. All Officers will meet with the Officer under inquiry and determine if they are capable and willing to meet the mission of the DSS. After the meeting with the Officer a vote by all Officers will take place. A simple majority will initiate a motion of dismissal of the Officer and will be presented at the next regularly scheduled DSS meeting according to Bylaw, Article III.F.3.1. The Officer in question will not count towards a quorum nor have a vote.
- F. **Officers:** Along with the four mandatory officer positions of President, Vice President, Secretary and Treasurer, the DSS shall have the following additional officer positions: Reporter/Historian, and Parliamentarian. These positions shall be voluntary and non-

elective. If more than one DSS member wishes to perform in one of these roles, they shall do so jointly and collaboratively.

3. Reporter/Historian:

The Historian will keep a record of all DSS activities and be responsible for taking pictures or otherwise documenting all DSS's events. The Historian will also prepare monthly reports for the President and Vice President that indicate the proceedings of the DSS for the previous month. These records will be kept as a record of activity for the use of future DSS's. The Historian is in charge of all materials from past DSS's and will continue to collect and curate files, photographs, and any other important documents and to compile a record of the senate's activities for the benefit of current and future members. The Historian will keep a record of the DSS accomplishments and activities for the year and collect items such as pictures and news clippings about the DSS and its members.

4. Parliamentarian:

The Parliamentarian embodies the responsibilities usually reserved for an adjudicator. The Parliamentarian is the keeper of the constitution and bylaws and will be familiar with their contents, be knowledgeable about meeting procedures and offer procedural opinions when asked to do so by the president or designee. The Parliamentarian will Chair the constitution/bylaws revision committee if the need arises. District Support Operations Staff Senate Bylaws

G. General Senator and Office Code of Conduct:

While all senator roles are voluntary, necessary, and welcome, a general code of conduct is expected to ensure authenticity and integrity to service for the Alamo Colleges and its constituents. The overall strategic mission of the Alamo Colleges District shall be upheld in the manner that demonstrates awareness of the current climate and needs of the organization to serve its students, faculty and staff and community.

1. All Senator Members

The senate shall ensure thoughtful consideration to ethical decision making to ensure accountability and transparency in communication to all senators and college senate teams.

I. DSS Committees:

1. **Standing Committees:** In addition to the Elections Committee and the Employee of the Month Committee, the DSS shall maintain the following additional standing committee: Communications and Events. Other committee needs will be addressed ad hoc as the need arises (special events, etc.)
 1. The Communications Committee shall be responsible for drafting, proofing, and distributing all electronic communications from DSS to DSO employees, including maintenance of the DSS Alamo Share site. Activities will include the development of new methods and initiatives for communicating about DSS activities to DSO staff.

2. The Events Committee shall be responsible for developing a yearly calendar of events-including, but not limited to, networking events, staff appreciation events, community-based events. The Committee will select speakers, locations, and topics for events, decide how to promote the event, recruit volunteers and any other task necessary to have a successful DSS event.
 3. Active Committee membership is essential to ensuring that DSS is able meet its mission. Committee selection should take place before the beginning of the new fiscal year, but after Staff Senate elections and Officer elections have taken place. The President will arrange for the committees to meet and provide an outline with the committee goals for the new fiscal year.
 4. Each committee should meet for the first time on the first month newly elected Members and Officers have officially begun their duties. At this meeting, a Chair shall be selected by simple majority. Each meeting thereafter shall be quarterly or more often as needed.
2. Employee of the Month: A District staff member will be selected bi-monthly who exemplifies the value(s) of the Alamo Colleges District and the characteristics of a distinguished employee. The Employee of the Month shall be known as the Distinguished Employee Award (DEA) at DSO. To make the selection process transparent and based only on merit, the following nomination eligibility, criteria, and selection process will be followed.

1. Nomination Eligibility

- a. Current District Staff Senate members are not eligible.
- b. Any full-time District staff who has at least one year of service and has a satisfactory or above job performance.
- c. Any part-time District staff who has at least two years of service and has a satisfactory job performance.

2. Nomination Criteria

- a. Distinguished Employee Award nominees should exemplify one or more the Alamo Colleges District values and distinguishing characteristics in keeping with the Mission and Vision.
- b. Anyone with an Alamo Colleges District affiliation can nominate a deserving candidate. Alamo Colleges District affiliation refers to a fellow staff or someone who conducts business with the colleges.
- c. Nominations should explicitly illustrate how the individual is dedicated to the Mission and Vision of the Alamo Colleges District and how that superior performance is exemplified through one or more of the Alamo Colleges District values and distinguishing characteristics.

3. Selection Process

- a. The DEA Committee makes the Distinguished Employee Award selections based solely on the information supplied by the nominator. Nominations

should be as descriptive as possible. All identifying information is removed before the nomination review.

- b. The President and Chair of the DEA committee shall download the nominations and remove information that could possibly identify the candidate, then submit the anonymous candidate list to the DEA committee for scoring
- c. Each nomination is scored on a five-point system for five distinguished categories; Alamo Colleges District Value(s): Attitude/Commitment, Communication/Professionalism, Teamwork and Job Excellence/Work Ethic.
- d. The DEA committee will consist of at least five reviewers who will score each nomination. The highest and lowest score for each criterion in the nomination will be dropped and the final scores tallied. The nomination with the highest score shall be selected as the provisional Distinguished Employee Award recipient, pending verification of satisfactory job performance.
- e. If a tie occurs, the President shall cast a deciding vote.
- f. The Chair of the DEA Committee will verify that the provisional Distinguished Employee Award recipient is in good standing with a satisfactory job performance. If selected staff is not in good standing, the next nomination with the highest score will be selected as the provisional Distinguished Employee Award recipient. The process will continue until a final selection is made.
- g. The Distinguished Employee Award recipient shall be announced to District Support Operations staff once the selection is finalized.
- h. The Chair of the DEA will order the award for the employee and submit and copy the Treasurer. Upon confirmation of delivery of the award, the Chair will provide the Treasurer with receipts and invoice.

ARTICLE IV Executive Staff Senate

(No change from text of Article IV of the Constitution.)

ARTICLE V AMENDMENT OF THE BYLAWS

Amendment or revision of these DSS Bylaws shall, in accordance with Article III.J of the Constitution, require a minimum vote consisting of a two thirds majority of all elected DSS representatives (and not only of a quorum). Such amendments and revisions will be duly noted in the meeting minutes, and the amended or revised bylaws shall be published electronically so as to be accessible by all District Support Operations employees.

APPENDIX A

Application Rubric for District Staff Senator

Applicant Name: _____

DSS Reviewer Name: _____ Review Date: _____

Section 1: Application Checklist

- Be a District Support Operations employee
- Employed at the Alamo Colleges District for a minimum of one full year in a full-time position (professional, classified or grant funded) or three years of services in any part-time position within any of the Alamo Colleges entities

Section 2: Applicant Responses

Elections Review Committee: Check the appropriate score for each question based upon rubric criteria. In the “Comments” section, document specific examples that reflect candidate’s grasp of the question.

Criteria	Excellent (10-9 points)	Good (8-7 points)	Average (6-4 points)	Below Average (3-0 points)	Awarded Points
Q1: Why are you interested in serving on District Staff Senate	Thorough, presenting a compelling reason why they would like to serve. This response stands out among others.	Well-articulated, meets expectations.	Lacks details on why they want to serve.	Incomplete or missing details.	
Comments:					

Criteria	Excellent (10-9 points)	Good (8-7 points)	Average (6-4 points)	Below Average (3-0 points)	Awarded Points
Q2: As a Senator your primary responsibility is to give voice to the collective interests and concerns of all Alamo Colleges District Staff employees. Senators advocate for career advancement, job welfare and the overall working environment of staff. How do you see your role as a Senator positively impacting staff?	Thorough, detailed response presenting compelling examples of how the applicant’s involvement would contribute to the staff experience. This response stands out among others.	Well-articulated, meets expectations.	Lacks details on how they would positively contribute to the staff experience.	Incomplete or missing details.	

Comments:					
Criteria	Excellent (10-9 points)	Good (8-7 points)	Average (6-4 points)	Below Average (3-0 points)	Awarded Points
Q3: What District Staff Senate Events have you attended and how would you improve upon these events?	Thorough, detailed response on specific improvements to be considered in the Senate. Clear articulation of why improvements would be important to staff engagement.	Well-articulated, meets expectations.	Lacks details on how they would positively contribute to the staff experience.	Incomplete or missing details.	
Comments:					

Criteria	Excellent (10-9 points)	Good (8-7 points)	Average (6-4 points)	Below Average (3-0 points)	Awarded Points
Q4: At a minimum, a Senator is required to attend monthly meetings and participate in two committees during their first year. Are you willing and able to put in at least 2 ½ hours toward Senate activities on a monthly basis? How will you balance work and Senate priorities?	Thorough, detailed response presenting compelling examples of how the applicants manages their time and their willingness to participate in Senate activities.	Well-articulated, meets expectations.	Lacks details on how they would manage work and Senate priorities.	Incomplete or missing details.	
Comments:					

Total points awarded for applicant: _____
(max: 40 points)

APPENDIX B

Nomination Distinguishing Characteristics and Scoring Descriptions for the Distinguished Employee Award

Distinguishing Characteristics

Alamo Colleges District Value(s)

Attitude/Commitment

Communication/Professionalism

Job Excellence/Work Ethic

Teamwork

Nomination Scoring Descriptions

5: Exceptional

Clearly demonstrated; writing that gives a strong image of candidate's distinction among employees.

4: Exceeds Expectations

Demonstrated well; writing illustrates how candidate is distinguished among employees.

3: Meets Expectations

More often than not demonstrated in nomination; writing gives an idea that the candidate could be distinguished.

2: Below Expectations

Somewhat demonstrated in nomination; writing mentions bare minimum that the candidate could be distinguished.

1: Unsatisfactory

Vaguely mentioned or referenced; writing does not demonstrate employee distinction.

0: Insufficient

Nomination does not address mission, vision, or values; writing speaks well of employee, but does not demonstrate employee distinction.