

# Reedley College and North Centers

## CLASSIFIED SENATE CONSTITUTION

### ARTICLE I – NAME

The name of this organization shall be Reedley College and North Centers Classified Senate.

### ARTICLE II – PURPOSE

The purpose of the Classified Senate shall be two-fold:

1. College and District. The Classified Senate will serve in an advisory and recommending role through participation of its elected and appointed members in college and district planning, policy, and decision making processes. The Classified Senate will also serve to communicate recommendations and concerns to the district and college regarding matters affecting the welfare of its membership by providing the means to present views and concerns to administration.
2. Classified Staff. The Classified Senate will serve to promote communication among the classified members by sharing information and matters of mutual interest, and addressing concerns of its membership for the purpose of promoting excellence and fostering a spirit of goodwill within the classified support services.

The Classified Senate shall promote staff development and any other matter involving classified staff not expressly excluded by law.

This Classified Senate shall not be concerned with any item dealt with or defined as covered by a collective bargaining agreement.

### **ARTICLE III – MEMBERSHIP AND REPRESENTATION**

All classified staff shall be included as members who may elect senators to the Classified Senate. Representation shall be based on the number of members in seven designated areas as follows:

- Area 1: Plant Operations
- Area 2: Business Services – Services Support Staff
- Area 3: Instructional Services – Services Support Staff
- Area 4: Student Services – Services Support Staff
- Area 5: Other Services Staff – Cafeteria/Child Care/PIO/Police/Technicians
- Area 6: North Centers
- Area 7: Classified Management and Confidential

Representation will be based on the number of members in areas as follows:

- Areas up to fifteen (15) members will have one senator;
- Areas of over fifteen (15) and under (30) members will have two senators;
- Areas of over thirty (30) members will have three senators.

### **ARTICLE IV – OFFICERS**

The Classified Senate officers will be a President, Vice President, and Secretary-Treasurer. Such officers are to be elected by the entire body of classified staff and will each serve one-year terms.

### **ARTICLE V – EXECUTIVE COMMITTEE**

The Executive Committee of the Classified Senate shall consist of the officers (President, Vice President, Secretary-Treasurer, Immediate Past President) of the Senate.

### **ARTICLE VI – MEETINGS**

The Classified Senate shall meet no fewer than two times per semester at the call of the President of the Classified Senate, who may call a special meeting as needed.

### **ARTICLE VII – AMENDMENTS**

Any member of the classified staff may recommend through the appropriate senate an amendment to this constitution, which shall be introduced at a regular meeting of the Classified Senate. The proposed amendment and the time specified for voting shall be presented seven working days before the vote. An amendment shall become effective upon approval by two-thirds of the numbers of members who vote on an issue.

## **BYLAWS**

### **Section 1. Nominations Committee for Election of Senators and Officers and Filling of Vacancies on the Classified Senate.**

Each year by February 28 the Classified Senate President shall appoint a Nominations Committee composed of the Immediate Past President and two senators.

This committee shall solicit nominations for and subsequently conduct the elections as defined in Section 2 of the Bylaws.

The Nominations Committee shall solicit and subsequently conduct the elections as defined in Section 3 of the Bylaws.

The Nominations Committee shall fill vacancies as defined in Section 4 of the Bylaws.

### **Section 2. Election of Classified Senate Officers and Terms of Office.**

The Classified Senate President, Vice President, and Secretary-Treasurer shall be elected for one-year terms. They shall take office on June 1. The Nominations Committee shall solicit nominations for officers from among the officers and current senators.

The slate of officers shall be submitted to the entire classified staff for election and/or approval of a majority vote by March 31.

### **Section 3. Election and Terms of Office for Classified Senators.**

Members of the Classified Senate shall be elected for two-year, staggered terms. One-half of the members shall be elected during each spring semester and shall take office the following June 1. After March 31 when the new Officers have been identified, the Nominations Committee shall solicit nominations for senators from the classified staff. Elections will be for those senators who are nearing completion of their two-year terms and also fill vacancies created by newly elected officers.

The Nominations Committee shall prepare ballots and conduct the election of senators by April 30.

### **Section 4. Filling of Vacancies of Classified Senate.**

The Nominations Committee shall immediately hold an election to fill any area vacancies that arise. If the term of the predecessor was less than six

months, the newly installed senator shall also serve the next full two-year term.

If the presidency is vacated, the Vice President shall become President.

If a vacancy occurs for the office of Vice President or Secretary-Treasurer or both, the Classified Senate shall appoint replacements from among the senators. This shall occur after the affected area's vacancy has been filled.

## **Section 5. Powers and Duties of Officers.**

### President

The President shall serve as the executive head of the Classified Senate and shall preside at all meetings of the Classified Senate.

The President shall be responsible for establishing the time and place for all regular meetings and all executive committee meetings.

The President shall be responsible for preparation of the agenda for all regular, special, and executive committee meetings.

The President, or a designate, shall attend Augmented President Cabinet, Communication Council and Board of Trustee meetings.

The President, with advice and counsel of the Classified Senate, shall appoint members to all standing committees and the special committees except those committees, as designated by the Classified Senate, for which members are elected.

The President shall prepare and submit requests for Classified Senate activities.

The President shall appoint a senator who will serve at the discretion of the President, i.e., absence or disability of appointed senator, etc.

### Vice President

The Vice President shall be responsible for assuming the duties in the President's absence.

The Vice President shall serve as chairperson of committees established by the Senate and consisting of Senate members.

The Vice President shall succeed the presidency in the event of the vacancy of that office.

The Vice President shall perform such functions as assigned by the President to assist in carrying out the purpose and policies of the Classified Senate.

#### Secretary-Treasurer

The Secretary-Treasurer shall be responsible for maintaining the records of the Classified Senate.

The Secretary-Treasurer shall take, distribute and preserve the minutes of the Executive Committee, Senate, and general meetings of the classified staff.

The Secretary-Treasurer shall keep a record of the membership.

The Secretary-Treasurer shall maintain a file of official documents.

The Secretary-Treasurer shall record attendance at Senate meetings.

The Secretary-Treasurer shall perform such functions as assigned by the President to assist in carrying out the purpose and policies of the Classified Senate.

#### Immediate Past President (Ex-Officio)

The Immediate Past President shall serve as the chair for the Nominations Committee.

The Immediate Past President shall serve in an advisory, non-voting capacity to the Classified Senate.

### **Section 6. Powers and Duties of Senators**

Senators will attend and participate in regularly scheduled meetings. They will communicate with area constituents and serve on committees.

### **Section 7. Powers and Duties of Senate Committees.**

Classified Senate committees, both *ad hoc* and standing committees, may investigate problems, prepare reports, formulate position statements, and recommend Classified Senate policy.

All committee action shall be reported to the Classified Senate at regular or special meetings for appropriate consideration or action.



**Section 8. Senate Representation on Committees.**

Senate representation on college, district, or intercampus committees may come from the classified staff and is not restricted to Classified Senate members except as designated by the Senate. The Classified Senate President, in consultation with the Classified Senate, shall appoint all representatives to *ad hoc* and standing committees for appropriate terms as determined by the rules of the group to which they are appointed.

**Section 9. Quorum and Action**

A majority of the members of the Classified Senate shall constitute a quorum, and action shall be taken by a majority of the members present. Any action taken by the Classified Senate may be appealed by the classified employees as a whole upon the written request of the classified employee(s) or of the Senate itself. Any item not specifically covered by these Bylaws shall be acted upon by the members of the Classified Senate.

**Section 10. Distribution of Agenda and Minutes**

Agendas and minutes of the Classified Senate and general meetings shall be made available to each classified employee.

**Section 11. Memorandum of Understanding**

Classified Senate has the right to make shared governance committee appointments.

**Section 12. ByLaw Revision**

Changes to these ByLaws can be made by a vote of a quorum of the Classified Senate.