

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT OFFICE

CLASSIFIED SENATE

CONSTITUTION

ARTICLE I NAME

This organization shall be known as the Chabot-Las Positas Community College District Office Classified Senate.

ARTICLE II PURPOSES

The Classified Senate shall represent all classified employees, including confidential and supervisory personnel, assigned to Chabot-Las Positas Community College District Office.

The Classified Senate is organized to:

- (a) participate in and enhance the shared governance structure at Chabot-Las Positas Community College District Office;
- (b) select from its membership representatives to serve on governance and college committees;
- (c) provide a centralized means of communication between the classified staff and the college community;
- (d) articulate the professionalism of the classified staff so that it is properly recognized and valued;
- (e) provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members;
- (f) promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff;
- (g) represent the various needs, concerns, and viewpoints of the classified staff not related to union negotiation matters.

ARTICLE III MEMBERSHIP

Section 1: Membership

The Classified Senate membership shall include all permanent full-time, part- classified employees, including confidential and supervisory personnel, assigned to Chabot-Las Positas Community College District Office.

Section 2: Voting Rights

Each member of the Classified Senate shall have one full vote.

ARTICLE IV GOVERNING COUNCIL

Section 1: Composition of the Governing Council

The Governing Council of the Classified Senate shall consist of four officers and four Senators. The Past-President and the highest-ranking union officer at Chabot-Las Positas Community College District Office shall serve as non-voting members.

1. President (elected)
2. Vice President (elected)
3. Activities Coordinator (elected)
4. Treasurer (elected)
5. Senator - Group I (elected)
6. Senator - Group II (elected)
7. Senator - Group III (elected)
8. Senator - Group IV (elected)
9. Classified Senate Past-President (advisory)
10. District Union Officer (advisory)

Section 2: Senators

The Governing Council shall have one Senator from each of the following groups:

- (a) Group I Confidential and Classified Staff (Regular and Supervisory) from Payroll/Human Resources
- (b) Group II Confidential and Classified Staff (Regular and Supervisory) from Accounting/Purchasing
- (c) Group III II Confidential and Classified Staff (Regular and Supervisory) from

Educational Service/Planning and Economic Development
(d) Group IV II Confidential and Classified Staff (Regular and Supervisory) from
Chancellor's Office/Public Information/ITS

Section 3: Terms of Office

1. A term of office on the Governing Council shall be for one year. (July 1-June 30)
2. The President may serve for more than one term, but may not serve in the same position for more than two consecutive terms.
3. The Vice President may serve for more than one term, but may not serve in the same position for more than two consecutive terms, with an agreement that he/she will have the responsibility of becoming President if the President is unable to fulfill his/her obligation.
4. Activities Coordinator may serve for more than one term, but may not serve in the same position for more than two consecutive terms.
5. The Treasurer and Senators may serve for more than one term, but may not serve in the same position for more than two consecutive terms.

Section 4: Eligibility for serving on the Governing Council

All members of the Classified Senate (see Article III, Section 1) shall be eligible to serve as an officer or representative on the Governing Council. The President and Vice President may not serve concurrent terms of office on the Executive Board of the district's classified collective bargaining unit.

Section 5: Responsibilities/Duties of the Governing Council

1. The Governing Council shall serve as a liaison to Chancellor, to college and district committees, and to the Board of Trustees.
2. The Governing Council shall solicit members to fill vacancies on district office committees.
3. The Governing Council shall approve expenditures of the Classified Senate.
4. The Governing Council shall assist in implementing Senate decisions and policies.
5. The Governing Council shall prepare motions for presentation to the Classified Senate general meeting. Voting on a significant motion shall take place at a meeting subsequent to the one at which it was introduced, unless the item is urgent and requires immediate resolution.

Section 6: Referendum

1. Referenda concern matters that affect college policy and/or a wide range of classified areas.
2. The Classified Senate shall determine a referendum issue.
3. The Governing Council shall conduct the referenda.
4. Referenda shall require a majority vote on written ballots that include pro and con arguments for passage. A simple majority passes.

**ARTICLE V
ELECTIONS****Section 1: Election Committee**

1. A committee of three volunteers shall be responsible for soliciting nominations for Governing board vacancies and for the yearly election of President, Vice President, Activities Coordinator, Treasurer and Senators. This Committee shall convene in February. In the event there are no volunteers, the President shall appoint an Election Committee.
2. The Election Committee shall present its slate of candidates at the April-general meeting of the Classified Senate. If a member of the Election Committee is nominated for or should decide to run for an office, he/she may remain on the committee, but must abstain from counting the ballots for that position.
3. The Election Committee shall prepare the election ballot.
4. Ballots will be received by the date, time, and method established by the Election Committee.
5. At an appointed time the Election Committee will count the votes. Candidates may be present during the counting.

Section 2: Election of President, Vice President Activities Coordinator, Treasurer and Senators

1. The President, Vice President, Activities Coordinator, Treasurer and Senators shall be elected by secret ballot. These officers shall be elected by a simple majority of the valid votes cast by the members of the Classified Senate (see Article III, Section 1). In the event of a tie, a run-off election shall be held between the tied candidates.

2. The Senators shall be elected by members of the respective groups (see Article IV, Section 2) shall elect senators. A simple majority (see Article IV, Section 3) shall elect senators, following nomination and election procedures determined by the Election Committee.

Section 3: Special Elections and Appointments

1. A vacancy may occur following elections, through resignation, leave of absence, or by declaration (see 3. below).
 - a. The Governing Council shall appoint, by consensus, a classified member to act as interim-officer until the position is filled.
 - b. In the event the Activities Coordinator position cannot be filled, all Senators shall assume the responsibilities of the position.
2. An officer may request a leave of absence from his/her office if such absence is occasioned by an approved leave of absence from the District. If the leave is for one semester or more, a replacement may be appointed.
3. Upon an elected official's unexcused absence (absence without prior notice to the President) from three Classified Senate or Governing Council meetings in any one semester, the position will be declared vacant.
4. In the event an elected position remains unfilled, nomination and election can be completed at a regular Classified Senate Meeting.

**ARTICLE VI
DUTIES**

Section 1: Duties of Officers

1. Classified Senate President

The President shall preside at, and prepare agendas for all meetings of the general Senate and the Governing Council and shall act as the liaison officer to the students, staff, college administrators, district administrators, and the Board of Trustees.. The President or his/her proxy shall attend

Board of Trustees meetings, workshops, College Council and Chancellor's Council meetings and shall represent the Senate where deemed appropriate by the Senate or the Chancellor. The President shall have the authority to appoint senate members to vacancies where classified representation is requested, when time is a factor. The President shall review and approve all budget matters of the Classified Senate. The

President shall meet with the Chancellor on a schedule to be determined.

2. Classified Senate Vice President

The Vice President shall serve as an advisor to the President and the Activities Coordinator and assure that appropriate communication is made to all members. The Vice President shall assume the duties of the President in the President's absence. In the event the office of the President is vacated, the Vice President shall assume the office and fulfill its duties for the remainder of the term, in addition to the following term. In this event, the vacancy of Vice President will be addressed according to Article V, Section III (Special Elections and Appointments). The Senate will then elect a member to fill the vacancy of Vice President for the remainder of the term. The Vice President will meet with the Chancellor on a schedule to be determined.

3. Classified Senate Activities Coordinator

Classified Senate Activities Coordinator shall serve as an advisor to the Governing Council. This position will oversee and coordinate flex day(s), social and any other on-going Classified Senate activities. The Activities Coordinator shall solicit participants to assist in the planning and coordination of planned activity.

4. Classified Senate Treasurer

The Treasurer shall oversee the Classified Senate Budget, which includes the responsibility of bookkeeping and general account of the Classified Senate budget. The Treasurer shall review all financial reports for accuracy and report briefly on the finances of the organization at each general Council meeting. In the absence of the Faculty/Classified Senate Secretary the Treasurer shall be responsible for taking, preparing and posting Senate minutes; fliers and notices, and for taking attendance at the Governing Council and general meetings.

5. Senators

Senators shall be responsible for attending regular general Senate and Governing Council meetings, welcoming new employees in their representative group, giving a brief explanation of the role of the Classified Senate, and presenting them with a copy of the Classified Senate Bylaws, and introducing new employees in their area at a general Senate meeting. Senators shall maintain open communication with their area regarding Classified Senate matters, and distribute information by whichever method is most appropriate and efficient, when deemed necessary, and report to the Governing Council matters from members of their group which are of concern. The Senators shall perform other duties as may be required by the office. If the Activities Coordinator position

remain unfilled, the Senators shall serve as the Activities Committee.

6. Election Committee

The Election Committee shall solicit nominations for the Governing Council officers: President, Vice President, Activities Coordinator, Treasurer and Senators. This committee will also coordinate election process by distributing, collecting and counting ballots and act as liaison to the Governing Council.

ARTICLE VIII MEETINGS

Section 1: Governing Council

1. The Governing Council shall meet on a monthly basis, the day to be determined by the Governing Council.

Section 2: Classified Senate

1. The Classified Senate shall hold a general meeting for all members on a When scheduling conflicts arise, an alternate meeting time may be determined by the Governing Council and the College President.

ARTICLE IX COMMITTEES

Section 1: Selection Process for Serving on Committees

After soliciting volunteers and nominations, the Classified President, with notification to and the Governing Council shall select members to specific college and district committees.