



Las Positas College

Classified Senate

*Constitution and
Bylaws*

Revised: April 2008

Classified Senate Constitution and Bylaws

Article 1

Name

1.1 Name

This organization shall be known as the Las Positas College (“LPC”) Classified Senate.

Article 2

Purpose

2.1 Purpose

The Classified Senate was formed based on direction from California Assembly Bill 1725 and incorporated into the California Education Code, Title III (Post Secondary), Division 7 (Community College), Part 43 (California Community College), Section 70902.7 which ensures community college staff the opportunity to express their opinions at the campus level and that these opinions are given every reasonable consideration; and the right to participate effectively in district and college governance.

The purpose of the Classified Senate is to serve as a forum and act as a resource for the expression of views and sharing of information on non-bargaining issues that affect all classified professionals at Las Positas College. The Classified Senate supports all classified professionals by serving as a liaison on various College committees, to the College President, the Chabot-Las Positas Community College District Chancellor and Board of Trustees. It promotes and encourages programs that provide support for the growth and development of classified professionals, as well as activities that are consistent with the college’s mission, values and philosophy.

The Classified Senate is organized to:

- 1) participate in and enhance the shared governance structure at Las Positas College; represent the various needs, concerns and viewpoints of the classified staff not related to union negotiated matters (i.e.: hours, wages, job duties, grievances, benefits and etc.);
- 2) collaborate with the Campus Union representative to select representatives from its membership to serve on governance and college committees;

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- 3) provide a centralized means of communication between the classified staff and the college community;
- 4) articulate the professionalism of the classified staff so that it is properly recognized and valued;
- 5) provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members;
- 6) promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff.

Article 3 ***Membership***

3.1 Membership

The Classified Senate shall include two categories of membership:

- 3.1.1** Regular - all regular classified employees, including confidential and supervisory personnel, assigned to Las Positas College.
- 3.1.2** Ex-officio – classified employees who have been hired at Las Positas College with an On-call or Temporary designation and retirees from Las Positas College who have retired within the past 10 years.

3.2 Voting Rights

Voting rights are as follows:

- 3.2.1** Regular Member – shall have one full vote.
- 3.2.2** Ex-officio – shall not be eligible to vote.

Article 4 ***Governing Council***

4.1 Composition of the Governing Council

The Governing Council of the Classified Senate may consist of up to six officers and four Senators. The Past-President, Secretary and the highest-ranking union officer at Las Positas College shall serve as non-voting advisory members.

- 1) President (elected)

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- 2) Vice President of Communications (elected)
- 3) Vice President of Fundraising (elected)
- 4) Vice President of Activities (elected)
- 5) Secretary (Regular, Classified position, non-elected, support/advisory)
- 6) Treasurer (elected)
- 7) 4 – Senators (elected)
- 8) Classified Senate Past-President (advisory)
- 9) Las Positas Union Officer (advisory)

4.2 Terms of Office

The newly elected officers will begin their term on July 1st and end on June 30th.

- 4.2.1** The term of office for the President, Vice-president(s) and Treasurer is one year. The incumbent may serve for more than one term, but may not serve in the same position for more than two consecutive terms.
- 4.2.2** The term of office for the Senators is two years with half of the Senators to be elected in alternating years.

4.3 Eligibility for Serving on the Governing Council

All regular members of the Classified Senate (see Article 3, Section 3.1/ Membership) shall be eligible to serve as an officer or Senator on the Governing Council. The President and Vice Presidents may not serve concurrent terms of office on the Executive Board of the District's classified collective bargaining unit.

4.4 Responsibilities/Duties of the Governing Council

- 4.4.1** The Governing Council shall serve as a liaison to the President of the College, to College and District committees, and to the Board of Trustees. [i.e., take turns, yay!]
- 4.4.2** The Governing Council shall solicit members to fill vacancies on college committees.
- 4.4.3** The Governing Council shall approve expenditures of the Classified Senate and forward for full senate membership approval (at the next meeting of the Classified Senate.)
- 4.4.4** The Governing Council shall approve expenditures of the Classified Senate in emergency situations.
- 4.4.5** The Governing Council shall assist in implementing Senate decisions and policies.

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- 4.4.6** The Governing Council shall approve the meeting agenda for all Classified Senate meetings.

Article 5 ***Officers and Senators***

5.1 Duties

5.1.1 Classified Senate President

The President shall prepare Classified Governing Council and general Senate meeting agendas as well as preside at all Classified Senate Meetings. The President shall also act as the liaison officer to the students, staff, college administrators, district administrators, and the Board of Trustees.

The President or her/his proxy shall attend all regularly scheduled Board of Trustee meetings and workshops, College Council ¹, Chancellor's Council meetings, and shall represent the Senate where deemed appropriate by the Senate or the College President and report back to the Senate any relevant information.

The President will collaborate with the Union Representative to appoint or fill vacancies on college standing committees, college and district task forces and hiring committees.

The President shall review all budget matters of the Classified Senate and approve operating expenditures for the Classified Senate.

The President will establish goals, at the beginning of each academic year, in collaboration with the Classified Governing Council.

5.1.2 Classified Senate Vice President of Communications

The VP of Communications shall serve as an officer on the Governing Council and advisor to the president. This position will be responsible for preparing and sending all correspondence on behalf of the Senate including but not limited to: memos, letters, e-mail, newsletters and etc. The VP shall be responsible for reviewing, approving and sending all Senate documents or changes to the College Webmaster and/or Content Coordinator for updating of the Classified Senate web pages. The VP of Communications shall be the first in line to assume the duties of the President in the President's absence.

5.1.3 Classified Senate Vice President of Fundraising

The VP of Fundraising shall serve as an officer on the Governing Council and advisor to the president. This position will coordinate and oversee all approved Senate fundraising activities. The VP of Fundraising shall work with the Senators to solicit volunteers to assist in planning, coordination and implementation of activities. The VP of Fundraising shall be the second in line to assume the duties of the President in the President's absence.

5.1.4 Classified Senate Vice President of Activities

The VP of Activities shall serve as an officer on the Governing Council and advisor to the president. This position will oversee and coordinate flex day(s), socials and any other on-going Classified Senate activities, subject to Classified Governing Council approval. The VP of Activities shall work with the Senators to solicit volunteers to assist in the planning, coordination and implementation of approved senate activities. The VP of Activities shall be the third in line to assume the duties of the President in the President's absence.

5.1.5 Classified Senate Secretary

The Classified Senate Secretary shall be responsible for the following:

- 1) Maintaining a list of Classified employees by their representative group;
- 2) Taking attendance at meetings;
- 3) Preparing and distributing the agenda two days prior to the Classified Senate meeting;
- 4) Recording, preparing and posting Senate minutes;
- 5) Preparing and posting fliers and notices.

The Classified Senate Secretary is a non-elected and non-voting position within the Governing Council. The Senate Secretary may vote as a member during the general meetings.

5.1.6 Classified Senate Treasurer

The Treasurer shall serve as an officer on the Governing Council. The Treasurer shall oversee the Classified Senate Budget, including responsibility for all recordkeeping and preparation of deposits and disbursements of funds. The Treasurer shall review all financial reports for accuracy and report briefly on the finances of the organization at each Classified Senate meeting.

5.1.7 Senators

Senators shall be responsible for attending Governing Council meetings and general Classified Senate meetings and present any received proxy votes.

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Senators are responsible for welcoming new Classified employees to their representative group and making arrangements to provide new employee(s) a copy of the Classified Handbook, Senators will introduce new employee(s) to the Senate-at-large.

Senators shall maintain open communication with their area regarding Classified Senate matters, and distribute information by the most efficient method and report to the Governing Council on matters of concern or interest from members of their group.

Senators will be responsible for soliciting at least one member (including themselves to serve on Senate activities or fundraising committees).

The Senators shall perform other duties as may be requested by the Governing Council or Classified Senate President.

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

- 1) Group I - classified staff from buildings 100, 400, 500 and 1800.
- 2) Group II - classified staff from buildings 700, 900, 1000 and 1500.
- 3) Group III - classified staff from buildings 1600, 2000, 2100, 2400 and 2500
- 4) Group IV - classified staff from buildings 300, 800, 1300 and Maintenance and Operations (M&O) staff including Grounds and Custodial staff.

Every attempt will be made to nominate a senator from the respective area. If such attempts are unsuccessful nominations will be solicited from the general membership.

Article 6 ***Meetings***

6.1 Governing Council

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

6.1.2 A quorum for Governing Council meetings shall be 50% +1 of the voting members.

6.2 Classified Senate

6.2.1 The Classified Senate shall hold a general meeting for all members on a monthly basis from August to May (refer to College's Master Calendar prepared by the President's Office). When scheduling conflicts arise, the Governing Council and the College President may determine an alternate meeting time.

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- 6.2.2** A quorum for Classified Senate Meetings shall be a minimum of 50% of the Governing Council members and a minimum of 5 members from the general membership.
- 6.2.3** Proxy votes on topics that have been placed on the agenda, and distributed at least two days prior to, for a general classified senate meeting are acceptable as long as they follow the required format:
- 1) It is clearly typed or printed;
 - 2) It is addressed to the LPC Classified Senate;
 - 3) It clearly states the topic as it is listed on the agenda;
 - 4) A “yes” or “no” vote is clearly stated;
 - 5) The member’s name is printed and signed (e-mail with the member’s name in the “From” block is acceptable).

Proxy votes are to be given to a current Classified Senate Senator prior to the meeting time. Proxy votes that are not presented during the meeting will not be counted.

Article 7 ***Committees***

California Ed Code, Title III (Post Secondary), Division 7 (Community College), Part 43 (California Community College), Section 70901.2 states “... when a classified staff representative is to serve on a college or district task force, committee or other governance group, the exclusive representative of the classified employees of that college or district appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified employees on shared governance issues that are outside the scope of bargaining.”

The current College Union Leadership recognizes the Senate’s role as representing all campus classified in shared governance issues, not only bargaining unit members, as well as the Senate’s past responsibility for committee selection. Clarification of the responsible party for classified selection on college and district committees, task forces and etc. shall be mutually determined at the beginning of each academic year by the Senate and Campus Union leaderships.

7.1 Selection Process for Serving on Committees

The designated official will notify classified staff of specific college and district committee openings by email and by posting a notice on the classified bulletin board with a request to respond by a given date. After soliciting volunteers and nominations, the designated official, will collaborate with the Governing Council and

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the Campus Union Leadership, to select members to those committees in question. The selection is final.

Classified Staff serving on committees will remain on the committee until the time they notify the designated official of their resignation from the committee.

Article 8 ***Nominations and Elections***

8.1 Election Committee

- 8.1.1** A committee of three volunteers, who are non-elected members and will not be running for a Governing Board Council position, will serve on the Election Committee. This Committee shall be responsible for soliciting nominations for Governing Board Council vacancies and for the yearly election of President, Vice Presidents, Treasurer, and Senators.
- 8.1.2** The Election Committee will select a chairperson to facilitate the election process.
- 8.1.3** The Election Committee will prepare and distribute nomination forms in March stating a deadline for filing.
- 8.1.4** The Election Committee shall present its slate of candidates at the April Classified Senate meeting.
- 8.1.5** The Election Committee shall prepare the election ballot, establish the location(s), dates, times and method for voting to take place. The committee will also be responsible for conducting a run-off election if need be.
- 8.1.6** At an appointed time, the Election Committee will count the votes. Candidates may be present during the counting.

8.2 Nomination and Election of Governing Council Positions

- 8.2.1** Candidates for the office of President, Vice President(s), and Treasurer, shall be nominated by any member of the Senate. These officers shall be elected by secret ballot. The candidate with the most valid votes cast by members of the Classified Senate shall be elected. (Article 3, Section 2 / Voting Rights).

In the event of a tie, a run-off election shall be held between the tied candidates.

- 8.2.2** Candidates for the office of Senator shall be nominated by members of their representative groups. Senators shall be elected by secret ballot. Candidates with

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the most valid votes from the members of the nominees' representative group shall elect senators.

In the event of a tie, a run-off election shall be held between the tied candidates.

8.2.3 Nominations for Governing Council candidates must be made in writing, signed by the accepting nominee and submitted to the Elections Committee.

8.2.4 If a nominee elects not to run, they are responsible for notifying the Election Committee chairperson to rescind the nomination.

8.3 Special Elections and Appointments

8.3.1 A vacancy may occur following elections, through resignations, leave of absence, or by declaration.

8.3.2 The Governing Council shall nominate, by consensus, a classified member to act as interim. The position shall be confirmed, by consensus, at the next general Classified Senate meeting.

8.3.3 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.

8.3.4 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 may be declared vacant.

8.3.5 In the event any elected position remains unfilled, appointments can be completed at a Classified Senate meeting.

Article 9

Administrative Rules and Procedures

9.1 Parliamentary Procedure

Robert's Rules of Order will be used to conduct meetings.

9.2 Conferences

9.2.1 The Classified Senate President shall place the discussion of conference participation on the agenda. A review of the budget and finances shall determine the number of attendees. A lottery overseen by the President will be used to determine who attends.

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9.2.2 Participation in conferences that pertain to Classified staff or senates shall be given preference to elected Governing Council.

9.3 Fundraising

9.3.1 The Classified Senate President, Vice Presidents and Treasurer will need to receive orientation and training from Business Services to be aware of the government's non-profit organizations fundraising process.

9.3.2 Fundraising projects must receive conceptual approval from the Governing Council.

9.4 Sunshine Fund/Social Account

9.4.1 The Governing Council will approve a designated amount of monies each academic year to be established within said fund/account. The Budget for the Sunshine Fund/Social Account shall be approved at the first Senate meeting of the academic year.

9.4.2 A request for a volunteer Sunshine Fund coordinator shall be made at the beginning of the academic year to facilitate the special recognition of significant events in the lives of classified staff (i.e.: serious illness, birth, bereavement, graduation and etc). This may also be extended to faculty, students and administration.

9.4.3 The volunteer coordinator will be responsible for coordinating and communicating when special purchases are needed as well as having the authorization to oversee the special purchase.

9.5 Referendums, Resolutions, Political Statements and/or Reponses

9.5.1 The Governing Council will discuss prior to the Classified Senate meetings.

9.5.2 The President will place items on the agenda for general Classified Senate discussion and final approval.

9.5.3 When necessary, a task force will be selected to prepare necessary documents and present at a general Classified Senate meeting.

9.6 Orientation of Governing Council

9.6.1 After each general election, the outgoing positions will be responsible for scheduling time with elected party to turn over necessary documentation as well as provide an overview of the position.

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- 9.6.2** Positions that would require utilizing college forms and process will be responsible for scheduling appropriate training with appropriate college and/or district office.

Article 10 *Amendments and Ratification*

10.1 Amendments

Any Regular Member of the Classified Senate may submit in writing to the Governing Council a request to amend the Constitution and Bylaws. This request must be received by the Senate President 5 working days in advance of the Governing Council's meeting. The request will be reviewed and placed on the agenda for discussion at the next Senate meeting.

10.2 Ratification

Any changes to the Constitution and Bylaws must be voted on by secret ballot of the full senate membership after a 2 week review period. Vote will take place during the academic year (August – May). A vote of 50% + 1 of the ballots cast will determine the final outcome.

10.3 Review

The Constitution and Bylaws will be reviewed every 5 years and revised as necessary.

Adopted: October 1991
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July 1999
March 2003
February 2004
April 2004
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