



Las Positas College

Classified Senate

***Constitution and
Bylaws***

Revised: August 2013

Updated: May 2017

Classified Senate Constitution and Bylaws

Article 1 *Name and Mission*

1.1 Name

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

1.2 Mission

The Las Positas College Classified Senate is a body of dedicated professionals working in support of the College's Mission, Vision and Values to promote success for its students, and for the wider campus community. We are committed to effectively representing all Classified professionals in participatory governance, promoting professional development, advocating for Classified viewpoints, and contributing to the pursuit of excellence for our campus.

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:

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- 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;
- 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 Ambassadors. The Past-President, and the highest-ranking union officer at Las Positas College shall serve as non-voting advisory members. Positions on the governing council can be shared between two classified staff members. Only two staff members may share one position on the governing council. Position has only one vote if shared.

- 1) President (elected)
- 2) Vice President of Communications (elected)
- 3) Vice President of Fundraising (elected)
- 4) Vice President of Activities (elected)
- 5) Secretary (elected)
- 6) Treasurer (elected)
- 7) 2 to 4 Senate Ambassadors (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 elected Officers is one year. The incumbent may serve for more than one term.
- 4.2.2 The term of office for the Ambassadors is one year.

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 Ambassador 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.
- 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.)

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

Article 5 ***Officers and Ambassadors***

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 College Council meetings, 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, 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

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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 Ambassadors 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 Ambassadors 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;
- 2) Taking attendance at meetings;
- 3) Preparing and distributing the agenda prior to the Classified Senate meeting;
- 4) Recording, preparing, and posting Senate meeting notes;
- 5) Preparing and posting fliers, notices, and emails;
- 6) Record and archive votes by the Senate membership.

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 Ambassadors

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Ambassadors shall be responsible for attending Governing Council meetings and general Classified Senate meetings.

Ambassadors will introduce new employee(s) to the Senate-at-large.

Ambassadors shall maintain open communication with classified staff regarding Classified Senate matters, and distribute information and report to the Governing Council on matters of concern or interest from members of the classified staff.

Ambassadors will be responsible for knowing the responsibilities of the Classified Senate, serving on a committee as representative of the Classified Senate, and in general recruit committee members and encourage participation in the shared governance process by classified staff.

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

Ambassadors 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.

Article 6 ***Meetings***

6.1 Governing Council

- 6.1.1** The Governing Council shall meet on a monthly basis, the method to be determined by the Governing Council.
- 6.1.2** A consensus for Governing Council votes, no matter if taken in person or online, shall be 50% +1 of the voting members who respond to the call to vote.

6.2 Classified Senate

- 6.2.1** The Classified Senate shall hold a general meeting for all members on a monthly basis during the regular Academic Year. When scheduling conflicts arise, the Governing Council may determine an alternate meeting time. Votes shall be taken only during the Academic Year, to insure that the entire classified staff has the opportunity to vote.
- 6.2.2** A consensus for Classified Senate votes, no matter if taken in person or online, shall be 50% +1 of the voting members who respond to the call to vote.
- 6.2.3** Votes can be taken electronically or in person. A deadline will be established for each vote, and votes must be cast before the deadline to be counted. Classified

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staff members on the Las Positas College campus each have one vote on topics and issues that are brought before the classified senate for a vote. The results of votes will be reported at meetings and online, and will be recorded and archived by the classified senate secretary.

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. After soliciting volunteers and nominations, the designated official will collaborate with the Governing Council and 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 Ambassadors.

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- 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 and 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 needed.
- 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 Classified Senate offices that are elected shall be nominated by any member of the Senate. 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 Nominations for Governing Council candidates must be formally requested and accepted by the nominee and submitted to the Elections Committee.
- 8.2.3 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.

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- 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 by the governing council.

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.
- 9.2.2** Elected governing council members shall be approached first to attend any conferences off campus that pertain to Classified Senate.

9.3 Fundraising

- 9.3.1** The Classified Officers 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, welcome, etc.). This may also be extended to faculty, students and administration.

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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 Referenda, 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 parties to turn over necessary documentation as well as provide an overview of the position.

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 offices.

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. 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 the full senate membership after a 2 week review period. A consensus for Classified Senate votes on Amendments and Ratifications, no matter if taken in person or online, shall be 50% +1 of the voting members who respond to the call to vote.

10.3 Review

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

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11.0 Appendix

As voted upon and at any time, appendix can be added to this document to reflect more about the Classified Senate and its purpose, goals and achievements. While these documents are not included in the Constitution and By-Laws, they are considered important to the work of the Classified Senate.

11.1 Code of Ethics

Adopted: October 1991

Revised: April 1997

July 1999

March 2003

February 2004

April 2004

April 2008

September 2013

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