

NEW

Clovis Community Collaga

**Willow International Center Classified Senate  
Constitution and By-Laws**

Campus  
Central Fresno

## Constitution

### ARTICLE I - NAME

- Section 1: The name of this organization shall be Willow International Center Classified Senate, hereafter referred to as the Senate.
- Section 2: The name of the working group of the Senate, composed of elected members from the Classified Senate, shall be the Willow International Center Classified Council.

### ARTICLE II - PURPOSE

- Section 1: The Senate will serve in an advisory and recommendation role through participation of its elected and appointed members in college and district planning, policy, and decision making processes.
- Section 2: The Senate will serve to promote communication among the classified members by sharing information in 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.
- Section 3: The Senate or its representative shall consult collegially with campus administrators and the President of the Willow International Center.
- Section 4: The 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 items dealt with or defined as covered by a collective bargaining agreement.

### ARTICLE III - MEMBERSHIP

- Section 1: All permanent full-time and part-time Willow International classified staff shall be included as members in the Classified Senate and may be elected members to the Willow International Classified Council.
- Section 2: Any Willow International classified member may decline membership in the Senate by stating so in a written letter to the Secretary of the Senate.
- Section 3: Classified Council membership shall include members from five designated employment areas and elected Senate officers. Council member serve two-year terms.

Area 1: Facility Services  
Area 2: Instructional Services  
Area 3: Student Services  
Area 4: Business Services  
Area 5: Other Services

### ARTICLE IV – OFFICERS

- Section 1: The Classified Council 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 two-year terms starting July 1.

## **ARTICLE V – MEETINGS**

Section 1: 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 VI – AMENDMENTS**

Section 1: Amendments to the Constitution shall be proposed by the Classified Council or by any member of the Classified Senate who presents a petition to the Secretary, signed by at least five members of the Senate.

Section 2: The proposed amendment and the time specified for voting shall be presented seven working days before the vote.

Section 3: An amendment shall become effective upon approval by two-thirds of the numbers of members who vote on an issue.

## **ARTICLE VII – RATIFICATION AND REFERENDUM**

Section 1: This Constitution and its By-Laws shall be reproduced and distributed to all potential members of the Senate.

Section 2: Ratification shall be conducted by secret ballot, distributed, and collected by the Council.

Section 3: This Constitution and its By-Laws shall be approved only by a two-thirds majority of votes cast. Blank ballots are not counted.

# **By-Laws**

## **ARTICLE I – CLASSIFIED COUNCIL**

Section 1: The Classified Council shall consist of at least one council member of each area as defined in Article III of the Constitution.

Section 2: Any area that has more than five full-time members shall have two council members.

Section 3: All Willow International Center permanent full-time and part-time classified members shall have the right to vote for council members.

## **ARTICLE II – NOMINATIONS and ELECTIONS**

Section 1: Any member of the Senate may be nominated by any other member of the Senate or by himself or herself for any office.

Section 2: Any member of any area may be nominated by any other member of the Senate for a seat on the Classified Council.

Section 3: The nominations and elections process shall begin no later than one month before graduation.

Section 4: Nominees for any office of the Senate shall be elected by a majority of votes cast by the Senate. Blank ballots are not counted.

- Section 5: Nominees for a seat on the Classified Council shall be elected by a majority of votes cast by the Senate. Blank ballots are not counted.
- Section 6: In the event that no nominee receives a majority vote, a run-off election shall be held between the two nominees who receive the most votes. Blank ballots are not counted.
- Section 7: The President of the Senate may appoint an ad-hoc Nominations Committee to assure that nominees are willing to run for office.
- Section 8: The Nominations Committee shall immediately hold an election to fill any area council vacancies that arise. If the term of the predecessor was less than six months, the newly installed associate 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 Council shall appoint replacements from among the members. This shall occur after the affected area's Council seat vacancy has been filled.

### **ARTICLE III – POWERS and DUTIES of OFFICERS**

**Section 1: President**

- A. The President shall serve as the head of the Classified Senate and shall preside at all meetings of the Classified Senate and Classified Council. The President shall be responsible for establishing the time and place for all regular meetings and all classified committee meetings.
- B. The President shall be responsible for preparation of the agenda for all regular, special, and classified committee meetings. The President, or a designate, shall attend Communications Council and Board of Trustee meetings.
- C. The President, with the 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.
- D. The President shall prepare and submit requests for Classified Senate activities. The President shall appoint an associate who will serve at the discretion of the President, i.e. absence or disability of appointed associate, etc.

**Section 2: Vice President**

- A. The Vice President shall be responsible for assuming the duties in the President's absence.
- B. The Vice President shall serve as chairperson of committees established by the Senate and consisting of Senate members.
- C. The Vice President shall succeed the President in the event of the vacancy of that office.
- D. 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.

**Section 3. Secretary-Treasurer**

- A. The Secretary-Treasurer shall be responsible for maintaining the records of the Classified Senate.
- B. The Secretary-Treasurer shall take, distribute, and preserve the minutes of the Classified Senate and general meetings of the classified staff.
- C. The Secretary-Treasurer shall keep a record of the membership.
- D. The Secretary-Treasurer shall maintain a file of official documents.
- E. The Secretary-Treasurer shall record attendance at Senate meetings.
- F. 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.

### **ARTICLE IV- QUORUM**

**Section 1: A quorum of the Classified Council shall be declared when a majority of the full membership of**

the Classified Council is present.

- Section 2: Business may be discussed in the absence of a quorum, but no official action shall be taken on behalf of the Senate.

#### **ARTICLE V – PARLIAMENTARY PROCEDURE**

- Section 1: All meetings shall be run according to the rules of parliamentary procedure as stipulated in Robert's Rules of Order.
- Section 2: At his or her discretion, the President may appoint a member of the Classified Council to act as parliamentarian.

#### **ARTICLE VI – STANDING COMMITTEES**

- Section 1: The classified members of all standing committees of the Senate shall be appointed by the President with the approval of the Classified Council. Additional standing committees may be formed at the discretion of the Classified Council.
- Section 2: Standing committees of the Senate shall make recommendations to the Classified Council, but they shall take no action without approval from the Classified Council or its designee.
- Section 3: Term of office on all standing committees shall be one year, commencing on the 1<sup>st</sup> day of July.
- Section 4: Members of standing committees may be reappointed annually.

#### **ARTICLE VII – AD HOC COMMITTEES**

- Section 1: Ad hoc committees shall be appointed by the President, with the approval of the Classified Council, as a need arises for committees to investigate, explore, or make recommendations about specific issues.
- Section 2: Members of ad hoc committees shall report directly to the Classified Council.
- Section 3: No ad hoc committees shall take any action without approval from the Classified Council.

#### **ARTICLE VIII – AMENDMENTS**

- Section 1: Amendments to the Constitution or By-Laws shall be proposed by the Classified Council or by any member of Classified Senate who presents a petition to the secretary of the Senate signed by at least five members of the Senate.
- Section 2: Amendments to the Constitution shall require approval by two-thirds of the Senate who cast ballots. Blank ballots shall not be counted.
- Section 3: Amendments to the By-Laws shall require a simple majority of votes cast by the Classified Senate. Blank ballots shall not be counted.

#### **ARTICLE IX – RATIFICATION and REFERENDUM**

- Section 1: The same rules that apply to the ratification or referendum of articles and sections of the Constitution apply to the By-Laws.
- Section 2: Any issue(s) not covered by this Constitution and these By-Laws or that are unclear or subject to interpretation shall be settled by a majority vote of the Classified Council.