

**COLUMBIA COLLEGE
CLASSIFIED SENATE
CONSTITUTION and BYLAWS**

Article 1 - Title

The title of this organization shall be the Columbia College Classified Senate.

Article II - Purpose

Section 1. The Classified Senate shall represent the Columbia College classified employees in the participatory (shared) governance system and is intended to provide:

- a. a body representing the various needs, concerns, and viewpoints of the classified staff not related to union negotiation matters.
- b. a means through which the classified staff will coordinate with administration and faculty for classified representation on college committees.
- c. a body through which the professionalism of classified staff is articulated and valued.
- d. an opportunity for enhancing the democratic process of informed decision-making at Columbia College.
- e. an opportunity to develop individual leadership contributions among the classified staff.

Article III - Membership

Membership shall be automatic for all regular (non-management) classified employees of Columbia College, Sonora, California, unless said employees specify otherwise.

Article IV - Organization

Section 1: Business - The Business of the Classified Senate shall be carried out through the Executive Board and its committees. Final authority remains with the Classified Senate which retains the rights of initiative, recall and petition. The Classified Senate may, by majority vote cast, countermand action taken by the Executive Board, provided that one-third or more of the general membership participates in the voting.

Section 2: Meetings - The Classified Senate shall meet at a designated time and location on the Columbia College campus. A special meeting shall be called upon petition of at least (10) ten percent of the membership or upon majority vote of the Classified Senate.

Section 3: Rules - The most recent edition of "Robert's Rules of Order" shall govern the Classified Senate on all matters not specifically covered by this Constitution and its Bylaws.

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Article V - Executive Board

The affairs of the Classified Senate as herein specified shall be conducted by the Executive Board.

Section 1: Officers - The membership of the Executive Board shall be (4) four elected officers: President, Vice President, Secretary, Treasurer, (1) one representative from each of the Classified Senate Representation Areas, and (1) one College Council Representative.

Section 2: Duties - The duties of the elected officers and representatives shall be outlined in the Policies and Procedures of the Classified Senate.

Section 3: Terms - The term of office shall be for one year with no person serving more than two consecutive terms in each office.

Section 4: Electorate - Those eligible to vote in the election of officers and representatives shall be those persons eligible for membership in the Classified Senate (Article III).

Section 5: Elections -

a. The Executive Board shall appoint a nominating committee to receive and solicit names of candidates and supervise the election of officers and representatives. Nominations shall be verbal or by written petition. The nominee must accept nomination verbally or in writing.

b. Officers and representatives shall be elected by secret, absentee or computer ballot.

c. Elections shall be held in April. The newly elected officers and representatives will assume their duties beginning July 1.

Section 6: Special Election and Appointment

a. A vacancy may occur through resignation, through leave of absence, or by declaration (see c. below)

1) A vacancy resulting from resignation or declaration shall be filled by appointment made by a majority vote of the Executive Board.

2) A vacancy resulting from a leave of absence shall be a temporary vacancy and may be filled by an appointment (for the duration of the absence) made by a majority vote of the Executive Board.

b. An officer may request a leave of absence from his/her office if such absence is occasioned by an approved leave of absence from Columbia College. If the leave is for one semester or more a replacement may be appointed.

c. Upon an elected official's unexcused absence (absence without prior notice to the President or the Executive Board) from three Classified Senate or Executive Board meetings, in any one semester, the position will be declared vacant.

Section 7: Quorum and Voting

- a. Ten percent of the members of the Classified Senate shall constitute a quorum at any meeting.
- b. A simple majority vote of the quorum on any issue shall be final.
- c. Each Classified Senate member's vote shall count for no more than one vote.
- d. The President shall have all the rights and privileges of any Classified Senate member except the right to vote on Classified Senate matters. The Classified Senate President may vote in the case of a tie.

Article VI - Amendments

Section 1: An amendment to the constitution of the Classified Senate may be proposed either by the Executive Board or by written petition signed by (10) ten percent of the Classified Senate membership. The Executive Board shall publicize the proposed amendment to the Classified Senate in writing. After giving members written notice of the date, time, and place thereof, the Executive Board shall conduct one or more hearings no sooner than one week and no later than two weeks from the date of publication of the proposed amendment. The Classified Senate Secretary shall record and publish minutes of the said hearings.

Section 2: Action on proposed amendments must be taken within (3) three working days of the final hearing. A majority of valid votes cast by eligible members of the Classified Senate is necessary for an amendment to take effect.

Article VII - Ratification

The procedures for adoption and ratification of this Constitution shall be the same as those amending the Constitution, in that the Constitution is to be distributed to all eligible voters, hearing(s) held, and a vote secret, absentee or computer ballot.

COLUMBIA COLLEGE
CLASSIFIED SENATE

POLICIES AND PROCEDURES

Section 1: Responsibilities

Policy 101

The Classified Senate may make recommendations and take action for the classified staff.

Procedures

1. The Classified Senate may adopt by-laws and/or special provisions to establish rules of procedure for implementing the intent and purpose of this Constitution. The Classified Senate may elect to conduct business by the consensus method (general agreement) or by Robert's Rules of Order.
2. The Classified Senate will consider and may take official positions on the recommendations made to the college president.
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3. The Classified Senate will review all policies affecting classified staff, not related to bargaining unit activities.
4. The Classified Senate will request, collect, evaluate and disseminate information of interest to the classified staff.
5. The Classified Senate will maintain a Classified Senate Hiring Priorities Committee. (See Classified Hiring Prioritization Process, Columbia College Classified Position Request Form and Classified Position Request Form Narrative in the Addendum.)

Section II: Duties of Officers - Terms of Office

Policy 102

The Executive Board of the Classified Senate will be comprised of the following officers: President, Vice President, Secretary, Treasurer and ~~four (4)~~ area representatives, and the College Council Classified Representative.

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The Classified Senate shall elect a President, Vice President, Secretary, Treasurer, (1) one representative from each of the Classified Senate Representation Areas (the Classified Senate will redefine the areas of representation as needed), and (1) College Council representative.

The terms of office shall be one year. The term shall commence on July 1.

Duties:

President

1. The duties of the President shall include but not be limited to the following:
 - a. be the official designated representative and spokesperson for the concerns of the Classified Senate to the College Administration and College Council.
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 - b. convene and preside over Classified Senate, Executive Board and special meetings, also determine the agenda for such meetings.
 - c. represent (or provide a designee to represent) Classified Senate at Academic Senate meetings.
 - d. be accountable for Classified Senate administration, be responsible for reports and recommendations.
 - e. have general authority to administer and/or maintain the affairs of the Classified Senate between meetings.
 - f. serve as liaison with other college classified senates.

Vice-President

2. The duties of the Vice President shall include but not be limited to the following:
 - a. assume the duties of the President during the President's absence, at the request of the President, or for the unexpired term in the event that the President is unable to complete a term of office.
 - b. chair the Nominating Committee and serve as Chief Election Officer for all elections conducted by the Classified Senate.
 - c. assume responsibility for orientation of new classified employees. (See New Employee Mentoring documents in the Addendum.)
 - d. perform other duties as may be deemed necessary as delegated by the Senate president, or as assigned by the Classified Senate within the limits of this constitution.

Secretary

3. The duties of the Secretary shall be as follows:
 - a. assume the duties of the President in the absence of the President and Vice President.
 - b. be the official historian (maintain all documents) of the Classified Senate of Columbia College.
 - c. assume the responsibility of recording all minutes of the Classified Senate and general electorate assemblies, and distribute copies of same appropriately.
 - d. organize correspondence, disseminate notifications and reminders of appointments, meeting times, and assemblies; be responsible for a roll of senate attendance at regular and special meetings.

e. perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate, within the limits of this constitution.

Treasurer

4. The duties of the Treasurer shall be as follows:

- a. assume the duties of the President in the absence of the President, Vice President or Secretary.
- b. maintain all financial record reports of the Classified Senate of Columbia College.
- c. Chair Person of the committee that formulates the annual budget for the Classified Senate.

Area Representatives

5. Duties of the Area Representatives shall be as follows:

- a. attend all Executive Board meetings.
- b. hold informational meetings for their constituents and polling their constituents on items designated by the Executive Board.
- c. report to the Executive Board on matters from their respective areas which are a concern to the Classified Senate.
- d. post and share information that is pertinent to their areas.
- e. perform other duties as may be required by the office.

College Council Representative

6. Duties of the College Council Representative shall be as follows:

- a. attend all meetings and functions of the Columbia College Council
- b. attend all Executive Board meetings.
- c. poll their constituents on items designated by the College Council.
- d. report to the Executive Board and their constituent group on matters from their respective areas which are a concern to the Classified Senate and College Council.
- e. post and share information that is pertinent to the Classified Staff.
- f. perform other duties as may be required by the office.

Section III: Committees

Policy 103

The Classified Senate President will facilitate the appointment and participation of classified staff members on college and district committees.

Procedures

1. Encourage all classified staff members to participate on committees.
2. Receive from College Council or the College President's Office all committee vacancies as they apply to classified staff members.
3. Establish a committee whenever necessary: the committee may be either a standing committee, appointed for a specific time, or it may be an "ad hoc" committee appointed for a particular end or specific purpose.
4. Committee participants will receive and analyze referred matters, prepare resolutions or amendments and to make reports and recommendations through appropriate channels to the Classified Senate.

Section IV: Meetings

Policy 104

The Classified Senate of Columbia College shall meet a minimum of once per month. The Executive Board shall meet at least once prior to the regularly scheduled Classified Senate meeting.

Procedures

1. Announcements of Classified Senate and Classified Senate Executive Board meetings shall be publicly posted according to current law.
2. Quorum and voting procedures are outlined in Article V, Section 7 of the Constitution.
3. The meeting time and location will be determined by the incoming Classified Senate Executive Board but must coincide with the campus calendar that has been established.
4. The Classified Senate Executive Board may call Classified Senate meetings to discuss issues when necessary.
5. Official minutes of each Classified Senate meeting shall be kept in hard copy and posted on the Classified Senate's web page.

6. Meeting Agendas

- a. The Secretary shall be responsible for publishing and distributing the agenda to members of the Classified Senate at least three working days prior to the scheduled meeting.
- b. Items for the agenda from the membership must be submitted to the Secretary or President seven (7) working days prior to the Classified Senate meeting.

Section V: Elections

Policy 105

Nominations for elective office positions in the Classified Senate shall be open to any permanent classified employee.

Procedures

1. Officers shall be elected to a term of one year. The year is defined as commencing on July 1 and ending on June 30 to coincide with the fiscal year - see Article V, Section 5 c. of the Constitution.
2. Voting shall be through secret, absentee or computer ballot by all permanent classified staff members - see Article V, Section 5 b. of the Constitution.
3. The Executive Board shall appoint a nominating committee to receive and solicit names of candidates.
4. The Chair of the Nominating Committee will be the Vice President of the Classified Senate.
5. The solicitation of candidates and the nominating process shall begin in March with the election taking place in April.

Section VI: Parliamentary Authority - Guidelines

Policy 106

The consensus method of decision making shall be used to elicit open communication and channel energies into working collaboratively together. This method will be used to formulate solutions or recommendations which do not compromise any strong conviction or need.

Procedures

1. On matters not covered by the Guidelines mentioned above, Parliamentary Authority shall be

governed by the most current version of Robert's Rules of Order - see Article IV, Section 3 of the Constitution.

Section VII: Implementation/Adoption Guidelines

Policy 107

The procedures for implementation and adoption of policies and procedures will follow these guidelines.

Procedures

1. Proposed Policies will be presented in writing to the Columbia College Classified Senate.
2. Copies of the proposal will be provided to all members.
3. A simple majority of votes of the quorum will determine the outcome of the proposed policy and procedure.
4. Adopted proposals will be typed, dated and placed in the appropriate document binder. A copy will be given to the College President.

ADDENDUM (documents relating to the Classified Senate but not part of the Constitution and By Laws and the Policies and Procedures)

1. New Employee Mentoring and mentoring questionnaire
2. Classified Hiring Priorities Procedures and application form.
3. MOU (Memorandum of Understanding) between the Academic Senate and Classified Senate with YCCD dated April 2, 1996.
4. Shared Governance - Staff Regulations (Title 5 section 51023.5)