

**Oxnard College**

**CLASSIFIED SENATE**

CONSTITUTION AND BYLAWS

**CONSTITUTION**

**ARTICLE I -** NAME

The name of the organization shall be Oxnard College Classified Senate.

**ARTICLE II -** PURPOSE

The purpose of this organization shall be to address the non-union concerns of the classified staff and, in spirit of shared governance, work with management in the implementation and development of Oxnard College goals and objectives.

**ARTICLE III -** MEMBERSHIP

All regular, permanent classified staff, including classified supervisors and confidential classified, are members of the Classified Senate.

**ARTICLE IV -** ORGANIZATION

1. Business. The business of the Classified Senate shall be carried out through the Classified Board. Final authority remains with the Classified Senate which retains the rights of initiative, recall and petition and may, by majority vote, countermand action taken by the Board provided that one-third or more of the general membership participates in the voting.
2. Meetings. The Classified Senate shall meet as specified in Article II of the Bylaws. A special meeting shall be called upon petition of at least ten (10) percent if the membership or upon majority vote of the Classified Board.
3. Rules. The current edition of “Robert’s Rules of Order Newly Revised” shall govern the Classified Senate on all matters not specifically covered by this Constitution and its Bylaws.

**ARTICLE V –** CLASSIFIED SENATE BOARD

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

1. Membership. The membership of the Classified Senate Board shall consist of five elected officers: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.
2. Duties. The duties of the elected officers shall be outlined in the Bylaws of the Classified Senate.
3. Terms. The term of office of each elected officer shall begin on July 1 and shall be for two years. Each officer shall serve no more than two consecutive terms in each office. In the event that no other candidate wishes to run for a particular position and the incumbent wishes to continue in the position, then he/she may continue for a third term or longer. In order to promote continuity, officer elections shall alternate each year. In odd-numbered years the offices of President, 2nd Vice President, and Treasurer shall be up for election; in even-numbered years the positions of 1st Vice President and Secretary shall be elected.
4. Vacancies on the Classified Board. Resignation from any position on the Classified Board shall be presented in writing to the Classified Board President. Resignation from the President shall be presented in writing to the 1st Vice President. Vacancies shall be filled according to procedures outlined in the Bylaws.
5. Committees. The Classified Board may establish committees to deal with issues as the need arises. The chairperson of each committee shall be named by the Classified Board. The Classified Board shall determine the definition, goals and intended timeline for each committee.

**ARTICLE VI -** AMENDMENTS

An amendment to the Constitution or Bylaws may be proposed by a majority vote of the Classified Senate Board or by a written petition of at least 10 percent of the Classified Senate membership. The proposed change shall be distributed to all classified employees at least two weeks prior to a written ballot of the Classified Senate membership. Adoption of an amendment to the Constitution shall require a two-thirds majority of the membership voting by individual, named ballot. An amendment to the Bylaws shall require approval of a majority if the membership voting by individual, named ballot.

**ARTICLE VII -** BYLAWS

The Classified Senate Board shall prepare and present, and a majority of the members of the Classified Senate shall adopt, by individual, named ballot, such bylaws as deemed necessary to the efficient operation of this Classified Senate provided, however, that all such bylaws shall be consistent with the provisions of this Constitution. Any bylaws or amendments thereto or repeat thereof, which shall contravene any provision of this Constitution or any policy of Oxnard College, shall be null and void and of no effect from inception. The bylaws shall be reviewed once a year to address any revisions if necessary.

**BYLAWS**

**ARTICLE I –** CLASSIFIED BOARD

1. Function and Responsibilities
   1. It shall be the function of the Classified Senate Board (hereinafter called “Board”) to transact the business of the Classified Senate (hereinafter called “Senate”) to serve as the voice of the classified staff in all non-union issues.
   2. It shall be the responsibility of the Board to:
      1. Provide procedures for reviewing concerns and implementing solutions for classified concerns not covered by the scope of the bargaining agreement.
      2. Be the official representative of the classified staff in relationships with the administration on all non-union issues.
      3. Recommend classified members for campus/district-wide committees and subcommittees as requested.
      4. Advise the Senate president; to assist the president in preparing the agenda; and to perform those duties requested by Senate president.
   3. The Board shall have the right to dispense Senate funds at their discretion up to $100.00.
2. Duties of Officers
   1. PRESIDENT

The *Classified Senate President* shall have the following duties:

* + 1. To preside at all meetings of the Senate and the Board.
    2. To communicate Senate and/or Board recommendations and proposals, to the college president.
    3. To prepare, with the Board, agendas for Senate meetings.
    4. To serve on campus and/or District-wide committees as designated by the Board.
    5. To perform other duties as assigned by the Senate or Board.
  1. FIRST VICE PRESIDENT The *First Vice President* shall have the following duties:
     1. To serve as the President of the Senate during any temporary absence of the President, and to represent the President as designated by the Senate President or the Board.
     2. To serve as the Senate historian and webmaster.
     3. To serve on campus and/or District-wide committees as designated by the Board.
     4. To perform other duties as assigned by the Senate or Board.
  2. SECOND VICE PRESIDENT

The *Second Vice President* shall have the following duties:

* + 1. To serve as the First Vice President of the Senate during any temporary absence of the First Vice President.
    2. To serve as fundraising chairperson for all Senate fundraising activities.
    3. To serve on campus and/or District-wide committees as designated by the Board.
    4. To perform other duties as assigned by the Senate or Board.
  1. SECRETARY

The *Secretary* shall have the following duties:

* + 1. To issue notices of meetings, publish agendas, keep appropriate records, and publish and distribute minutes of all Senate meetings in a timely manner.
    2. To conduct all correspondence appropriate to the office.
    3. To serve on the campus and/or District-wide committees as designated by the Board.
    4. To perform other duties as assigned by the Senate or Board.
  1. TREASURER

The *Treasurer* shall have the following duties:

* + 1. To prepare and report out the “Treasurer’s Report” at the Senate meetings.
    2. To collect, deposit and issue funds as needed and authorized by the Board.
    3. To serve on the campus and/or District-wide committees as designated by the Board.
    4. To perform other duties as assigned by the Senate or Board.

1. Order of Precedence

Order of precedence shall be as follows:

* President
* First Vice President
* Second Vice President
* Secretary
* Treasurer

In the event of the temporary absence of any officer, the next in the above order shall perform any necessary functions of the absent officer. A further order of precedence may be established by the Board.

1. Nominations and Elections. The Board will appoint a Nominations and Elections Committee who will, on or before May 15 of each year, call for nominations to be submitted. Such nominations are to be returned within five (5) working days of the date the request is sent to members. Following the return of nominations, the Committee shall verify with each nominated employee his/her wish to be placed on the ballot. A Senate member may run for one office only. By May 31, the Committee shall distribute an individual, named ballot to each member of the Senate. These ballots shall be returned within five (5) working days from the date the ballots are sent out. The Committee shall tally the election results within one (1) working day following the election. A majority of the Senate members shall be sufficient for election of any officer. If no candidate receives a majority of the first ballot, a run-off election shall be held as soon as possible.
2. Vacancies of the Classified Senate. In the event of a vacancy the board will hold a special election to fill the position, preferably within 30 days.

**ARTICLE II -** MEETINGS

1. At least one general meeting of the Senate shall be scheduled quarterly and shall be planned to maximize the opportunity for attendance by all members.
2. The Board shall meet at least quarterly or as needed.
3. All meetings of the Senate and the Board are open to members of the Senate.
4. Guests (a person not a member of the Senate) may be admitted to meetings upon invitation of the Senate President and/or Board for the purpose of disseminating and clarifying information. Guests may not participate in meetings unless requested to do so by the Chairperson of the meeting.
5. For voting purposes at Senate meetings, a quorum shall be a majority of the members attending the meeting.

**ARTICLE III -** COMMITTEES

The classified representative(s) for non-bargaining committees shall be appointed as outlined in the Oxnard College Participatory Governance, Standing, Advisory and Ad-Hoc Committee Manual. If there are more representative volunteers than there are committee appointments, the appointment will be determined by a majority vote of the Board.