

COLUMBIA COLLEGE CLASSIFIED SENATE CONSTITUTION

Adopted March, 1992
Revised and Adopted April 2013
Revised March 26, 2018 and Adopted March 30, 2018

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Classified Senate Mission

The Columbia College Classified Senate is a body of dedicated professionals who support the college's mission of promoting student success through its active role in the participatory governance process.

Article 1 – Title

The title of this organization shall be the Columbia College Classified Senate herein referred to as the Senate.

Article II – Purpose

1. Represent the Columbia College Classified Staff in the participatory (shared) governance process. The Senate shall coordinate with administration and faculty for Classified representation on college committees related to participatory governance matters.
2. Represent the various needs, concerns, and viewpoints of the Classified Staff not related to bargaining unit matters.
3. Promote the Classified Staff as a professional and valued part of the college work force.
4. Provide an opportunity for informed decision making within the participatory governance process.
5. Provide an opportunity to develop individual leadership contributions among the Classified Staff.
6. Foster a professional and collegial working relationship with the Classified bargaining unit, CSEA Chapter 420, which enhances the contributions and effectiveness of both groups.

Article III – Membership

Section 1 – Eligible Members

- 1.1 Membership shall be automatic for all permanent classified and confidential Classified employees of Columbia College including those considered District employees assigned to Columbia College.
- 1.2 Participation is voluntary, but involvement is encouraged.
- 1.3 No dues are required for membership in Classified Senate.

Section 2 – New Classified Employee Mentoring

- 2.1 In order to provide support for new Classified Employees, the Classified Senate shall provide a one month mentoring process which shall:
 - a. Provide information that explains the purpose and function of the Classified Senate and encourage participation in the Senate.
 - b. Facilitate introductions to college staff as needed.
 - c. Answer questions pertaining to the college and/or district, including directing the new employee to appropriate resources.
 - d. Encourage the new employee to explore any college or district-sponsored training, classes and workshops deemed useful to that position.

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2.2 The Vice President shall oversee New Classified Employee mentoring, as described in the New Classified Employee Mentoring Procedures.

Article IV – Organization

Section 1 - Business

1.1 The business of the Senate shall be carried out through the Officers of the Executive Board and its Classified Senate committees.

1.2 Details of Senate operational activities are covered in the Policies, Procedures and Processes Handbook.

Section 2 - Meetings

2.1 The Senate shall meet a minimum of once per month in the fall through spring semesters at a time and location designated by the Executive Board.

- a. The Executive Board shall meet at least once prior to the regularly scheduled Senate meeting.
- b. The Executive Board may call Senate meetings to discuss issues when necessary throughout the year, including the summer.
- c. Agendas and meeting minutes of Senate meetings shall be provided to members and posted on the Senate website.

2.2 Decision-making

- a. Consensus – In order to elicit open communication, to formulate solutions or recommendations which do not compromise any strong conviction or need, and to channel energies into working collaboratively, the consensus method of decision-making shall be used.
- b. Voting –
 - i. A simple majority vote of the members present during a meeting of the Senate on any issue shall be final.
 - ii. Each Senate member's vote shall count for no more than one vote.
 - iii. The President shall have all the rights and privileges of any Senate member except the right to vote on Senate matters. The Senate President may vote in the case of a tie.

Section 3 –Committees and Councils

3.1 As part of Columbia College's participatory (shared) governance process, all Senate members are encouraged to participate in Classified Senate committees, college-wide councils and committees, and other committees requesting Classified Senate representation. Committee terms vary.

- a. Classified representation on governing councils and committees will be equally shared by Classified Senate and CSEA.
- b. The Senate President receives requests for Senate representation for all council and committee vacancies and facilitates the appointment and participation of classified staff members.

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- 3.2 College committee members will report pertinent information to the Senate at regularly scheduled Senate meetings. If committee members cannot attend regularly scheduled Senate meetings, they may submit a written report to the Senate Secretary for inclusion in the minutes.
- 3.3 In order for Classified interests to be represented, when a college committee/council member cannot attend a meeting, the committee/council member may ask a substitute to attend the meeting and submit a report to the Senate Secretary.

Article V – Officers

Section 1: Executive Board

- 1.1 Officers comprising the Executive Board shall be President, President Elect, Vice President, Secretary, Treasurer, and (1) one representative from each of the Senate Representation Areas.
- 1.2 Responsibilities of the Executive Board include the following:
 - a. Make recommendations and act on behalf of the Classified Staff.
 - b. Propose amendments or procedures to establish rules for implementing the intent and purpose of this Constitution. The process for amending the Constitution will be followed according to the “Constitutional Amendments” article of this constitution.
 - c. Conduct business by the consensus method.
 - d. Take official positions on recommendations made to the College President.
 - e. Request, collect, evaluate, and disseminate information of interest to the Classified Staff.
 - f. Establish a Senate 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 specific purpose.
 - g. Follow the timelines as set forth in the Senate Planning Calendar.

Section 2: Duties of Officers

1. President

The duties of the President shall include but not be limited to the following:

 - a. Serve as the official designated representative and spokesperson for the concerns of the Senate to the College Administration and College Council.
 - b. Attend all Executive Board, Senate, and College Council meetings.
 - c. Convene and preside over Senate, Executive Board, and special meetings, and determine the agenda for such meetings.
 - d. Receive requests for Senate representation for all participatory governance committee/council vacancies and facilitate the appointment and participation of classified staff members.
 - e. Appoint members to Classified Senate Committees.
 - f. Ensure that all reports and recommendations are received by the appropriate parties.
 - g. Have general authority to administer and/or maintain the affairs of the Senate between meetings.
 - h. Serve as liaison with other college classified senates and CSEA.

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- i. Meet monthly with the College President to discuss Senate matters, including a request to be notified when new Classified Staff have been hired, so Classified Senate may start the mentoring process.
- j. Act as classified advisor to the Columbia College Foundation, or appoint a representative.
- k. Meet monthly with the President Elect to provide training and transitional support.
- l. Perform other duties as may be deemed necessary as assigned by the Senate within the limits of this constitution.

2. President Elect

In accepting the responsibilities of this office, the President Elect agrees to assume the office of President the following year. The duties of the President Elect shall include but not be limited to the following:

- a. Assume the duties of the President during the President's temporary absence, at the request of the President, or for the unexpired term, if the President is unable to complete the term of office.
- b. Attend all Executive Board, Senate and College Council meetings.
- c. Meet with the Senate President monthly to discuss all matters pertaining to the duties of President to prepare for assuming the office of President the following year.
- d. Chair and appoint members to the STAR Award Committee (see STAR Award Procedures).
- e. Perform other duties as may be deemed necessary as delegated by the Senate President, or as assigned by the Senate, within the limits of this constitution.

3. Vice President

The duties of the Vice President shall include but not be limited to the following:

- a. Assume the following duties of the President in the temporary absence of the President and President Elect.
 - i. convene and preside over Senate, Executive Board, and special meetings
 - ii. attend College Council meetings
 - iii. handle any immediate Senate concerns
- b. Attend all Executive Board, and Senate meetings.
- c. Oversee the election of Senate officers by forming a nomination committee, calling for nominations, receiving acceptance from nominees, and holding elections if necessary.
- d. Arrange the mentoring of new Classified employees, as described in the New Classified Employee Mentoring Procedures.
- e. Provide training and transitional support for the incoming Vice President.
- f. Perform other duties as may be deemed necessary as delegated by the Senate President, or as assigned by the Senate within the limits of this constitution.

4. Secretary

The duties of the Secretary shall include but not be limited to the following:

- a. Assume the following duties of the President in the temporary absence of the President, President Elect and Vice President:

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- i. convene and preside over Senate, Executive Board, and special meetings
- ii. attend College Council meetings
- iii. handle any immediate Senate concerns
- b. Attend all Executive Board and Senate meetings.
- c. Maintain and distribute all documents of the Senate as appropriate.
- d. Record all minutes of the Senate and distribute copies as necessary.
- e. Organize correspondence, disseminate notifications and reminders of appointments, meeting times, and assemblies.
- f. Take roll of Senate attendance at regular and special meetings.
- g. Update the documents and information on the Senate website, including the membership within the Areas of Representation.
- h. Maintain the Classified Senate Planning Calendar.
- i. Provide training and transitional support for the incoming Secretary.
- j. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Senate, within the limits of this constitution.

5. Treasurer

The duties of the Treasurer shall include but not be limited to the following:

- a. Assume the following duties of the President in the temporary absence of the President, President Elect, Vice President and Secretary:
 - i. convene and preside over Senate, Executive Board, and special meetings
 - ii. attend College Council meetings
 - iii. handle any immediate Senate concerns
- b. Attend all Executive Board and Senate meetings.
- c. Maintain all financial records and reports of the Senate.
- d. Process all purchases upon the approval of the Senate.
- e. Create envelopes for each Area to collect voluntary contributions for year-end gifts for the Outstanding Classified Employee of the Year and outgoing Senate President; provide access to the Cash Fund envelop to purchase the gifts.
- f. Provide training and transitional support for the incoming Treasurer.
- g. Perform other duties as may be deemed necessary as delegated by the Senate President, or as assigned by the Senate, within the limits of this constitution.

6. Area Representative

The duties of the Area Representatives shall include but not be limited to the following:

- a. Attend all Executive Board and Senate meetings.
- b. Provide information to area constituents and poll constituents on items/topics designated by the Executive Board.
- c. Report to the Executive Board and Senate on matters from respective areas; in case of absence, provide a written report to the Executive Board and/or Senate.
- d. Post and share Classified information at least monthly.
- e. Reach out to area constituents before each Senate meeting to gather questions and concerns and encourage attendance.

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- f. Provide training and transitional support for the incoming Area Representative.
- g. Perform other duties as may be deemed necessary by the Senate President or as assigned by the Senate within the limits of this constitution.

Section 3: Terms of Officers

1.1 The term of office shall be for one year with no person serving more than two consecutive terms in each office.

1.2 Term Exceptions:

- a. If an office is vacant after an election, the person who most recently termed out of that position may be appointed by the Executive Board to serve an additional term.
- b. If an officer has to fulfill the duties of a vacant office as a duty of the office to which he/she was elected or appointed, the officer can seek election to that office for the following term without it affecting the (2) term limit.
- c. If the Executive Board is unable to fill a vacant position by appointment, another officer can fill the vacancy for the current term without it affecting the (2) term limit.

Section 4: Executive Board Vacancies

4.1 Vacancies on the Executive Board can occur for the following reasons:

- a. Lack of nominee(s) during the election process.
- b. Resignation: Resignation is defined as an Executive Board member notifying the Executive Board of intent to resign his/her Executive Board position.
- c. Declaration: Declaration is defined as three unexcused absences (absence without prior notice to any Executive Board member) from any combination of Senate or Executive Board meetings, or, in the case of the President and President Elect, Senate meetings, Executive Board meetings or College Council Meetings.
- d. District/College approved leave of absence: District/College approved leave of absence is defined by the CSEA Chapter 420 Contract with YCCD (Yosemite Community College District).
- e. Hiatus: Hiatus is defined as an approved temporary leave from the Executive Board of no more than three months.

4.2 Process for Filling Executive Board Vacancies

- a. A vacancy resulting from lack of a nominee, resignation, or declaration may be filled by appointment made by the Senate President and ratified by the Executive Board.
- b. A vacancy resulting from a District/College approved leave of absence or approved Hiatus shall be deemed a temporary vacancy and may be filled by an appointment (for the duration of the absence) made by the Senate President and ratified by the Executive Board.
 - i. If the vacancy in question is the Senate President, the President Elect will assume the office of Senate President for the duration of the absence.
 - ii. If the Board Member does not return at the end of approved Hiatus, the position will be declared vacant and filled by an appointment made by the Senate President and ratified by the Executive Board.

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Section 5: Censure or Removal from Office

- 5.1 The Executive Board shall have the right to censure or remove from office any officer or committee member for valid cause, including:
- a. failure to uphold the duties of the Office or committee
 - b. repeated misconduct in violation of the principles of this constitution
- 5.2 The Classified Senate shall have the right to, by a majority vote of at least one-third of the membership:
- a. countermand an action taken or a decision made by the Executive Board
 - b. recall one or more Executive Board members

Article VI - Elections

Section 1 - Nominations

- 1.1 The Vice President shall appoint a nominating committee to solicit and receive names of candidates and supervise the election of officers.
- a. The solicitation of candidates and the nominating process shall begin in March.
 - b. Nominations shall be verbal or by written petition by any Senate member.
 - c. The nominee must accept the nomination verbally or in writing.
- 1.2 Nominations for positions on the Executive Board shall be open to any permanent classified or confidential classified employee.

Section 2 – The Election

- 2.1 Electorate – All eligible members of the Senate are allowed to vote in the election of officers.
- 2.2 Officers shall be elected by secret ballot in April. When only one candidate has agreed to run for an office, no election will be necessary for that office; the candidate will be declared the new officer.
- 2.3 Newly elected officers will assume their duties beginning July 1.

Article VII - Constitutional Amendments

An amendment to the constitution of the Senate may be proposed either by the Executive Board or by written petition signed by (10) ten percent of the Senate membership. The Executive Board shall publicize proposed amendments to the Senate in writing. The Executive Board shall conduct one or more meetings no sooner than one week and no later than two weeks from the date of publication of proposed amendments. The Executive Board shall provide the Senate with the date, time, and place of the meetings in writing. Members who cannot attend the meetings may submit comments to their Area Representative or to any member of the Executive Board. The Senate Secretary shall record and publish minutes of the meetings.

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A vote on proposed amendments taken by secret ballot must be held within (7) seven working days of the final meeting. Polling locations and times will be announced no later than 72 hours prior to the election. Each Senate member's vote shall count for no more than one vote. A simple majority of valid votes cast by eligible members of the Senate is necessary for amendments to take effect.