

Chabot College Classified Senate Constitution

Article I

Name

This organization shall be known as the Chabot College Classified Senate.

Article II

Purposes

The Classified Senate shall represent all classified employees, including confidential and supervisory personnel, assigned to Chabot College.

The Classified Senate is organized to:

- A. Participate in and enhance the shared governance structure at Chabot College;
- B. Provide classified representation on governance and college committees;
- C. Provide a centralized means of communication between the classified employees and the college community;
- D. Articulate the professionalism of the classified employees so that it is properly recognized and valued;
- E. Provide an opportunity to develop individual leadership among the classified employees as well as increase the professional standards of its members; promote and support activities that develop or increase the skills, productivity and professionalism of the classified employees;
- F. Represent the various needs, concerns, and viewpoints of the classified employees not related to union negotiation matters.

Article III

Membership

Section 1: Membership

The Classified Senate membership shall include all permanent full-time, part-time (20 hours or more), and permanent hourly (19 or less hours) classified bargaining unit personnel, to include classified confidential and classified supervisory personnel, assigned to Chabot College. This includes District classified employees assigned to Chabot College. Membership shall not include professional experts and on-call hourly employees.

Section 2: Voting Rights

Each member of the Classified Senate shall have one full vote. No Chabot College Classified Senate member may vote at another Classified Senate.

Article IV

Governing Council

Section 1: Composition of the Governing Council

The Governing Council of the Classified Senate shall consist of four officers and twelve Senators. The Past President, highest-ranking collective bargaining unit officer at Chabot College and appointed Representatives shall serve as non-voting members.

Representation is separated into Academic, Student and Administrative Service areas so that each Senator is representing approximately 70 Classified Professionals in their respective areas. This ensures equity in representation and a manageable distribution of constituents for each Senator.

- President (elected)
- Vice President (elected)
- Secretary (elected)
- Treasurer (elected)
- Past President (ex officio)
- Academic Services "A" Senator (Odd Year Election) - Group 1
- Academic Services "A" Senator (Odd Year Election) - Group 1
- Academic Services "B" Senator (Even Year Election) - Group 1
- Academic Services "B" Senator (Even Year Election) - Group 1
- Administrative Services "A" Senator (Odd Year Election) - Group 2
- Administrative Services "A" Senator (Odd Year Election) - Group 2
- Administrative Services "B" Senator (Even Year Election) - Group 2
- Administrative Services "B" Senator (Even Year Election) - Group 2
- Student Services "A" Senator (Odd Year Election) - Group 3
- Student Services "A" Senator (Odd Year Election) - Group 3
- Student Services "B" Senator (Even Year Election) - Group 3
- Student Services "B" Senator (Even Year Election) - Group 3
- Chabot College collective bargaining unit Site Vice President or designee (advisory)
- Representatives (advisory)
- College President (guest-advisory)

Section 2: Senators

The Governing Council shall have four Senators from each of the following groups and each aspect of the classified staff shall be represented:

Chabot College Classified Senate Constitution

Group 1 - Student Services

Student Services and Vice President's Office; Office of Admissions & Records (including International Admissions, Student Online Services and Veterans Services); Counseling Division (including Articulation, Assessment, TECS Center and CAHSEE); Special Programs & Services Division (including DSPS, EOPS, CARE, CalWORKs, Daraja, Puente, ASPIRE, Educational Talent Search, and GEAR UP); Financial Aid Office; Office of Student Life (including Flea Market and ASCC); Children's Center and Campus Safety and Security.

Group 2 - Academic Services

Academic Services and Vice President's Office; Applied Technology and Business Division (including Instructional Technology Center); the School of the Arts (including Performing Arts Center); Health Sciences, P.E. and Athletics Division; Language Arts Division; Mathematics, Sciences, Computer Science and Engineering Division; Social Sciences Division; President's Office; Chabot College Foundation; Institutional Research and Grants; Marketing and Community Education; Library.

Group 3 - Administrative Services

Administrative Services and Vice President's Office; Bookstore, Mailroom; Switchboard; Computer Support; Media Services; and Maintenance & Operations (District staff assigned to Chabot College).

Section 3: Representatives

The Governing Council may appoint individuals to serve as Representatives to the Classified Senate during the academic year. There is no limit to the number of representatives that may be appointed to the Senate. Representatives are not required to attend Governing Council meetings. Representatives are non-voting members.

Section 4: Senate Coordinating Committee Chairs

A. Fundraising Coordinating Committee Chair

The Fundraising Chair will coordinate and oversee all approved Senate fundraising activities including activities related to coordinating donations for campus fundraisers. The Fundraising chair shall work with the Senators and Classified Professionals to solicit volunteers to assist in planning, coordination and implementation of activities.

B. Events/Activities Coordinating Committee Chair

The Events/Activities Chair will lead planning for Classified Appreciation Week activities and any social activities in support of Classified Professionals. The Event/Activities chair shall work with the Senators and Classified Professionals to solicit

Chabot College Classified Senate Constitution

volunteers to assist in the planning, coordination and implementation of approved senate events and activities.

C. Professional Development Coordinating Committee Chair

The Professional Development Chair will represent Classified Professionals and their training needs on the Staff Development Committee. He/she will also work with the Staff Development Committee to organize flex day activities with a specific focus on Classified Professional training and workshops. He/she will solicit other Classified Professionals volunteers to assist with completing tasks, as needed.

D. Elections and Awards Coordinating Committee Chair

The Elections and Awards Chair will coordinate Senate elections, nominations and the selection process for the Linda and Bob Carlson Classified Professional of the Year Award, publicize award opportunities and election proceedings, and conduct any other activities that require an election process. He/she will solicit other Classified Professionals volunteers to assist with completing tasks, as needed.

Section 4: Terms of Office

A. Executive Officers

1. The term of office for Executive Officers shall be two academic years. (July 1 through June 30)
2. The President may serve more than one term.
3. The Vice President may serve more than one term.
4. The Treasurer may serve more than one term.
5. The Secretary may serve more than one term.

B. Senators

1. A term of office on the Governing Council for both "A" and "B" Senators shall be for two academic years. (July 1 through June 30)
2. Senators may serve more than one term.

C. Representatives

1. The term of office for Representatives shall begin after confirmation by the Governing Council and shall end at the end of the academic year.
2. Representatives may serve more than one term.

Section 4: Eligibility for Serving on the Governing Council

All members of the Classified Senate (see Article III, Section 1) shall be eligible to serve as an executive officer, senator or representative on the Governing Council.

Chabot College Classified Senate Constitution

Section 5: Responsibilities/Duties of the Governing Council

- A. The Governing Council shall select its representative to serve as a liaison to the President of Chabot College, the Chancellor's Cabinet, the College Council and the meetings of the CLPCCD Board of Trustees.
- B. The Governing Council shall solicit any Classified Senate members to represent, participate and provide classified opinions on College and District regular and ad hoc committees.
- C. The Governing Council shall pre-approve all expenditures of the Classified Senate with the exception of ordinary office supplies in an amount not to exceed \$150 per month.
- D. The Governing Council shall assist in implementing senate decision and policies.
- E. The Governing Council shall prepare motions for presentation to the Classified Senate general meeting. Voting on a specific motion shall take place at a meeting subsequent to the one at which it was introduced, unless the item is urgent and requires immediate resolution.
- F. It shall be the responsibility of the Governing Council to convene a meeting of his/her group constituents to discuss any addition or change to the By-Laws and bring the consensus of that group to the next meeting of the Governing Council when the vote is to be taken.

Section 6: Referendum

- A. Referenda concern matters that effect college policy and/or a wide range of classified areas.
- B. The Classified Senate Governing Council shall determine a referendum issue.
- C. Referenda shall require a majority vote, which include discussion and pro/con arguments for passage. A simple majority vote of the Governing Council passes.

Section 7: Voting Responsibilities

- A. All Senators and officers are expected to be prepared to vote on any issue which had been presented at a prior meeting.
- B. If a Senator must be absent from a meeting he/she may give a written proxy to another Senator.
- C. In the event an issue, which is urgent and requires immediate resolution, the vote shall be taken in the following manner:
 1. The Secretary will prepare the motion and distribute it to all Senators with a response time not to exceed three (3) days.
 2. In the event the Secretary is unavailable, the Vice President will assume this duty. Responses to these emergency votes must be written and hand delivered or emailed, to the Secretary.

Article V

Elections

Section 1: Election Committee

- A. A committee of three volunteers shall be responsible for soliciting nominations for Governing Board vacancies and for the election of President, Vice President, Secretary and Treasurer. In the event there are no volunteers, the Governing Council shall appoint the Election Committee. The Election Committee is to be formed at the February meeting of the Governing Council.
- B. The Election Committee shall present its slate of candidates at the April general meeting of the Classified Senate.
- C. The Election Committee shall prepare the election ballot.
- D. Elections shall be held the 2nd Tuesday in May. (Ballot Box)
- E. Ballots will be received by the date, time and method established by the Election Committee.
- F. At an appointed time, the Election Committee will count the votes. Candidates may be present during the counting.
- G. Absentee Ballots are acceptable as long as they are in two envelopes, with a signature of the voting member on the outside of the outside envelope and the ballot is received no later than 12 noon on election day. The first envelope is to be taken out of the second envelope and placed in the ballot box prior to counting all ballots. The first envelope is to remain sealed until the ballots are counted.

Note: Even if there are no contested positions, an election ballot shall be used to provide the opportunity for write-in votes.

Section 2: Election of President, Vice President, Secretary, Treasurer, and Senators

- A. The President, Vice President, Secretary and Treasurer shall be elected by secret ballot. These officers shall be elected by a simple majority of the valid votes cast by the members of the Classified Senate (see Article III).
- B. In the event of a tie, a run-off election shall be held between the tied candidates.
- C. Senators shall be elected by members of their group (see Article IV, Section 2).
- D. Senators shall be elected by a simple majority (see Article IV, Section 3) following nomination and election procedures determined by the Election Committee.

Section 3: Special Elections and Appointments

- A. A vacancy may occur through resignation, leave of absence, reclassification or reassignment to a non-classified position.
 - 1. Should an office other than the President be vacated with half or more of the term remaining, an election shall be conducted to fill the office for the remainder of that term.

Chabot College Classified Senate Constitution

2. Should an office other than the President be vacated with less than half of the term remaining, the Classified Senate President shall appoint a new officer for the remainder of the term.
- 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 the District. If the leave is for one semester or more, a replacement must be appointed.

Section 4: Selection Process for Serving on Committees

- A. After soliciting volunteers and nominations, the Governing Council shall appoint members to serve on specific college and district committees. Upon being appointed to serve on a committee, the Governing Council will provide by consensus the classified representative appointed to represent the Classified Senate to the manager/supervisor responsible for the appointee and the chair of the committee.
- B. When specific criteria for committee membership is required, such as gender or ethnicity, to serve on a committee, the committee chair is to be advised to make the request directly to the Governing Council. The Council will subsequently notify the chair of the outcome in a timely manner.
- C. Each member of a committee will be asked to submit a short report of any meetings attended to the Senate's secretary who will compile them and distribute to each of the members of the Governing Council.

Article VI

Duties

Section 1: Duties of the Governing Council

- A. Classified Senate President
 1. The President shall preside at all meetings of the Governing Council.
 2. The President shall act as the liaison officer to the students, classified, faculty, college administrators, district administrators, and the Board of Trustees.
 3. The President or his/her proxy shall attend all regularly scheduled Board of Trustees meetings and College Council meetings and shall represent the Senate where deemed appropriate by the Governing Council.
 4. The President in collaboration with the Governing Council shall prepare agendas.
- B. Classified Senate Vice President
 1. The Vice President shall serve as an advisor to the Classified Senate President.
 2. The Vice President shall assume the duties of the President in the President's absence.

Chabot College Classified Senate Constitution

3. In the event the office of President is vacated, the Vice President shall assume the office and fulfill its duties for the remainder of the term of office.
 4. The Vice President shall oversee the Classified Senate Handbook updates and revisions.
- C. Classified Senate Secretary
1. The Secretary shall be responsible for taking, preparing, distributing and posting Senate minutes, fliers, and notices, and for taking attendance at the Governing Council and general meetings.
 2. The Secretary shall be responsible for preparing distributing, tallying and announcing results of any and all special votes.
- D. Classified Senate Treasurer
1. The Treasurer shall report briefly on the finances of the organization at each regular monthly meeting of the Governing Council.
 2. The Treasurer shall also oversee the Senate budget and shall be responsible for the collection, safekeeping, and expenditure of all funds of the organization, and for keeping an accurate financial record.
- E. Classified Senate Senators
1. Senators shall be responsible for attending regularly scheduled Governing Council meetings.
 2. Senators shall be responsible for ratifying all appointments made by the President of the Classified Senate.
 3. Senators shall be responsible for holding informational meetings for their constituent groups at least once each semester.
 4. Senators shall be responsible for polling their group's members on items designated by the Classified Senate.
 5. Senators shall be responsible for reporting to the Governing Council on matters from their groups, which are of concern to the Classified Senate.
 6. The Senators shall perform other duties as may be required by the office.
- F. Classified Senate Representatives
1. Representatives shall serve in an advisory capacity to the Governing Council.
 2. Representatives are non-voting members and shall perform duties as required by the office.

Article VII

Meetings

Section 1: Governing Council

The Governing Council shall meet on the third Friday of each month from 12:00 to 2:00 PM.

Chabot College Classified Senate Constitution

Section 2: Classified Senate

The Classified Senate shall hold a general meeting for all classified campus-wide as necessary. Notification will be by campus mail and e-mail.

Article VIII

Amendments

Section 1: Proposed Constitutional Amendments

- A. Any Classified Senate member may submit, to the Governing Council, a written constitutional amendment at any of the Council's regular meetings.
- B. The highest-ranking collective bargaining unit officer at Chabot College serving as the Advisory member to the Governing council shall determine whether the amendment is in conflict with the collective bargaining unit contract.
- C. If the amendment is not in conflict with the collective bargaining unit contract, the amendment will be presented at the next Governing Council meeting, where a two-thirds vote of those present shall be required for adoption.

Revision Adopted August 2004

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