Chaffey College

Classified Senate

Constitution & By-Laws

Ratified—April 21, 2016

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CHAFFEY COLLEGE MISSION AND CORE VALUES

MISSION

Chaffey College inspires hope and success by improving lives and our community in a dynamic, supportive, and engaging environment of educational excellence where our diverse students learn and benefit from foundation, career, and transfer programs.

CORE VALUES

Student Success
Chaffey College fosters a climate of inquiry, promotes evidence-based decision making, and provides access to essential learning support.

Educational Excellence
Chaffey College supports a spirit of innovation and excellence in teaching and learning as reflected in the core competencies.

Climate of Inclusion and Respect
Chaffey College honors representative voices and collaboration in a respectful and professional learning environment.

Dynamic Student Services
Chaffey College integrates comprehensive support services into a seamless, accessible, and sensitive network.

Responsiveness to the Community
Chaffey College develops community partnerships, unique learning opportunities, and outreach programs to meet the needs of the community.

Environmental Responsibility
Chaffey College commits to the preservation, conservation, and responsible use of its resources.
Chaffey College  
*Classified Senate Constitution*  

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**ARTICLE I**  
NAME

Section I. The official name of this organization shall be the Chaffey College Classified Senate.

**ARTICLE II**  
MISSION AND PURPOSE

Section I. “The Classified Senate's mission is to provide Classified Professionals with a formal participatory voice in supporting the College’s mission, vision, core values and promoting a successful learning environment for students.” As an integral part of the college community, the Classified Senate shall actively contribute to the growth and success of the College.

Section II. The Chaffey College Classified Senate is a permanent organization originally sanctioned by the Governing Board in 1982. It shall be the purpose of Classified Senate to participate in the governance of Chaffey College; to actively collect, evaluate, and disseminate information and represent the collective interests of Classified Professionals before or on any governance or college committee.

Responsibilities of the Classified Senate shall be as follows:

A. Provide the Classified Professionals with a formal participatory voice in shared governance supporting the College’s mission, vision and core values, and participation in the initiation, development, and evaluation of District policy, and procedures;

B. To provide communication, understanding, and mutual support among the Classified Professionals;

C. Select representatives from its membership to serve on appropriate college-wide standing committees and any other committees deemed necessary by the college governance structure;

D. To communicate Classified Professionals needs, concerns, viewpoints and recommendations on college issues to the superintendent/president and governing board;

E. To articulate the professionalism of Classified Professionals so that they are properly recognized and valued;

F. Provide an opportunity to develop individual leadership among the Classified Professionals, as well as increase the professional standards of its members; and,
G. Lead and participate in fundraising to benefit Classified Professional growth opportunities and provide opportunities which encourage social responsibility and community involvement through giving and actively participating in community outreach efforts both on and off campus.

**ARTICLE III**

**MEMBERSHIP**

**Section I.** For the purpose of this constitution, the term “Classified Professionals” shall mean employees designated by the district to be contract classified employees including positions that have been designated confidential and supervisory. All Classified Professionals as defined shall be eligible for membership in the Classified Senate.

**Section II.** The Classified Senate shall consist of:

A. Five executive officers: President, Vice President, Recording Officer, Treasurer, and Secretary; and ten at-large representatives.

B. Additional membership may include, one representative from the Chino Campus, one representative from the combined Fontana Center and other off-site centers, representatives from the confidential Classified Professionals, and representatives from the supervisory Classified Professionals, all with voting privileges.

C. Appointment to office must follow the procedures set forth in the by-laws of this constitution and current policies and procedures of the Classified Senate.

D. Non-voting membership shall consist of the immediate past president, the current CSEA president or designee as liaison to the collective bargaining unit, one courtesy executive management designee appointed by the district as liaison to administration, one professional development committee member as liaison and up to three ex-officio members serving in an advisory and support capacity.
ARTICLE IV
AMENDMENTS

Section I. Amendments to this constitution shall be approved only at a regular meeting of the Classified Senate and by a two-third’s vote of the members present.

Section II. Amendments to the by-laws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a two-thirds vote of the members present.

ARTICLE V
ELECTIONS AND APPOINTMENTS

Section I. Elections shall be held in accordance with the specific provisions of the by-laws of this constitution.

Section II. Appointed positions shall be filled in accordance with the specific provisions of the by-laws of this constitution.
Chaffey College
Classified Senate
By-Laws

Ratified—April 21, 2016

ARTICLE I
BY-LAWS

Section I. These by-laws shall be adopted by a two-thirds vote cast by the Classified Senate. These by-laws shall provide for membership eligibility, regular meetings, methods of nominating and electing officers, the filling of vacancies and such other procedures as shall be needed to carry on the business of the Classified Senate.

ARTICLE II
ORGANIZATION

Section I. Members elected to the Classified Senate shall serve two-year terms of office, or until successors are elected, established so that one-half of said terms shall terminate each academic year. A voting member of the Classified Senate absent from three consecutive regular meetings in any academic year, without an acceptable explanation and timely notification, including but not limited to: vacation, illness, or emergencies beyond your control, may be considered for removal from office by the senate.

Section II. The Classified Senate shall consist of five executive officers and ten at-large representatives; additional membership may include one representative from the Chino Campus, one representative from the combined Fontana and other off-site centers, representatives from the confidential Classified Professionals, and representatives from the supervisory Classified Professionals, all with voting privileges.

Section III. Non-voting membership shall consist of the immediate past president, the current CSEA president or designee, one executive management designee, one professional development committee member and up to three ex-officio senate members, appointed with liaison and advisory capacities as specified in Article III, Section II of the Constitution.

Section IV. Officers of the Classified Senate shall be President, Vice President, Recording Officer, Treasurer, and Secretary. The Classified Senate Administrative Assistant will serve as the Secretary. In the event the administrative assistant position becomes open and unfilled, the Secretary position shall remain vacant and duties will become the responsibility of the Recording Officer until the position is filled.
Section V. The Executive Board shall consist of the officers, who shall serve in their designated capacities, and the immediate past president.

ARTICLE III
DUTIES OF OFFICERS

Section I. The President shall:
A. Preside over all meetings of the Senate;
B. Determine the agenda for all meetings of the Classified Senate;
C. Provide a centralized means of communication among Classified Professionals and with the rest of the college community;
D. Responsible for budget, Senate reporting and recommendations and general authority to administer and/or maintain the affairs of the Classified Senate between meetings;
E. Conduct an orientation for officers and new Senate representatives;
F. Oversee Senate subcommittees and responsible for status of work assigned to subcommittees;
G. Serve as liaison to the Governing Board, President’s Cabinet, Superintendent/President, Vice President of Instruction, and any other relevant representative bodies both on and off campus; and,
H. Shall attend additional committee meetings as designated by the Senate, including but not limited to Senate, Accreditation Oversight, Board meetings, College Council, College Planning Council, Convocation/FLEX, President’s Cabinet, President’s Equity Council, Professional Development, Program & Services Review; and shall attend additional committee meetings either as a member or an observer as circumstances require.
I. Perform other duties as may be deemed necessary, within the limits of these by-laws.

Section II. The Vice President shall:
A. Assume the duties and responsibilities of the President if the President is absent or unable to fulfill them;
B. Coordinate the appointment of all members of standing and ad hoc committees;
C. Act as chair of the By-Laws and Constitution Committee;
D. Chair the Nominating Committee and serve as Chief Election Officer for all elections conducted by the Classified Senate;
E. Represent the Classified Professionals at various college and district meetings and functions;
F. Regularly attend Classified Senate meetings; and,
G. 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 these by-laws.

Section III. The Recording Officer shall:
A. Assume the duties of the President in the absence of the President and Vice President;
B. Be official historian of the Chaffey College Classified Senate;
C. Serve as research and resource person;
D. Record all minutes of the Classified Senate and general membership assemblies and distribute copies of same appropriately in the absence of the Secretary;
E. Organize correspondence; disseminate notifications and reminders of appointments, meeting times, and assemblies; be responsible for a register, or roll, of senate attendance at regular and special meetings in the absence of the Secretary;
F. Regularly attend Classified Senate meetings; and,
G. 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 these by-laws.

Section IV. The Treasurer shall:
A. Assume duties of the President in the absence of the President, Vice President, and Recording Officer;
B. Responsible for maintaining all financial records of the Chaffey College Classified Senate;
C. Track, review and process all requests for payment/reimbursement, and process deposits;
D. Responsible for annual solicitation of Classified Senate Foundation Fund payroll deduction;
E. Serve as Chair on the Classified Senate Scholarship subcommittee, maintain control of the Classified Senate Scholarship Fund and see to its disbursal in accordance with decisions of the Classified Senate;
F. Furnish report of monthly financial activity at Senate meetings;
G. Regularly attend Classified Senate meetings; and,
H. Perform other duties as may be deemed necessary, within the limits of these by-laws.

Section V. The Secretary shall:
A. Assume the duties of the President in the absence of the President, Vice President, Recording Officer, and Treasurer;
B. Record all minutes of the Classified Senate and general membership assemblies and distribute copies of same appropriately in collaboration with the Recording Officer;
C. Organize correspondence; disseminate notifications and reminders of appointments, meeting times, and assemblies; be responsible for a register, or roll, of senate attendance at regular and special meetings;
D. Regularly attend Classified Senate meetings; and
E. Perform other duties as may be deemed necessary, as delegated by the President, or as assigned by the Classified Senate, within the limits of these by-laws.

**Section VI. The Senators shall:**
A. Represent the interest and concerns of Classified Professionals at all meetings;
B. Ratify all appointments made by the President of the Classified Senate;
C. Maintain constant oral and written communication with constituents to:
   1. Disseminate information from Classified Senate meetings and
   2. Poll constituents on issues needing consensus by the Classified Senate
D. Regularly attend Classified Senate meetings; and,
E. Actively participate in the planning and/or execution of senate sponsored activities.

**ARTICLE IV**
**TERMS OF OFFICE**

**Section I. Terms of Office**
A. All elected members of the Senate shall serve two-year terms, unless otherwise stated.
B. No officer shall hold more than one office concurrently.
C. Elected officers shall take office on July 1 of each calendar year.
D. Appointed Senate members shall complete the term for which they were appointed.

**Section II. Vacancies**
A. Vacancies may occur through resignation, leave of absence, or non compliance as defined in Article II, Section 1 of the by-laws.
B. Vacancies shall be filled by any classified personnel, as stipulated in Article III, Section I of the constitution.
C. All vacancies in an unexpired term will be filled by appointment of the President, with the approval of the Executive Board.

**ARTICLE V**
**MEETINGS AND ATTENDANCE**

**Section I.** Regular meetings of the Classified Senate shall be held twice each month, or once a week, as necessary.

**Section II.** The time and place of the meeting shall be arranged by the Classified Senate.

**Section III.** The Executive Board may elect, as needed, to meet thirty minutes prior to the regular meeting of the Classified Senate.

**Section IV.** Special meetings of the Classified Senate may be called by the President or any three members of the Senate.
Section V. Any member that is unable to attend a meeting is to contact the Recording Officer, prior to the meeting.

Section VI. During the first quarter of the new fiscal year (July-September) an inauguration ceremony will be conducted by the Superintendent/President of the College.

ARTICLE VI
DISMISSAL AND RESIGNATION

Section I. Dismissal of a senator (including an executive board member) may be considered with a majority consensus of the complete senate, except the senator in question, due to excessive absenteeism (as defined in Article II, Section I of the by-laws). In the event such a senator is identified it will be the duty of the executive board to address the issue(s) with the individual outlining expectations to be met by a specified deadline. At the next regular meeting following the deadline, the senate will reassess and declare the Senator in good standing or call for a majority vote of dismissal.

Section II. Any member of the senate may resign by written notice to the executive board.

Section III. Procedures for filling the vacancy are outlined in Article IV, Section II of the by-laws.

ARTICLE VII
COMMITTEES

Section I. The Classified Senate shall establish both standing (permanent) and, when appropriate, ad hoc (of short duration) committees to assist in the development and implementation of policies and procedures relating to Classified Professionals and to the operational matters of the college, where it does not conflict with union activities.

Section II. It shall be the duty of each committee to receive and analyze referred matters, to prepare resolutions or amendments, and to make reports and recommendations through appropriate channels to the Classified Senate.

Section III. It shall be the responsibility of all Classified Professionals to provide the Classified Senate with an oral or written report/update on campus-wide committee activities upon request.

Section IV. Open call for committee members will remain open for at least five (5) business days or as deemed necessary.

ARTICLE VIII
ELECTIONS
Section I. The Nomination & Election Committee shall present a slate of candidates for Senate upon the consent of the candidates. Any member may make nominations (including self-nomination).

A. Classified Senate shall appoint a Nomination & Election Committee annually from the membership-at-large with the Vice President serving as the chair.

B. The Nomination & Election Committee shall
   1. Confirm the eligibility and availability of each nominee;
   2. Oversee the preparation and distribution of the ballots;
   3. Collect and count the ballots; and,
   4. Report the election results to the Classified Senate

C. The Nomination & Election Committee shall prepare and distribute nomination forms to all members of the classified staff. The time and method of submitting nominations shall be provided to all members at least 40 days prior to elections and the notice shall include the office to be filled and the timeline and place for submitting nominations. Nominations will remain open for 10 working days from the date of distribution.

D. Following the return of the nomination forms, the Vice President shall contact each nominee to advise him/her of the nomination and ask if the nominee is agreeable to his/her name appearing on the ballot. Nominees may not run for more than one position.

E. If after nominations are closed there is only one nomination for an office, the single nominee shall be declared elected to the office by acclamation and no balloting or other action shall be required. This information will be included on the election notice/ballot.

Section II. Elections by secret ballot by all regular classified staff members, as defined in Article III, Section I of the constitution, shall be held in the final quarter of each year. The Nomination & Election Committee shall tally the ballots cast and announce the results.

A. The Classified Senate Administrative Assistant will prepare the ballot with the assistance of the Nomination & Election Committee Chair.

B. The time and method of elections shall be provided to all members at least 10 working days before the last day to vote which is the first day of spring break and the start of Classified Appreciation week (March). The notice shall include date, time, balloting instructions, and location. Ballots will be attached to this notice.

C. A list of those eligible to vote will be obtained from Human Resources.

D. Ballots will go out by email to official Chaffey College email addresses.

E. Elections will remain open for ten (10) days following distribution of the ballots.

F. A copy of the list of those eligible to vote will be kept with the ballot box and will be used as a check-off list before ballots are put into the locked ballot box. This will ensure one vote cast per voter.
G. Ballots will be counted and verified by the Nomination & Election Committee.

H. Ballots will be held in the Classified Senate Office for six months in case further verification of the results is necessary.

I. Election results will be announced by the Nomination & Election Committee Chair at the subsequent Classified Senate meeting.

J. As soon as possible after the announcement, the Nomination & Election Committee Chair will contact the candidates and let them know the results of the election. Candidates will be notified before results are made public.

Section III. In the event of a tie for any executive board or at-large position, a runoff election will be held between the candidates with the two (2) highest numbers of votes. Any ties for the runoff election will be decided by lot.

Section IV. There shall be no at large proxy voting. However, the Senate may elect to provide electronic voting to accommodate the voting rights of Classified Professionals. Such electronic voting will be concluded prior to the election date and so noted on the official sign-in document to prevent any member from voting twice.

Section V. Following elections, all new members will be given an orientation to the Classified Senate’s Constitution and By-laws.

Section VI. Officers

A. Nominations of candidates for officer positions in the Classified Senate shall be open to any full-time, permanent Classified Professional, including confidential and supervisory staff as defined in Article III, Section 1 of the constitution.

B. Nominations for President must meet the following eligibility requirements:
   1. Served as an officer for a minimum of one (1) year, or
   2. Served as a Senator for a minimum of two years, all within the last two (2) year period.

C. Officers shall be elected to a two-year term of office beginning July 1.

Section VII. Senators-at-Large

A. Nominations of candidates for Senators-at-Large in the Classified Senate shall be open to any regular Classified Professional.

B. Each representative shall be elected to a two-year term of office beginning July 1; established so that one half of said terms shall terminate at the end of each academic year.

Section VIII. Confidential and Classified Management Senators

A. Nominations for Confidential and Classified Management shall be open to all confidential and supervisory personnel.

B. Each representative shall be elected to a two-year term of office beginning July 1.
ARTICLE IX
AMENDMENTS

Section I. Amendments to the by-laws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a two-thirds vote of the members present.

ARTICLE X
ACTION WITHOUT MEETING

Section I. The Executive Board may take action(s) that are within its powers and responsibilities as required or needed without a formal meeting. Action(s) taken without meeting can only be initiated with written majority approval by the senate, including via electronic mail notification and response. Such approval shall be noted in the minutes of the next regular Classified Senate meeting.

ARTICLE XI
ACADEMIC YEAR

Section I. The Classified Senate academic year shall be from July 1 through June 30, and all terms of officers and members shall coincide with the academic year, as stipulated herein.

ARTICLE XII
QUORUM

Section I. Half of the current voting membership plus one additional member at any meeting of the Classified Senate shall constitute a quorum authorized to transact any business duly presented.

Section II. A majority on any and all committees shall constitute a quorum.