
Chaffey College Classified Senate

Bylaws



Ratified April 17, 2020

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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.

VISION

Chaffey College: Improving lives through education.

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 Bylaws

ARTICLE I
BYLAWS

Section I. These bylaws shall provide for 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
DUTIES OF OFFICERS

Section I. *The President shall:*

- A. Preside over all meetings of the Classified 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. Oversee the budget, Classified Senate reporting and recommendations and maintain general authority to administer and/or maintain the affairs of the Classified Senate between meetings;
- E. Conduct an orientation for officers and new Classified Senate representatives;
- F. Oversee Classified Senate subcommittees and be responsible for status of work assigned to subcommittees;
- G. Serve as liaison to the Governing Board, President's Cabinet, Superintendent/President, Associate Superintendent of Instruction, and any other relevant representative bodies both on and off campus;
- H. Attend additional committee meetings as designated by the Classified Senate or appoint a representative, including but not limited to: Accreditation Oversight, Governing Board meetings, College Council, College Planning Council, Convocation/FLEX, President's Cabinet, President's Equity Council, Professional Development, Program & Services Review.
- I. Perform other duties as may be deemed necessary, within the limits of these bylaws.

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. Chair the Nominating Committee and serve as Chief Election Officer for all elections conducted by the Classified Senate;
- D. Represent the Classified Professionals at various college and district meetings and functions;
- E. Regularly attend Classified Senate meetings;
- F. Perform other duties as may be deemed necessary, as delegated by the Classified Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

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- 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. In the absence of the Classified Senate Administrative Assistant, records all minutes of the Classified Senate and general membership assemblies;
 - E. Sign off on official minutes of meetings as appropriate
 - F. Regularly attend Classified Senate meetings;
 - G. Perform other duties as may be deemed necessary, as delegated by the Classified Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

- Section IV. *The Treasurer shall:***
- A. Assume duties of the President in the absence of the President, Vice President, and Recording Officer;
 - B. Maintain all financial records of the Chaffey College Classified Senate;
 - C. Track, review and process all requests for payment/reimbursement, and process deposits;
 - D. Solicit Classified Senate Foundation Fund payroll deductions;
 - E. Furnish report of monthly financial activity at Classified Senate meetings;
 - F. Regularly attend Classified Senate meetings;
 - G. Perform other duties as may be deemed necessary, within the limits of these bylaws.

- Section V. *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;
 - E. Actively participate in the planning and/or execution of Classified Senate sponsored activities;
 - F. Serve on other committee(s) as appointed by the President.

ARTICLE III
TERMS OF OFFICE

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

Section II. Vacancies

- A. Vacancies may occur through resignation, leave of absence, non-compliance, or lack of a sufficient number of nominees during the election process.
- B. Vacancies shall be filled by any classified professional, as stipulated in Article III, Section II of the constitution.
- C. All vacancies in an unexpired term or to fill a term left vacant due to a lack of nominees during the elections process will be filled by appointment of the President, with the approval of the Executive Board and ratification of the Senators.

**ARTICLE IV
MEETINGS**

Section I. Regular meetings of the Classified Senate are typically held monthly. Additional meetings may be scheduled as necessary. The time and place of the meeting shall be arranged by the Classified Senate. Special meetings of the Classified Senate may be called by the President or a simple majority of the members of the Classified Senate.

Section V. Any member who is unable to attend a meeting is to contact the President and 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 V
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 VI
QUORUM**

Section I. Seven voting members of the Classified Senate present at any meeting of the Classified Senate shall constitute a quorum authorized to transact any business duly presented.

Section II. A majority vote of the quorum is needed to pass agenda items presented at any Classified Senate meeting.

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

**ARTICLE VII
OPERATING PROCEDURES**

Section I. The Chaffey College Classified Senate shall operate under the basic provisions of the Brown Act.

Section II. All meetings of the Senate shall be conducted in accordance with the current edition of Robert’s Rules of Order. The presiding officer may employ a relaxed approach to Robert’s Rules of Order whenever practical to do so, subject to the agreement of the Classified Senate.

ARTICLE VIII
DISMISSAL AND RESIGNATION

Section I. Dismissal of a senator (including an executive board member) may be considered with a majority consensus of the complete Classified Senate, except the senator in question.

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

Section III. Procedures for filling the vacancy are outlined in Article III, Section II of the bylaws.

ARTICLE IX
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 X
ELECTIONS

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

- A. Classified Senate shall appoint two (2) members to the 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

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- C. The Nomination & Election Committee shall prepare and distribute nomination forms to the membership, as defined in Article III, Section II of the constitution. 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 method for submitting nominations. Nominations will remain open for 10 working days.
 - 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 must obtain supervisor's written approval to participate and the written approval must be forwarded with the nominee's acceptance to appear 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 the membership, as defined in Article III, Section II 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. In the absence of the Administrative Assistant, the Vice President will prepare the ballot.
- B. The time and method of elections shall be provided to all members at least 10 working days before the election. The notice shall include date, time, and location.
- C. A list of those eligible to vote will be obtained from Human Resources.
- D. 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.
- E. Ballots will be counted and verified by the Nomination & Election Committee.
- F. Ballots will be held in the Classified Senate Office for six months in case further verification of the results is necessary.
- G. Election results will be announced by the Nomination & Election Committee Chair at the subsequent Classified Senate meeting.
- H. 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 Classified 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 Bylaws.

Section VI. Officers

- A. Nominations of candidates for officer positions in the Classified Senate shall be open to the membership, as defined in Article III, Section II of the constitution.
- B. Nominations for President and Vice 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. Nomination 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 XI
AMENDMENTS**

- Section I.** Amendments to the bylaws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a majority vote of the voting members of Classified Senate.