

Classified Senate Of Napa Valley College Bylaws

Article 1: Name

The name of this organization shall be the Classified Senate of Napa Valley College.

Article 2: Purpose

The Classified Senate shall be a permanent organization **formed by the Classified Professionals** of Napa Valley College to provide representation for **classified employees** of Napa Valley College as defined in Article 3, in matters affecting the college, except where specifically prohibited by law. Objectives of the Classified Senate shall be as follows:

- 2.1 To encourage the exchange of ideas and understanding among classified staff, faculty, students and administrators;
- 2.2 To promote awareness and commitment to the philosophy, mission, and goals of Napa Valley College;
- 2.3 To involve classified staff in campus committees which review nonrestrictive policies, procedures, practices, needs assessments and development of new ideas;
- 2.4 To voice the classified viewpoint on college issues to the superintendent/president and governing board;
- 2.5 To promote the recognition of classified staff as a valued part of the college work force;
- 2.6 To support, facilitate implementation and promote awareness of the Shared Governance Policy.

Article 3: Electorate

For the purpose of these bylaws, the term “classified staff” shall mean employees designated by the district to be non-management classified. All **regular** classified staff, as herein defined, shall be eligible for membership in the Classified Senate.

Article 4: Organization

Members elected to the Classified Senate shall serve two-year terms of office, or until successors are elected.

- 4.1 The Classified Senate shall consist of the following:
 - 4.1.1 Eight Officers: The President, the Vice-President, the Treasurer, the Secretary, **two** Senators of Fundraising, **two** Senators of Social Committee, **two** Senators of Professional Development, and **two** Senators of Ad-Hoc Assignments.
- 4.2 Officers of the Classified Senate shall be the President, Vice-President, Treasurer, Secretary, and **eight** Senators.
 - 4.2.1 The President shall:
 - 4.2.1.1 Serve as official representative of, and advocate for, the electorate in all functions of the college, as defined in Article 2;
 - 4.2.1.2 Give recommendations in any development of the Classified Senate on its purposes;
 - 4.2.1.3 Be accountable for Classified Senate administration, and responsible for reports and recommendations;
 - 4.2.1.4 Have general authority to administer and/or maintain the affairs of the Classified Senate between meetings;
 - 4.2.1.5 Coordinate the appointment of all members of standing and Ad-Hoc committees;
 - 4.2.1.6 Determine the agenda for all meetings of the Classified Senate and the general electorate as directed in Article 4, and to preside at all such meetings; and,
 - 4.2.1.7 Serve as liaison with other college senates;
 - 4.2.1.8 Serve as a cosigner on all Classified Senate accounts;
 - 4.2.1.9 Serve as liaison with the collective bargaining unit.
 - 4.2.2 The Vice-President shall:
 - 4.2.2.1 Assume the duties of the President during the President's absence, at the request of the President, or for the un-

expired term in the event that the President is unable to complete a term of office;

- 4.2.2.2. Serve as coordinator of the committee chairs and as an ex-officio member of all committees, have charge of referral processes, and be responsible for information on current status of work assigned to committees;
 - 4.2.2.3. Chair the Election Committee and serve as Chief Election Officer for all elections conducted by the Classified Senate;
 - 4.2.2.4. Serve as cosigner on all senate accounts and;
 - 4.2.2.5. 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 bylaws, and;
- 4.2.3 The Secretary shall:
- 4.2.3.1 Assume the duties of the President in the absence of the President and Vice-President;
 - 4.2.3.2 Assume the responsibility of recording all minutes of the Classified Senate Executive Committee meetings and general electorate assemblies and distribute copies of same appropriately, and;
 - 4.2.3.3 Perform other duties as may be deemed necessary, as designated by the Senate President, or as assigned by the Classified Senate, within the limits of these bylaws;
 - 4.2.3.4 Be official documentarian/historian of the Classified Senate of Napa Valley College;
 - 4.2.3.5 Serve as the research and resource person;
 - 4.2.3.6 Organize correspondence; disseminate notifications and reminders of appointments, meeting times, and assemblies;
 - 4.2.3.7 Be responsible for a register, or roll of Senate attendance at regular and special

- meetings and advise the President when a Senator has missed two consecutive unexcused meetings, and;
- 4.2.3.8 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 bylaws, and;
- 4.2.4 The Treasurer shall:
- 4.2.4.1 Assume duties of the President in the absence of the Vice-President, and Secretary;
- 4.2.4.2 Be responsible for maintaining all financial records and reports of the Classified Senate;
- 4.2.4.3 Distribute monthly written reports of all accounts to the Senate and make recommendations to the Executive Committee and other members of the Classified Senate concerning the financial status of the Senate;
- 4.2.4.4 Serve as cosigner on all accounts and is responsible for initializing all requisitions or paperwork for payments from the Classified Senate;
- 4.2.4.5 Perform other duties as may be deemed necessary, as delegated by the Senate president, or as assigned by the Classified Senate within the limits if these bylaws.
- 4.2.5 The Executive Committee shall consist of the officers, who shall serve in their elected capacities. The immediate Past President of the Classified Senate **shall serve as a non-voting member** and the current NVC-ACP chapter president (or his or her designee) shall serve as **a voting member**.
- 4.3 The Classified Senators shall **consist of four positions with two persons serving in each position**:
- 4.31 Attend and participate in regular Senate meetings;
- 4.32 Attend and participate at any special sessions of the Senate as needed;
- 4.33 Communicate and facilitate the dissemination of information to classified staff on matters discussed by the Senate;
- 4.34 Provide input on matters affecting the classified staff that has been delegated to the Classified Senate;

- 4.35 Provide input regarding the development of policies and procedures pertinent to the Classified Senate, but that do not infringe upon collective bargaining areas, and;
- 4.36 Participate on Academic Senate Joint Committees, campus-wide committees and on Classified Senate internal standing and Ad-Hoc committees.

Article 5: Committees

A committee may be appointed for a specific time, such as one session or for a period of one year, or it may be an Ad-Hoc committee appointed for a particular end or specific purpose. 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 ***Executive Board***.

5.1 Classified employees appointed to standing committees shall serve a term of two years. The two-year terms shall coincide with the two-year terms for elected officers (July 1 through June 30). Requests for additional terms of one year shall be submitted to the Classified Senate Executive Board for approval no later than 30 days before the term has ended.

Article 6: Meetings

- 6.1 Regular meetings of the Classified Senate shall be held once each month.
 - 6.1.1 Meetings shall be conducted using the most recent version of Robert's Rules of Order, however, group consensus can supercede Robert's Rules for the sake of efficiency.
- 6.2 The Executive Committee shall meet once each month.
 - 6.2.1 Meetings of the Executive Committee shall be for the general supervision of the affairs of the Classified Senate between general meetings. It shall transact routine business of the Classified Senate, coordinate the activities of various committees, and to prioritize and determine recommendations on matters requiring discussion and action by the Classified Senate. The Executive Committee shall be subject to the orders of the Classified Senate and none of its actions shall conflict with the actions or will of the Classified Senate. A report of the actions taken by the Executive Committee shall be made at the next Classified Senate meeting.

- 6.3 Special meetings of the Classified Senate may be called by the President or by any members of the Senate plus any two members of the Executive Committee.
- 6.4 The President or any two members of the Executive Committee may call special meetings of the Executive Committee.
- 6.5 The Senate shall consider classified Senators with three unexcused absences from three regular meetings in any fiscal year and without timely notification to the Secretary, for removal from office.
 - 6.5.1 Excused absences shall be defined as: vacation, illness, jury duty, or emergencies beyond their control.
 - 6.5.2 Timely notification shall be defined as notification to the Secretary any time prior to the day of the regular meeting.

Article 7: Elections

- 7.1 Eligibility
 - 7.1.1 Eligibility for Senators shall be open to all **regular** classified employees.
 - 7.1.2 Eligibility for Officers shall be open to all **regular** classified employees.
- 7.2 Nominations
 - 7.2.1 Nominations for Senator shall be open to all eligible **regular** classified staff.
 - 7.2.2 Nominations for Officers of the Classified Senate shall be open to all eligible **regular** classified staff.
 - 7.2.3 The Election Committee shall verify eligibility of nominees.
- 7.3 Voting and Balloting
 - 7.3.1 Voting for Senators and Officers shall be open to all eligible classified staff as defined in Article 3.
 - 7.3.2 Ballots for Senators and Officers shall be distributed through Napa Valley College campus mail.
 - 7.3.3 Voting for Senators and Officers shall be through confidential ballot.
 - 7.3.4 Completed ballots shall be verified, opened, and tabulated by the Election Committee.
- 7.4 Election Committee
 - 7.4.1 Election Committee shall be appointed by the Vice-President of the Classified Senate and shall meet no later than the first week of March.
 - 7.4.2 Election Committee shall provide a nomination form, contact all nominated candidates to determine if the candidate shall run for office and count all completed ballots. The election

- results shall be provided to the current President and Executive Board within two business days.
- 7.4.3 Entire election process shall be completed by mid-May.
- 7.5 Vacancies
- 7.5.1 A vacancy is defined as an unfilled seat, resignation, or removal of a Senator or Officer.
- 7.5.2 A vacancy in the term of a Senator or Officer shall be filled for the remainder of the vacant term only.
- 7.5.3 The Executive Board shall recommend a candidate. Any discussion of the candidate shall be held in the absence of said candidate.
- 7.5.4 A candidate shall be approved by a simple majority of the Classified Senate. Voting shall be done by confidential means.
- 7.6 Leaves of Absence
- 7.6.1 A leave of absence shall not exceed a total of six months per term.
- 7.6.2 In the event of a leave of less than 60 calendar days by an Officer, Senator or member of a standing or Ad-Hoc committee, no substitute shall be named.
- 7.6.3 In the event of a leave of more than 60 calendar days by an Officer, Senator or member of a standing or Ad-Hoc committee, a substitute shall be appointed by the Executive Committee with the approval of the entire Senate.
- 7.6.4 A leave of more than 60 calendar days by an Officer shall be considered a vacancy and filled as provided for in Section 7.5.
- 7.7 Terms and limitations
- 7.7.1 Officers and Senators shall be elected for a term of two years.
- 7.7.2 ***One of each of the four Senator positions shall run for office on odd-numbered years. The second of each of the four Senator positions shall run for office on even-numbered years.***
- 7.7.3 Officers and Senators are limited to serve two consecutive terms of two years each for the same office (seeking a different office other than one served for two consecutive terms is permitted).
- 7.7.4 Appointed and Ad-Hoc committee members shall serve through the end of the fiscal year (see ***Article 5.1***).

Article 8: Amendments

Amendments to these bylaws shall be made only at a regular meeting of the Classified Senate and by a two-third's vote of the Classified Senate present.

Article 9: Academic Year

The Classified Senate year shall coincide with the District fiscal year and be from July 1 through June 30.

Article 10: Quorum

10.1 A quorum shall consist of half the current membership present plus one.

10.2 A majority (*half the current membership present plus one*) on any and all committees shall constitute a quorum.