



Oxnard College CLASSIFIED SENATE BYLAWS



ARTICLE I – EXECUTIVE BOARD

A. Function and Responsibilities

- It shall be the function of the Classified Senate Executive Board (hereinafter called “Board”) to transact the business of the Classified Senate (hereinafter called “Senate”) to serve as the voice of the classified professional in all non-union issues.
- Provide procedures for reviewing concerns and implementing solutions for classified concerns not covered by the scope of the bargaining agreement.
- Be the official representative of classified professionals in relationships with the administration on all non-union issues.
- Recommend classified professionals for college and district-wide committees and subcommittees as requested.
- Advise the Senate president; assist the president in preparing the agenda; and to perform those duties requested by Senate president.
- The Board has the right to dispense Senate funds at their discretion, up to \$100.00.

B. Duties of Officers

1. President
 - a. Serve as an official representative of the Classified Senate in all venues.
 - b. Attend all VCCCD Board of Trustee Meetings.
 - c. Preside at all meetings of the Senate and the Board.
 - d. Communicate Senate and/or Board recommendations and proposals, to the appropriate parties.
 - e. Prepare, with the Board, agendas for Senate meetings.
 - f. Serve on college and/or district-wide committees as designated by the Board, Oxnard College Participatory Governance Manual, and the VCCCD Participatory Governance Handbook (or identify designee).
 - g. Work with executive leadership on hiring committees as stated in the Administrative Procedures.
 - h. Conduct orientation for officers.
 - i. Participate in events and activities sponsored by the Classified Senate.
 - j. Organize and Chair the Employee of the Year Committee.
 - k. Plan yearly retreat.
 - l. Work with academic Senate President on Excellence Awards.
 - m. Perform other duties as necessary as assigned by the Board or Senate.

2. Vice President
 - a. Serve as the President of the Senate during any temporary absence of the President or for unexpired term in the event the President cannot serve.
 - b. Attend college and district committee meetings in the absence of the President.
 - c. Serve as scholarship committee chair.
 - d. Plan and coordinate student welcome back days during the beginning of the spring and fall semester.
 - e. Serve as a college PG committee chair and serve on college and/or district-wide committees as needed and designated by the Board.
 - f. Regularly attend Senate and Board meetings.
 - g. Participate in events and activities sponsored by the Classified Senate.
 - h. Perform other duties necessary as delegated by the President or assigned by the Board.
3. Secretary
 - a. Issue notices of meetings, publish agendas, keep appropriate records, publish and distribute minutes of all Senate meetings in a timely manner.
 - b. Conduct all correspondence appropriate to the office.
 - c. Serve as historian for the senate.
 - d. Serve as a college PG committee chair and serve on college and/or district-wide committees as needed and designated by the Board.
 - e. Regularly attend Senate and Board meetings.
 - f. Participate in events and activities sponsored by the Classified Senate.
 - g. Perform other duties necessary as delegated by the President or assigned by the Board.
4. Director of Advocacy
 - a. Coordinate PG Committee membership, track attendance and replacements as needed.
 - b. Serve as point of contact for PG Committee representatives including gathering of monthly committee reports.
 - c. Serve as liaison between PG committee representatives and the Board regarding committee actions and updates to be added to Senate meetings for discussion.
 - d. Serve as the point of contact and assist in dissemination of information between the Classified Senate and department/divisions, including District Administrative Center's Classified Senate.
 - e. Create and disseminate monthly newsletters, including monthly committee reports, employee news, and campus events.
 - f. Serve as the Senate webmaster.
 - g. Maintain records of yearly participatory governance committee members.
 - h. Serve as a college PG committee chair and serve on college and/or district-wide committees as needed and designated by the Board.
 - i. Regularly attend Senate and Board meetings.
 - j. Participate in events and activities sponsored by the Classified Senate.
 - k. Perform other duties necessary as delegated by the President or assigned by the Board.
5. Director of Fundraising
 - a. Serve as fundraising chairperson for all Senate fundraising activities.
 - b. Maintain and report financial records of the senate.
 - c. Prepare and report out the finance report.
 - d. Work with Oxnard College Foundation for funding opportunities.

- e. Serve as a college PG committee chair and serve on college and/or district-wide committees as needed and designated by the Board.
 - f. Regularly attend Senate and Board meetings.
 - g. Participate in events and activities sponsored by the Classified Senate.
 - h. Perform other duties necessary as delegated by the President or assigned by the Board.
6. Director of Professional Development
- a. Assess classified professional development needs.
 - b. Plan, coordinate, and promote PD opportunities.
 - c. Professional development funding oversight.
 - d. Serve as a voting member of the Professional Development Participatory Governance Committee.
 - e. Support equity and inclusion in professional development.
 - f. Serve as a college PG committee chair and serve on college and/or district-wide committees as needed and designated by the Board.
 - g. Regularly attend Senate and Board meetings.
 - h. Participate in events and activities sponsored by the Classified Senate.
 - i. Perform other duties necessary as delegated by the President or assigned by the Board.
7. Past President
- a. The current past-president shall serve a one-year term as an ex-officio member of the Executive Board, provided they do not hold another concurrent senate office.
 - b. Assist in transition and training of new president and the Board.
 - c. Serve as a college PG committee chair and serve on college and/or district-wide committees as needed and designated by the Board.
 - d. Regularly attend Senate and Board meetings.
 - e. Participate in events and activities sponsored by the Classified Senate.
 - f. Perform other duties necessary as delegated by the President or assigned by the Board.

C. Minimum Qualifications

- President must have been employed at Oxnard College for a minimum of two (2) years and
- must have served on the Senate Board or as a PG Chair at least one (1) year.
- Vice President must have been employed at Oxnard College for a minimum of one (1) year and must have served on the Senate Board or on a committee prior to assignment.
- All other board members shall be willing to be a tri-chair or representative of a PG Committee on campus and/or district office and must be able to attend the Executive Board and regular senate meetings.

D. Order of Precedence

- President
- Vice President
- Secretary
- Director of Advocacy

- Director of Fundraising
- Director of Professional Development
- Past President

In the event of the temporary absence of any officer, the next in the above order shall perform any necessary functions of the absent officer. The Board may establish a further order of precedence.

ARTICLE II – ELECTIONS

A. Nominations and Elections

1. Committee
 - a. The Elections Committee shall be comprised up of a chair and the Director of Advocacy.
 - b. The Director of Advocacy shall serve as an advisor to the chair for the purpose of verifying candidate eligibility for the President and Vice President offices.
 - c. The chair shall be appointed by the Executive Board and shall not be a candidate in the current election cycle.
 - d. On the third Monday of March, the board will announce the formation of the Elections Committee and request a volunteer to chair the committee.
2. Nominations
 - a. On the first Monday of April, the Committee will call for nominations to be submitted. Such nominations will be open for five (5) days.
 - b. Following the closure of nominations, the chair shall request verification of eligibility from the Director of Advocacy.
 - c. The chair shall notify nominated employees and give them an opportunity to accept the nomination.
 - d. Nominees must obtain approval from their immediate supervisor confirming their ability to fulfill the responsibilities of the position prior to accepting the nomination; elections committee may request written confirmation.
 - e. Nominees accepting the nomination shall submit a short bio to be included in the ballot.
 - f. A nominee may run for one office only.
3. Ballots/Voting
 - a. On the third Monday of April, the ballots shall be distributed to all members of the Senate. These ballots shall be returned within five (5) working days from the date the ballots are sent out.
 - b. The Committee shall tally the election results within one (1) working day following the election.
 - c. A majority of the Senate members shall be sufficient for election of any officer. If no candidate receives a majority of the first ballot, a run-off election shall be held as soon as possible.
 - d. 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.

B. Vacancies of the Board

- In the event of a vacancy the board shall hold a special election to fill the position, preferably within thirty (30) days. The elected member will fulfill the role until the end of the original term date.

ARTICLE III - DISMISSAL AND RESIGNATION

- A. Any Executive Board 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 their control, may be considered for removal from office by the Senate.
- B. Dismissal of a Board member may be considered with two-thirds (2/3) of votes cast per quorum. The Board shall notify the dismissed board member of the removal in writing within five (5) working days of the decision. The notification shall include the reason for removal.
- C. Any elected member of the senate may resign by written notice to the President or any other member of the Board.

ARTICLE IV – MEETINGS

- A. At least one general meeting of the Senate shall be scheduled quarterly and shall be planned to maximize the opportunity for attendance by all members.
- B. The Board shall meet at least quarterly or as needed.
- C. All meetings of the Senate and the Board shall be open to the public.
- D. A Classified Senate Retreat may be held once a year.

ARTICLE V – COMMITTEES

- A. PG Representatives: The Classified Senate representatives for PG committees shall be appointed as outlined in the Oxnard College Participatory Governance Manual. If there are more representative volunteers than there are committee appointments, the appointment will be determined by a majority vote of the Board. Attendance is required to both Classified Senate Meetings & Committee meetings.
- B. If a representative is required to be on a committee per their job description, a second person may be appointed to serve as the classified senate representative.

- C. Attendance: If the representative cannot make an assigned PG committee, they shall notify the Director of Advocacy. The DA shall then identify a meeting proxy. If two (2) or more consecutive PG committees are missed (unexcused), another representative may be appointed.

ARTICLE VI – AMMENDMENTS

Suggestions for amendments to these Bylaws can be made by submitting a written request to the Board at least ten (10) business days prior to the next Senate meeting. If approved by simple majority of the Board, the recommendation shall be placed on the next Senate agenda for discussion and ratification.

Upon no action by the board on a suggested bylaw amendment, the amendment may be resubmitted as an agenda item upon receipt by the President of a petition with fifteen (15) classified professionals' signatures.