



BYLAWS

ARTICLE I – CLASSIFIED SENATE EXECUTIVE BOARD

A. Function and Responsibilities

1. 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.
2. It shall be the responsibility of the Board to:
 - a. Provide procedures for reviewing concerns and implementing solutions for classified concerns not covered by the scope of the bargaining agreement.
 - b. Be the official representative of classified professionals in relationships with the administration on all non-union issues.
 - c. Recommend classified professionals for college and district-wide committees and subcommittees as requested.
 - d. Advise the Senate president; to assist the president in preparing the agenda; and to perform those duties requested by Senate president.
3. The Board shall have 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 (or designee)
- c. Preside at all meetings of the Senate and the Board
- d. Communicate Senate and/or Board recommendations and proposals, to the college president.
- e. To prepare, with the Board, agendas for Senate meetings.
- f. To 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. Conduct an orientation for officers
- h. Participate in events and activities sponsored by the Classified Senate.
- i. 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 the unexpired term in the event the President cannot serve. This will include attending

- college and district committee meetings in the absence of the President
- b. Willing to serve as a college PG committee chair and serve on college and/or district-wide committees as designated by the Board
- c. Serve as the Senate historian and webmaster, including monthly newsletter.
- d. Chair the Nomination & Election Committee and serve as Chief Election Officer for all elections conducted by the Senate.
- e. Regularly attend Senate and Board meetings
- f. Participate in events and activities sponsored by the Classified Senate.
- g. Perform other duties as necessary as delegated by the President or assigned by the Board.

3. *DIRECTOR OF ADVOCACY*

- a. Serve as point of contact for PG Committee representatives including gathering of monthly committee reports.
- b. Serve as liaison between PG committee representatives and the Board regarding committee actions and updates that need to be added to Senate meetings for discussion.
- c. Serve as the point of contact and assist in dissemination of information between the Classified Senate and department/divisions.
- d. Be willing to serve as a college PG committee chair and serve on college and/or district-wide committees as designated by the Board
- e. Participate in events and activities sponsored by the Classified Senate.
- f. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.

4. *SECRETARY*

- a. To issue notices of meetings, publish agendas, keep appropriate records, and publish and distribute minutes of all Senate meetings in a timely manner.
- b. To conduct all correspondence appropriate to the office.
- c. Be willing to serve as a college PG committee chair and serve on college and/or district-wide committees as 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 as necessary as delegated by the President or assigned by the Board.

5. *TREASURER*

- a. Prepare and report out the "Treasurer's Report" at the Senate meetings.
- b. Maintain all financial records of the Senate.
- c. Collect, deposit and issue funds as needed and authorized by the Board.
- d. Be willing to serve as a college PG committee chair and serve on college and/or district-wide committees as 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 as necessary as delegated by the President or assigned by the Board.

6. *DIRECTOR OF FUNDRAISING*

- a. Serve as fundraising chairperson for all Senate fundraising activities.
- b. Be willing to serve as a college PG committee chair and serve on college and/or district-wide committees as designated by the Board
- c. To perform other duties as assigned by the Senate or Board.

7. PAST PRESIDENT (Ex-officio/Non-voting)

- 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 Board.
- c. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.

C. **Minimum Qualifications:** Officers eligible to hold the title of President or Vice President must have served on a committee prior to assignment. This requirement may be waived at the discretion of the board.

D. Order of Precedence

Order of precedence shall be as follows:

- President
- Vice President
- Director of Advocacy
- Secretary
- Treasurer
- Director of Fundraising

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. A further order of precedence may be established by the Board.

ARTICLE II - ELECTIONS

A. Nominations and Elections

- 1. The Board will appoint a Nominations and Elections Committee with the Vice President serving as the chair.
- 2. On or before March 31st of each year, the Committee will call for nominations to be submitted. Such nominations are to be returned within five (5) working days of the date the request is sent to members.
- 3. Following the return of nominations, the Committee shall verify with each nominated employee his/her wish to be placed on the ballot. A Senate member may run for one office only.
- 4. By April 15th, the Committee shall distribute an individual, named ballot to each member of the Senate. These ballots shall be returned within five (5) working days from the date the ballots are sent out. The Committee shall tally the election results within one (1) working day following the election.
- 5. 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.
- 6. 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 will hold a special election to fill the position, preferably within 30 days.

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 2/3 of votes cast per quorum. The Board shall notify the dismissed board member of the removal in writing within 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. Require attendance to both Classified Senate Meetings & Committee meetings

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.
- B. **Attendance:** If the representative cannot make an assigned PG committee, they shall notify the Senate President to identify a meeting proxy. If two (2) or more consecutive Classified Senate meetings or 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 a minimum of 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 15 classified professionals' signatures.