

# CONSTITUTION OF THE CAÑADA COLLEGE CLASSIFIED SENATE

## Name

- I. The name of this organization shall be the Cañada College Classified Senate.

## Membership

- II. The Cañada College Classified Senate membership is open to all permanent classified employees assigned or located at Cañada College. Every member may vote.

## Purpose

- III. The purpose of the Cañada College Classified Senate is to work with the administration, faculty and student groups in the interest of enriching the educational and social environment of the College.

The Classified Senate is organized to:

- A. participate in the Cañada College governance process;
- B. provide a body representing the needs, concerns, and viewpoints of classified staff;
- C. provide a centralized means of communication between classified staff and the rest of the College community; and between the Cañada classified staff and other local and statewide public bodies (i.e., California Community College Classified Senate [4CS]);
- D. promote and support opportunities for classified staff development;
- E. promote a scholarship fund for Cañada students.

## Officers

- IV. The Cañada Classified Senate Officers shall consist of President, Vice-President, Treasurer, Secretary, and Activities Coordinators. These officers shall comprise the Executive Committee whose primary function is to expedite the business of the Classified Senate. The terms of office shall be a two year commitment for the President and Treasurer and a one year commitment for the Vice President, Secretary and Activities Coordinators from June 1 to May 31. Officers shall be eligible for re-election; however, no person shall serve more than two consecutive terms in the same office.

## Duties

President: The President is the liaison to Administration and Faculty leadership. The President shall serve on the Cañada College **Planning Council** and/or on the Budget Committee.

Vice President: The Vice President shall attend meetings in the President's absence, **shall serve on either the College Planning Council or the Budget Committee,** and shall promote opportunities for classified staff development.

Treasurer: The Treasurer shall maintain all financial reports and bank accounts and make monthly reports to the membership.

Secretary: The Secretary shall take minutes at general meetings. Agendas and meeting minutes shall be disseminated on email and/or in writing to the membership. Agendas will be disseminated within 5 days before and minutes within 5 days after a meeting.

Activities Coordinators: There shall be two Activities Coordinators and they shall plan fundraising activities to promote scholarships and plan and organize events and activities held by the Cañada College Classified Senate.

General Membership: Any member of the Cañada College Classified Senate shall be invited to volunteer to serve on governance and other college committees that require Classified Representatives at general meetings and those names then forwarded to CSEA for approval as appropriate.

### **Elections**

- V. The Cañada College Classified Senate shall conduct an annual general election of officers during the Spring semester of each academic year.

Nominations shall be solicited in the April meeting. Elections will be held in May and officers will be announced in May. No person may run for two offices at one time. No officers may resign from one office in the middle of a term in order to run for a different office.

### **Meetings**

- VI. The general membership of the Cañada College Classified Senate shall meet monthly during the academic year. The Executive Committee shall confer before each monthly meeting to prepare the Agenda. Agendas of general membership meetings shall be posted in a central location and disseminated on email or in writing to all Classified Senate members, within five days before the meeting.

### **Committees**

- VII. The Cañada College Classified Senate may have standing and ad hoc committees at the discretion of the general membership.

### **Amendments**

- VIII. This Constitution may be amended by one-third of those eligible to vote in any general election. Notice of proposed amendments must be posted in a central location and on email or in writing to all Cañada College Classified Senate members at least ten working days before a vote is called on the proposed amendments.

Any Classified Senate member may recommend to the Senate, in writing, a proposed amendment to the Constitution.

### **Adoption**

- IX. This Constitution shall take effect upon approval by one-third vote of the membership of the Cañada College Classified Senate.