

**CONSTITUTION  
OF THE  
COSUMNES RIVER COLLEGE  
CLASSIFIED SENATE**  
Approved – last page

**Article I - Name**

Section 1. The organization shall be known as the Classified Senate, also known as the Senate.

**Article II - Purpose**

Section 1. To provide the classified staff with a formal, representative voice on any matter affecting the conduct and welfare of the college before all college committees, the Chancellor's Cabinet, the college district board and statewide classified organizations.

Section 2. To serve as a resource for the expression and/or resolution of the various needs, concerns and viewpoint of the classified staff not relating to collective bargaining matters.

Section 3. To provide activities and opportunities that develops and/or increases skills, productivity and professionalism of the classified staff.

Section 4. To recommend the appointment of classified representatives to committees requiring classified representation.

Section 5. To facilitate communication between the classified staff and the rest of the college and district.

Section 6. To convey the professionalism of the classified staff so that we are recognized and valued.

**Article III - Membership**

Section 1. The Classified Senate shall be comprised of all non-management employees at Cosumnes River College who fill permanent blue collar, white collar, confidential and non-management supervisory classified position.

**Article IV - Officers and Area Representatives**

Section 1. The Executive Board of the Classified Senate consists of President, Vice-President, Treasurer, Secretary and Past President. Duties and responsibilities of the Executive Board are outlined in the Bylaws. All members on the Executive are voting members.

## **Article V - Meetings**

- Section 1. Meetings of the Classified Senate shall be conducted according to Roberts Rules of Order Revised and Updated Edition.
- Section 2. The Classified Senate shall meet a minimum of once a month during the year at times most convenient for classified staff. Special meetings may be held as needed, with a minimum of seven (7) calendar days notice.
- Section 3. Official meetings of the Classified Senate shall consist of a quorum, which shall be defined as one-third of the total elected voting representatives and officers.
- Section 4. Official minutes, agendas and announcements of meetings shall be publicly posted and available to all classified staff, the presidents of the Academic Senate and the Student Association, the president of the college, presidents of each classified union, and the LRCCD chancellor.
- Section 5. E-mail voting may be used. Motions approved by a simple majority vote.

## **Article VI- Committees**

- Section 1. 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 staff and to the operational matters of the college, where it does not conflict with union activities.
- Section 2. Membership on standing and ad hoc committees is open to all classified staff.
- Section 3. Each Committee Chair shall:
1. Report to the Classified Senate at the monthly meetings.
  2. Prepare recommendations relating to the committee's functions for review and approval by the Classified Senate.
  3. Perform other duties as determined by the Classified Senate.
  4. Prepare a summary of committee activities for distribution to the Classified Senate at the end of each semester.
  5. The standing committees for the Classified Senate are as follows (objectives are developed yearly):
    - a. Elections Committee – The goal is to assure the regularity and validity of each election, based on constitutional guidelines.

- b. Staff Development Committee – The goal is to evaluate staff development needs and work cooperatively with other bodies to bring meaningful programs to classified staff.
- c. Website Committee – The goal is to provide information and updates on Classified Senate activities via the Internet.
- d. Fundraising Committee – The goal is to provide fundraising activities for the Classified Senate.
- e. Classified Retreat Committee – Plan and develop a day filled with interactive workshops/training for the classified staff

## **Article VII - The Bylaws**

- Section 1. Bylaws consistent with and necessary to implement the Articles of the Constitution may be adopted or amended by a simple majority vote of the CRC permanent classified staff. Proxy votes may be submitted in writing or e-mailed to the Classified Senate President.
- Section 2. The Senate shall review the Constitution and Bylaws on as needed basis.
- Section 3. Any classified staff member, as well as any officer and/or representative of the Classified Senate, may propose additions or amendments to the Bylaws at general meetings of the Senate. The proposals are to be in writing.

## **Article VIII - Ratification and Amendments of the Constitution**

- Section 1. This Constitution shall become effective by a simple majority vote of the permanent classified staff at Cosumnes River College (CRC) who votes in an announced Constitution Ratification Election.
- Section 2. The Constitution can be amended by a simple majority of the permanent classified staff at CRC who vote in specially called elections (which may coincide with elections of officers).
- Section 3. Any classified staff member, as well as any officer and/or representative of the Classified Senate, may propose additions or amendments to the Constitution at general meetings of the Senate. The proposals are to be in writing.
- Section 4. If any portion of this Constitution is found to be in violation of local, state, or federal laws, it will be the responsibility of the Senate to amend that portion to attain compliance rather than to declare void the entire Constitution. The Senate shall use the amendment procedures in this Article to carry out this responsibility.

**BYLAWS  
COSUMNES RIVER COLLEGE  
CLASSIFIED SENATE**

**Article I – Elections**

Section 1. **Term(s) in Office.**

- a. President, Vice-President, Treasurer, and Secretary shall serve a term of one year with the option of running for a second term, therefore serving two years as the max.
- b. The Vice-President shall succeed to the President Office after completion of the term for Vice-President.
- c. In the case the President Office is unable to be filled as written in this constitution then the Executive Board can run a special election to fill the vacancy. Any Cosumnes River College Senator past or present or anyone with qualification (to be determined by the Executive Council) may run.

Section 2. **Officer Elections.** Nomination and election of Classified Senate Vice-President, Secretary, Treasurer and/or other vacated positions will be held the second week of May.

- a. Each Classified Senate Officer nominee shall have been a permanent classified staff member of Cosumnes River College, for at least one year, and remain so throughout the term of office.
- b. On July 1 the newly elected officers shall assume the responsibility of the classified senate.
- c. The term of office for all elected Classified Senate Executive Board members shall be from the time they assume office until June 30.
- d. The Executive Board shall appoint a committee to deal with all the responsibilities of the Classified Senate Election.
  1. Any Classified Senate member who has any responsibility in connection with the election, and is a candidate for that election, shall resign his/her responsibly.
  2. Only Classified Senate members can nominate and vote for candidates.
  3. Each permanent classified member has one vote.
- e. The method by which the Classified Senate Executive Board will be elected shall be by secret ballot.
  1. All nominees wishing to be placed on the official ballot must submit written acceptance to the council upon receiving notification from the Secretary of their nomination.
  2. Each Classified Senate member shall receive a ballot listing all nominees who wish to run for office.

3. The candidate receiving the most votes in an election shall be elected.
4. In the event of a tie, the Classified Senate members in attendance at the next meeting shall elect the office by a majority vote in a secret ballot run-off election.

Section 3. **Representative Elections.** Nomination forms shall be prepared by the Elections Committee and distributed to all eligible classified staff. Both nominees and nominators must be permanent CRC classified staff members. Upon notification of their nomination, nominees who wish to be placed on the official ballot must submit a written acceptance stating that they will serve if elected, or the name will not be placed on the ballot.

- a. Representatives to the Senate shall be elected by secret ballot.
- b. Each area shall nominate and elect its own representative(s).
- c. Every permanent classified staff member in the area shall have one vote for each vacancy and shall receive a ballot listing all nominees.
- d. Write-in candidates will not be considered on the election ballot.
- e. Absentee voting shall not be permitted.
- f. Each designated area will elect their representatives based on the results of the nomination and voting process.
- g. Representatives will serve for the term of one year.

Section 4. **Elections Committee.** The Elections Committee of the Senate conducts the Senate's Officer and Representative elections during April of each school year.

- a. The Elections Committee shall be appointed by the Executive Board to deal with all responsibilities of the Classified Senate election.
- b. The committee shall supervise the senate election process, which includes preparing and distributing nomination forms and ballots, determining eligibility to serve, tallying votes, and announcing results.
- c. Any classified staff member as well as any officer and/or representative of the Classified Senate who has any responsibility in connection with an election, and is a candidate for that election, shall resign his/her Election Committee responsibilities.

Section 5. **Vacancies/Recall**

- a. The President or Vice-President may declare a vacancy when a Classified Senate officer or representative has been absent and/or the position has been vacant for more than three consecutive meetings (except in June, July, or August).
- b. The President may appoint any Senator or Representative to a vacant position until filled by the terms stated in this constitution.
- c. An officer may be recalled by a vote of the Classified Senate. A petition for recall must be signed by forty percent (40%) of the Classified Senate and be presented to the Secretary of the Classified Senate. If the recall is directed towards the Secretary, the President shall be presented the petition.
- d. Within ten days upon receipt, the Classified Senate will subject the petition to a vote.
- e. An officer may be recalled by a two-thirds vote of the Classified Senate.

**Article II - Duties and Responsibilities of Classified Senate Officers**

Section 1. The President shall:

1. Preside over all meetings of the Classified Senate.
2. Prepare an agenda for each Classified Senate meeting.
3. Make classified appointments to committees with classified participation, including standing, ad-hoc, hiring, district-wide and the Chancellor's Cabinet, in consultation with the college president.
4. Attend the CRC Executive Council meetings, District Chancellor's Cabinet meetings and other committees as assigned.
5. Call special meetings of the Classified Senate as deemed appropriate.
6. Develop sub-committees as deemed necessary and define and limit the powers and duties of these committees with classified participation.
7. Review the minutes prior to Senate approval and distribution.
8. Ensure that Classified Senate officers and representatives approve any financial expenditure before it is made.
9. Represent the classified staff at various college and district meetings and functions.
10. Attend scheduled public Los Rios Board of Trustees meetings or assign a designee.
11. Conduct an orientation for officers and new Senate representatives.

- Section 2. The Vice-President shall:
1. Assist the President in all duties of the presidency.
  2. Serve as President during an absence of the President.
  3. Succeed to the office of President, upon resignation or removal of President, and then serving the remainder of the year.
  4. Succeed to the President office upon completion of the term as Vice-President
  5. Represent the classified staff at various college and district meetings and functions.
- Section 3. The Secretary shall:
1. Take minutes at Classified Senate meetings.
  2. Distribute to all Senate officers and/or representatives the following: agendas, minutes, memos, ballots, etc.
  3. Keep attendance records of each Classified Senate meeting.
  4. Represent the classified staff at various college and district meetings and functions.
- Section 4. The Treasurer shall:
1. Maintain financial records of Classified Senate.  
Represent the classified staff at various college and district meetings and functions.
  2. Collect monies, disburse funds, and submit an annual budget for the Executive Board and Council approval.
  3. The Treasurer will chair the Fundraising subcommittee
- Section 5. The Past-President shall:
1. Advise and guide the current Executive Board.
  2. Perform such other duties as may be assigned by the Executive Board or ordered by these Bylaws.

---

This constitution approved by:

Francisco Rodriguez, CRC College President on 5/9/07  
Chou Chasengnou, CRC Classified Senate President on 5/9/07  
Voted into effect by special elections on 5/11/07 by the Classified Staff