



## **CONSTITUTION OF THE COSUMNES RIVER COLLEGE CLASSIFIED SENATE**

### **Article I: Definition of Organization**

#### **Section 1: Name**

The organization governed by this constitution shall be known as the Classified Senate.

#### **Section 2: Purpose**

The Classified Senate shall serve as the official representative body of Classified Professionals. Primary functions are:

- a. To provide the classified professionals with a formal, representative voice on any matter affecting the mission and welfare of the college before all college committees including participatory governance, the Chancellor's Cabinet, the college district board and statewide-classified organizations.
- b. To serve as a resource for the expression and resolution of the needs, concerns and viewpoints of the classified professionals not relating to collective bargaining matters.
- c. To recommend the appointment of classified professionals to committees requiring classified representation.
- d. To assume responsibilities and functions that may be requested of it by college classified professionals or management.
- e. To facilitate communication, engagement, and mutual understanding among all constituencies of the Cosumnes River College Community and the Los Rios Community College District.
- f. To provide professional development activities to increase the skills, productivity and professionalism of the classified professionals.



## **Article II: Organization**

### **Section 1: Representation**

The Classified Senate shall be representative of all non-management employees at Cosumnes River College who fill permanent classified positions.

### **Section 2: Executive Officers**

The Executive Board of the Classified Senate shall include a President, Vice-President, Treasurer, Secretary, and Past President. All members on the Executive Board are voting members.

- a. The offices of President, Vice President, Treasurer, and Secretary are elected positions.
- b. The office of past president shall be represented by the most recent available past president.

### **Section 3: Senators**

One senator shall be elected as a voting member from each area listed below:

- a. Receiving, Custodial, Maintenance, Duplicating, Police Services, and Health Services
- b. Admissions & Records, Access Center, Business Services, Cafeteria, Counseling, DSPS, Financial Aid, Placement, President Office, Student Support Center, and Transfer Center.
- c. Dream Center, Library Technology & Instruction, Outreach, Student Life and Leadership, TRIO, Upward Bound, HIS, and Veterans
- d. Arts Media & Entertainment, Health, and Instruction Office
- e. Business & Computer Sciences, English & Language Studies, and Social & Behavior Science departments
- f. Agriculture, Food & Natural Resources department, Automotive, Construction & Design Technology department, and Human Services (Career and Techs) department



- g. Child Development Center, Science, Math & Engineering department, and Strong Workforces department
- h. Elk Grove Center and Equity Institutional Effectiveness department

## **Section 4: Participatory Governance Chairs**

Classified Tri-chairs of participatory governance committees are elected by the individual committee and approved by the senate. The senate past president will serve as the classified tri-chair of the Participatory Governance Council. The classified tri-chairs of the branches (Institutional Effectiveness, Resources, Student Learning and Instruction Support, and Student Success and Equity) shall be members of the senate whenever possible.

## **Section 5: Temporary Classified Employees**

Although temporary classified professionals shall not be members of the Classified Senate, they are encouraged to bring topics of consideration to the senate at any time.

## **Article 3: Terms in Office**

### **Section 1: Executive Board**

Elected senate officer positions (President, Vice-President, Treasurer, and Secretary) shall serve a term of two years.

- a. After serving two consecutive years as an elected officer, the classified member must wait a year before running again for the same office but may run for a different role.
  - i. An appointment by special election to fill a vacant position does not count toward the two-year limit as an elected officer.
- b. The Past President shall serve a term of two years.
- c. In the event that a Senate Leadership position is left vacant after an election, the Classified Senate officers and senators (incumbent and newly elected) will:
  - i. Actively solicit persons interested in holding office.



1. Hold a special election to fill the vacant position.
- ii. Vote to offer the vacant position to the most recent person to hold that position, waiving the one year waiting period and allowing that person to serve a third consecutive year. **(This action shall only be enacted in the event that Article 3, Section 1.b.i, does not produce any candidates.)**
  1. After serving three consecutive years in the same office, the classified professional must wait a year before running again for the same office.



## **Section 2: Senators**

Elected Area Senators shall serve a term of two years.

- a. Area Senators may seek re-election every two years without limit on the number of terms.
- b. In the event that an Area Senator position is left vacant after an election, the Classified Senate officers and senators (incumbent and newly elected) shall:
  - i. Actively solicit nominations from the classified senate, recommendations from area deans, and interests from classified professionals; and
  - ii. Appoint a senator by majority vote of the Classified Senate.

## **Article 4: Vacancies**

### **Section 1: Executive Board**

The President or Vice-President may declare a vacancy when a Classified Senate Officer resigns or has been absent for more than three consecutive meetings (except in June, July, or August).

- a. In the event of a vacancy of President, the Vice president will immediately become the President until a new President is determined by special election.\*
  - i. An appointment by special election to fill a vacant position does not count toward the two-year limit as an elected officer.
- b. In the event of a vacancy of the Vice President, Treasurer, or Secretary, the position shall be filled by special election.\*
  - i. The President may appoint a representative to fill the vacant position until a new officer is elected.
  - ii. An appointment by special election to fill a vacant position does not count toward the two-year limit as an elected officer.
- c. In the event of a vacancy of the Past President, the position will be filled by the next most recent past president that is available.



## Section 2: Senators

The President or Vice-President may declare a vacancy when an Area Senator resigns or has been absent and/or the position has been vacant for more than three consecutive meetings (except in June, July, or August).

- a. The President may appoint any Senator or Representative to a vacant position until filled by the terms stated in this constitution.
- b. In the event of a vacancy or resignation of an Area Senator, the Classified Senate President shall:
  - i. Actively solicit nominations from the classified senate, recommendations from area deans, and interests from classified professionals; and
  - ii. Appoint a senator by majority vote of the Classified Senate.

## Article 5: Recall

### Section 1: Recall Procedures

An Officer or Senator may be recalled by a vote of the Classified Senate upon presentation of a petition for recall.

- a. A petition for recall must be signed by twenty percent of the Classified Professionals at Cosumnes River College, and then presented to the Past President for presentation to the Senate.
- b. If the recall is directed towards the Past President, the President shall be presented the petition.
- c. The Petition for Recall must be presented to the Classified Senate within fourteen days of receipt.
- d. An Officer or Senator shall be recalled if two-thirds of the Senate members, excluding the Officer or Senator being recalled, vote to approve the recall.



## **Article 6: Ratification and Amendments of the Constitution**

### **Section 1: Ratification**

This Constitution shall become effective by a two-thirds majority vote of the permanent classified professionals at Cosumnes River College (CRC) who vote in an announced Constitution Ratification Election.

### **Section 2: Amendments**

The Constitution can be amended by a two-thirds majority vote of the permanent classified professionals at CRC who vote in specially called elections (which may coincide with elections of officers).

- a. Any classified professional may propose additions or amendments to the Constitution at general meetings of the Senate. The proposals shall be in writing.
- b. 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.



**COSUMNES RIVER COLLEGE**  
**CLASSIFIED SENATE BYLAWS OF THE CONSTITUTION**

**Article I – Elections**

Section 1. **Officer Elections.** Nomination and election of Classified Senate President, Vice-President, Secretary, Treasurer and/or other vacated positions shall be in May.

- a. Each Classified Senate Officer nominee shall have been a permanent classified professional 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 of the next odd year.
- d. The current or most recent available Classified Senate Past President will conduct elections and recruit a committee if needed.
- e. Any classified professional or manager may nominate a candidate.
- f. The Classified Senate Executive Board shall be elected by confidential ballot.
  1. Nominees must submit written acceptance to the election chair upon receiving notification of their nomination to be placed on the ballot.
    - i. Each Classified Professional shall receive a ballot listing all nominees who wish to run for office.
    - ii. Each permanent classified member has one vote.
  2. The candidate receiving the most votes in an election shall be elected.
  3. In the event of a tie, the Classified Senate members in attendance at the next meeting shall elect the officer by a majority vote in a secret ballot run-off election.

Section 2. **Senator Elections.** Nomination and election of Senators will be in May.

- a. Each Classified Senate Officer nominee shall have been a permanent classified professional of Cosumnes River College, for at least one year, and remain so throughout the term of office.
- b. On July 1 the newly elected senators shall assume the responsibility of the Classified Senate.
- c. The term of office for all elected Classified Senate Senators shall be from the time they assume office until June 30 of the next odd year.





- d. The current or most recent available Classified Senate Past President will conduct elections and recruit a committee if needed.
- e. Any classified professional or manager may nominate a candidate.
- f. The Classified Senate Senators shall be elected by confidential ballot.
1. Nominees must submit written acceptance to the election chair upon receiving notification of their nomination to be placed on the ballot.
  - i. Each Classified Professional shall receive a ballot listing all nominees who wish to run for office.
  - ii. Each permanent classified member has one vote.
2. The candidate receiving the most votes in an election shall be elected.
3. In the event of a tie, the Classified Senate members in attendance at the next meeting shall elect the senator by a majority vote in a secret ballot run-off election.
- g. One Senator shall be elected from each area listed below.
  1. Receiving, Custodial, Maintenance, Duplicating, Police Services, and Health Services
  2. Admissions & Records, Access Center, Business Services, Cafeteria, Placement, Financial Aid, Student Support Center, DSPS, and President's Office
  3. Dream Center, Outreach, Student Life and Leadership, Veterans, Upward Bound, TRIO, HIS, Library Technology & Instruction
  4. Arts Media & Entertainment, Instruction, Health
  5. Social & Behavioral Sciences, Business & Computer Sciences, English & language Studies
  6. Agriculture, Food & Natural Resources, Automotive Construction & Design Technology, Humans Services (Career & Tech)
  7. Science, Math & Engineering, Strong Workforce, Child Development Center
  8. Equity Institutional Effectiveness, Elk Grove Center



## **Article II - Roles and Responsibilities of Classified Senate Officers and Area Representatives**

### **Section 1. The President shall:**

1. Preside over all meetings of the Classified Senate.
2. Prepare an agenda for each Classified Senate meeting.
3. Appoint classified professionals to Participatory Governance and other committees with classified participation, including standing, ad-hoc, campus and district-wide, in consultation with the College President.
4. Appoint classified professionals to hiring committees.
5. Attend college and district meetings as assigned, including the Chancellor's Cabinet and Los Rios Board of Trustees.
6. Be a voting member of the Participatory Governance Council.
7. Call special meetings of the Classified Senate as deemed appropriate.
8. Develop sub-committees as deemed necessary, define and limit the powers and duties of these committees with classified participation.
9. Review the minutes prior to Senate approval and distribution.
10. Ensure the Classified Senate body approves any financial expenditure before it is made.
11. Represent the classified professionals at various college and district meetings and functions.
12. Conduct an orientation for new officers and Senators.
13. Recruit and mentor classified professionals for Senate positions.

### **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 serve the remainder of the year.
4. Represent the classified professionals at various college and district meetings and functions as required.
5. Establish and chair a mentorship committee to welcome and mentor new classified professionals.
6. Once per term, review the Classified Senate Constitution and Bylaws to ensure the Senate is operating within its code, and bring to the Senate any potential changes or updates.
7. Recruit and mentor classified professionals for Senate positions.



Section 3. The Secretary shall:

1. Take minutes at Classified Senate meetings.
2. Distribute to all Senate officers and/or representatives the following items: agendas, minutes, memos, ballots, etc.
3. Keep attendance records of each Classified Senate meeting.
4. Maintain the Classified Senate website.
5. Represent the classified professionals at various college and district meetings and functions as required.
6. Recruit and mentor classified professionals for Senate positions.

Section 4. The Treasurer shall:

1. Maintain financial records of Classified Senate.
2. Collect monies, disburse funds, and submit an annual budget for the Executive Board and Council approval.
3. Organize fundraising efforts and chair a committee if needed.
4. Manage the Classified Senate Scholarship(s).
5. Represent the classified professionals at various college and district meetings and functions as required.
6. Recruit and mentor classified professionals for Senate positions.

Section 5. The Past-President shall:

1. Advise and guide the current Executive Board.
2. Serve as the Classified Tri-Chair on the Participatory Governance Council.
3. Facilitate annual elections of the classified senate.
4. Facilitate the annual nomination, vote and award of the Classified Employee of the Year.
  - a. In the event the past president is one of the nominees for Outstanding Classified, the president will appoint another executive board member to the task.
5. Work with the Professional Development Committee to plan the annual Classified Professional Development Day.
6. Recruit and mentor classified professionals for Senate positions.



**Section 6. Area Senators shall:**

1. Attend regular monthly Classified Senate meetings.
2. Serve as a liaison between the Classified Senate and their designated areas.
3. Canvas the opinions of their designated area(s) on concerns designated by the Classified Senate.
4. Report to the Senate on matters, questions and/or concerns from their designated area(s).
5. Report back to their designated areas regarding Classified Senate meetings, Senate decisions, events, etc.
6. Contact other classified professionals who are in their area to get a summary of the Participatory Governance committee to report to the Senate.
7. Perform other Senate duties as required.
8. Recruit and mentor classified professionals for Senate positions.

**Article III – Meeting Procedures**

- Section 1. Meetings of the Classified Senate shall be conducted according to Robert's Rules of Order Revised and Updated Edition.
- Section 2. Classified Senate members shall be released for regularly scheduled monthly meetings in accordance with the MOU between LRCCD and LRCEA regarding Shared-Governance Committee and Related Matters. Special meetings may be held as needed in consultation with the College President or designee.
- Section 3. Official minutes, agendas and announcements of meetings shall be publicly posted and available to all classified professionals, the presidents of the Academic Senate and the Student Association, the president of the college, presidents of each classified union, and the LRCCD chancellor. The Classified Senate will share a copy of the monthly meeting agenda with the Vice President of Administration not less than 2 working days prior to said meeting.



## **Article IV- Shared Governance Committees**

- Section 1. The Classified Senate shall work with other constituents to 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 professionals 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 professionals.
- Section 3. Each classified professional serving on a Participatory Governance Committee shall:
1. Represent the interests of the classified professionals.
  2. Communicate the activities of the committee to the Senate through their Area Senator.
  3. Perform other duties as determined by the Classified Senate.

## **Article V- Outstanding Classified Professional of the Year**

- Section 1. Permanent Classified, Faculty, and Managers may nominate any permanent classified professional for the award.
- Section 2. Only permanent classified professionals may vote on nominees
- Section 3. Permanent classified professional winning nominee cannot be awarded within a five-year frequency:
1. If the permanent classified professional nominee has been awarded within the five-year frequency the past president will contact the individual who nominated them.
  2. The person nominating the previous Classified winner could nominate another Classified member at that time.
- Section 4. The Past President will oversee the process for Outstanding Classified Professional of the Year. The Past President will run the nominations from beginning to end. Informing the current executive staff of the results.
1. In the event the past president is one of the nominees for Outstanding Classified, the president will appoint another executive board member to the task.



## **Article V – Changes to 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 professionals.
- Section 2. The Senate shall review the Constitution and Bylaws on an as needed basis and at least once every two years.
- Section 3. Any classified professional may propose additions or amendments to the Bylaws to the Senate representatives. The proposals shall be in writing.

Classified Senate Constitution & Bylaws Approved by the Classified Senate April 14, 2021

Signature Julie Olson  
Classified Senate President- Julie Olson

Signature Theresa Tena  
Vice President Administration- Theresa Tena

Signature Edward C. Bush  
College President- Dr. Edward Bush