

**CONSTITUTION
OF THE FOLSOM LAKE COLLEGE CLASSIFIED SENATE**

Article I Name

Section 1 The organization shall be known as the Classified Senate, also referred to in this document as the Senate.

Article II Philosophy

Section 1 The classified staff interacts with administration, faculty, and the student body providing a unique perspective into the needs and goals of the college. The Senate represents the collective voice of the classified staff, facilitating communication and representation in order to enhance the well being of the entire college community.

Article III Purposes

Section 1 To promote communication, understanding, and mutual support amongst the classified staff.

Section 2 To provide classified staff with a formal structure and effective procedure for participation in state, district, and college participatory governance, including the formation and implementation of college/district goals, objectives, and policies, excluding collective bargaining issues.

Article IV Powers and Responsibilities

Section 1 The Senate shall be distinct and autonomous from all other standing committees.

Section 2 The primary responsibility of the Senate is to act as the formal representative voice and body of the classified staff at Folsom Lake College (FLC), including its educational centers. The Senate has the power to make recommendations to the college and district administration on all issues and activities pertaining to classified staff not covered by their collective bargaining units and on all recommendations made to the Institutional Effectiveness (IE) Committee through the college collegial consultation process.

Section 3 The Senate may assume such responsibilities and perform such functions as may be requested of it by FLC's classified staff. The Senate shall communicate its recommendations and positions on college issues to all classified staff in order to keep its members informed of its actions and current issues of interest to the college community.

Section 4 The Senate shall make all classified staff appointments to, but not limited to, state, district and college standing committees (permanent), ad-hoc (of short duration) committees, task forces and councils dealing with collegial consultation, planning, special college events/activities, and policies.

Section 5 The Senate shall make recommendations on classified appointments to hiring committees.

- Section 6 No classified member representative or group representative should be interpreted as speaking for the Senate unless so designated or appointed by action of the Senate.
- Section 7 The Senate may request funds from the college as needed to carry out its purposes. The Senate may also raise funds for special events and activities using college approved methods.

Article V Membership

- Section 1 The Senate shall be comprised of all permanent classified employees of FLC. This includes blue collar, white collar, confidential, and non-management supervisory classified positions. Probationary status has no effect on membership.
- Section 2 Although FLC temporary classified employees shall not be considered voting members of the Senate, they are encouraged to participate and bring topics of consideration to the Senate at any time.

Article VI Officers and Senators

- Section 1 The Executive Board Officers of the Senate consist of the President, Vice-President, Secretary/Treasurer and Past-President.
- Section 2 The Board of the Senate consists of the Executive Board and all senators. Duties and responsibilities of the Board members are outlined in the By-laws.
- Section 3 The number of classified elected representatives will be comprised of seven percent (7%) of the total classified employees (LRCEA, SEIU & LRSA) with a maximum of twenty (20) employees.
- Section 4 One (1) Senator from each of the areas listed below will be elected. The areas are as follows:

Area 1 - College Operations

- College Operations
- Custodial/Receiving Services
- Maintenance
- Printing/Mail

Area 2 - College Administration

- Administrative Assistants (All Divisions/Areas except Student Services & Career Education)
- Business Services
- Educational Center Supervisors
- Office of Institutional Research
- Public Information Services Office (PISO)
- Scheduling

Area 3 - Student Success, Career Education, and Instructional Support

- Administrative Assistants to VPSS and Dean of Student Services/Dean of Student Success
- Career Education
- Counseling Services
- DSPS
- EOP&S/CARE/ CalWORKs
- Instructional Assistants
- Orientation

Area 4 – Instruction and College Support

- Athletic Trainer
- Information Technology
- Lab Technicians
- Library Services
- Media Services
- Other Instructional Staff
- PE Attendant

Area 5 – Student Services

- Admissions & Records
- Equity Center
- Financial Aid
- Outreach
- Student Life
- Welcome & Student Success Center

Article VII By-laws

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| Section 1 | By-laws shall be consistent with and necessary to implement the Articles of this constitution. |
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Article VIII Ratification and Amendments

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| Section 1 | This Constitution and By-laws shall become effective by a simple majority vote of the Senate members who vote in an announced Constitution Ratification Election. |
| Section 2 | Any Senate member may propose additions or amendments to the Constitution and By-laws in writing at general meetings of the Senate. |
| Section 3 | Amendments to the Senate Constitution and By-laws must be presented to the Executive Board for approval before they may be submitted to the Senate for a vote. A copy of the amendment will be distributed among the Senate members two weeks prior to the election. The amendment will be subject to majority vote of the entire Senate. The amendment shall become effective on the date prescribed by the amendment. |
| Section 4 | The Constitution and By-laws may be amended by a simple majority of the Senate members who vote in specially called election (which may coincide with elections for officers). |
| Section 5 | If any portion of this Constitution and By-laws 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 and |

By-laws. The Senate shall use the amendment procedures in this Article to carry out this responsibility.

**BY-LAWS
OF THE FOLSOM LAKE COLLEGE CLASSIFIED SENATE**

Article I Meetings

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| Section 1 | Senate meetings shall be held monthly. |
| Section 2 | The District will release elected representatives for regularly scheduled monthly meetings for a period of two (2) hours. The release time must have prior approval from the appropriate supervisor or manager of the elected representative. If the duration of the monthly meeting exceeds two hours, the additional time must occur during the employee's lunch period or before or after their work day. |
| Section 3 | The Senate and LRCEA recognize that release time for monthly senate meetings is solely the right of the District and may be rescinded at any time for any reason. |
| Section 4 | Special meetings may be called as needed with every attempt to comply with the Brown Act. |
| Section 5 | Official meetings of the Senate shall be presided over by the Senate President or their designee. |
| Section 6 | Official meetings of the Senate shall consist of a quorum, which shall be defined as a simple majority of the Senate Board. |
| Section 7 | The Senate Board will vote on items or issues that are brought before the Senate. |
| Section 8 | Meetings will be conducted under Robert's Rules of Order. |
| Section 9 | The Senate will share a copy of the monthly meeting agenda with the Vice President of Administration not less than 2 work days prior to said meeting. |
| Section 10 | Official minutes, agendas and announcements of meetings shall be publicly posted and distributed to all classified staff, the college intranet, President of the college, Vice President of Administration, President of the Academic Senate, Student Life Supervisor, and the Presidents of the three classified collective bargaining units (respectively LRCEA, LRSA, SEIU). |

Article II Committees

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| Section 1 | The Senate shall establish both standing and, when appropriate, ad-hoc 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 Collective Bargaining activities/issues. |
| Section 2 | Membership on standing and ad hoc committees is open to all members of the Senate. |
| Section 3 | Each committee representative shall: |

- A Report to the Senate at the monthly meeting.
- B Prepare recommendations relating to its functions for review and approval by the Senate.

Section 4 All Senate members shall be eligible to serve as a Senate Representatives on the Participatory Governance Committees (PGC).

- A PGC Senate membership will be in accordance with the established college guidelines and the SB 235 MOU's.
- B PGC Senate members will be appointed for terms of two years, with the option of the Senate President to remove them, if circumstances warrant it. Appointments shall be made by the Senate President during June and July for participation beginning (or continuing) on August 1st. Replacements shall be made when needed.

Article III Elections

Section 1 General:

- A An elections subcommittee shall be formed in February to carry out the responsibilities for that year's election.
- B Nominations and elections will be held during the month of April. Elections may be postponed only in accordance with Article VII below.
- C A term of office shall be 2 years commencing on July 1st and end on June 30th. The outgoing President becomes Past-President on the Executive Board the following year.
- D The Senate shall elect:
 - A President, Vice-President, and Senator(s) from Areas 2 and 4 on years that end in an even number.
 - Treasurer/Secretary and Senator(s) from Areas 1, 3 and 5 on years that end in an odd number.

Section 2 Elections Sub-committee:

- A The Executive Board will appoint the sub-committee and a chairperson.
- B The Executive Board will make every attempt to get a representative from each area, work shift, and location. The sub-committee will consist of no less than three members.

C No candidate for office may serve on the sub-committee.

- D No committee member shall be a member of a senate area that is electing a Senator.
- E All duties and responsibilities of the sub-committee shall be done in accordance with the Senate Constitution and By-laws.

- F The sub-committee shall supervise the Senate election process including, but not limited to, setting election timelines, reviewing senate seats, preparing and distributing nomination forms and ballots, determining eligibility to serve, tallying votes, and announcing results.

Section 3 Eligibility:

- A Candidates shall not concurrently run for more than one office.
- B Recommend that no Officer or Senator shall serve more than two consecutive terms in the same office to provide opportunities for others.
- C A classified member may only run for a Senator position within their assigned area. If no nominations are received from that area, the position may be opened up for a member from another area to run.

Section 4 Nominations:

- A Only nominations for Senate Board positions that are up for election will be accepted.
- B Nominations must be returned to a member of the Elections Sub-committee before the indicated deadline.
- C Nominees must submit written acceptance (email is acceptable) to the Elections Sub-committee.

Section 5 Voting:

- A Officers and Senators shall be elected by confidential ballot.
- B Each classified member may vote for one candidate for each Executive Board position up for election. Each classified member may only vote for Senator candidate from their area.
- C Write-in candidates will not be considered on the election ballot.
- D Failure to follow ballot directions will void the ballot for that position.
- E Failure to mark a candidate will count as an abstention for that position.
- F For uncontested positions, the ballot will include an option vote of “YES” or “NO” for that position.
- G Each classified member shall receive a ballot listing all candidates who wish to run for an Officer position.
- H Classified members of an area with Senator positions up for election shall receive a ballot listing all candidates who wish to run for a Senator position in that area.
- I Completed ballots must be:

- Placed in an unmarked envelope and sealed.
- This envelope must be placed in a second envelope and sealed.
- The second envelope must have the name of the person casting the ballot printed on it.
- The envelope must be delivered to a member of the Elections Sub-committee prior to the start of the April Senate Meeting.

OR

- Submitted electronically according to the instructions of the elections sub-committee.

Section 6

Results:

- A After the start of the April meeting, members of the Elections Sub-committee will announce the results of the election.
- B Officer elections will be by a simple majority of votes cast by the classified body. Senator elections will be by a simple majority of votes cast by classified members of the respective area.
- C In the event of a tie, the Senate members in attendance at the April meeting shall elect the officer/senator by a simple majority vote in a confidential ballot run-off election.

Article IV Duties and Responsibilities of Board Members

Section 1

President:

- A Present an agenda for each Senate meeting.
- B Preside at all general and special meetings of the Senate or appoint a designee.
- C Serve as an ex-officio member of all Senate committees.
- D Serve or appoint a designee as a member of the Institutional Effectiveness (IE) Committee.
- E Attend District Chancellor's Cabinet and Board of Trustees meetings or appoint a designee.
- F Publicly represent and express the Senate's position on issues and recommendations relating to college governance or appoint a designee.
- G Make classified appointments, after consulting with the Executive Board, to committees with classified participation, including standing, ad-hoc, hiring, district-wide and the Chancellor's Cabinet, in consultation with the college president, or designee.
 - In respect to PGC appointments, the President shall make every effort to comply with the SB 235 MOU'S.

- H Approve the minutes prior to their distribution.
- I Approve all Senate financial expenditures with the Executive Board.
- J Compile year-end Senate report, in consultation with the Executive Board, for submission to the college President.
- K Represent the Senate at various college and district meetings and functions or appoint a designee.

Section 2

Vice President:

- A Serve in the Senate President's absence when necessary.
- B Assist the President in all duties of the presidency.
- C Assume other duties designated by the President, including, but not limited to, serving as the chair of special ad-hoc committees or task forces.
- D Coordinate reports and recommendations of those classified members serving on PGCs as well as committees established within the Senate.
- E Succeed to the office of President, upon resignation or removal of the President, and then serve the remainder of the term if both of the following conditions are met:
 - The Vice President is willing to accept the position of President.
 - The succession of the Vice President to President is approved by a simple majority of the Senate Board.
- F Represent the Senate at various college and district meetings and functions.

Section 3

Secretary/Treasurer:

- A Take the minutes of Senate meetings.
- B Keep the minutes, reports, and records of all proceedings of the Senate and its committees and task forces.
- C Keep attendance records of Senate meetings.
- D Be responsible for distribution of items outlined in the Senate Bylaws, Article 1, Section 10.
- E Maintain all Senate files including a current roster of all members of the Senate and those classified memberships of standing and ad-hoc subcommittees.
- F Oversee any fundraising activities or other financial operations of the Senate, including collecting monies and disbursing funds.

- G Maintain all financial records and submit financial reports in a timely manner.
- H Make an annual report at the end of each fiscal year, to be reviewed by the Senate Board.

Section 4 Past-President:

- A Advise and guide the current Executive Board.
- B Perform other such duties as may be assigned by the Executive Board.

Section 5 Senators:

- A Attend Senate meetings or appoint a designee.
- B Maintain communication with and represent the views of the constituents in their area.

Article V Recall of a Board Member

- Section 1 A petition for recall of an officer must be signed by forty percent (40%) of the Senate members. A petition for recall of a senator must be signed by forty percent (40%) of the Senate members in the respective area.
- Section 2 The petition of recall must be presented to the Secretary/Treasurer of the Classified Senate. If the recall is directed towards the Secretary/Treasurer, the President shall be presented the petition.
- Section 3 Within thirty (30) days upon receipt, the petition will be subjected to a confidential vote of the Senate/area membership.
- Section 4 An officer/senator will be recalled by a two-thirds (2/3) majority vote.

Article VI Vacancies

- Section 1 With the exception of the President, elected positions vacated will be filled by an election if more than one person is interested in the position. In the event of a vacancy of the senate President, see Senate By-laws Article IV, Section 2E.
- Section 2 When an officer/senator vacancy is declared, an Elections Sub-committee shall be appointed (see Senate By-laws Article III, Section 2). The sub-committee shall take timely steps as necessary (not to exceed 45 days) to fill the vacancy until the term of office expires.
- Section 3 If an elected position is vacated and only one person is interested in the position, the President, through a majority vote of the Executive Board, may appoint that person to the position to fill the vacancy until the term of office expires.
- Section 4 Persons elected or appointed to an officer or senator position due to a vacancy shall be considered “pro tem” and this service shall not count against their term limit.

Article VII Special Circumstances

Section 1

In the event of unforeseen circumstances or conditions the Executive board may take action by majority vote as they see appropriate.