



ARTICLE 1

Name of Organization:

The name of this organization shall be the San José City College Classified Senate, hereinafter referred to as the Classified Senate. The San José City College Classified Senate shall represent all Classified staff members who are not management or certificated who work on the San José City College campus (Article 3, Section 1) defined by Education Code Section 72400.

ARTICLE 2

Purpose:

The Classified Senate will participate in the governance of San José City College. The Senate will collect, evaluate, and disseminate information as well as represent the determined interest of the Classified staff on any governance issue on College committees.

The Classified Senate is organized to:

- A. Participate in and enhance the participatory governance structure at San José City College;
- B. Coordinate with the CSEA to appoint and/or remove Classified staff members to/from College committees when requested;
- C. Provide a centralized means of communication between the Classified staff and the College community;
- D. Articulate the professionalism of the Classified staff so that it is properly recognized and valued;
- E. Provide an opportunity to develop individual leadership among the Classified staff as well as increase the professional standards of its members; promote and support activities that develop or increase the skills, productivity and professionalism of the Classified staff;
- F. Represent the various needs, concerns, and viewpoints of the Classified staff not related to Union negotiated matters;



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- G. Provide input and assess needs of representation of Classified positions as they relate to institutional Student Success efforts through the shared governance process;
- H. Provide recommendations to the College President of Classified needs as part of the Program Review and Allocation process.

ARTICLE 3

Constituency:

Section 1. The constituency (hereinafter, referred to as the classified staff) shall include all Classified staff members of San José City College. A Classified staff member is one who is hired by the San José/ Evergreen Community College District as part of the “Classified service” (Ed. Code 88003) to fill a permanent Classified position.

Section 2. In special instances the Classified Senate may make specific interpretations as to who may be members of the Classified staff. It is the general intent and spirit of the Classified Senate to represent all members of the Classified staff.

Section 3. While temporary employees of the District are not formally considered Classified staff, they are encouraged to bring topics of concern to the Senate at any time. The Senate can represent the concerns of this group as needed for the benefit of the College.

ARTICLE 4

Membership:

Membership is open to all Classified staff. The Classified Senate shall represent all members of the classified staff regardless of their Classification, and who are not Management or Certificated. In following the College mission, the Classified Senate



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shall include a diverse and knowledgeable membership.

ARTICLE 5

Organization:

The Senate shall consist of members, each of which is elected by permanent Classified staff. Additional non-voting and other special groups may be reserved as needed.

- A. The Executive Committee: President, President-Elect, Secretary, Treasurer, and Recorder.
- B. One Senator will be elected from each department
- C. The appointed chairs of all Classified Senate standing committees
- D. One (1) Non-voting SJCC representative of the classified collective bargaining unit(s)
- E. Non-voting SJCC Associated Student Government representative
- F. Non-voting SJCC Academic Senate representative

ARTICLE 6

Election Procedure:

The elections process is to begin in April of each election year for all positions. The election process is to follow the following procedure:

- A. Nominations are to be sent out to all the Classified staff within the first 15 days of the month of May.
- B. Nominations are to remain open for five (5) business days.
- C. At the end of nominations, the elected nominees are to be contacted within 72 hours.



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- D. Nominees have 48 hours after being notified to accept or decline the nomination.
- E. Voting ballot to be sent out by the third week of May. Ballots are to be collected for five (5) business days.
- F. New elected officials are to be notified within 48 business hours of elections closing.

Section 1: Nominees for all offices and the positions of Senators shall agree to serve the Classified staff and the Classified Senate to the best of their ability.

Section 2: All members of the Classified Senate shall serve terms of one year.

Section 3: A special election shall be called in the event of a position opening due to resignation or termination of any officer. The special election shall take place no later than one month after resignation or termination occurs.

ARTICLE 7

Meetings:

Section 1: The Classified Senate shall meet no more than twice a month, on a fixed day and time, during the college semester. All meetings of the Classified Senate are open to all members of the Classified staff.

Section 2: Agenda items can be submitted to the Executive Committee no later than one week before the Classified Senate meeting. An agenda will be created and distributed to the Classified staff and the College community 48 hours in advance. Minutes shall be transcribed at each meeting and distributed 72 hours before the following meeting.

Section 3: In regards to the decision making process, a simple majority vote by the sitting senators will be conducted at the Classified Senate meetings.

Section 4: The classified staff is encouraged to participate in the Classified Senate meetings.



ARTICLE 8

Committees

Section 1: The Classified Senate shall act as the coordinating body for the formation of goals and tasks for all Classified Senate subcommittees. The Executive Representatives shall appoint members to all such Committees.

The Classified Senate shall establish such standing, special, or ad hoc committees deemed necessary for suitable participation in the formation of College policies and District governance, as well as policies created to report the needs, concerns, and perspectives of the Classified membership.

Section 2: Classified members shall not serve as Classified Senate representatives to any shared governance or other College committee(s) to which they have been assigned in another capacity (i.e. taking minutes, representing other groups).

Section 3: Each representative shall prepare an oral/written summary report of committee activities to the Classified Senate at each meeting.

ARTICLE 9

Voluntary Deductions:

Voluntary deductions for the Classified Senate shall be established through a Foundation account.

The Classified staff may use their own discretion on the contributed amount to support the Classified Senate. Funding will be used for miscellaneous Classified Senate events.

NOTE: Constitutional amendments and processes will be followed up with by-laws.