



San José City College
Classified Senate
Constitution



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 Professionals who are not management or certificated who work at the San José City College (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 interests of Classified Professionals on any governance issues 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 CSEA to appoint and/or remove Classified Professionals to/from College committees when requested;
- C. Provide a centralized means of communication between Classified Professionals and the College community;
- D. Articulate the professionalism of Classified Professionals to be properly recognized and valued;
- E. Provide leadership opportunities for Classified Professionals as well as increase the professional standards of its members; promote and support activities that develop or enhance the skills, productivity, and professionalism of Classified Professionals;
- F. Represent the various needs, concerns, and viewpoints of Classified Professionals not related to CSEA negotiated matters;
- G. Provide input and assess needs of representation of Classified positions as



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they relate to institutional Student Success efforts through the shared governance process;

- H. Provide recommendations to the College President of Classified Professional needs as part of the Program Review and Budget Allocation process.

ARTICLE 3

Constituency:

Section 1. The constituency (hereinafter, referred to as Classified professionals) shall include all Classified Professionals of San José City College. A Classified Professional is one who is hired by the San José/ Evergreen Community College District as part of the “Classified Employees” (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 considered Classified Professionals. It is the general intent and spirit of the Classified Senate to represent all Classified Professionals.

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

ARTICLE 4

Membership:

Section 1. Membership is open to all Classified Professionals at San Jose City College. The Classified Senate shall represent all Classified Professionals regardless of their Classification, who are not Management or Certificated. In following the College mission, the Classified Senate shall include a diverse and knowledgeable membership.



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Section 2. In special instances, the Classified Senate may make specific interpretations as to who may be considered members of the Classified Senate.

ARTICLE 5

Organization:

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

- A. The Executive Committee: President, Vice President, Secretary, Treasurer and Communications Officer.
- B. One (1) Senator will be elected from each department/area.
- C. The appointed chairs of all Classified Senate standing committees or task force.
- D. One (1) Non-voting SJCC CSEA representative.
- E. One (1) Non-voting SJCC Associated Student Government representative
- F. One (1) Non-voting SJCC Academic Senate representative

ARTICLE 6

Election Procedures:

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

1. A call for nominations shall be sent out to all Classified Professionals within the first 15 days of the month of April.
2. Nominations shall remain open for five (5) business days.



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3. At the end of the nomination period, the elected nominees shall be notified within three (3) business days of their nomination(s).
4. Nominees shall have three (3) business days after being notified to accept or decline the nomination. If nominated for multiple executive positions, they must choose one.
5. Voting ballots shall be sent out by the fourth week of April. Ballots are to be collected for five (5) business days.
6. New elected officials are to be notified within three (3) business days of the election closing. Elected nominees shall have three (3) business days to accept or decline the election.

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

Section 2: All members of the Classified Senate shall serve terms of two years.

Section 3: A special election may be called in the event of a position opening due to resignation or termination of any officer as determined by the Classified Senate. If a special election is called for it shall take place within one month of the decision.

ARTICLE 7

Meetings:

Section 1: The Classified Senate shall meet at least once per month, on a fixed day and time, during the college semester. All meetings of the Classified Senate are open to all Classified Professionals.

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 Professionals and the College community three (3) business days in advance. Minutes shall be transcribed at each meeting and distributed three (3) business days before the following meeting.

Section 3: In regard to the decision-making process, a simple majority vote by



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the voting members will be conducted at the Classified Senate meetings.

Section 4: All Classified Professionals are 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 Committee shall appoint members to all such subcommittees.

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 Classified Professionals.

Section 2: Classified Professionals shall not serve as a Classified Senate representative on any shared governance or other College committee(s) to which they have been appointed by CSEA.

Section 3: A Committee representative shall provide 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 Professional may use their own discretion on the contribution amount to support the Classified Senate.

Fund allocations shall be approved by Classified Senate.



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See by-laws for amendments and processes.