

1 **San Bernardino Valley College**
2 **Classified Senate Constitution**
3
4

5 **ARTICLE I**
6 NAME
7

8 **Section I.** The San Bernardino Valley College Classified staff hereby form the
9 San Bernardino Valley College Classified Senate.
10

11 **Section II.** The San Bernardino Valley College Classified Senate will be referred
12 to as the Senate in this document.
13

14 **ARTICLE II**
15 PHILOSOPHY
16

17 **Section I.** Mission Statement
18

19 The mission of the Classified Senate of San Bernardino Valley College is to
20 support the missions of the California Community Colleges, SBCCD and
21 SBVC, while enhancing participation in shared governance for Classified
22 Staff.
23

24 The objectives of the SBVC Classified Senate are as follows:
25

- 26 ➤ Facilitate communication among students, staff, faculty,
27 administrators and the surrounding community.
- 28 ➤ Promote equal treatment of and respect for classified staff by
29 recognizing and appreciating their value and contribution to the
30 learning environment and campus community.
- 31 ➤ Create shared responsibility and accountability, by promoting the
32 participation of classified staff in collegial consultation.
33

34 **Section II.** Code of Ethics
35

36 The Code of Ethics of San Bernardino Valley College Classified Senate will
37 be consistent with democratic principles.
38

39 The SBVC Classified Senate and its individual members will adhere to the
40 following while conducting Senate business:
41

- 42 ➤ Base decisions on all available facts
- 43 ➤ Uphold the majority decision of the Senate

- 44 ➤ Work to develop a governance system that is inclusive of all members
- 45 of the campus community
- 46 ➤ Support a campus environment that values the diversity of our campus
- 47 population
- 48 ➤ Recognize that unwelcome attention toward any member of the
- 49 campus community is not permissible and will not be condoned
- 50 ➤ Maintain integrity in all aspects of service
- 51 ➤ Advocate the prudent and responsible expenditure of public funds
- 52 ➤ Vote our honest convictions despite unwarranted influences

53
54 **ARTICLE III**
55 **PURPOSES**
56

57 **Section I.** To promote the voice of classified staff on non-collective bargaining
58 issues.

59
60 **Section II.** To provide the president of the college with recommendations and
61 views on matters affecting the conduct, welfare, and growth of the
62 college.

63
64 **Section III.** To enable the Senate, through the governance structure, to address
65 the Board of Trustees with recommendations and views on matters
66 affecting the conduct, welfare and growth of the college.

67
68 **Section IV.** To promote communication, mutual support and understanding
69 among the classified staff, faculty, administration, Board of
70 Trustees, students, and other interested person(s) having to do with
71 the conduct, welfare and growth of the college.

72
73 **Section V.** To articulate the expertise of the classified staff so that we are
74 recognized and valued.

75
76 **ARTICLE IV**
77 **MEMBERSHIP**
78

79 **Section I.** The Senate will be comprised of all permanent classified employees
80 at SBVC. This includes blue collar, white collar, confidential and
81 non-certificated supervisory classified positions. Probationary
82 status has no effect on membership.

83
84 **Section II.** Classified employees of the District Office/Entity Sites will be
85 known as non-voting members of the Senate. They are encouraged
86 to participate in Senate activities and to bring topics of
87 consideration to the Senate.

88

89 **Section III.** Although short-term/substitute classified employees at SBVC will
90 not be considered voting members of the Senate, they are
91 encouraged to participate and bring topics of consideration to the
92 Senate at any time.

93
94 **ARTICLE V**
95 OFFICERS/SENATORS
96

97 **Section I.** Executive Officers

- 98 A. The Executive Board of the Senate will consist of President, Vice
99 President, Secretary, Treasurer, and Historical Recorder.
100 B. The Executive Board of the Senate may have a position of Past
101 President, in an advisory capacity.
102 C. Elect Officer positions of the Senate may consist of President
103 Elect, Vice President Elect, Secretary Elect, Treasurer Elect, and
104 Recorder Elect as defined in the Bylaw 2 - Section 7.
105

106 **Section II.** Senators

107 The senators of the Senate will consist of representatives from
108 each functional group as stated in Bylaw 2.
109

110 **ARTICLE VI**
111 SENATE BOARD
112

113 **Section I.** The Board of the Senate will consist of the Executive Board, and all
114 the Senators of the Senate. Duties and responsibilities of the board
115 members will be outlined in the Bylaws of the Senate. Terms of
116 Office for Senators and Executive Officers are outlined in Bylaw 1.
117

118 **ARTICLE VII**
119 DUTIES OF OFFICERS/SENATORS
120

121 **Section I.** The duties of the officers and senators of the Senate will be as
122 described in Bylaw 3.
123

124 **Section II.** The duties of officers, senators, committee chairs, and committee
125 members of the Senate will be expanded in the Bylaws as seen
126 necessary by the Senate.
127

128 **ARTICLE VIII**
129 COMMITTEES
130

131 **Section I.** The Senate standing and ad hoc committees will be formed as
132 needed by the Executive Board as described in Bylaw 4.
133

134 **Section II.** Shared Governance Committees will be appointed as described in
135 Bylaw 4.

136
137 **ARTICLE IX**
138 **MEETINGS**

139
140 **Section I.** The Executive Board will meet as described in Bylaw 7.

141
142 **Section II.** The Senate will hold a general meeting as described in Bylaw 7,
143 which is open to the Membership.

144
145 **Section III.** The President may call special meetings if deemed necessary.

146
147 **ARTICLE X**
148 **ELECTIONS**

149
150 **Section I.** The Senators will hold elections for the Executive Board as
151 described in Bylaw 6.

152
153 **Section II.** The Senate Nominations Committee will conduct a general election
154 as required in Bylaw 6.

155
156 **ARTICLE XI**
157 **PARLIAMENTARY AUTHORITY**

158
159 **Section I.** The rules contained in the current edition of Robert's Rules of Order
160 will govern the Senate in all cases to which they are applicable and
161 in which they are not inconsistent with the Bylaws and any special
162 rules of order the Senate may adopt.

163
164 **ARTICLE XII**
165 **QUORUM**

166
167 **Section I.** A quorum is defined as the minimal number of officers or members
168 of a committee or organization, usually a majority, who must be
169 present for valid transaction of business.

170
171 **Section II.** A quorum for the Senate will be as defined and utilized unless
172 otherwise described in the Bylaws.

173
174 **ARTICLE XIII**
175 **BYLAWS**

176
177 **Section I.** Bylaws will be consistent with and necessary to implement the
178 Articles of this Constitution

179 **ARTICLE XIV**
180 **RATIFICATION AND AMENDMENTS**

181
182 **Section I.** This Constitution and Bylaws will become effective by a simple
183 majority vote of the Senate members who vote in an announced
184 Constitution Ratification Election.

185
186 **Section II.** Any Senate member may propose additions or amendments to the
187 Constitution and Bylaws in writing at general meetings of the
188 Senate.

189
190 **Section III.** Amendments to the Senate Constitution and Bylaws must be
191 presented to the Executive Board for approval before they may be
192 submitted to the Senate for a vote. A copy of the amendment will be
193 distributed among the Senate members two (2) weeks prior to the
194 election. The amendment will be subject to majority vote of the
195 entire Senate. The amendment shall become effective on the date
196 prescribed by the amendment.

197
198 **Section IV.** The Constitution and Bylaws may be amended by a simple majority
199 of the Senate members who vote in a specially called election (which
200 may coincide with elections for officers).

201
202 **Section V.** If any portion of this Constitution and Bylaws is found to be in
203 violation of local, state, or federal laws, it will be the responsibility of
204 the Senate to amend that portion to attain compliance rather than
205 to declare void the entire Constitution and Bylaws. The Senate will
206 use the amendment procedures in this Article to carry out this
207 responsibility.

208
209
210 Ratified by majority vote on 9/13/2004, Amended Article 15 on 10/15/2004
211 Revised by majority vote on 9/20/2013.

214 **SBVC Classified Senate Bylaws**

215 **BYLAW I**
216 **MEMBERSHIP**
217

218 **Section I.** Voting Membership

219 Voting members are permanent classified employees assigned to
220 San Bernardino Valley College as defined in Article 4 of the
221 Senate Constitution.

222 **Section II.** Non-Voting Membership

- 223 A. Permanent classified employees who are assigned to district
224 positions at the SBVC site or at district offices or entities will be
225 considered non-voting members defined in Article 4 of the Senate
226 Constitution.
227 B. Short-term/substitute classified employees will be considered
228 non-voting members defined in Article 4 of the Senate
229 Constitution.

230 **BYLAW II**
231 **EXECUTIVE BOARD DUTIES**

232 **Section I.** President will

- 233 A. Abide by the Classified Senate Code of Ethics and Mission
234 Statement.
235 B. Be authorized to express publicly the Senate's position on issues
236 and recommendations relating to governance.
237 C. Preside at meetings of the Executive Board and of the Classified
238 Senate.
239 D. Meet on a regular basis with the College President.
240 E. Be an ex-officio member of all Classified Senate committees.
241 F. Represents the Senate at various college and district meetings
242 and functions, this includes all District Board meetings, or
243 designate a representative as necessary.
244 G. Serve as a Classified Senate representative on the shared
245 governance committees as required or designate a representative.
246 H. Attend all Governing Board meetings or designate a
247 representative.
248 I. Develop an agenda for all Executive Board and Classified Senate
249 meetings.
250 J. Publish an annual State of the Senate Report, to include a year-
251 end budget summary, to be distributed to appropriate district
252 personnel.
253 K. Perform other duties as may be required by the office.

254 **Section II.** Vice President will

- 255 A. Abide by the Classified Senate Code of Ethics and Mission
256 Statement.
- 257 B. Serve as Senate President as necessary in the absence of the
258 Senate's President.
- 259 C. Assist the President in all duties of the presidency.
- 260 D. Assume other duties designated by the President, including, but
261 not limited to, serving as the chair of special ad hoc committees
262 or task forces.
- 263 E. Coordinate reports and recommendations of those classified staff
264 members serving on SBVC committees as well as committees
265 established within the Senate.
- 266 F. Succeed to the office of President, if no President Elect exists,
267 upon resignation or removal of the President, and then serve the
268 remainder of the term if both of the following conditions are met:
269 1. The Vice President is willing to accept the position of
270 President.
271 2. The succession of the Vice President to President is
272 approved by a simple majority of the Senate Board.
- 273 G. Represents the Senate at various college and district meetings
274 and functions as necessary.
- 275 H. Perform other duties as may be required by the office.

276 **Section III.** Secretary will

- 277 A. Abide by the Classified Senate Code of Ethics.
- 278 B. Attend meetings of the Executive Board and the Classified
279 Senate.
- 280 C. Be responsible with the support of the Historical Recorder or Ad
281 Hoc committee members for preparation, publication and
282 distribution of the minutes and agenda of all Classified Senate
283 meetings.
- 284 D. Be responsible for maintaining and filing all non-financial
285 Classified Senate records in the absence of the Historical
286 Recorder.
- 287 E. Perform other duties as may be required by the office.

288 **Section IV.** Treasurer will

- 289 A. Abide by the Classified Senate Code of Ethics and Mission
290 Statement.
- 291 B. Attend meetings of the Executive Board and the Classified
292 Senate.
- 293 C. Submit an annual budget for Classified Senate approval.
- 294 D. Disburse funds, maintain financial records, and submit financial
295 reports to the Classified Senate at each Senate meeting.
- 296 E. Submit a year-end budget summary to the Senate President.

297 F. Perform other duties as may be required by the office.

298 **Section V.** Historical Recorder will

299 A. Abide by the Classified Senate Code of Ethics and Mission
300 Statement.

301 B. Maintain and file all non-financial Classified Senate records.

302 C. Assist Secretary when needed.

303 D. Perform other duties as may be required by the office.

304 **Section VI.** Elect Officers

305 A. President Elect

306 1. Abide by the Classified Senate Code of Ethics and Mission
307 Statement.

308 2. Attend meetings of the Executive Board and the Classified
309 Senate.

310 3. Become the president of the Classified Senate upon the
311 expiration of the incumbent president's term of office.

312 4. Coordinate the reports and recommendations of all Classified
313 Senate committees for presentation to the Executive Board.

314 5. Act as the State Classified Senate liaison.

315 6. Perform other duties as may be required by the office.
316

317 B. Vice President Elect

318 1. Abide by the Classified Senate Code of Ethics and Mission
319 Statement.

320 2. Assist the Vice President as needed.

321 3. Become the Vice President of the Classified Senate upon the
322 expiration of the incumbent vice president's term of office.

323 4. Perform other duties as may be required by the office.
324

325 C. Secretary Elect

326 1. Abide by the Classified Senate Code of Ethics and Mission
327 Statement.

328 2. Assist the Secretary as needed.

329 3. Become the Secretary of the Classified Senate upon the
330 expiration of the incumbent secretary's term of office.

331 4. Perform other duties as may be required by the office.
332

333 D. Treasurer Elect

334 1. Abide by the Classified Senate Code of Ethics and Mission
335 Statement.

336 2. Assist the Treasurer as needed.

337 3. Become the Treasurer of the Classified Senate upon the
338 expiration of the incumbent treasurer's term of office.

339 4. Perform other duties as may be required by the office.

- 340
341 E. Historical Recorder Elect
342 1. Abide by the Classified Senate Code of Ethics and Mission
343 Statement.
344 2. Assist the Historical Recorder as needed.
345 3. Become the Historical Recorder of the Classified Senate upon
346 the expiration of the incumbent historical recorder's term of
347 office.
348 4. Perform other duties as may be required by the office.

349 **BYLAW III**
350 **SENATOR DUTIES**

351 **Section I. Senator Duties**

- 352 A. Abide by the Classified Senate Code of Ethics and Mission
353 Statement.
354 B. Attend regular Classified Senate meetings.
355 C. Ratify all appointments made by the Executive Board.
356 D. Disseminate information from Senate meetings and other
357 sources to constituents.
358 E. Be responsible for polling their constituencies on items to be
359 considered by the Senate.
360 F. Report to the Senate on matters of concern to their constituents.
361 G. Perform other duties as required by their office.
362

363 **Section II. Units of Representation**

364
365 **Unit 1 – Student Services**

366
367 Area A – Campus Center; Liberal Arts Building; Library; Student Health Center
368 (approximately 36 classified staff)

369
370 Area B – Administration/Student Services Building (approximately 44 classified
371 staff)

372
373 **Unit 2 – Instructional Services**

374
375 Area A – Administration/Student Services Building; Student Success Center;
376 Instructional Programs (except CDC); KVCR (approximately 53
377 classified staff)

378
379 Area B – Child Development Center (CDC) (approximately 30 classified staff)

380
381

- 419 Memorandum of Understanding to develop a joint ad hoc
420 committee to appoint classified staff members to campus and
421 district committees.
- 422 B. The intention of the ad hoc committee is to support the ideal that
423 both organizations promote the professional contributions of
424 their members to the success of the District and to provide
425 opportunities in the shared governance on campus and district
426 committees. The ad hoc committee will consist of the CSEA
427 President, or appointed representative from the SBVC Chapter
428 Officers, Site Representative or Job Steward and the Classified
429 Senate President as well as any interested Senate members or
430 Chapter members.
- 431 C. If an MOU for the ad hoc committee is not developed, the
432 Classified Senate will forward its recommendation for committee
433 members to the Chapter President for consideration of
434 appointment to committees.
- 435 D. The Chapter President may submit any concerns in regards to
436 the standing or ad hoc committees of the Classified Senate.

437 **Section VII.** Committee Member Responsibilities

438 Committee members will share information about committees at
439 Senate meetings or give a report to a senator or Senate Vice
440 President to report on.

441 **BYLAW V**
442 **POWERS, CONCERNS, AND RESPONSIBILITIES**

443 **Section I.** Official Positions

444 The Senate will consider taking official positions on the
445 recommendations made by the College President.

446 **Section II.** Board of Trustees Representation

447 The Senate President or a designee selected by the Senate will
448 appear before the Board of Trustees to express the views of the
449 Classified Senate on issues relating policy, procedure and
450 governance. This is with the complete understanding of the
451 Senate that CSEA San Bernardino Community College District -
452 Chapter 291 retains the exclusive bargaining/negotiating rights
453 on all issues relating to its representation rights of classified staff
454 in our district.

455 **Section III.** Information and Recommendations

456 The Senate will request and obtain information and/or
457 recommendations on policies and procedures made by the
458 college administration, or governance system, being sent to the

459 Board of Trustees, in time to effectively consider the issues in
460 those recommendations.

461 **BYLAW VI**
462 **ELECTIONS**

463 **Section I.** Executive Board

- 464 A. The five (5) members of the Executive Board will be elected by
465 the Senators.
- 466 B. Nominations for Executive Board positions will be open to any
467 Senator.
- 468 C. Executive Board members will serve a term of two (2) fiscal
469 years.
- 470 D. Voting by the Senate will be by secret ballot.
- 471 E. Executive Board members may not serve three (3) consecutive
472 terms with the exception of an Executive Board member
473 appointed mid-term by the Senate to fill a vacancy.
- 474 F. If an Executive Board member is running unopposed and is
475 elected, the Executive Board member may serve an additional
476 term.

477 **Section II.** Senators

- 478 A. Senators will be elected by the members of the Senate.
- 479 B. Nominations of candidates for Senators in the Senate will be
480 open to any classified staff member as defined in Article Four.
- 481 C. Senators will serve a term of two (2) fiscal years.
- 482 D. Voting by the electorate will be by secret ballot.
- 483 E. Senators may not serve three (3) consecutive terms with the
484 exception of a Senator appointed mid-term by the President to fill
485 a vacancy.
- 486 F. If a Senator is running unopposed and is elected, the Senator
487 may serve an additional term.

488 **Section III.** Vacancies

- 489 A. Any vacancy in the Senate will be appointed by the President of
490 the Senate with the approval of the Executive Board.
- 491 B. Any vacancy in the Executive Board will be appointed by the
492 Senate.
- 493 C. A vacancy may be declared by the Executive Board when an
494 Officer or Senator is absent without authorization from the
495 President of the Senate from three (3) consecutive Senate
496 meetings.

497 **Section IV.** Balloting

498 A. Elections will be conducted during the Spring semester and
499 officers will take office effective July 1.

500 B. Senators will be elected by the highest number of votes.

501 **Section V.** Removal from Office

502 A. Senators may be removed from office by a two-thirds (2/3) vote
503 of the functional unit they represent.

504 B. Members of the Executive Board may be removed by a two-thirds
505 (2/3) vote of the Senate.

506 **BYLAW VII**

507 **MEETINGS**

508 **Section I.** Scheduled Meeting Requirements

509 A. The Senate will meet once each month with a standard day and
510 time to be determined by a consensus of the current Senate. The
511 standard day and time will be valid for a one (1) year period.

512 B. All meetings shall be open to all, including the press, unless a
513 closed session has been called in accordance with the Brown Act
514 (Education Code, Sections 54950-54959)

515 C. The standard year is defined by the academic calendar of July 1
516 to June 30.

517 D. The Senate Executive Board will meet prior to the main body of
518 the Senate.

519 E. Parliamentary authority will be followed as described in Article
520 12.

521 **Section II.** Special Meetings

522 A. Special meetings of the Senate may be called at the discretion of
523 the Senate President.

524 B. All special meetings shall be open to all, including the press,
525 unless a closed session has been called in accordance with The
526 Brown Act (Education Code, Sections 54950-54959)

527 C. Parliamentary authority will be followed as described in Article
528 12.

529 **BYLAW VIII**

530 **TERMS OF OFFICE**

531 **Section I.** Executive Board of Officers

532 Executive Board of Officers term of office will be two (2) years,
533 commencing July 1 and ending June 30 of the second year.

534 **Section II.** Senators

535 Senators of the Senate terms of office will be two (2) years,
536 commencing July 1 and ending June 30 of the second year. Half
537 of the senators will be elected on the odd year with the other half
538 in the even year.

539 **BYLAW IX**

540 **RATIFICATION OF THE BYLAWS**

541 **Section I.** Ratification

542 These bylaws will be declared ratified and accepted by a
543 favorable vote of a two-thirds (2/3) majority of the votes cast in
544 each classified Senate

545
546 Ratified by majority vote on 9/13/2004, By-law 7 Section 1.4 was
547 amended 10/15/2004. Revised by majority vote on 9/20/2013.