



Oxnard College  
CLASSIFIED SENATE



# CONSTITUTION

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## *ARTICLE I - NAME*

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The name of the organization shall be Oxnard College Classified Senate.

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## *ARTICLE II - MISSION & PURPOSE*

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**Section I:** The Oxnard College Classified Senate is dedicated to providing support toward continued excellence in student success

**Section II:** The purpose of this organization shall be to address the non-union concerns of classified professionals and, in spirit of shared governance, work with management in the implementation and development of Oxnard College goals and objectives. Classified Senate shall actively contribute to the growth and success of the college and district. Its mission is to provide Classified Professionals with a formal participatory voice.

**Section III:** The Oxnard College Classified Senate makes recommendations to the administration and to the District following specific academic and professional matters (9 + 1):

1. Standards or policies regarding student support and success
2. College governance structures, as related to classified roles
3. Classified roles and involvement in accreditation processes
4. Policies for classified professional development activities
5. Processes for program review
6. Processes for institutional planning and budget development
7. Curriculum systems integrations and implementation
8. Degree and certificate requirements
9. Educational program development

Any other district and college policy, procedure, or related matters that will have significant effect on Classified Professionals

**Section IV:** Responsibilities of the Classified Senate shall be as follows:

- A. Provide Classified Professionals with a formal participatory voice in shared governance supporting the college and district's mission, visions, core values, and the participation in the initiation, development, and evaluation of college and district policies and procedures as outlined in the 9 + 1
- B. Provide communication, understanding, and mutual support among Classified Professionals

- C. Appoint Classified Professionals to participate in college-wide and district standing committees and ad hoc committees as needed
- D. Communicate Classified Professionals' needs, concerns, viewpoints, and recommendations on college issues to the college president, district administration and the VCCCD Board of Trustees
- E. Ensure that all Classified Professionals are valued, respected, and properly recognized
- F. Provide opportunities for classified professionals through Professional Development activities
- G. Accept leadership responsibility for policy recommendations in innovation and professional growth, excluding all areas that would require collective bargaining
- H. Develop and participate in fundraising events to benefit OC student scholarship opportunities
- I. Provide opportunities which encourage social responsibility and community involvement through giving and actively participating in community outreach efforts both on and off campus

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### *ARTICLE III - MEMBERSHIP*

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All regular, permanent classified professionals, including classified supervisors and confidential classified, are members of the Classified Senate.

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### *ARTICLE IV – CLASSIFIED SENATE EXECUTIVE BOARD*

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- Section I:** The Classified Senate Executive Board shall consist of six elected officers: President, Vice President, Secretary, Treasurer, Director of Fundraising and Director of Advocacy.
- Section II:** The duties of the elected officers shall be outlined in the Bylaws of the Classified Senate.
- Section III:** The term of office of each elected officer begins on July 1 and shall be for two years. Each officer shall serve no more than two consecutive terms in each office. In the event that no other candidate wishes to run for a particular position and the incumbent wishes to continue in the position, then they may continue for a third term or longer. In order to promote continuity, officer elections shall alternate each year. In odd-numbered years the offices of President, Director of Fundraising and Secretary shall be up for election; in even-numbered years the positions of Vice President, Treasurer and Director of Advocacy shall be elected.
- Section IV:** Resignation from any position on the Classified Senate Executive Board shall be presented in writing to the Classified Senate President. Resignation from the President shall be presented in writing to the Vice President. Vacancies shall be filled according to procedures outlined in the Bylaws.

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**ARTICLE V – ORGANIZATION**

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- Section II: The Classified Senate shall meet as specified in Article II of the Bylaws. A special meeting shall be called upon petition of at least ten (10) percent of the membership or upon majority vote of the Classified Senate Executive Board.
- Section II: A quorum shall consist of a minimum of 10 Classified Professionals present at each meeting where action will be taken. A lack of quorum shall constitute discussion without action.
- Section III: The current edition of “Robert’s Rules of Order Newly Revised” shall govern the Classified Senate on all matters not specifically covered by this Constitution and its Bylaws.
- Section IV: The Classified Senate shall operate under the basic provisions of the Brown Act.

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*ARTICLE VI – AMENDMENTS*

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Any Classified Senate member may recommend to the Classified Senate Executive Board, in writing, a proposed amendment to the constitution. The proposed change shall be distributed to all classified employees at least two weeks prior to voting at the next Classified Senate meeting. Amendments to the constitution shall only be approved at a regular meeting of the Classified Senate by a 2/3 majority vote.