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NORCO COLLEGE

Classified Senate

*Constitution & By-Laws*

Ratified - June 20, 2013

# Table of Contents

<b>Norco College Mission and Core Commitments</b> .....	Page 3
<b>Constitution</b> .....	Page 4
Article I. Name.....	Page 4
Article II. Mission and Purpose.....	Page 4
Article III. Membership .....	Page 5
Article IV. Amendments.....	Page 5
Article V. Elections and Appointments.....	Page 5
<b>By-Laws</b> .....	Page 6
Article I. By-Laws.....	Page 6
Article II. Organization .....	Page 6
Article III. Duties of Senate .....	Page 6
Article IV. Terms .....	Page 7
Article V. Meetings and Attendance.....	Page 8
Article VI. Dismissal and Resignation .....	Page 8
Article VII. Subcommittees.....	Page 8
Article VIII. Elections.....	Page 9
Article IX. Amendments .....	Page 10
Article X. Action Without Meeting.....	Page 10
Article XI. Academic Year.....	Page 10
Article XII. Quorum.....	Page 10
Article XIII. Brown Act.....	Page 10

# NORCO COLLEGE MISSION AND CORE COMMITMENTS

## MISSION

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

## CORE COMMITMENTS

### **Mutual Respect**

*Belief in the personal dignity and full potential of every individual and in fostering positive human values in the classroom and in all interactions*

### **Collegiality**

*Being a supportive community that is distinctive in its civility, where the views of each individual are respected, humor and enjoyment of work are encouraged, and success is celebrated*

### **Inclusiveness**

*Embracing diversity in all its forms, global as well as local, and creating a supportive climate that encourages a variety of perspectives and opinions*

### **Innovation**

*Valuing creative solutions and continuing to seek inventive ways to improve instruction and service to students and to the community*

### **Quality**

*Achieving excellence in the broad range of academic programs and services provided to students and to the community, fostering an environment of inquiry, learning and culture, and providing professional development opportunities for faculty and staff*

### **Integrity**

*Maintaining an open, honest, and ethical environment*

### **Access**

*Providing open admissions and comprehensive educational opportunities for all students*

### **Student Success**

*Being an institution that places high value on the academic and personal success of students in and outside of the classroom and where meeting student needs drives all decisions regarding educational programs and services*

### **Civic Engagement**

*Being fully engaged with the local community by listening to needs; establishing programs and partnerships to meet regional needs; forming alliances with other educational institutions to create a continuum of educational opportunities; and communicating information about Norco programs and services to the external community*

### **Environmental Stewardship**

*Being mindful of the impact we have on the environment, as individuals and as a community, and fostering environmental responsibility among students*

# Norco College Classified Senate Constitution

## ARTICLE I NAME

Section I. The official name of this organization shall be the Norco College Classified Senate.

## ARTICLE II MISSION AND PURPOSE

Section I. "The Norco College Classified Senate is the collective voice of classified professionals that provides recommendations in the college's strategic planning process and actively contributes to the integrity, growth, and success of the college."

Section II. The Norco College Classified Senate, a consortium of classified professionals, is a permanent organization and its purpose is to participate effectively and contribute to the well-being of the institution and education of its students. The Classified Senate provides a collective voice for the classified staff in the shared governance process, excluding all areas of Collective Bargaining, in accordance with AB1725, Title V 51023.5, Education Code 70901.2, and RCCD BP 2510.

Responsibilities of the Classified Senate shall be as follows:

- A. Provide Classified Professionals with a formal participatory voice in shared governance supporting the College's mission, vision and core commitments, and participation in the initiation, development, and evaluation of college policy, and procedures;
- B. To provide communication, understanding, and mutual support among Classified Professionals;
- C. To communicate Classified Professionals needs, concerns, viewpoints and recommendations on college issues and the workplace environment;
- D. To articulate the professionalism of Classified Professionals so that they are properly recognized and valued;
- E. Provide an opportunity to develop individual leadership among Classified Professionals, as well as increase the professional standards of its members; and,
- F. Provide leadership in policy recommendations in innovation and professional growth and advancement opportunities, excluding all areas that would require collective bargaining.

**ARTICLE III**  
**MEMBERSHIP**

Section I. For the purpose of this constitution, the term “Classified Professionals” shall mean a Norco College classified staff employee as recognized/referenced in the CSEA Chapter #535 Collective Bargaining Agreement Article 1A, pages 3-9. The Norco College Classified Senate membership consists of classified professionals as defined excluding management, supervisory, and confidential positions, substitutes, short-term employees, consultants, professional experts, independent contractors and all other positions not designated in CSEA 535 CBA Article 1A, pages 3-9.

Section II. The Classified Senate shall consist of:

- A. Two facilitators from the Representatives: Chair and Secretary.
- B. One Representative from designated standing committees, strategic planning councils, work-groups, and key district committees.
- C. Two Representatives from CSEA, the current CSEA Norco College Vice-President and Norco College Member-at-Large or designee.
- D. Appointment to the Senate must follow the procedures set forth in the by-laws of this constitution and current policies and procedures of the Classified Representatives Council or Senate.

**ARTICLE IV**  
**AMENDMENTS**

Section I. Amendments to this constitution shall be held in accordance with the specific provisions of the by-laws of this constitution.

**ARTICLE V**  
**ELECTIONS AND APPOINTMENTS**

Section I. Elections shall be held in accordance with the specific provisions of the by-laws of this constitution.

Section II. Appointed positions shall be filled in accordance with the specific provisions of the by-laws of this constitution.

# Norco College Classified Senate By-Laws

## ARTICLE I BY-LAWS

Section I. These by-laws shall be adopted by a two-thirds vote cast by the Classified Senate. These by-laws shall provide for membership eligibility, regular meetings, methods of electing facilitator positions, the filling of vacancies and such other procedures as shall be needed to carry on the business of the Classified Senate.

## ARTICLE II ORGANIZATION

Section I. Senate Facilitators are elected from the Representatives, excluding CSEA representatives, and shall serve two-year terms of office, or until successors are elected.

Section II. The Classified Senate shall consist of one Representative from designated standing committees, strategic planning councils, work-groups, and key district committees; and two CSEA representatives from Norco College, all with voting privileges.

Section III. As a democratic body of representatives, the Classified Senate works together as a group, making decisions collaboratively and as an organization, standing as one voice for classified professionals. All items are brought forth to the Senate for discussion to collectively determine a course of action. Facilitating Representatives may represent the Classified Senate at college leadership meetings but decisions are made by the Senate as a whole. Any college leadership meeting is open to all Classified Senate members to attend and participate in the discussions.

## ARTICLE III DUTIES OF SENATE

Section I. The Chair shall:

- A. Facilitate all meetings of the Classified Senate;
- B. Draft the agenda for all meetings of the Classified Senate;
- C. Provide a centralized means of communication among classified professionals and with the rest of the college community;
- D. Represent the interest and concerns of classified professionals at all meetings;
- E. Serve and represent classified professionals on respective representative group to: 1. Disseminate information to and from the Classified Senate and 2. Bring forth issues needing recommendations by the Classified Senate and 3. Communicate classified professionals needs, concerns, and viewpoints on college issues
- F. Serve as the Chair of a Senate Subcommittee
- G. Actively participate in the planning and/or execution of senate sponsored activities.
- H. Perform other duties as may be deemed necessary, as delegated by the Classified Senate, within the limits of these by-laws.

Section II. The Secretary shall:

- A. Assume the duties of the Chair in their absence;
- B. Be official historian of the Norco College Classified Senate;
- C. Record all minutes of the Classified Senate and general membership assemblies and post accordingly to the Senate website;
- D. Represent the interest and concerns of classified professionals at all meetings;
- E. Serve and represent classified professionals on respective representative group to: 1. Disseminate information to and from the Classified Senate and 2. Bring forth issues needing recommendations by the Classified Senate and 3. Communicate classified professionals needs, concerns, and viewpoints on college issues
- F. Serve as the Chair of a Senate Subcommittee
- G. Actively participate in the planning and/or execution of senate sponsored activities.
- H. Perform other duties as may be deemed necessary, as delegated by the Classified Senate, within the limits of these by-laws.

Section IV. The Representatives shall:

- A. Represent the interest and concerns of classified professionals at all meetings;
- B. Serve and represent classified professionals on respective representative group to: 1. Disseminate information to and from the Classified Senate and 2. Bring forth issues needing recommendations by the Classified Senate and 3. Communicate classified professionals needs, concerns, and viewpoints on college issues
- C. Serve as the Chair of a Senate Subcommittee
- D. Actively participate in the planning and/or execution of senate sponsored activities.
- E. Perform other duties as may be deemed necessary, as delegated by the Classified Senate, within the limits of these by-laws.

**ARTICLE IV**  
**TERMS**

Section I. Terms

- A. All elected positions of the Senate shall serve two-year terms, or until successors are elected.
- B. No facilitating position shall hold more than one position concurrently.
- C. Elected facilitating positions shall commence on July 1.
- D. Appointed Senate members shall hold the position for which they were appointed.

Section II. Vacancies

- A. Vacancies may occur through resignation, leave of absence, or non-compliance as defined in Article II, Section 1 of the by-laws.
- B. Vacancies shall be filled by a classified professional who is a CSEA appointed representative on a designated college committee in good standing with that committee in terms of attendance and participation; representing classified professional staff in an active voice, and is either the Staff Co-Chair, selected and voted upon in an election by the classified professionals of the committee, or a member of the designated college committee/council/work-group of which has a vacancy.
- C. Vacancies will be filled by appointment of the Classified Senate.
- D. Facilitating positions in an unexpired term will be filled by appointment of the Classified Senate.

## **ARTICLE V MEETINGS AND ATTENDANCE**

Section I. Regular meetings shall be held once each month, or up to once a week, as necessary. The time and place of the meeting shall be arranged by the Classified Senate. Regular meetings are open to the public and all members of the college community are welcome to attend.

Section II. Special meetings may be called by the Chair or any three Representatives.

Section III. Attendance at the Classified Senate meetings is part of each voting member's duty. Notification is requested to the Senate Secretary verbally or in writing if an absence will occur. Voting members who miss three consecutive regularly scheduled meetings of the Classified Senate will be reviewed under the Dismissal Policy. If there are extenuating circumstances, the Representative may contact the Senate in writing via email.

Section IV. A voting member can request a leave of absence in writing to the Senate for special circumstances defined in the collective bargaining unit agreement. Any leave of absence not defined in the CBA will be considered by the Senate. If a leave of absence from the Classified Senate is requested in writing by a voting member, an eligible proxy member may be assigned during the leave by the Senate to meet quorum as determined by the Senate.

## **ARTICLE VI DISMISSAL AND RESIGNATION**

Section I. A voting member of the Classified Senate may be considered for removal, if deemed, by the Senate as a whole, for not acting on behalf of classified professional staff due to conflict of interest, excessively absent and/or non-participation. Excessive absenteeism/non-participation may include, but is not limited to, the following: 1) Consistent absences from Senate meetings, subcommittee meetings and/or event and 2) Lack of engagement or active participation.

In the event that the above criteria are met by a Representative, it will be the duty of the Senate to address the issue(s) with the individual and review expectations to be met by a specific deadline. At the next regular meeting, in a closed session, or at a special meeting the Senate will reassess and declare the Representative in good standing or call for a majority vote of dismissal.

Section II. A voting member of the Classified Senate may resign verbally or by written notice to the Classified Senate. The Senate will follow-up in writing to confirm the resignation. If the member is in a facilitating position, the Senate may appoint a replacement from its voting members, per eligibility, to serve the remainder of the term until elections take place in the spring.

## **ARTICLE VII SUBCOMMITTEES**

Section I. The Classified Senate shall establish both standing and ad hoc subcommittees to assist in the development and implementation of policies and procedures relating to classified professionals and to the operational matters of the college, which does not conflict with union activities.

Section II. It shall be the duty of each committee to receive and analyze referred matters, prepare resolutions or amendments, and make reports and recommendations to the Classified Senate.



## **ARTICLE VIII ELECTIONS**

Section I. The Election Committee shall present a slate of candidates for the Senate upon the consent of the candidates. Any member may make nominations (including self-nomination).

- A. Classified Senate shall appoint an Election Committee from the membership-at-large with the Secretary serving as the chair.
- B. The Election Committee shall 1. Confirm the eligibility and availability of each nominee; 2. Oversee the preparation and distribution of the ballots; 3. Collect and count the ballots; and, 4. Report the election results to the Classified Senate.
- C. The Election Committee shall prepare and distribute nomination forms to all members of the classified staff. The time and method of submitting nominations shall be provided to all members at least 14 calendar days prior to elections and the notice shall include the position to be filled and the timeline and place for submitting nominations. Nominations will remain open for 10 calendar days from the date of distribution.
- D. Following the return of the nomination forms, the Secretary shall contact each nominee to advise him/her of the nomination and ask if the nominee is agreeable to his/her name appearing on the ballot.
- E. If after nominations are closed there is only one nomination for a position, the single nominee shall be declared elected to the position by acclamation and no balloting or other action shall be required. This information will be included on the election notice/ballot.

Section II. Elections by secret ballot by all classified professionals, as defined in Article III, Section I of the constitution, shall be held in the final quarter of each year. The Election Committee shall tally the ballots cast and announce the results.

- A. The Secretary will prepare the ballot with the assistance of the Election Committee.
- B. Ballots will go out by email to official Norco College email addresses.
- C. Elections will remain open for ten (10) calendar days following distribution of the ballots.
- D. Ballots will be counted and verified by the Election Committee.
- E. Ballots will be held in the Classified Senate Office for thirty days and available for review.
- F. Election results will be announced by the Election Committee Chair at the subsequent Classified Senate meeting.
- G. The Election Committee Chair will contact the candidates and let them know the results of the election before the results are made public.

Section III. In the event of a tie for any facilitating position, a runoff election will be held between the candidates with the two (2) highest numbers of votes. Any ties for the runoff election will be decided by lot.

Section IV. There shall be no at large proxy voting. Classified professionals must sign in person on the official sign-in sheet for their vote to be submitted and counted.

Section VI. Facilitating Positions

- A. Nominations of candidates for facilitating positions in the Classified Senate shall be eligible to: a voting member of the Senate who has served as a Representative for a minimum of two years, all within the last two (2) year period. CSEA Representatives are not eligible to serve in facilitating positions.

**ARTICLE IX  
AMENDMENTS**

Section I. Amendments to the by-laws may be enacted, rescinded, or amended at a regular meeting of the Classified Senate and by a two-thirds vote of the members present.

**ARTICLE X  
ACTION WITHOUT MEETING**

Section I. The Classified Senate may take action(s) that are within its powers and responsibilities as required or needed without a formal meeting. Action(s) taken without meeting can be conducted via electronic mail following proper approval process same as at a meeting. Such action shall be noted in the minutes of the next regular Classified Senate meeting.

**ARTICLE XI  
ACADEMIC YEAR**

Section I. The Classified Senate academic year shall be from July 1 through June 30.

**ARTICLE XII  
QUORUM**

Section I. Half of the current voting membership plus one additional voting member at any meeting of the Classified Senate shall constitute a quorum authorized to transact any business duly presented.

Section II. A majority on any and all subcommittees shall constitute a quorum.

**ARTICLE XIII  
BROWN ACT**

Section I. The Norco College Classified Senate acts in the spirit of the Brown Act by announcing meetings and posting agendas in advance, recording meeting notes, and posting them online in a timely manner. The Senate affirms these principles of transparency and sound practices of representative governance.

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