

DE ANZA COLLEGE CLASSIFIED SENATE CONSTITUTION

Article I - Name of the organization

The name of this organization shall be the De Anza College Classified Senate. The De Anza College Classified Senate shall represent all classified staff who choose to participate, regardless of classification, and who are not management or certificated, as defined by Education Code Section 72400 and Foothill-De Anza Community College District Board Policy 2610.1. Specifically, the De Anza Senate represents all classified staff members who work on the De Anza campus; are permanent or probationary employees of the Foothill-De Anza Community College District; and are not confidential, supervisory or management. Those classified staff who are eligible to be represented have full voting rights and may also serve as officers of the Classified Senate.

Article II - Purpose

It shall be the function of the Classified Senate to participate in the governance of De Anza College, to provide a centralized means of communication among classified staff and with the rest of the college community, become thoroughly acquainted with the Constitution and Bylaws of this organization so as to be able to explain and interpret to their sections, carry out the purpose to actively promote professionalism with the Classified Senate, and to enhance staff development.

The Classified Senate is organized to:

- A. participate in the De Anza College governance structure;
- B. provide a unified body representing the needs, concerns and perspectives of the classified staff;
- C. provide a centralized means of communication among classified staff and with the rest of the college community;
- D. select from its membership representatives to serve on governance and college committees;
- E. articulate the professionalism of the classified staff so that it is properly recognized and valued;
- F. provide an opportunity for enhancing the democratic experience of governance at De Anza College;
- G. provide an opportunity to develop individual leadership among the classified staff;
- H. promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff;
- I. promote the interests of the classified staff in the development and formulation of policy and practice related but not limited to the following:
 - 1. the selection and evaluation of administrators
 - 2. in-service education
 - 3. facilities and services
 - 4. student/classified and faculty/classified relations
 - 5. finance and budget

Section 2. - Scope of Responsibility

The Classified Senate may make recommendations and take action on behalf of the classified staff.

The Classified Senate shall request and obtain information and/or recommendations on policies and procedures made by the college administration, or governance systems, being sent to the Board of Trustees, in time to effectively consider the issues in those recommendations.

The Classified Senate will consider and may take official positions on the recommendations made to the Board of Trustees, the Chancellor, or the President of De Anza College.

The Classified Senate may select a designee to appear before the Board of Trustees to express the views of the Classified Senate on issues relating to policy, procedures, or governance.

Article III - Organization

Section 1. - Membership

The Classified Senate shall represent all members of the contract classified staff who wish to participate regardless of their classification, and who are not management or certificated, in the hope of forming a broad base and inviting input from a diverse and knowledgeable membership. The members shall be identified by specific sections.

Section 2. - Composition of the Classified Senate

The Classified Senate shall be composed of:

- A. The Executive Council (president, past president, president-elect, secretary and treasurer)
- B. One senator elected from each section as defined in Bylaw IV, Section 1, or an appointed alternate
- C. The appointed chairs of all Classified Senate standing committees
- D. Non-voting De Anza representatives of the classified collective bargaining unit(s)
- E. Non-voting De Anza Student Body representative
- F. Non-voting De Anza Academic Senate representative

Section 3. - Autonomy

The Classified Senate shall be distinct from any other classified organization. Members elected to serve on the Classified Senate may not serve concurrent terms of office on the Executive Board of the District's classified collective bargaining unit.

Section 4. - Representation

The Classified Senate, in consultation with the bargaining unit(s), shall seek full representation on all college committees and councils deemed useful for its purposes by the Classified Senate. The appointments to those committees and councils must be ratified by the Classified Senate.

Section 5. - Committees

The Classified Senate representing the Classified Staff, shall have the power to form committees and to provide for their membership. The makeup of Standing Committees of the Classified Senate may be structured by mutual agreement in a manner best suited to the performance and function of the committee members.

Section 6. - Recognition

The Classified Senate shall be an official body promoting the interests of the classified staff of the college. Any individual staff member or representative of other classified organizations retains the right to address the Board of Trustees.

Article IV - Parliamentary Authority

The consensus method of decision making shall be used to elicit open communication and focus energies into working collaboratively. This method will be used to formulate solutions or recommendations which do not compromise any strong conviction or need.

If consensus is not applicable to the situation, or cannot be reached, then the President-elect will serve as the parliamentarian or the Senate may elect to use other rules for voting which are not inconsistent with this constitution or the Classified Senate Bylaws.

Article V - Multi-Campus Organizations

Nothing in this Constitution shall be construed to prevent the Classified Senate from forming joint committees with any other Foothill-De Anza College District organization(s).

Section 1. - Adoption

This Constitution shall take effect, upon approval, by a simple majority of the permanent and probationary classified staff of De Anza College.

Section 2. - Amendments to the Constitution

The Constitution shall be amended by a simple majority of the electorate. Amendments may be proposed by ten percent (10%) of the electorate or twenty-five percent (25%) of the Classified Senate. The proposal, when initiated by the electorate, will be filed with the required number of signatures with the Secretary of the Senate.

The Secretary will validate the signatures and their number within five (5) working days of the receipt of the proposed amendment and present the proposal to the President. The President shall call an election within fifteen (15) days of the receipt of the validated amendment and announce the results of the election within two (2) working days.

Article VI. Dues

Voluntary dues for the Classified Senate shall be established for all members by the Executive Committee and approved by a majority vote of either the membership present at a general Classified Senate meeting, or by a majority of members voting in a supervised campus mail ballot.

Last ratified revision date: 05/04/2001