

# Classified Senate Constitution

## ARTICLE I – Name

The name of this classified professional constituent organization at Orange Coast College shall be the Classified Senate.

## ARTICLE II – Purpose

The purpose of this organization is to:

- Participate in college governance structures.
- Coordinate with the Classified Union, CFCE AFT Local 4794, in the selection of representatives to serve on college/district governance committees, task forces, and ad-hoc committees.
- Participate in the development and shaping of institutional planning.
- Collaborate in budget planning and development.
- Review regulations and procedures and make recommendations relating to physical safety.
- Advocate for and promote participation in professional development activities for classified professionals.
- Enhance relations with students, faculty, and management.
- Participate in areas of college operations and performance that impact classified professionals.
- Lead college-wide campaigns that contribute to student success and institutional effectiveness.
- Contribute to discussions on academic and professional matters that are not union related.
- Oversee all functions of Caring Campus, which is established as a formal subcommittee of Classified Senate.

## ARTICLE III – Membership

The Classified Senate shall represent classified professionals assigned to the Orange Coast College campus as their work site. All full-time and part-time classified professionals serving at Orange Coast College are eligible to self-nominate for Classified Senate positions. The composition of the Senate shall be detailed in the Classified Senate Bylaws and expanded or amended as determined necessary by the Classified Senate.

## ARTICLE IV – Officers

The Classified Senate Executive Board officers shall be elected by the Senate from Senate membership. The composition of the Executive Board, as well as duties and responsibilities, shall be detailed in the Classified Senate Bylaws and expanded or amended as seen necessary by the Classified Senate.

## ARTICLE V – Affiliation

The Classified Senate shall be affiliated with the statewide California Community Colleges Classified Senate (4CS); however, nothing in this Constitution shall be construed to discourage members from freely associating in other groups and organizations, and through such

association independently expressing their views to the Administration and the Board of Trustees.

## ARTICLE VI – Meetings

The Classified Senate will hold regular meetings at least once a month during the academic year at a time and place or virtual platform designated by the Classified Senate. The Classified Senate reserves the right to hold regular meetings during non-instructional months (January, June, and August) but is not required to do so.

## ARTICLE VII – Budget

The fiscal year of the Classified Senate shall be in accordance with the college/district fiscal calendar. The annual budget and balance of the Classified Senate shall be discussed and approved no later than September 30th of each year. The annual budget may be amended during the year by a two-third (2/3) majority of the Classified Senate.

## ARTICLE VIII - Amendments

Any classified professional member may recommend to the Classified Senate, in writing, a proposed amendment to the Constitution.

### Section 1: Proposals of Amendments

- A. Amendments to the Constitution may be put to a vote of the classified professionals when meeting one or more of the following criteria:
- B. A two-thirds (2/3) vote of the Classified Senate.
- C. A petition signed by not less than ten (10) percent of the classified professionals.

### Section 2: Ratification of Amendments

- A. Proposed amendments to this Constitution shall be presented to all classified professionals at least ten (10) working days before said amendment proposal is put to a vote.
- B. To be adopted, a proposed amendment must receive a simple majority of votes cast.

## ARTICLE IX – Bylaws

The Classified Senate Constitution allows for the creation of bylaws to provide specific procedures, requirements, and general guidance regarding the implementation of the mandates and intent of this constitution.