

SBVC CLASSIFIED SENATE BYLAWS

BYLAW I MEMBERSHIP

Section I. Voting Membership

Voting membership shall be limited to **permanent classified professionals** employed or assigned at San Bernardino Valley College (SBVC), including confidential, district-assigned classified employees whose primary work location is SBVC, and supervisory classified whose primary work location is SBVC. Voting members are eligible to run for Senate office, cast votes in elections, and participate fully in governance decisions.

Section II. Associate (Non-Voting) Members

Short-term, substitute classified employees and, district-assigned classified employees whose primary work location is not SBVC, shall be recognized as **Associate Members** of the Senate.

- Associate Members may attend meetings, participate in discussions, bring forward issues and recommendations, and serve on Senate or college committees as permitted.
- Associate Members shall **not** be eligible to vote in Senate elections or governance actions, nor to serve as elected Senators or Executive Officers.

Section III. New Classified Employee Mentorship

In order to provide support for new Classified Employees, The Senate shall provide a one month mentoring process which shall:

- A. Provide information that explains the purpose and function of The Senate and encourage participation in The Senate.
- B. Facilitate introductions to college staff as needed.
- C. Answer questions pertaining to the college and/or district, including directing the new employee to appropriate resources.
- D. Encourage the new employee to explore any college or district-sponsored training, classes, and workshops deemed useful to that position.
- E. The Vice President shall oversee New Classified Employee mentorship, as described in the New Classified Employee Mentoring Procedures.

Section IV. Inclusivity Statement

While voting rights are reserved for permanent classified professionals to maintain governance stability and continuity, the Senate affirms the value of **all classified voices** in shaping campus culture and student success. Associate Members are encouraged to participate actively and will be provided opportunities for engagement, professional development, and mentorship.

BYLAW II **EXECUTIVE BOARD DUTIES**

Section I. President will

- A. Abide by The Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of The Senate Constitution.
- B. Be authorized to express publicly The Senate's position on issues and recommendations relating to participatory governance.
- C. Preside at meetings of the Executive Board and of The Senate.
- D. Meet on a regular basis with the College President to discuss Senate matters, including a request to be notified when new classified staff have been hired, so Classified Senate may start the mentorship process. (Columbia College Constitution)
- E. Be an ex-officio member of all Classified Senate committees.
- F. Represents The Senate at various college and district meetings and functions and designate a representative as necessary. This includes all District Board meetings.
- G. Serve as a Classified Senate representative on the shared governance committees as required and designate a representative.
- H. Attend all Governing Board meetings and designate a representative.
- I. Develop an agenda for all Executive Board and Classified Senate meetings.
- J. Publish an annual State of The Senate Report, including a year-end budget summary, to be distributed to appropriate district personnel.
- K. Create and maintain a living document of duties and responsibilities performed.
- L. Perform other duties as may be required by the office.

Section II. Vice President will

- A. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of The Senate Constitution.
- B. Serve as Senate President as necessary in the absence of the Senate's President.
- C. Assist the President in all duties of the presidency.
- D. Assume other duties designated by the President, including, but not limited to, serving as the chair of special ad hoc committees or task forces.
- E. Coordinate reports and recommendations of those classified staff members serving on SBVC committees as well as committees established within The Senate.
- F. Succeed to the office of President, if no President Elect exists, upon resignation or removal of the President, and then serve the remainder of the term if both of the following conditions are met:
 - G. The Vice President is willing to accept the position of President.
 - H. The succession of the Vice President to President is approved by a simple majority of the Senate Board.
- I. Represents The Senate at various college and district meetings and functions as necessary.
- J. Perform other duties as may be required by the office.

Section III. Secretary will

- A. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
- B. Attend meetings of the Executive Board and the Classified Senate.
- C. Be responsible with the support of the Historical Recorder/Webmaster or Ad Hoc committee members for preparation, publication and distribution of the minutes and agenda of all Classified Senate meetings.
- D. Be responsible for maintaining and filing all non-financial
 - a. Classified Senate records in the absence of the Historical
 - b. Recorder/Webmaster.
- E. Perform other duties as may be required by the office.

Section IV. Treasurer will

- A. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
- B. Attend meetings of the Executive Board and the Classified Senate.
- C. Submit an annual budget for Classified Senate approval.
- D. Disburse funds, maintain financial records, and submit financial reports to The Senate at each Senate meeting.
- E. Submit a year-end budget summary to the Senate President.
- F. Post financial reports to the Transparency Hub (working with the Historical Recorder/Webmaster).
- G. Perform other duties as may be required by the office.

Section V. Historical Recorder/Webmaster will

- A. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
- B. Attend meetings of the Executive Board and the Classified Senate.
- C. Maintain and archive all official Senate records (minutes, agendas, bylaws, financial reports).
- D. Post agendas/minutes within required timeframe
- E. Manage the Senate SharePoint/website repository (Transparency Hub).
- F. Maintain version control of Constitution & Bylaws
- G. Publish financial summaries online in coordination with Treasurer.
- H. Perform other duties as may be required by the office.

Section VI. Communication Officer Will

- A. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
- B. Attend meetings of the Executive Board and the Classified Senate.
- C. Manage newsletters, announcements, and campus communications.
- D. Publicize Senate initiatives, elections, and professional development.
- E. Act as liaison with college communications
- F. Collect and compile PG representative reports.
- G. Assist Secretary when needed.
- H. Perform other duties as may be required by the office.

Section VII. Elect Officers

A. President Elect will

- a. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
- b. Attend meetings of the Executive Board and The Senate.
- c. Become the president of The Senate upon the expiration of the incumbent president's term of office.
- d. Coordinate the reports and recommendations of all Classified Senate committees for presentation to the Executive Board.
- e. Act as the State Classified Senate liaison.
- f. Perform other duties as may be required by the office.

B. Vice President Elect will

- a. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
- b. Assist the Vice President as needed.
- c. Become the Vice President of The Senate upon the expiration of the incumbent vice president's term of office.
- d. Perform other duties as may be required by the office.

C. Secretary Elect will

- a. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
- b. Assist the Secretary as needed.
- c. Become the Secretary of The Senate upon the expiration of the incumbent secretary's term of office.
- d. Perform other duties as may be required by the office.

D. Treasurer Elect will

- a. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
- b. Assist the Treasurer as needed.
- c. Become the Treasurer of The Senate upon the expiration of the incumbent treasurer's term of office.
- d. Perform other duties as may be required by the office.

- E. Historical Recorder/Webmaster Elect will
 - a. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
 - b. Assist the Historical Recorder/Webmaster as needed.
 - c. Become the Historical Recorder/Webmaster of The Senate upon the expiration of the incumbent historical recorder's term of office.
 - d. Perform other duties as may be required by the office.
- F. Communication Officer Elect will
 - a. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
 - b. Assist the Communication Officer as needed.
 - c. Become the Communication Officer of The Senate upon the expiration of the incumbent Communication Officer's term of office.
 - d. Perform other duties as may be required by the office.

Section VII. Succession & Leadership Development

- President-Elect, Vice President-Elect, Secretary-Elect, Historical Recorder/Webmaster Elect, Communication Officer Elect and Treasurer-Elect shall shadow their incumbents for 6 months before assuming office.
- A mandatory officer orientation shall occur each July, facilitated by outgoing officers.
- The Senate shall allocate funds annually for officer attendance at the Classified Leadership Institute (CLI).

BYLAW III
SENATORS

Section I. Senators will

- A. Abide by the Senate Mission Statement and Code of Ethics as defined in Article II, Section I and Section II of the Senate Constitution.
- B. Attend regular Classified Senate meetings.
- C. Ratify all appointments made by the Executive Board.
- D. Disseminate information from Senate meetings and other sources to constituents.
- E. Be responsible for polling their constituencies on items to be considered by The Senate.
- F. Report to The Senate on matters of concern to their constituents.

G. Perform other duties as required by their office.

Section II. Units of Representation (to be tabled until SBVC re-org is completed, estimated to be completed by July 1st, 2026). **Current Tabling is set based off of current org chart and will be amended after campus re-org completes.**

Unit 1 – Student Services

Area A – Counseling & Matriculation

Area B – Student Engagement & Wellness

Area C - Student Equity

Area D -

Area E - Research & Planning

Unit 2 – Instructional Services

Area A –

Area B –

Unit 3 – Administrative Services, President’s Office, District Assigned Employees

Area A –

Area B –

Area C –

Section III. Senator Percentages

Four senators will be elected per unit for a total of 12 senators.

Section IV. Release Time

The Senate officers shall be provided with release time in accordance with Section C of the Classified Senate Employee Manual

BYLAW IV

COMMITTEES

Section I. Senate Committees

Senate standing committees will be permanent and conduct the business of The Senate as per Education Code 70902(b)(7).

Section II. Senate Ad Hoc Committees

Senate ad hoc committees will be established by the Executive Board of The Senate for special purposes and will be of a short duration.

Section III. Ex-officio Senate Committee Member

The Senate President will be an ex-officio member of all Senate committees, except for the Nominating Committee.

Section IV. Senate Standing or Ad Hoc Committee Appointments

Senate standing or ad hoc committee appointments will be made by the Senate Board as part of the participation of shared governance in the Education Code.

Section V. CSEA Committee Appointments

CSEA San Bernardino Community College District Chapter 291 has the right to appoint classified staff members to campus and district committees as per SB235 and Education Code 70901.2.

Section VI. Committee Placement Committee

- A. The Classified Senate President and CSEA Chapter 291 President will meet each academic year to discuss a Memorandum of Understanding to develop a joint ad hoc committee to appoint classified staff members to campus and district committees.
- B. The intention of the ad hoc committee is to support the ideal that both organizations promote the professional contributions of their members to the success of the District and to provide opportunities in the shared governance on campus and district committees. The ad hoc committee will consist of the CSEA President, or appointed representative from the SBVC Chapter Officers, Site Representative or Job Steward and the Classified Senate President as well as any interested Senate members or Chapter members.
- C. If an MOU for the ad hoc committee is not developed, The Senate will forward its recommendation for committee members to the Chapter President for consideration of appointment to committees.
- D. The Chapter President may submit any concerns in regard to the standing or ad hoc committees of The Senate.

Section VII. Committee Member Responsibilities

- A. Committee members shall share information about their committees at Senate meetings or provide a written/verbal/digital report to a Senator, the Vice President, or the Communications Officer to present.
- B. **Participatory Governance Representatives** must provide a **monthly report** summarizing key issues, actions, and requests for Senate feedback.
- C. If a PG Representative fails to provide reports for **three consecutive months without cause**, the Senate may, by majority vote, declare the seat vacant and appoint a replacement.

BYLAW V

POWERS, CONCERNS, AND RESPONSIBILITIES

Section I. Official Positions

The Senate will consider taking official positions on the recommendations made by the college president.

Section II. Board of Trustees Representation

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

Section III. Information and Recommendations

The Senate will request and obtain information and/or recommendations on policies and procedures made by the college administration, or governance system, that are submitted to the Board of Trustees, in time to effectively consider the issues in those recommendations.

Section IV. Participatory Governance Representatives

- 1. The Senate President shall appoint classified representatives to college and district participatory governance (PG) committees, with Executive Board approval, and report appointments to the Senate.
- 2. Representatives shall provide **regular monthly reports** to the Senate, verbally at a meeting, in writing, or digitally to be compiled by the Communications Officer or Historical Recorder/Webmaster.

3. Reports shall summarize key issues, decisions, and any items requiring Senate feedback.
4. If a representative fails to submit reports for **three consecutive months without cause**, the Senate may, by majority vote, declare the seat vacant and appoint a replacement.

BYLAW VI

ELECTIONS

Section I. Executive Board

- A. The six (6) members of the Executive Board will be elected by The Senate
- B. Nominations for Executive Board positions will be open to any Senator.
- C. Executive Board members will serve a term of two (2) fiscal years.
- D. Voting by The Senate will be by secret ballot.
- E. Executive Board members may not serve three (3) consecutive terms with the exception of an Executive Board member appointed mid-term by The Senate to fill a vacancy.
- F. If an Executive Board member is running unopposed and is elected, the Executive Board member may serve an additional term.

Section II. Senators

- A. Senators will be elected by the members of the unit they represent
- B. Nominations of candidates for Senators in The Senate will be open to any classified staff member as defined in Article VI of the Senate Constitution.
- C. Senators will serve a term of two (2) fiscal years.
- D. Voting by the electorate will be by secret ballot.
- E. Senators may not serve three (3) consecutive terms with the exception of a Senator appointed mid-term by the President to fill a vacancy.
- F. If a Senator is running unopposed and is elected, the Senator may serve an additional term.

Section III. Vacancies

- A. Any vacancy in The Senate will be appointed by functional unit members.
- B. Any vacancy in the Executive Board will be appointed by members of The Senate.
- C. A vacancy may be declared by the Executive Board when an Officer or Senator is absent without authorization from the President of The Senate from three (3) consecutive Senate Meetings, or due to non-performance of duties.

Section IV. Balloting & Tie-Breaks

- A. Elections will be conducted during the Spring semester and officers will take office effective July 1.
- B. Senators will be elected by the highest number of votes.
- C. All ballots shall be secret, whether by paper or secure electronic means.
- D. In the event of a tie, a runoff election shall be held within 10 business days (excluding holidays).
- E. Ballots shall be distributed, collected, and certified by the Special Elections Taskforce
- F. Election results shall be recorded in the Senate minutes.

Section V. Recall & Removal from Office

- A. Recall by Petition – Any Officer or Senator may be subject to recall upon submission of a petition signed by at least **20% of the relevant electorate** (e.g., the functional unit for Senators, or the full Senate for Officers).
- B. Recall Vote – The Elections taskforce shall verify petitions within 10 business days. A recall election shall occur within 30 days. Removal requires a **two-thirds majority** of ballots cast.
- C. Removal for Cause – The Senate may, by two-thirds vote, remove any Officer or Senator for: Three consecutive unexcused absences, Failure to fulfill reporting duties, or Misconduct inconsistent with the Code of Ethics.

Section VI. Elections Timeline

The elections timeline is adjustable.

AUGUST – SEPTEMBER	ELECTION COMMITTEE FORMED
JANUARY	ANNOUNCEMENTS OF VACANCIES
FEBRUARY	NOMINATIONS
MARCH	REVIEW CANDIDATES
MARCH-APRIL	BALLOTS & VOTING
APRIL	COUNT BALLOTS
MAY	ANNOUNCE ELECTION RESULTS RUNOFF ELECTION (IF NEEDED)
JULY	TERMS START

EVEN YEAR	ODD YEAR
- President - Treasurer - Communications officer - *Senators (____)*	- Vice President - Secretary - Historical Recorder/Web Master - *Senators (____)*

*If a member is running unopposed and is elected, the member may serve an additional Term. *

Section I. Election Taskforce

- An Elections taskforce of at least three Senators not running for office shall be formed in January. If a member of the taskforce accepts the nominations, then they step down from the duties of the taskforce, and a new taskforce member will be appointed. The Executive board will put forth 3 senator recommendations which must be ratified by the senate membership.

Section II. Timeline

AUGUST – SEPTEMBER	Announce vacancies and distribute timeline
October	Elections Taskforce formed
November	NOMINATIONS
December	REVIEW CANDIDATES BALLOTS & VOTING
January	ANNOUNCE ELECTION RESULTS RUNOFF ELECTION (IF NEEDED)
Start of Spring semester	Elects Shadow representative roles
JULY	TERMS START
EVEN YEAR	ODD YEAR
- PRESIDENT - TREASURER - Communications officer - *Senators (____)*	- VICE PRESIDENT - SECRETARY - Historical Recorder/Web Master - *Senators(____)*

*If a member is running unopposed and is elected, the member may serve an additional Term. *

Section III. Balloting

- All ballots shall be secret (paper or secure electronic).
- Runoff elections shall be held within 10 business days in case of a tie.
- Results certified by Elections Committee and reported in minutes.

Section IV. Eligibility

- Candidates must be permanent classified staff with at least six months of service.
- Associate (non-voting) members are not eligible.

Section V. Recall & Removal

- Any Officer or Senator may be recalled by petition signed by at least 20% of the relevant electorate.
- The Elections Taskforce verifies petitions within 10 business days.
- A recall election shall occur within 30 days; removal requires a two-thirds majority of ballots cast.
- The Senate may also remove any Officer or Senator by two-thirds vote for cause (three consecutive unexcused absences, failure to fulfill reporting duties, or misconduct inconsistent with the Code of Ethics).

Section VI. Vacancies

- A. Any vacancy in The Senate will be appointed by functional unit members.
- B. Any vacancy on the Executive Board will be appointed by members of The Senate.
- C. A vacancy may be declared by the Executive Board when an Officer or Senator is absent without authorization from the President of The Senate from three (3) consecutive Senate Meetings, or due to non-performance of duties

**BYLAW VII
MEETINGS****Section I. Scheduled Meeting Requirements**

- A. The Senate will meet once each month with a standard day and time to be determined by a consensus of the current Senate. The standard day and time will be valid for a one (1) year period unless otherwise voted on by membership.
- B. All meetings shall be open to all, including the press, unless a closed session has been called in accordance with the Brown Act (Education Code, Sections 54950-54959)
- C. The standard year is defined by the academic calendar of July 1 to June 30.
- D. The Senate Executive Board will meet prior to the main body of the Senate.
- E. Parliamentary authority will be followed as described in Article XI of the Senate Constitution.

Section II. Special Meetings

- A. Special meetings of The Senate may be called at the discretion of the Senate President.
- B. All special meetings shall be open to all, including the press, unless a closed session has been called in accordance with The Brown Act (Education Code, Sections 54950-54959)
- C. Parliamentary authority will be followed as described in Article XI of the Senate Constitution.

BYLAW VIII
TERMS OF OFFICE**Section I. Executive Board of Officers**

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

Section II. Senators

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

BYLAW IX
EQUITY & INCLUSION**Section I. Training**

- All Senate officers shall participate annually in DEIA-focused professional development. This can include professional development training, active participation in DEIA share governance committees, or active participation in affinity association work.

Section II. Representation

- The Senate shall review its committee appointments annually to ensure diverse classified representation.

Section III. Accountability

- The Senate shall include an Equity & Inclusion section in its annual State of the Senate Report, documenting classified contributions to equity, diversity, and student success.

BYLAW X**FINANCE & TRANSPARENCY HUB****Section I. Finance**

- The Treasurer shall submit quarterly financial reports and a year-end budget summary.
- All disbursements shall require two authorized signers.
- Receipts for reimbursement must be submitted within 30 days.

Section II. Transparency Hub

- The Senate shall maintain a digital Transparency Hub (SharePoint/website) where agendas, minutes, budgets, bylaws, election results, and the State of the Senate Report are posted.
- The Historical Recorder/Webmaster manages the Hub, coordinating postings with the Treasurer and Communications Officer.

Section III. Accountability

- Updates must occur within five business days of official approval of documents.
- An annual review of Hub compliance shall be included in the State of the Senate Report.

BYLAW XI**RATIFICATION OF THE BYLAWS****Section I. Ratification**

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

Section II. Amendment of Bylaws

The Bylaws Committee is charged with the responsibility to review the bylaws every two years or as needed. Proposed amendments shall be placed on the agenda of the next two (2) Classified Senate meetings for discussion. The Document will be made available prior to the meetings to classified for review. A vote on the proposed amendments will follow the discussion at the second Classified Senate meeting where the item was on the agenda.