

San Bernardino Valley College Classified Senate Constitution

ARTICLE I NAME

Section I. The San Bernardino Valley College classified staff hereby forms the San Bernardino Valley College Classified Senate.

Section II. The San Bernardino Valley College Classified Senate will be referred to as “The Senate” in this document.

ARTICLE II PHILOSOPHY

Section I. Mission Statement

The mission of The Senate is to support the missions of the California Community Colleges, SBCCD and SBVC, while enhancing participation in shared governance for Classified Staff.

The objectives of The Senate are as follows:

- A. Facilitate communication among students, staff, faculty, administrators and the surrounding community.
- B. Promote equal treatment of and respect for classified staff by recognizing and appreciating their value and contribution to the learning environment and campus community.
- C. Create shared responsibility and accountability by promoting the participation of classified staff in collegial consultation.

Section II. Code of Ethics

The Code of Ethics of The Senate will be consistent with democratic principles. The Senate and its individual members will adhere to the following while conducting Senate business:

- A. Base decisions on all available facts
- B. Uphold the majority decision of The Senate
- C. Work to develop a governance system that is inclusive of all members of the campus community
- D. Support a campus environment that values the diversity of our campus population
- E. Recognize that unwelcome attention toward any member of the campus community is not permissible and will not be condoned
- F. Maintain integrity in all aspects of service
- G. Advocate the prudent and responsible expenditure of public funds
- H. Vote our honest convictions despite unwarranted influences

Section III. Equity & Student Success Commitment

The Senate affirms that classified professionals are integral to advancing diversity, equity, inclusion, anti-racism, and accessibility (DEIA) at SBVC. Officers shall complete annual DEIA training, ensure equitable representation in committee appointments, and publish an annual Equity & Inclusion Report.

ARTICLE III PURPOSES

Section I. To promote the voice of classified staff on non-collective bargaining issues, otherwise known as California School Employees Association (CSEA).

Section II. To provide the president of the college with recommendations and views on matters affecting the conduct, welfare, and growth of the college.

Section III. To enable The Senate, through the governance structure, to address the Board of Trustees with recommendations and views on matters affecting the conduct, welfare, and growth of the college.

Section IV. To promote communication, mutual support and understanding among the classified staff, faculty, administration, Board of Trustees,

students, and other interested person(s) having to do with the conduct, welfare and growth of the college.

Section V. To articulate the expertise of the classified staff so that we are recognized and valued.

Section VI. To promote opportunities for professional growth for classified staff.

ARTICLE IV

MEMBERSHIP

Section I. Voting Members

Voting membership shall be limited to permanent classified professionals assigned to SBVC, including confidential and supervisory staff.

Section II. Associate (Non-Voting) Members

Short-term and substitute classified professionals shall be recognized as non-voting Associate Members. Associate Members may participate in discussions, serve on Senate committees, and bring concerns, but may not vote or hold elected office.

ARTICLE V

OFFICERS/SENATORS

Section I. Executive Officers

A. The Executive Board of The Senate will consist of President, Vice President, Secretary, Treasurer, Communications Officer, and Historical Recorder/Webmaster.

B. The Executive Board of The Senate may have a position of Past President in an advisory capacity.

C. Elect Officer positions of The Senate may consist of President Elect, Vice President Elect, Secretary Elect, Treasurer Elect, Communications Elect, and Historical Recorder/Webmaster Elect as defined in Bylaw II.

Section II. Senators

The senators of The Senate will consist of representatives from each functional unit as stated in Bylaw III, Section II.

ARTICLE VI

SENATE BOARD

Section I. The Board of The Senate will consist of the Executive Board and all the Senators of The Senate. Duties and responsibilities of the board members will be outlined in the Bylaws of The Senate. Terms of Office for Senators and Executive Officers are outlined in Bylaw II.

ARTICLE VII

DUTIES OF OFFICERS/SENATORS

Section I. The duties of the officers and senators of The Senate will be as described in Bylaw II and Bylaw III.

Section II. The duties of officers, senators, committee chairs, and committee members of The Senate will be expanded in the Bylaws as seen necessary by The Senate.

ARTICLE VIII

COMMITTEES

Section I. The Senate standing and ad hoc committees will be formed as needed by the Executive Board as described in Bylaw IV.

Section II. Shared Governance Committees will be appointed as described in Bylaw IV.

ARTICLE IX

MEETINGS

Section I The Executive Board will meet as described in Bylaw VII.

Section II. The Senate will hold a general meeting as described in Bylaw VII, which is open to membership.

Section III. If any changes need to be made, the executive board will give 1-week advanced notice to membership.

ARTICLE X

ELECTIONS

Section I. The Senate will hold elections for the Executive Board as described in Bylaw VI, Section I.

Section II. The Senate Nominations Committee will conduct a general election as required in Bylaw VI.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Section I. The rules contained in the current edition of Robert's Rules of Order will govern The Senate in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order The Senate may adopt.

ARTICLE XII

QUORUM

Section I. Quorum

Quorum shall consist of a majority (50+1) of seated officials per division. Quorum status can be verified by senate leadership prior to meeting being called to order.

Section II. In-Meeting Voting

Voting may occur during in-person or synchronous teleconference meetings (Zoom). Members must be present to deliberate and vote.

Section III. Electronic Voting

1. The Senate may authorize asynchronous electronic voting for:
 - Elections
 - Constitutional or bylaw amendments
 - Time-sensitive governance actions
2. Ballots shall be distributed through a secure, auditable platform that ensures:
 - Unique access for each voting member
 - Confidentiality of individual votes
 - Retention of ballot records for two years
3. Quorum for electronic voting shall be calculated as a majority of eligible voting members responding within the designated voting window.

4. Results of electronic votes shall be certified by the Elections task force (or designated officers) and reported in the minutes of the next regular Senate meeting.
5. No proxy voting shall be permitted.

ARTICLE XIII

BYLAWS

Section I. Bylaws will be consistent with and necessary to implement the Articles of this Constitution

ARTICLE XIV

RATIFICATION AND AMENDMENTS

Section I. This Constitution and Bylaws will become effective by a simple majority vote of The Senate members who vote in an announced Constitution Ratification Election.

Section II. Any Senate member may propose additions or amendments to the Constitution and Bylaws in writing at general meetings of The Senate.

Section III. Amendments to The Senate Constitution and Bylaws must be presented to the Executive Board for approval before they may be submitted to The Senate for a vote. A copy of the amendment will be distributed among The Senate membership two (2) weeks prior to the election. The amendment will be subject to majority vote of the entire Senate. The amendment shall become effective on the date prescribed by the amendment.

Section IV. The Constitution and Bylaws may be amended by a simple majority of The Senate members who vote in a specially called election (which may coincide with elections for officers).

Section V. If any portion of this Constitution and Bylaws is found to be in violation of local, state, or federal laws, it will be the responsibility of The Senate to amend that portion to attain compliance rather than to declare void the entire Constitution and Bylaws. The Senate will use the amendment procedures in this Article to carry out this responsibility.