

Peralta Community College District District Administrative Center (DAC) Classified Senate

CONSTITUTION of the District Administrative Center Classified Senate of the Peralta Community College District

ARTICLE 1 –NAME

The name of this body will be the District Administrative Center Classified Senate of the Peralta Community College District, hereinafter referred to as the Senate.

ARTICLE 2 – PURPOSE & MISSION STATEMENT

It shall be the function of the Senate to participate in the governance of the Peralta District; to actively collect, evaluate, and disseminate information for the classified staff; and to represent the collective interest of the classified staff before or on any governance or committee.

The Classified Senate is organized to:

1. Promote student success by providing quality service.
2. Provide a centralized means of communication between site classified staff and the rest of the district community.
3. Promote the interests of classified staff in the development and formulation of policy and practice related but not limited to the following:
 - a. The selection and retention of administration.
 - b. Technology.
 - c. Professional development.
 - d. Facilities and services.
 - e. Student/classified, faculty/classified, and management/classified relations.
 - f. Finance and budget.
4. Represent the needs, concerns, and viewpoints of the classified staff with respect to the District Shared Governance Agreement, excluding all matters related to collective bargaining.
5. Articulate the professionalism of the classified staff so that it is properly recognized and advocate the value and contributions classified staff provide to the learning environment.
6. Provide an opportunity to develop individual leadership among the classified staff as well as increase the professional standards of its members.

7. Promote and support activities that enhance the skills, productivity, and leadership abilities of the classified staff.
8. Promote the morale of the classified staff.
9. Select from its membership representatives to serve on governance and committees.

ARTICLE 3 – ORGANIZATION

ARTICLE 3.1- Membership

The Classified Senate shall be comprised of all members of classified professional employees of the Peralta Community College District assigned to any college, including permanent and probationary employees and confidential who wish to participate regardless of their classification, and who are not management, in the hope of forming a broad base and inviting input from a diverse and knowledgeable membership. The Central Services Senate represents the following:

- Academic Affairs; Institutional Research; Interpreter Services
- Admissions & Records
- Chancellor's Office
- Child Care
- Finance & Administration; Payroll; Purchasing
- General Services
- Human Resources; Benefits; Risk Management
- Information Technology
- Office of International Education
- Peralta Colleges Foundation
- Public Information
- Student Services

ARTICLE 3.2- Composition of the Executive Council

The Classified Senate Executive Council shall consist of:

1. Voting Members
 - a. President (tie breaker only)
 - b. 1st Vice-President/Parliamentarian
 - c. 2nd Vice-President/Secretary
 - d. Treasurer
 - e. Senators-at-large (3)
2. Non-Voting Members
 - a. Bargaining Unit liaison(s)
 - b. Ad Hoc Committee Chairs (e.g. Communications/Social Media)

Article-3.3- Elections

Elections for these offices shall be held in accordance with the specific provisions of the bylaws of this constitution.

Article 3.4- Appointments

Appointment to office must follow the procedures set forth in the bylaws of this constitution and current policies and procedures of the Classified Senate.

Article 3.5- Vacancies

Vacancies in office must follow the procedures set forth in the bylaws of this constitution and current policies and procedures of the Classified Senate.

Article 4- QUORUM AND PARLIMENTARY PROCEDURE

Article 4.1- Quorum

Official meetings of the Senate shall consist of a quorum of one-half ($\frac{1}{2}$) plus one of the voting members present at a meeting.

No meeting shall take place without establishing quorum.

An office vacancy shall not be counted towards the total number in quorum.

Article 4.1- Parliamentary Procedure

Unless otherwise specified in the By-Laws, Robert's Rules of Order or Consensus Vote shall apply at all Senate meetings as proposed by the incoming President and ratified by a super majority of the voting membership.

Article 5- AMENDMENTS

Amendments to this constitution shall be approved only at a regular meeting of the Senate and by a two-thirds ($\frac{2}{3}$) vote of the members present.

Amendments to the bylaws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a two-thirds ($\frac{2}{3}$) vote of the members present.