



# DISTRICT ADMINISTRATIVE CENTER **CLASSIFIED SENATE**

## Constitution

### Article I Name

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The name of this organization shall be the Ventura County Community College District Administrative Center Classified Senate, hereinafter referred to as the DACCS.

### Article II Mission Statement & Objective

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#### *Mission Statement*

To participate in the Ventura County Community College District shared decision-making process by collecting, evaluating, and disseminating information for classified employees at District Administrative Center; to represent the aggregate interests of the classified employees before or on any non-bargaining district committee or task force; to promote and encourage activities which provide an opportunity for enhancing the involvement, morale and staff development of the classified employees.

DACCS sees its mission as:

- Providing quality service to promote student success;
- Advocating the value and contributions classified employees provide to the learning operations, support, and professional environments.
- Being a body through which the professionalism of classified employees is valued, respected, and articulated.
- Promoting the participation of classified employees in the participatory governance process at District Administrative Center and Districtwide Services.

- Supporting classified employees at District Administrative Center and Districtwide Services through the organization of activities.
- The DACCS makes recommendations to the District Administrative Center administration on the following specific academic and professional matters (9 + 1):
  - 1. Standards or policies regarding student support and success
  - 2. Districtwide governance structures, as related to classified roles
  - 3. Classified roles and involvement in accreditation processes
  - 4. Policies for classified professional development activities
  - 5. Processes for program review
  - 6. Processes for institutional planning and budget development
  - 7. Curriculum systems integrations and implementation
  - 8. Degree and certificate requirements
  - 9. Educational program development
    - Any other district policy, procedure, or related matters that will have a significant effect on Classified Professionals.

### **Objective**

The objective of this organization shall be to address the non-bargaining concerns of the classified employees and, in the spirit of participatory governance, work with District management in the development and implementation of districtwide goals and objectives to promote districtwide community involvement, personal development, and collegiality.

## **Article III Membership**

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The general membership of the DACCS shall include all regular, permanent, probationary full-time and part-time, merit system and confidential classified employees, and classified supervisors whose work assignment is either attached to the District Administrative Center or Districtwide Services.

## **Article IV Executive Board**

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The Classified Senate Executive Board, hereinafter referred to as Executive Board, shall consist of five elected Officers: President, Vice President, Secretary, and Treasurer; and the Communications Officer. The primary function of the Executive Board is to expedite the business of the Classified Senate.

## **Article V**

### **Duties of the Executive Board**

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The duties of the Executive Board shall be ascribed in the Bylaws and expanded as deemed necessary by the Executive Board.

## **Article VI**

### **Meetings**

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The DACCS may meet for at least one hour per month per calendar year. Special meetings may be called by petition of at least 10 percent of the membership or by majority vote of the Executive Board. Special Meetings may not exceed more than two per month per calendar year.

## **Article VII**

### **Committees and Task Forces**

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The DACCS shall have standing committees and task forces and shall determine the definition, goals and intended timeline for each. Standing committees shall be permanent and conduct the business of the Classified Senate. Task forces shall be established by the President for special purposes to deal with issues as the need arises. The chairperson of each task force shall be named by the Executive Board. The chairperson of each established task force shall make task force membership recommendations to the Executive Board, who will have the final responsibility for task force membership selection. It is the responsibility of the task force chairperson to report all findings and recommendations of the task force to the Executive Board. Responsibility for final action rests with the Executive Board unless 10 percent of the Classified Senate membership petitions for a full vote of the Classified Senate. The President shall be an ex-officio member of all committees and task forces, except the Elections Committee.

## **Article VIII**

### **Elections**

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The Executive Board will appoint an Elections Officer and will conduct a general election every year as ascribed in the Bylaws. The Elections will consist of the election of a President, Secretary, and Communications Officer on odd years, and a Vice President and Treasurer on even years.

### **Terms**

The term of office of each elected officer shall begin on July 1 and shall be for two years. Each officer shall serve no more than two consecutive terms in each office. If no other candidate wishes to run for a particular position and the incumbent wishes to continue in the position, then he/she may continue for a third term or longer. To promote continuity, officer elections shall alternate each year. In odd-numbered years the offices of President, Secretary, and Communications Officer shall be up for election; in even-numbered years the positions of Vice President and Treasurer shall be elected.

## **Article IX Parliamentary Authority**

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The rules contained in the current edition of Robert's Rules of Order - Newly Revised shall govern the Classified Senate in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and any special rules of order the Classified Senate may adopt. [who would be the parliamentary authority]

## **Article X Amendments**

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

Amendments to this Constitution may be put to a vote during a general election of the Classified Staff when meeting one or more of the following criteria:

- A. A two-thirds vote of the Classified Senate;
- B. A petition signed by no less than twenty-five percent of the classified staff; or
- C. The District Chancellor with the Classified Senate Executive Board following his/her determination that some portion(s) of the Constitution are at variance with the California State Law or the adopted rules and policies of the Trustees of the College District. Such recommendation will be presented to the President of the Classified Senate who will then bring it forward for further deliberation.

Proposed amendments to this Constitution shall be presented to all classified employees at least ten working days before said amendment proposal is put to a vote. To be adopted, a proposed amendment must receive a simple majority

of votes cast. Additions to and/or changes in the Bylaws may be implemented by the Executive Board upon approval of a majority of the Classified Senate.

## **Article XI**

### **Legal Conflict**

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Should any local, state or federal law, regulation, or code be found to be in conflict with this document, and then the portion in this document which is in question may be considered to be null and void; however, the remainder of the document will remain full force. The law, regulation, or code from highest-ranking authority shall take precedence over all others and will be obeyed by the Classified Senate.