Article I
Name

Section 1. The organization shall be known as the Diablo Valley College Classified Senate, hereinafter referred to as the Senate.

Article II
Purposes

Section 1. To provide the classified staff with a formal representative voice in determining institutional policies, procedures and regulations.

Section 2. To provide the president of the college with recommendations and views on matters affecting the conduct, welfare, and growth of the college.

Section 3. 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 4. To promote communication and mutual 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.

Article III
Parliamentary Procedures

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate Council in all cases to which they are applicable and in which they are not inconsistent with this Constitution and the Senate Bylaws and any special rules of order the Senate may adopt.

Article IV
Senate Membership

Section 1. The Senate shall consist of all classified staff members of Diablo Valley College. A classified staff member is one who is hired by the Contra Costa Community College District as part of the "classified service" (Ed. Code 88003) to fill a permanent classified position.

Section 2. Any person who is a member of the Senate, as described in Article IV, Section 1, is eligible to vote.

- Clause 1. Voting may be done by roll call during Senate Council meetings, or by e-mail vote to all Senate members;
- Clause 2. Voting result is determined by majority of submitted votes;
- Clause 3. Where specific voting rules exist, this section will defer to those rules;

Section 3. It is the general intent and spirit of the Senate to represent its electorate which consists of employees as described in Section 1.

Section 4. Confidential and Supervisory employees of the District are encouraged to bring topics of concern to the Senate at anytime. The Senate may represent the concerns of this group for the benefit of the college community.
Article V
Senate Council Organization

Section 1. The Council shall consist of thirteen (13) members: President, Vice-President, Corresponding Secretary, ten (10) Senators-at-large, in addition to one Local 1 Vice-President or designee.

Section 2. Any member of the Senate is eligible to run for a Senate office, a Senator-at-large or alternate, except current members of the election committee.

Section 3. Elections:
   - Clause 1. The Senate shall elect the following officers:
     o President
     o Vice-President
     o Corresponding Secretary
   - Clause 2. The Senate shall elect the following representatives:
     o Ten (10) Senators-at-large to the Council
     o Alternates for the Senators-at-large to the Council

Section 4. Terms of Office:
   - Clause 1. Officers:
     o Shall serve a term of two (2) years.
     o Shall be eligible for re-election. However, no officer shall serve more than two (2) consecutive two (2) year terms.
     o Resignation of an officer has to be given by written notification to the Senate President. If the Senate President resigns, written notification shall be given to the Vice-President.
   - Clause 2. Senators-at-large Alternates:
     o Shall serve a term of one (1) year.
     o Shall be eligible for re-election. However, no Senator-at-large shall serve more than two (2) consecutive one (1) year terms.
     o Alternate Senators-at-large, when serving in place of the representative, shall have all the rights and privileges of the regular elected representative.
     o Resignation of a Senator-at-large and/or alternate shall be given by written notification to the Senate President.
     o If the Senate does not fill all ten (10) Senator-at-large offices, then see Article VI, Section 2, Clause 1a.

Section 5. Elected Council officers and Senators-at-large shall take office July 1.

Section 6. Each Senator-at-large shall be elected by and be responsible to all Senate members at Diablo Valley College.

Article VI
Senate Council Election Procedures

Section 1. Officers
   - Clause 1. The President of the Senate, in February of an election year, shall request the formation of an election committee comprised of five (5) members of the Senate and chaired by a Senator-at-large to cover the responsibilities necessary to run the election of the officers.
   - Clause 2. While serving on an election committee, members cannot run for a Senate Officer position.
   - Clause 3. The election committee shall follow election procedures (see Senate Bylaws Article III Section 2), and designate time and polling place for the election of officers.
Clause 4. Elections shall be held the first week in June.

Clause 5. Any qualified voter may appeal alleged election irregularities to the Council in writing within thirty (30) days of the election.

Clause 6. Vacancies shall be filled by special election in a timely manner.

Section 2. Senators-at-large Alternates

Clause 1. The Senate shall hold an election for Senators-at-large and alternates (see Senate Bylaws Article III, Section 2).

Clause 1a. If all ten (10) Senator-at-large positions are not filled, then the Senate Council may submit a Senate Nominee for election to serve in the unfilled Senator-at-large position(s).

Clause 2. Elections shall be held the first week in May.

Clause 3. Any qualified voter may appeal alleged election irregularities to the Council in writing within thirty (30) days of the election.

Clause 4. Vacancies shall be filled by special election in a timely manner.

Clause 5. A Senate member may be elected to serve more than two consecutive one-year terms if there are insufficient eligible nominees to fill the ten (10) Senator-at-large positions. The Senate member must follow the election process each year.

Article VII
Council Responsibilities

Section 1. It shall be the responsibility of the Council to:

- Express its views and recommendations to the President of the college.
- Express its views and recommendations to all Senate members in order to keep them informed of its actions and current issues and to improve overall communication.
- Be available to consult with the President of the college on any matter affecting the conduct, welfare and growth of the college and its students.
- Make classified appointments to committees/task forces. The Council shall determine selection and other procedures as necessary to accomplish this responsibility.
- Determine the need to raise funds for special events and activities, and to create appropriate mechanisms to achieve such ends.

Article VIII
Council Procedures

Section 1. Regular Council meeting schedules will be determined by procedures (see Senate Bylaws Article I).

Section 2. A quorum shall consist of a simple majority of the Council.

Section 3. The Council shall distribute agendas and minutes of its meetings to the Senate in a timely manner.

Section 4. Any member of the College community may recommend an item be placed on the agenda by a signed notice given to the Senate President or any current Council member.
Section 5. The Senate President shall call meetings of the Senate for informational purposes or when requested, in writing, by ten (10) percent of the Senate.

Section 6. One-third (1/3) of the Council members may request a meeting of the Senate, if it is felt the Council's actions or inactions require Senate consideration. The Senate President must call a meeting and announce the purpose(s) within ten (10) working days of the request.

Section 7. The Council may have standing committees, and define the purpose and charge of these committees. The Council may have ad hoc committees as it deems necessary.

Article IX
Constitution Amendment Procedure

Section 1. The Constitution will stand as voted upon unless modified by amendments. If any portion is found in violation of local, state, or federal laws, that portion only is automatically null and void. It will be the responsibility of the Council to propose an amendment to that portion to attain compliance. The Council shall use the amendment procedures to carry out this responsibility.

Section 2. The Constitution may be amended by an initiation procedure only through the following steps:

- Clause 1. A petition to amend the Constitution shall be signed by no less than twenty percent (20%) of the Senate or shall be signed by two-thirds (2/3) of the Council and presented to the Senate President;
- Clause 2. The Council shall distribute to the Senate the proposed amendment(s) within ten (10) working days of receipt of the petition at a Council meeting;
- Clause 3. Voting shall take place after discussion of the amendment has been provided for in a general meeting of the Senate; to be held within ten (10) working days;
- Clause 4. If approved by two-thirds (2/3) of Senate voting, the amendment shall become effective on the date stated in the amendment, or the approval date if no date is mentioned in the amendment;
- Clause 5. Results of the balloting shall be announced within ten (10) working days after the election.

Article X
Bylaws Changes

Section 1. The Bylaws for the Senate and the Senate Council may be changed by a two-thirds (2/3) vote of the Senate Council.

Article XI
Powers, Concerns and Responsibilities

Section 1. The Council may of its own determination concern itself with any of the following:

- Clause 1. Professional standards and concerns, i.e., educational needs, professional competence;
- Clause 2. Professional personnel policies, i.e., job training, classified staff development;
- Clause 3. Academic duties, i.e., policies where they may impact classified duties, i.e., admissions, records, special honors, retention of students, matriculation, accreditation;
- Clause 4. Student policies and procedures where they may impact classified duties, i.e., conduct, discipline, activities, special services, general needs, registration, evaluation, fees;
- Clause 5. Educational, business and other operational expenditures, i.e. state funding, budget planning, short- and long-term planning, capital outlay, general fund allocation, utilization;
Clause 6. Staffing needs and support, i.e., staff utilization, growth needs;

Clause 7. Instructional, student and administrative support services, i.e., library, audio-visual, computer and network, instructional facilities, maintenance and use of facilities and grounds;

Clause 8. Instructional philosophy and student needs, i.e., college goals, mission, objective, effects upon students and staff, community relations;

Clause 9. Campus decisions and actions affecting the daily operations of the college

Clause 10. College and district short- and long-range planning;

Clause 11. College-, district- and state-wide committee representation by classified staff;

Clause 12. College and district communication activities (procedures to enhance understanding, cooperation, and quality of life among all members of the college community).

This section in no way limits the bargaining agent where authorized by statute. The Council shall transfer appropriate topics of concern to the bargaining agent as necessary with or without recommendations.

Article XII
Recall Section

Section 1. Officers

Clause 1. Officers may be recalled by the Senate for due cause including but not limited to: excessive absences from Council meetings, non-participation in the assigned duties of an officer, or misconduct, using the following process:

- By presenting to the Council a petition signed by fifteen percent (15%) of the Senate wishing to recall that officer and presented to the Council;

- Upon receipt of the petition, the Council shall hold an election within ten (10) working days;

- If a simple majority of the Senate supports the recall of the officer, the office shall be declared vacant (in the case of the recall of the president, the vice-president will complete the term). Within ten (10) working days the election committee will begin the process to elect a new officer to complete the vacated term of the vice President.

Section 2. Senators-at-large Alternates

Clause 1. Senators-at-large may be recalled by the Senate for reasons of due cause including but not limited to: excessive absences from Council meetings, non-participation in the assigned duties of Senators-at-large, non-representation of Senate concerns, or misconduct. Senators-at-large may be recalled using the following process:

- By a petition signed by a majority of the Senate wishing to recall a Senator-at-large and presented to the Senate President;

- Upon receipt of the petition, the Council shall inform and poll the Senate within ten (10) working days;

- If a simple majority of the Senate supports the recall of a Senator-at-large the office shall be declared vacant. An alternate will automatically complete the term of the recalled Senator-at-large. Within ten (10) working days the Senate shall elect a new alternate to complete the term.