



Classified Senate of College of the Siskiyous

800 College Avenue Weed, CA
96094

CONSTITUTION

ARTICLE I. Name

The organization shall be known as the College of the Siskiyous Classified Senate.

ARTICLE II. Purpose

The College of the Siskiyous Classified Senate (hereafter to be known as the Senate) represents all classified staff members of the College in matters relating to participatory governance and assumes the primary role in disseminating information and gathering input on behalf of the classified staff employees.

The Senate works in conjunction with the California Community Colleges Classified Senate (4CS) to promote and clarify the roles, rights, responsibilities, and opportunities for Community College classified staff to become involved in participatory governance and to contribute toward the mission of the California Community Colleges as originally described in AB 1725.

Senate Goals:

- a. To be a voice for the classified staff on non-union issues.
- b. To be an avenue for participation by classified staff in shared governance.
- c. To foster communication, understanding, and mutual support among classified staff.
- d. To promote mutual respect, cooperation, and collaborative action between all constituencies within the College community.
- e. To provide a means of communication between classified staff and College community.
- f. To inform classified staff of Senate actions and current issues of interest to the College community.
- g. To promote the professionalism and values of the classified staff.

ARTICLE III. Organization

- a. The membership of the Senate shall consist of all permanent classified staff members (full-time or part-time) of the Siskiyou Joint Community College District.
- b. The Executive Committee shall consist of these elected officers: President, Vice President, and Secretary.
- c. The Senate shall seek full representation on all college committees and councils deemed important for its purposes by the Executive Committee.

- d. The Executive Committee shall have the power to form committees and to provide for their membership.

ARTICLE IV. Duties of Senate Members

Duties of Senate members shall include, but not be limited to the following:

Senate President

- a. Serve as official representative of the Senate in all venues, particularly the Board of Trustee and other meetings.
- b. Be responsible for all required reports and recommendations.
- c. Chair and facilitate all regular Senate meetings.
- d. Administer and maintain the affairs of the Senate between meetings.
- e. Chair the Classified Senate Executive Committee.
- f. Serve on college committees requiring the Senate President and other committees as time allows.
- g. Meet regularly with the Superintendent/President of the College.
- h. Adhere to the objective and goals of Article II of the Senate Constitution.

Senate Vice President

- a. Assume duties of Senate President in absence of the Senate President.
- b. Perform those duties delegated by the Senate President.
- c. Adhere to the objective and goals of Article II of the Senate Constitution.

Senate Secretary

- a. Assume duties of Senate President in absence of both the Senate President and the Senate Vice President.
- b. Be responsible for the Senate correspondence and the dissemination of information to all classified senators and staff.
- c. Be responsible for attendance roll of the Senate.
- d. Perform other duties as necessary as delegated by the Senate President.
- e. Adhere to the objective and goals of Article II of the Senate Constitution.

Classified Senators

- a. Attend monthly Senate meetings.
- b. Disseminate and/or collect information to/from the classified staff.
- c. Act as mentor to all new classified employees.
- d. Serve on Senate subcommittees as needed.
- e. Participate in College committees as necessary, including those for hiring, student conduct hearings, reclassification, and more.

- f. Adhere to the objective and goals of Article II of the Senate Constitution.

ARTICLE V. Amendments and Revisions

- a. Any classified staff member may recommend to the Senate a proposed amendment or revision to the Constitution by submitting a written proposal to the Senate executive committee.
- b. Proposals shall be presented to the Senate at least ten working days before being put to a vote.
- c. To be adopted, a proposal must receive a quorum.