
**CLASSIFIED SENATE
CONSTITUTION**

**ARTICLE I
Name**

The name of this organization shall be the Moorpark College Classified Senate, hereinafter referred to as the Classified Senate.

**ARTICLE II
Mission Statement & Objective**

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 Moorpark College; to represent the aggregate interests of the classified employees before or on any non-bargaining district or college 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.

The Classified Senate sees its mission as:

- Providing quality service to promote student success;
- Advocating the value and contributions classified employees provide to the learning environment;
- 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 Moorpark College;
- Cooperating with campus organizations in the interest of enriching the educational environment of Moorpark College and the Ventura County Community College District;
- Supporting classified employees at Moorpark College through the organization of campus activities.

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 college management in the development and implementation of college goals and objectives to promote campus community involvement, personal development, and collegiality.

**ARTICLE III
Membership**

The general membership of the Classified Senate shall include all regular, permanent, probationary full-time and part-time, merit system and confidential classified employees whose work assignment is attached to the Moorpark College campus.

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**ARTICLE IV
Executive Board**

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

**ARTICLE V
Duties of the Executive Board**

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

**ARTICLE VI
Meetings**

The Classified Senate may meet on campus 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.

**ARTICLE VII
Committees and Task Forces**

The Classified Senate 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**

The Executive Board will form an Elections Committee and will conduct a general election every year as ascribed in the Bylaws.

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**ARTICLE IX
Parliamentary Authority**

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.

**ARTICLE X
Amendments**

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

- IX.1.** 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 President of the College 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.
- IX. 2.** 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 effected by the Executive Board upon approval of a majority of the Classified Senate.

**ARTICLE XI
Legal Conflict**

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.