



DISTRICT ADMINISTRATIVE CENTER

BYLAWS

BYLAW I Senate Membership

Section 1.

The general membership of the Classified Senate shall include all regular, permanent, probationary full-time and part-time, merit system (classified) and confidential employees, as well as classified supervisors whose work assignment is attached to the Ventura County Community College District Administrative Center (DAC), and Districtwide Services (Police and Information Technology District Classified Staff).

BYLAW II Executive Board

Section 1. Members of the Executive Board

The Executive Board shall be comprised of five (5) Officers: President, Vice President, Treasurer, Secretary; and Communications Officer.

Section 2. Duties and Responsibilities

- A. Duties of President (shall include but not be limited to the following):
 - a. Serve as an official representative of the Classified Senate in all venues.
 - b. Serve on the district Fiscal Planning Committee (or designee)
 - c. Attend all Board of Trustees meetings (or designee)
 - d. Be responsible for all required reports and recommendations.
 - e. Chair and facilitate all regular Senate meetings (or designee).
 - f. Administer and maintain the affairs of the Classified Senate between meetings.
 - g. Serve as member of all Senate committees.

- h. Chair of Executive Board.
 - i. Serve on district committees requiring the Classified Senate President and other committees as time allows.
 - j. Meet regularly with the District Chancellor.
 - k. Prepare the agenda for the regular meetings.
- B. Duties of the Vice President
- a. Assume duties of President during the President's absence, at the request of the President or for the unexpired term in the event the President cannot serve. This shall include attending district committee meetings in the absence of the President.
 - b. Serve on the Districtwide Professional Development Committee (or designee)
 - c. Serve as the coordinator of committee chairs and of all committees. Report on current status of committees activities to Executive Board and Senate.
 - d. Chair of the Elections Committee and Chief Election Officer for all Senate elections.(Odd years only)See Bylaw III, Section 1
 - e. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.
- C. Duties of the Treasurer
- a. Assume duties of the President in absence of the President and Vice President in regards to facilitating or attend 9 (n)7 (dt)13.1 (v)]]

Section 2. Officer Qualification Criteria

Persons interested in running for a position on the Classified Senate Executive

BYLAW IV

Meetings

Section 1.

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- E. The Chair shall report committee activity to the Executive Board at its regularly scheduled meeting and to the Vice President of the Senate

BYLAW VI

Legal Conflicts

Section 1.

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 shall remain in full force. The law, regulation, or code from highest