



CONSTITUTION

NAPA VALLEY COLLEGE ADMINISTRATIVE/CONFIDENTIAL SENATE

Article I - NAME

The name of this organization shall be “The Napa Valley College Administrative/Confidential Senate.” (Hereafter referred to as the “Senate.”)

Article II - MEMBERSHIP

- Section 1. All personnel designated administrative or confidential shall be the constituents of the Senate.
- Section 2. For purposes of this Senate, the following positions shall be excluded:
- President/Superintendent.

Article III - PURPOSES AND ROLE

- Section 1. To provide the administrative and confidential employees with formal representation in determining institutional positions, policies, regulations, and procedures.
- Section 2. To represent Senate issues and interests in a mutual gains process with the President/ Superintendent and Board of Trustees. It is understood the term mutual gains discussion as used herein does not include “meet and negotiate” as the term is defined in Government Code Section 3540.1
- Section 3. To provide the shared governance body and Napa Valley College President/Superintendent with recommendations and views on matters affecting the conduct and welfare of the college.
- Section 4. To promote communication and mutual understanding among the students, faculty, classified staff, President/Superintendent, Board of Trustees, administration, and other interested person(s) concerning the welfare of the college.

Article IV - OFFICERS AND EXECUTIVE BOARD

- Section 1. The officers of this Senate shall be President, Vice President, Secretary, and Treasurer.
- Section 2. The officers shall constitute the Executive Board. The immediate past president shall serve as ex-officio member of the Executive Board.
- Section 3. The Executive Board shall
- a. Conduct all business of the Senate between general meetings;
 - b. Be responsible for maintaining communications with all segments of the Napa Valley Community College District;
 - c. Approve all standing committee appointments

Article V - NOMINATION AND ELECTION OF OFFICERS

- Section 1. The Senate Executive Board will call for nominations before April of the election year.
- Section 2. The officers shall be elected biannually (every two years) by a majority (secret ballot) of the membership in the month of May by a written or electronic ballot. A written, signed and dated proxy is acceptable as an official ballot.
- Section 4. Newly elected officers shall assume office on July 1 following the election.
- Section 5. When a vacancy on the Executive Committee, other than the president, occurs between elections, the Executive Board shall fill the vacancy. Such appointee shall serve for the remainder of the term. The Executive Board will consider diversity balance when filling vacancies.

When the presidency becomes vacant, the vice president shall serve as the president for the remainder of the term. The vice presidency then shall be filled in the manner described above.

Article VI - DUTIES OF OFFICERS

- Section 1. The President shall
- a. Serve as chief executive officer of the Senate;
 - b. Call and conduct meetings of the Senate;
 - c. Serve as chairperson of the Executive Board;
 - d. Appoint all members of standing and temporary committees as provided by the Constitution;
 - e. Communicate positions of the Senate to the shared governance body and President/Superintendent;
 - f. Be an ex-officio member of all Senate Standing committees;
 - g. Inform Senate membership of all pertinent developments affecting the constituency;
 - h. Act as Administrative/Confidential Senate representative at Board of Trustee meetings. If the President is unable to attend, they will designate a representative.
- Section 2. The Vice President shall
- a. Serve as the initial organizing chairperson of all temporary committees;
 - b. Assist President in preparing the agenda for Senate meetings;
 - c. Preside at any special or general meeting of the Senate or Administrative/Confidential Board in the absence of the President;
 - d. Serve as President in the absence of, or resignation of the President;
 - e. Be responsible for the social activities of the Senate;
 - f. Assist in the promotion of Senate activities as requested by the President.
- Section 3. The Secretary shall
- a. Keep the minutes of meetings of the Senate and the Executive Board;
 - b. Be responsible for notifying members of all meetings called for the transaction of business by the Senate;
 - c. Be responsible for distributing newsletters, bulletins, etc., to Senate members.
- Section 4. The Treasurer shall
- a. Collect the dues;
 - b. Make expenditures;
 - c. Maintain records;

- d. Report status of funds to membership.

Section 5.

The Immediate Past President shall

- a. Serve as an ex-officio member of the Executive Board;
- b. Serve as consultant to President in Senate governance;
- c. Substitute for the President as the ex-officio member of all Senate Standing committees when requested by the President;
- d. Assist in promotion of the Senate activities as requested by the President.

Article VII - REPRESENTATION FOR SHARED GOVERNANCE

Section 1.

A representative(s) of the Senate to the shared governance process shall be appointed by the President.

Section 2.

The shared governance representative(s) shall

- a. Carry out the purposes of the Senate as stated in Article III, representing membership of the Senate;
- b. Communicate positions of the Senate to the shared governance body and Napa Valley College President/Superintendent;
- c. Inform Senate membership of all pertinent developments affecting the constituency;
- d. Be authorized to vote on behalf of the Senate on issues presented to the shared governance body after consulting the membership where appropriate.

Article VIII - COMMITTEES

Section 1.

The Standing committees of the Senate shall include Mutual Gains and other committees as deemed necessary. Where possible, all committee or shared governance appointments will take effect on July 1.

Temporary committees shall be appointed by the President as necessary to maintain effective operation within the Senate. The term of appointment shall be one year. There will be no limit on the number of terms served.

Section 2.

General duties of Standing Committees

The chair of each committee will be selected from within the group.

- a. Be responsible for keeping abreast of developments in each respective field within the District and the State;
- b. Undertake studies and make recommendations to the Senate President.

Article IX - MEETINGS

Section 1.

Regular Senate meetings shall be held at least six times in the year or as needed.

Section 2.

The President, with approval of the Executive Board, may call additional Senate meetings.

Section 3.

The President must call a special Senate meeting upon the written request (petition) of twenty-five percent (25%) of the Administrative/Confidential Senate.

Section 4.

Except in emergencies, a five working day notice must be given to all membership preceding all meetings of the Senate.

Article X - QUORUM

- Section 1. Members attending shall constitute a quorum at any regular or special meetings of the Senate.
- Section 2. Decisions regarding by-laws, wages, hours, terms, and conditions of employment shall be submitted to the regular membership for ratification.

Article XI - REVENUE

- Section 1. The revenue for the Senate shall be derived from the dues paid annually by each member and such assessments of the membership as the Senate deems necessary. The Senate shall set the dues for the coming year on August 1 and such dues shall be due and payable on September 1 of each year to the Treasurer of the Senate.
- Section 2. All funds received by the Senate shall be deposited in a District trust account in the name of the "Napa Valley College Administrative/Confidential Senate." All withdrawals of such funds shall only be made by request for payment and signed by the treasurer.

Article XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall govern the Senate in all points not expressly provided for in the Constitution.

Article XIII - RECALL

- Section 1. Officers may be recalled.
- Section 2. A written petition shall be signed by one-third of the membership of the Senate and submitted to the Secretary of the Senate.
- Section 3. Upon receipt of the petition, the Executive Board shall call a special meeting of the membership to discuss the recall and poll the membership within ten calendar days.
- Section 4. If a majority of the membership supports the recall, the office shall be declared vacant and within ten calendar days the Nominations/Elections Committee shall proceed according to Article V or Article VII, as appropriate, to elect a member to fill the unexpired term.

Article XIV - AMENDMENTS

- Section 1. The Constitution may be amended by majority vote of the Senate.
- Section 2. Results of the balloting shall be announced within ten calendar days after the election.

Adopted May 1, 1992
Amended March 17, 1994; August 23, 1995; March 20, 2015; November 15, 2023
Reviewed June 2008; November 2023