

# **West Virginia Northern Community College**

## **STAFF ASSEMBLY CONSTITUTION**

### **ARTICLE I**

#### **NAME**

The name of this organization shall be the West Virginia Northern Community College Staff Assembly (hereinafter referred to as the Assembly), and leadership for the Assembly shall be provided by the Staff Council (hereinafter referred to as the Council).

### **ARTICLE II**

#### **PURPOSE**

##### **Section A-Assembly**

The purpose of the Assembly shall be:

1. To share information and discuss issues affecting staff in relation to the efficient and effective operations of West Virginia Northern Community College (“WVNCC”).
2. To elect staff representatives to the Staff Council, the Advisory Council for Classified Employees (ACCE), and the WVNCC Board of Governors (BOG).
3. To communicate, through the Staff Council, comments and concerns dealing with policies and procedures affecting staff to the President, the Board of Governors, and when deemed necessary, members of the West Virginia Legislature.

## **Section B-Council**

The purpose of the Council is:

1. To facilitate staff input into decisions which affect staff;
2. To recommend staff representation on all official institutional committees;
3. To actively support and encourage staff development and promote the interests of staff members, being aware and concerned with the subsequent effect upon the college as a whole;
4. To make any and all recommendations to the WVNCC administration as deemed necessary and proper by the Assembly;
5. To encourage support and cooperation among staff, administration, faculty, and students; and
6. To share with the Assembly all appropriate and relevant information as it may relate to or originate from other WVNCC Councils, Committees, and/or other WVNCC constituencies.

The Council shall have the power to establish committees as well as rules and powers of such committees regarding functioning, members, and purpose.

The Council shall be responsible for establishing procedures for any and all elections of representatives to the ACCE, the BOG, or the Staff Council.

## **ARTICLE III**

### **MEMBERSHIP**

#### **Section A-Assembly**

Membership in this Assembly shall include full-time and part-time WVNCC employees not designated as faculty or Cabinet members. Temporary or contract employees are not eligible for membership.

## **Section B-Council**

Membership in the Council shall include representatives elected from and by the following sectors, as assigned to each employee at the time of hiring or subsequent change to job description:

1. Administrative Support and Paraprofessional - three representatives;
2. Professional Non-faculty - three representatives;
3. Officials and Administrators - two representatives;
4. Service and Maintenance - two representatives.

The Council shall also include the following members, elected from and by the entire Assembly: a Chairperson; a representative to the Advisory Council for Classified Employees (ACCE), who shall serve as an ex-officio voting member per §18B-6-6(b)-6; and a representative to the WVNCC Board of Governors (BOG), who shall serve as an ex-officio, voting member.

In the event that there is not representation on the Council from all three College campuses, any unrepresented campus shall elect from staff assigned to that campus a campus staff representative at-large with all voting rights and responsibilities of sector representatives.

## **Section C-Movement of Representatives within Sectors**

Movement from one sector to another, whether by promotion or a change to an employee's job, shall not affect an employee's position as a representative on the Council, even if it results in more than the default number of representatives from a sector being present on the Council. The employee would represent the new sector for the remainder of the term, and the vacancy would be filled in accordance with Article VI.

## **Section D-Terms of Office**

Members serve a term of two years beginning on the first day of July of each odd-numbered year. Members of the Council are eligible to succeed themselves.

Representatives to the Board of Governors can succeed themselves three times with a term of office not to exceed eight years.

## **ARTICLE IV**

### **DUTIES OF OFFICERS AND REPRESENTATIVES**

#### **Section A-Chairperson**

One employee from the Assembly shall be elected Chairperson of the Assembly and the Council (“the Chair”). The Chair shall:

1. Schedule and preside at all meetings of the Assembly and the Council;
2. Attend other meetings at WVNCC as requested;
3. Act as liaison between the Assembly and WVNCC administration; and
4. Select an Election Committee for staff elections as set forth in Article VI.

#### **Section B-Vice Chairperson**

The Council shall elect from among their membership a Vice Chairperson (“the Vice Chair”). The Vice Chair shall:

1. Preside at scheduled meetings of the Assembly and the Council in the absence of the Chair or in the case of a vacancy in the position of Chair until an election is held; and
2. Attend other meetings as requested.

#### **Section C-Treasurer**

The Council shall elect from among their membership a Treasurer. The Treasurer shall maintain fiscal records of the Council budget and report to the Council matters pertaining to the Council budget. Expenditures of Council funds must be approved by a quorum of the Council.

## **Section D-Secretary**

The Council shall elect from among their membership a Secretary. The Secretary shall:

1. Prepare and keep a permanent form of the minutes of all Assembly and Council meetings;
2. Distribute copies of approved minutes or make a digital copy available to all Assembly members, the President of WVNCC, and to the libraries of all three campuses of WVNCC; and
3. With consent of the Council, handle all formal correspondence of the Assembly and the Council.

## **Section E-Representatives**

1. Sector representatives are expected to communicate their respective sector's concerns to the Council and to relay information from the Council back to their sector.
2. Campus representatives at-large, if needed, are expected to communicate the concerns of their respective campus to the Council and to relay information from the Council back to their campus.
3. The elected representatives to the State Advisory Council for Classified Employees and the WVNCC Board of Governors are charged with representing the view of the Assembly at their respective committee meetings and informing the Council of any recommendations and decisions which affect or may affect staff. In accordance with §18B-6-6(b)-6, the ACCE representative shall report to the staff council on meetings of the state council and the institutional Board of Governors.
4. The appointed staff representatives to any Assembly Committee or WVNCC Committee are charged with representing the views of the Assembly at their respective committee meetings and informing the Council of any recommendations and decisions which affect or may affect staff.

## **ARTICLE V**

### **REMOVAL FROM OFFICE**

If an elected sector or campus representative is absent for three consecutive meetings or if a majority of the Council finds a member to be neglectful of his/her duties, the Chair shall notify the representative in writing, and the representative shall receive due process at the next scheduled meeting. In accordance with Article VII, a vote shall be taken by the remaining Council members to remove that member from the Council.

If the elected Chair of the Council is absent for three consecutive meetings or if a majority of the Council finds the Chair to be neglectful of his/her duties, the Vice Chair shall notify the Chair in writing, and the Chair shall receive due process at the next scheduled meeting. In accordance with Article VII, a vote shall be taken by the remaining Council members to remove the Chair from the Council.

Vacancies will be handled in accordance with Article VI. If the Chair is removed, the Vice Chair shall fill the position temporarily until the Assembly elects a new Chair.

A representative or the Chair may request, in writing, that the Council allow an exception to the absence rule in cases of illness or other reason deemed acceptable by a majority of the Council members.

## **ARTICLE VI**

### **ELECTIONS**

#### **Section A**

All employee representative elections shall take place in April of odd-numbered years in accordance with procedures established by the Council.

#### **Section B-Election Committee**

The Chair shall appoint, with approval by the Council, an Election Committee of at least three (3) staff employees by the last Friday in February.

The Election Committee shall:

1. Determine and implement procedures ensuring all staff receive ballots for both the nomination and election of officers and representatives;
2. Maintain the confidentiality and integrity of all ballots cast for the nomination and election of officers and representatives
3. Tabulate the results of all ballots cast for the nomination and election of officers and representatives; and
4. Inform all staff of all nomination and election results.

### **Section C-Nominations**

Nominations can be made through regular ballot, absentee ballot, sealed written communication with a member of the Election Committee, or through online procedures developed by the Election Committee.

All members of the Assembly not on an initial probationary period are eligible to be nominated. Nominees must indicate that they are willing to accept the nomination and serve if elected.

All nominations for officers and representatives shall be made and all results tabulated and announced by the Election Committee by the last Friday in March.

### **Section D-Elections**

The staff election shall be held on the second Friday of April.

The Election Committee shall be responsible for ensuring all members of the Assembly receive ballots for the election of officers and representatives. Votes can be cast through regular ballot, absentee ballot, or through online voting procedures as determined by the Election Committee. Ballots must be secret and allow for the option to abstain from voting for any individual position.

Only those members of a particular sector are permitted to vote for their sector representatives. The entire Assembly may vote for the positions of Chair, ACCE representative, and BOG representative.

Ballots shall be tabulated by the Election Committee and the results transmitted to all staff and the college community by May 1<sup>st</sup>. If any campus remains unrepresented at this time, the Election Committee shall provide details for how unrepresented campuses can nominate staff members for campus representative at-large. Only staff assigned to the unrepresented campus can nominate, accept a nomination, or vote for campus representative at-large.

### **Section E-Vacancies**

Should a vacancy occur among the elected officers and representatives, the Chair shall call a special election within thirty (30) days of notice of said vacancy in order to fill said vacancy.

This section shall apply in cases of vacancies caused by any means, including, but not limited to, an employee moving from one sector to another.

## **ARTICLE VII**

### **VOTING**

#### **Section A**

Decisions affecting staff shall be brought before the Council and decided by a majority vote. Each Council member's vote must reflect the views of the sector or group represented. Members unable to attend a meeting may forward their vote to the Chair by proxy or absentee ballot. Voting totals shall be identified and recorded in the minutes.

#### **Section B**

The rules governing the voting of the Council are as follows:

1. Voting members of the Council are the sector representatives, campus representatives at-large, the representative to the State Advisory Council for Classified Employees, and the staff representative to the WVNCC Board of Governors.
2. A simple majority of voting members on the Council shall constitute a quorum.
3. The Chair shall receive a vote only if said vote is needed to break a tie.



## **Section C**

1. For staff elections, ratification of Constitutional Amendments, and any other matters determined by the Council to require a vote from the Assembly, voting membership shall be extended to all members of the Assembly.
2. All members of the Assembly who cast a vote shall constitute a quorum.

## **ARTICLE VIII**

### **MEETINGS**

#### **Section A-Assembly**

The Assembly shall meet as necessary as determined by the Council. The Assembly is not required to meet to conduct elections if the Election Committee chooses to conduct the election using online voting procedures.

#### **Section B-Council**

The Staff Council shall meet at least monthly or at the call of the Chair. The Council can also meet at the request of one-third of the members of the Council. With appropriate notification to the President of the institution, the Chair may convene Council meetings for the purpose of sharing information and discussing issues affecting staff or the efficient and effective operations of the institution.

Members of the Council must send notification of absence to the Chair prior to Council meetings.

#### **Section C**

The President of the institution shall meet at least quarterly with the Council to discuss matters affecting staff. The Board of Governors shall meet at least annually with the Council to discuss matters affecting staff and the effective and efficient management of the institution.

#### **Section D**

All meetings of the Assembly and of the Council shall be governed by all applicable Robert's Rules of Order.

**ARTICLE IX**  
**AMENDMENTS**

**Section A**

Amendments to the Constitution may be proposed by a two-thirds (2/3) majority of the voting members of the Council or by a petition signed by twenty percent (20%) of all Assembly members or 20 members of the Assembly, whichever is fewer. Petitions must be presented in writing to the Council at least seven (7) days prior to the next scheduled Council meeting or the Amendment will not be considered until the following meeting.

All proposed Constitutional Amendments determined at the Council meeting to conform to the scope and purpose of the Assembly shall be submitted by the Council to the members of the Assembly for ratification.

Any proposed Amendments to the Constitution shall be circulated to members of the Assembly at least fourteen (14) days prior to the Assembly meeting or online ballot through which the Amendment would be put to a vote.

**Section B-Ratification of Amendments**

Amendments will be ratified in accordance with the Assembly voting rules laid out in Article VII, Section C. A simple majority vote is required for ratification.

**Section C**

All ratified Amendments to this Constitution shall be numbered sequentially and attached hereto, providing the full text of said Amendment as well as the date of ratification.

**Adopted** \_\_\_\_\_