Please highlight errors/revisions that need addressed

Draft CSC Constitution

April 19, 2012

Article I

Name

West Virginia Northern Community College Classified Staff Council Constitution/Bylaws

Article II

Elections

-During the month of April each odd numbered year, the Classified Staff Council will hold elections via a balloting process to elect members of Classified Staff Council.

- Members are elected as follows:

 °Two classified employees from the administrative/managerial sector.

 °Two classified employees from the professional/ non-teaching sector.

 °Two classified employees from the paraprofessional sector.

 °Two classified employees from the secretarial/clerical sector.

 °Two classified employees from the physical plant/maintenance sector.

-The classified employee who is elected to serve on the Advisory Council of Classified Employees serves as an ex officio, voting member of staff council. This member shall report to the staff council on meetings of the classified council and the board of governors.

Article III

 Officers / Length of Terms

- Members serve a term of two years, in which the term begins on the first day of July of each odd number year. Members of the staff council are eligible to succeed themselves.

[§18B-6-6(c)].

- Classified employees shall select one of their members to serve as president/chair person

 [§18B-6(d)]. The president/ chair person is eligible to succeed him or herself.

-The president/chair person serves a two year term.

Article IV

 Meetings

 - The staff council shall meet at least monthly or at the call of the president/chair person

 [§18B-6-6(e)]. With appropriate notification to the president of the institution, the president/ chair person may convene staff council meetings for the purpose of sharing information and discussing issues affecting the classified employees or the efficient and effective operations of the institution.

-The president of the institution shall meet at least quarterly with the staff council to discuss matters affecting classified employees [§ 18B-6-6(f)].

-The governing board of the institution shall meet at least annually with the staff council to discuss matters affecting classified employees and the effective and efficient management of the institution [§18B-6-6(g)].

Draft CSC Bylaws

**Bylaws I:**

*Name:*

The name of the organization shall be the West Virginia Northern Community College Classified Staff Assembly. Leadership for the assembly shall be provided by Classified Staff Council.

*Description:*

 The purpose of the Classified Staff Council shall be to serve as representatives for, facilitate communication, and promote the interests of classified staff members, encouraging support and cooperation among classified staff, administration, faculty, and students.

*Who We Are:*

 Membership in Classified Staff Council shall include two representatives from each Federal EEO sector, as follows:

1. Executive, Administrative, Managerial Sector
2. Professional / Non Teaching Sector
3. Paraprofessional Sector
4. Secretarial / Clerical Sector
5. Physical Plant / Maintenance Sector

 Membership in Classified Staff Assembly includes all Classified Staff employees.

**Bylaws II:**

*Section I Eligibility:* Must be a classified staff employee

*Section II Positions Officers and Terms:*

1. Chairperson of the Assembly and Classified Staff Council Shall:
2. Schedule and preside over meetings of assembly and council.
3. Attend other meetings at WVNCC as requested.
4. Act as liaison between the assembly and WVNCC administration.
5. Appoint a nominating committee at least thirty days prior to the election.
6. Will be elected by classified staff assembly in April of each odd number year.
7. Vice Chair
8. Will preside over council meetings in absence of the chairperson.
9. Will attend ACCE and Board of Governors meeting is absence of the elected official.
10. Will be elected by council from council elected membership.
11. Treasurer
12. Track classified staff council budget.
13. Work with Institutional Advancement on Classified Staff Council fundraising projects.
14. Will be elected by council from council elected membership.
15. Sector Representatives
16. Each elected Classified Staff Council representative will be directly responsible to their sector and is expected to communicate their respective sector’s concerns to the Council and to carry information from the Council back to their sector.
17. 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 and their respective committee meetings and informing the Council of any recommendations and decisions which affect or may affect Classified Staff.
18. The appointed representatives to any Assembly or 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 Classified Staff.
19. Recording Secretary
20. One member of Classified Staff shall be elected the recording secretary. The recording secretary will be a non-voting member of the council. The recording secretary shall:
	1. Prepare and keep a permanent form of the minutes of all Assembly and Council meetings.
	2. Distribute copies of approved minutes to all Assembly members, the President of WVNCC, and the libraries of all three campuses of WVNCC.
	3. Handle all formal correspondence of the Assembly and the Council.
	4. Will be elected by classified staff assembly in April of each odd number year.
21. Board of Governors Representative
22. Will attend Board of Governors monthly meetings.
23. Will report issues that affect classified staff to council.
24. Will assist with the annual presentation to the Board of Governors.
25. Will be elected by classified staff assembly in April of each odd number year.
26. Advisory Council of Classified Employees Representative
27. Will attend ACCE meetings.
28. Will report ACCE information to council.
29. Will be elected by classified staff assembly in April of each odd number year.

**Bylaws III:**

*Section III:*  *Election Committee and Nominations*

1. The election for officers and representatives shall be held on the second Friday of April.
2. The nominating committee shall be responsible for ensuring all Classified Staff receive ballots for the election of officers and representatives.
3. Votes for officers and representatives can be cast through regular ballot, absentee ballot, or through on-line voting procedures developed by the nominating committee.
4. Ballots cast for the election of officers and representative shall be tabulated and results transmitted to Classified Staff by May 1st.

*Section IV: Election Procedure*

 The assembly shall vote in April during odd numbered years to elect sector representatives and any other time as determined necessary by Classified Staff Council.

1. Voting membership in the assembly shall be extended to all members of the assembly.
2. In situations in which a vote is required by the assembly, all members of the assembly shall constitute a quorum.
3. Voting shall be done electronically with the assistance of the Institutional Research.

**Bylaws IV:**

*Section V: Vacancies*

1. In the event of vacancy ofChairperson a special election shall be held within thirty days by the assembly.
2. In the event of a vacancy of Vice Chair an election would be held by council within council membership.
3. In the event of a vacancy of Treasurer an election would be held by council within council membership.
4. In the event of a vacancy of a sector representative a special election shall be held within thirty days by the assembly.
5. In the event of a vacancy of the Recording Secretary a special election shall be held within thirty days by the assembly.
6. In the event of a vacancy of the Board of Governors Representative a special election shall be held within thirty days by the assembly.
7. In the event of a vacancy of the Advisory Council for Classified Employees Representative a special election shall be held within thirty days by the assembly.

**Amendments V:**

1. A proposed amendment to the Constitution must have a two thirds vote from the assembly for ratification.
2. A proposed amendment to the bylaws must have a majority vote from the assembly.
3. Any proposed amendments will be voted on by council.
4. The Chairperson will work with Institutional Research on preparing and distributing a ballot for the proposed amendment changes.