

Northwest College  
Classified Staff Organization By-Laws

February 5, 2010

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## **CLASSIFIED STAFF ORGANIZATION BY-LAWS**

The purpose of the Classified Staff Organization (CSO) is to represent and coordinate the interests of the classified employees of Northwest College. All full-time and permanent part-time classified employees of Northwest College are automatically members and are eligible to vote, hold office and serve on committees.

The CSO will charge dues of \$5.00 per year. All dues are optional. Expenses incurred by a recognized CSO committee will be paid for by the organization. All expenditures must be approved in advance by the CSO Executive Committee (EC).

Meetings may be scheduled at times to allow the majority of Classified Staff (CS) members to attend. Common meeting times are available and may be utilized if appropriate. CS meetings, executive or general, will follow "Parliamentary Procedure."

### **Election of President-Elect and Executive Committee Members**

The Nomination/Election process will be held in March and April with the new president-elect and committee members beginning their term on May 1. Elections are conducted by the Nominating Committee (NC).

Nominations for the president-elect begin on the first Monday of March via a nomination form (appendix A). The NC will allow a one week period for all nominations to be turned in. The NC shall determine eligibility and contact the nominees to obtain permission for their names to be put on the ballot. After one week, the NC distributes the ballots (see appendix B) to all CSO members. Ballots are returned to the ballot box in the Mailroom and counted by the NC. The results are to be announced by the last working day of March. This process is then repeated for the general membership of the EC, with the results to be announced by the fourth Monday in April. Deadlines may need to be adjusted for official college breaks.

An election, this includes any miscellaneous election, is considered official with a 50% return of ballots. If 50% of the ballots are not returned by the deadline, the NC has the authority to:

1. declare the election results official without the 50% majority.
2. extend the deadline for receipt of ballots.
3. declare the election null and void and hold a re-election.
4. determine the process for instances in which the number of nominations received for a vote would result in any candidate receiving less than 20% of the qualified votes.

## **COMMITTEE STRUCTURE**

### **EXECUTIVE COMMITTEE**

Membership of the Executive Committee (EC) will consist of the President, President-elect, Secretary and members to fill the chairmanship of the CSO sub-committees as specified in Appendix E. Terms begin May 1, with new members attending the May EC meeting for orientation. If action must be taken at this meeting, voting members are the incoming EC

Five members of the EC are elected for a one year term.

The President is the chairperson of the EC and is responsible for creating agendas for EC meetings and general CSO meetings. The President also chairs the Nominating Committee. The President is the liaison between the CSO and the administration of NWC. The President is

responsible for overseeing the disbursement of CSO funds. All disbursements must be signed by the President and the President-elect. The President is responsible for contacting CSO representatives on NWC standing committees for monthly reports to be presented to executive committee members at the monthly meeting.

The President-elect is acting President if the President is unavailable. The President-Elect will act as treasurer and be responsible for maintaining monthly reports and reporting on the CSO dues account and development funds. In addition, the President-Elect is responsible for being familiar with the procedures and duties of the EC and subcommittees in preparation for his/her term as EC President.

The Secretary is selected for a one year term at the first EC meeting of the year from the five members elected to the EC. The Secretary will take minutes at EC meetings and at general CSO meetings. The Secretary will also aid the President with clerical responsibilities.

The remaining four members of the EC are appointed by the EC to chair one of the CSO sub-committees. Sub-committee members will be recruited or selected from volunteers by the chairperson (see Appendix C). The chairperson of each committee shall be responsible for communication with the EC.

The EC shall hold no less than monthly meetings. The meeting is chaired by the president of the CSO. The Vice President of Administrative Services shall be available to meet with the EC at the committee's discretion. The EC and the Vice President shall collectively decide if committee recommendations and proposals can be handled in an informal and expeditious manner, or if they need to proceed to College Council either for final action or for presentation to the College President and/or Board of Trustees for consideration. Approved minutes of the meetings become record and are distributed to Classified Staff members via electronic mail (e-mail) with a hard copy to staff not accessible to e-mail, the Vice President of Administrative Services and the College President.

The EC is responsible for coordinating sub-committee activity, communication with NWC administration and communication between the CSO membership.

#### **CLASSIFIED STAFF ORGANIZATION SUB-COMMITTEES**

CSO sub-committees report directly to the EC.

An attempt will be made to see that members of the committees represent a wide spectrum of the classified staff ensuring that all interests are covered.

Sub-committees will keep a file of their activities and methods to help maintain continuity and set policy.

If the need for *ad hoc* committees arise, the EC may appoint members. However, if time allows, the EC shall use the election rules.

EC chairs may only be on the subcommittee that they chair. Ideally, CSO members shall be limited to membership in one subcommittee each, but if subcommittees are not filled CSO members may serve on multiple subcommittees at the discretion of the EC.

Consulting previous practices, the EC will set subcommittee budget guidelines.

## Development Committee

Membership of the Development Committee consists of the chair, who will be appointed by the Executive Committee, the Head of the sub-committee, and, at least four C-Staff members preferably, ~~three~~ members.

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Staff development is an offering to classified staff that improves work performance and/or work environment—outside of other training and classes that the college provides. Development funds shall be used for: 1) programs to benefit all of classified staff 2) programs to benefit specialized groups, i.e., secretary, custodian, maintenance 3) programs to meet administrative needs for classified staff 4) staff orientation 5) staff recognition, and 6) surplus funds, as determined by the EC, will be available in a CSO Development Scholarship fund, that will be awarded to individual CSO members by the EC through an application process.

The Development Committee is funded through the college staff development fund. Each year by October 1, the committee will submit a budget to the Finance Director. Formal proposals for expenditures must also be submitted to the Finance Director. This fund is used for: WCCR representative and alternate expenses; fees, supplies, \*food and speakers related to classified staff development. Other expenditures such as door prizes, gifts, flowers or cards are paid for from the staff dues fund. (\*food refers to refreshments or meals during or in cooperation with a development workshop or seminar in progress)

## Social Committee

Membership of the Social Committee consists of the chair, who will be appointed by the Executive Committee, the Head of the committee, and, preferably, four ~~four~~ members.

The Social Committee provides the means for the classified staff to meet socially for informal conversation and activities at various times throughout the year.

Social events are funded through the classified staff dues fund and Development Funds but and all requests for funding must be submitted to and approved by the EC.

The Social Committee is also responsible for recognizing the service of Classified Staff upon completion of five year employment increments, retirement, and/or outstanding service. Additionally, as deemed appropriate by the Executive Committee, the Social Committee may recognize Classified Staff members for endeavors other than years of service to Northwest College.

## Recognition Committee

### Communications Committee

Membership of the ~~Recognition-Communications~~ Committee consists of the chair, appointed by the EC, the Head of the Committee (as recruited by the Chair) and, preferably, five members (three minimum).

~~In an annual campus-wide forum, the college recognizes service of all employees upon completion of five-year increments of service, retirement, and outstanding service. The Classified Staff Recognition Committee may recognize service by Classified Staff members for endeavors other than years of service. A yearly Classified Staff recognition event/activity may include a development program and a social gathering. The Recognition Committee will determine what activity will occur.~~

Funding for Recognition activities comes from the Development fund. All expenditures must be approved through the EC.

The Communications Committee shall be responsible for ensuring adequate communication between Chair/Co-Chairs, Head, and sub-committee members, and all facets of the Classified Staff Constituency group. The committee's duties include, but are not limited to, ensuring that proper, appropriate, and factual information is posted in an agreed upon media and on a regular basis.

The Communications committee shall be chaired by a member(s) of the Classified Staff Executive Committee and the Head of that committee will be recruited by the Chair. An additional three (minimum) members will be recruited to sit on the committee by the Head of the Communications committee. A majority shall be necessary for all motions and shall be defined as five (5) votes (three votes if that is the bulk of the committee members not including the Head).

Members are expected to attend all regular meetings called by the Chair (s) or Head.

The Chair and/or Head shall be responsible for planning, announcing, and presiding over regular meetings. The Head shall also deliver a report to the Classified Staff group as the committee deems necessary.

### **Nominating Committee**

Membership of the Nominating Committee will consist of the chair, the ~~president-elect~~ Head of the sub-committee, and at least four two-EC C-Staff members.

This committee will follow the guidelines set forth to elect the president-elect, EC members and College Council representatives.

The committee will refer to Appendix E before contacting persons who have been nominated to serve on committees.

### **Scholarship Committee**

Membership of the Scholarship Committee will consist of the Chair, the Head of the Sub-Committee, and at least four C-Staff members~~EC~~. The Scholarship Committee is responsible for raising funds through payroll deduction, donations, and fundraising events for the Northwest College Classified Staff WE CARE Scholarship. The minimum goal to be raised each Northwest College fiscal year is \$500.

Each year the Scholarship Committee will award this scholarship to incoming or returning NWC students who show financial need. Depending on the money available, this committee will decide how much and to how many students this money will be awarded. Dispersion will be for fall and/or spring semester.

### **Northwest College Standing Committees**

The CSO will have representatives on the following Northwest College standing committees: College Council-two representatives, staggered, three-year terms; Diversity Committee-one representative, two-year term; Grievance Committee, nine (9) members, one year term, July 1-June 30--one representative, two-year term. When necessary, election to membership on these campus committees shall follow the election rules previously defined. Elections shall be held when the EC is notified by a committee chair of the committee that CSO members are needed. Representatives on these committees shall report to the EC on a regular basis. Northwest College subcommittees may be formed as needed.

### **College Council**

The Classified Staff will have two representatives on College Council (CC) who will serve staggered three-year terms. Representatives may not serve more than three consecutive years and must sit out one year before becoming eligible for re-election. The EC president will serve as the CC alternate for one year and should attend all CC meetings (non-voting member except in absence of CC representative). If the president is not available when an alternate is needed, then the EC president-elect will serve in place of the president. The College Council chairperson will notify the CSO president when a representative's term expires. The representative is chosen according to the guidelines established for EC elections. The EC must notify the CC of election results at the CC May meeting.

Members of the CSO are eligible to be elected to the College Council; however, members of the Classified Staff Executive Committee (except for president as the alternate) shall not serve

concurrently on the College Council. College Council representatives should be prepared to give time and energy to their duties on the Council. Representatives are responsible for communication between the college council and the Executive Committee by reporting at the monthly EC meeting.

### **Wyoming Community College Representative (WCCR)**

[Note: SAWC was declared defunct in Fall 2003. Replace with a new representative called Wyoming Community College Representative (WCCR) (Approved by EC 1/21/04).]

WCCR was formed to replace the defunct SAWC. The purpose of WCCR is to encourage professional growth and provide a representative to be an effective information resource to our respective colleges, communities and the Wyoming Community College Commission (WCCC). The CSO will have one WCCR representative and one alternate. The alternate will serve a one-year term as alternate and then serve a second year term as the representative for a total service of two years. An alternate will be elected every year. A representative will be directly elected if the alternate cannot continue a second year. The alternate/representative is chosen according to guidelines established for EC elections. The WCCR representative and alternate terms shall commence on May 1<sup>st</sup>.

Members of the CSO are eligible to be elected to WCCR. The WCCR representative and alternate should be committed to and be knowledgeable of the Community College System and act as liaisons between the WCCC and the Northwest College CSO. The representative and alternate should also be able to cooperate with the Trustees, President, and Faculty groups to more effectively convey community colleges' values, goals and needs. The general off-campus time commitment (as NWC and CSO monies allow) for the WCCR representative and alternate is 2 one-day (plus travel) WCCC meetings per year and attending the annual statewide conference. As monies allow, the CSO president is encouraged to attend the WCCC conference. In addition, the representative and alternate will report to the CSO and EC by attending an EC meeting after each WCCC meeting or conference attended.

### **Recall Procedure for Elected Representatives**

One month notice shall be given when an elected representative resigns for reasons other than: 1) the end of employment 2) a change in CSO membership status or 3) health difficulties. The EC will decide whether to appoint the alternate to finish the term or hold a special election.

A recall proceeding will be initiated for one of the following reasons:

- a. Failure to attend more than three consecutive committee meetings to which the representative is elected
- b. Failure to represent the classified staff as directed by the CSO
- c. Failure to report to and communicate with the CSO as defined by the EC

In order to initiate the recall proceedings:

- a. A petition outlining the representative's inability to perform the duties of representation and signed by no less than 10% of CSO membership will be submitted to the EC.
- b. The EC will investigate and validate the problem. This will include verifying attendance and votes, followed by a conference with the named representative.
- c. The results of the investigation shall be returned to the complainants.
- d. If the complainants wish, they may resubmit the petition. The Executive Committee will distribute a recall ballot (appendix D).

This procedure must take no more than 10 working days. At least 51% of the CSO membership must vote for the recall before it becomes effective.

### **Retiree from Classified Staff**

A retiree is classified as an employee of Northwest College that has terminated their employment from the college after a minimum of five (5) consecutive years.

### **Changing the CSO By-Laws**

This document is intended to serve as a guide for the CSO. It will be revised as needed. Proposed amendments or additions may be suggested to the EC by any CSO member. The EC shall be responsible for researching the change, drafting language and submitting it to the CSO membership for a vote. Revisions will be considered by the CSO in February. If a vote to revise the by-laws is necessary, it will take place in March. In order for revisions to take effect, the by-laws must be voted on by at least 60% of the classified staff and must be approved by 51% of the CSO membership to pass.

APPENDIX A  
NOMINATION FORM

Please mark from the list below those classified staff you would like to nominate for [President-Elect] [Executive Committee] for 200\_. When nominating, consider qualities such as leadership ability, communication ability, and time-commitment ability. Return this form to any of the following people: (names of the current nomination committee).

[List of classified staff members as defined by nomination guidelines.]

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APPENDIX B  
BALLOT FORM

The following persons have been nominated for [President-Elect] [Executive Committee]. Please check the person you are voting for and return to: (names of the current nomination committee).

NAME (nominee's name)	BIOGRAPHY (a brief statement from the candidate)
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APPENDIX C  
SUB-COMMITTEE VOLUNTEER FORMS

If you would like to volunteer for any of the CSO sub-committees please number your first three choices and return to: (names of current nomination committee).

- \_\_\_\_\_ Development Committee -- sets up workshops, training, and the orientation program.
- \_\_\_\_\_ Social Committee -- organizes social gatherings for the Classified Staff.
- \_\_\_\_\_ Recognition Committee -- organizes the annual Recognition Activities.
- \_\_\_\_\_ Nominating Committee -- follows the guidelines set forth to elect the president-elect, EC members, the College Council representatives and the Wyoming Community College Representative

APPENDIX D  
RECALL VOTE FOR CSO ELECTED REPRESENTATIVES

As of (date) the Classified Staff Organization Executive Committee has determined that (insert name) has failed to meet the following requirements of representation: (list reasons)

(Name) would like to say (results of interview).

Please mark this ballot and return to the CSO President (or President-elect if President is subject of inquiry) by (date).

Yes, I feel a new representative should be chosen.

No, I do not feel this warrants a change in representation.

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APPENDIX E  
NOMINATING COMMITTEE GUIDELINES

To help ensure qualities such as leadership ability, communication ability, and time-commitment ability, the following should be used when sending out a nomination form, ballot form and/or when contacting candidates to accept nomination for the following committees or position.

**President** - Chairperson of the EC and is responsible for creating agendas for EC meetings and general CSO meetings. The President is the official contact between the CSO and the administration of NWC.

**President-Elect** - two-year term (first year President-Elect, second year President.)

Acting President if the President is unavailable. Responsible for maintaining and reporting monthly on the financial accounts. Responsible for familiarizing him/herself with the procedures and duties of the EC and subcommittees in preparation for his/her term as EC President. The President-elect is the one year alternate for College Council.

**College Council Representative** (two representatives with staggered terms) - three-year term (EC President serves as the one year alternate).

Provides representation of constituency group opportunities to consider and make recommendation to the President on matters affecting the general welfare of NWC and its educational and service activities.

**Classified Staff Executive Committee Members** – five (one-year terms)

Serve as a chair on one of the following committees (Recognition Committee, Social Committee, Nominating Committee, and Development Committee) or serve as the Executive Committee Secretary

**The Secretary** will take minutes at EC meetings and at general CSO meetings. Responsible for distributing approved minutes to CSO and aiding the President with clerical responsibilities.

**The Social Committee** provides the means for the CSO to meet socially for informal conversation and activities at various times throughout the year. (Chair, plus, preferably, four members)

**The Development Committee** provides staff development that improves work performance and/or work environment. (Chair plus, preferably, three members)

**The Recognition Committee** provides an event/activity in which CSO may be recognized for service as well as other endeavors. (Chair plus, preferably, five members)

NOTE: Above candidates will be asked to provide a brief statement.

**The Scholarship Committee** is responsible for raising funds through payroll deduction, donations, and fundraising events for the Northwest College Classified Staff WE CARE Scholarship. The minimum goal to be raised each Northwest College fiscal year is \$500.