CONSTITUTION AND BY-LAWS
Association of Classified Employees
WEST VIRGINIA STATE UNIVERSITY

CONSTITUTION

ARTICLE I NAME

This organization shall be known as the Classified Staff Council of West Virginia State University.

ARTICLE II PURPOSE

This organization shall seek to promote the welfare and well-being of the classified employees of West Virginia State University by:

A. Enhancing communication among classified staff in matters pertaining to the University in general and the classified employees in particular.

B. Facilitating staff input into decisions which affect classified employees and the University in general.

C. Encouraging cooperation, coordination, and communication among employees.

D. Fostering improvement of working conditions for employees through input into staff development programs and appointment or election of classified employees to major University committees.

E. Conveying employee concerns to the West Virginia Higher Education Policy Commission (HEPC) established by the West Virginia legislature.

ARTICLE III MEMBERSHIP

The membership of this organization shall consist of all full-time regular classified employees of West Virginia State University. Full-time regular classified employee refers to any employee in a classified position created to last a minimum of nine months in a twelve month period and in which such employees are expected to work no less than 1,040 hours during said period. (Series 62. October 25, 1993). This excludes faculty, the

President, and those who report directly to the President. A list of all members of this organization, including their classification, is available upon request to all classified employees through the Office of Human Resources.

ARTICLE IV GOVERNANCE

Governance of this organization shall be vested in a Classified Employees Council, hereafter sometimes referred to as "the Council," which shall be comprised of the representative of the following employee categories:

(a) administrative/managerial
(b) professional/non-faculty
(c) technical/paraprofessional
(d) skilled crafts
(e) secretarial/clerical
(f) service-maintenance

The Council shall be assisted in the task of governance by certain standing committees as hereafter set forth.

Ex-officio members:

(1) Elected representatives to the Advisory Council of Classified Employees to the West Virginia Higher Education Policy Commission.

(2) Elected representatives to the West Virginia State University Board of Governors.

(3) Representatives from the West Virginia State University Office of Human Resources.

ARTICLE V OFFICERS

The officers of the Council shall be: Chairperson, Vice Chairperson, Secretary and Treasurer.

CHAIRPERSON: The Chairperson shall preside at all council meetings, appoint all ad hoc committees, call special meetings and represent the organization as required.

VICE CHAIRPERSON: The Vice Chairperson shall preside or otherwise serve in the

absence of the Chairperson. If the office of Chairperson is vacated or if the chair is unable to serve, the Vice Chairperson shall be declared Chairperson for the unexpired term and as such will be expected to carry out duties of the chairpersons position.

SECRETARY: The secretary shall keep accurate and adequate records of all meetings of the Classified Staff Council. It shall be the duty of the secretary to distribute minutes of each meeting to the entire Association of Classified Employees within 15 working days. It shall also be the duty of the Secretary to maintain a list of all members of this organization, including their classification.

TREASURER: The Treasurer shall keep accurate and adequate records of all monies in the organization, collection and disbursing same as required and according to the procedures set forth by the Council.

Article VI STANDING COMMITTEES

The standing committe of the organization shall be: The Social Committee

SOCIAL COMMITTEE: The social committee is charges with function of planning social activities and events whose purpose is to provide opportunities for fellowship. This committee is also responable for extendeing courtesies and amenities to West Virginia State University personnel, alumni and members of the college community whenever the occasion requires.

ARTICLE VI AMENDMENTS

This Constitution of the Association of Classified Employees of West Virginia State University may be amended according to the following procedures:

1. The proposed amendment(s) shall be distributed prior to a meeting of the Council. It shall thereupon be read and entered into the minutes of said meeting, along with discussion.

2. Upon approval by Council, the proposed amendment(s) shall be published and circulated to all WVSU classified employees along with an announcement of the date upon which the employees are to vote on adoption of the proposed amendment(s).

3. No sooner than thirty (30) days and no later sixty (60) days following publication of the proposed amendment(s), Council will conduct a referendum by voice vote at a meeting of the entire classified employees

called for the purpose of adopting or rejecting the proposed amendment(s).

4. A simple majority of votes shall be required for adoption of any amendments to this Constitution.

BY-LAWS

ARTICLE VI MEETINGS

Section 1. The meeting of the Classified Employees Council shall be classified as regular and special.

a. Regular meetings shall be held monthly throughout the calendar year at a time determined by the Council.

b. Special meetings may be called at the direction of the Chairperson by giving due notice to all Council members at least three (3) days prior to the date of the meeting. Such notice must include date, place, time and purpose of the meeting.

Section 2. All meetings of the Classified Employees Council shall be open to any employee of West Virginia State University. Any person who desires to present a matter to the Council may do so.

Section 3. The Council shall have the authority to establish agenda for any regular or special meeting. Any matter offered by a non-member of the Council may be accepted for action, tabled or declined at the discretion of the Council.

Section 4. The Council shall encourage open discussion by classified employees in the course of its deliberations. It shall have the authority, however, to limit such discussion when deemed necessary for expediting its agenda.

Section 5. The Council may, at its discretion, devote any portion of a regular or special meeting to a problem designed to enlighten employees on matters related to their welfare or for the betterment of the University.

Section 6. A quorum of the Council shall consist of five (5) members of the Council present at any regular or special meeting.

Section 7. Council shall have authority to call a meeting of the classified employees when it considers such action to be in the best interest of the employees.

Section 8. All meetings of the Council or of the Association of Classified Employees shall be conducted in accordance with *Robert's Rule of Order* unless stated otherwise in these By-laws.

ARTICLE II ELECTION OF OFFICERS

Section 1. Methods of voting shall be as follows:

a. All elections held by the Classified Staff Council shall be by balloting or by secure online voting. A winner shall be the candidate receiving the majority of votes. In the event of a tie vote, there shall be a run-off election.

b. Elections held by the classified employees' divisions for the purpose of selecting representation to the Council will be conducted according to procedures set forth in the following subsection.

c. Any classified employee who desires to be a candidate or who wishes to nominate a candidate for office in the general election shall:

1. Present the name of the candidate to the Council when requested by the Council.

2. Obtain permission of the candidate before submission of name.

d. Council shall appoint a credentials committee to certify the eligibility of each candidate for Chairperson and Secretary.

Section 2. Should a member transfer from one division to another, that member's position on the Council shall be filled by the alternate. That staff classification shall hold a special election to choose a new alternate. Such special election shall be called by the Council Chairperson within thirty (30) days of the date that the vacancy occurs. If chair is not consecutively attending

Section 3. Elections for all offices shall be held during the month of April.

Section 4. Newly elected officers and representatives shall assume office on July 1st for a period of (2) years, with the exception of the representative to the Advisory Council of Classified Employees to the West Virginia Higher Education Policy Commission who shall serve for a period of (2) years. (BOG ACCE By-law 2-94)

Section 5. The chairperson of the Council shall vote only when necessary to break a tie vote in any regular or special meetings of the Council or the Association of Classified Employees.

Section 6. The Secretary shall be elected every two years and shall serve as a voting member of the council. Any full-time classified employee shall be eligible to serve as Secretary.

Section 7. The Vice Chairperson and the Treasurer shall be appointed by the members of the incoming Council at the first regular meeting after July 1st

Section 8. The Representative to the West Virginia Higher Education Policy Commission Advisory Council of Classified Employees shall be elected for two years and the Representatives to the WVSU Board of Governors shall be elected every two years by the Association of Classified Employees and shall not be voting members of the Council.

Section 9. The representative from the Office of Human Resources shall be selected by the supervisor of that office and shall not be a voting member of the Council.

Section 10. Division Representatives of the Council shall be elected from each of the six (6) classified divisions by the persons within the respective division as follows:

a. At a meeting of each division, to be held annually, each classification shall select one person to serve as representative for a period of two years.

b. The first year shall be served as alternate and the second year shall be served as representative.

c. One person, either the representative or the alternate shall attend each meeting of the Council.

d. Should the representative may unable to attend any meeting of the Council, the alternate will attend in place of the representative. It is the duty of other representative to notify the alternate of the said meeting.

e. An alternate attending the Council meeting as a replacement for the representative shall have all voting and membership rights as the representative.

f. Both representatives and alternate may attend any meeting of the Council, but if both attend, only the representative may vote.

Section 12. Selection of members for the Social Committee and for the Courtesy Committee shall be as follows:

a. The Council may designate one council member from each of its divisions to serve on each of the two committees set forth herein.

b. Each committee may be supplemented through appointment by the Council of persons from the entire classified employees. The nature and length of time of said appointments shall be considered as ad hoc appointments to a standing committee.

ARTICLE III AMENDMENTS

These By-laws of the Association of Classified Employees of West Virginia State University may be amended according to the following procedures:

1. The proposed amendment(s) shall be presented in writing prior to a meeting of the Council. It shall thereupon be read and entered into the minutes of said meeting but no action taken thereon.

2. Upon approval by Council, the proposed amendment(s) shall ~~is to~~ be published and circulated to all **WVS**U classified employees along with an announcement of the date upon which the employees are to vote on adoption of the proposed amendment(s).

3. No sooner than thirty (30) days and no later sixty (60) days following

publication of the proposed amendment(s), Council will conduct a referendum by voice vote at a meeting of the entire classified employees called for the purpose of adopting or rejecting the proposed amendment(s).

ADOPTED: October 1986
Association of Classified Employees
West Virginia State University
Revision: July 1994
Revision: April 2013