



# CONSTITUTION AND BYLAWS

## FOR THE WEST LIBERTY UNIVERSITY COUNCIL OF CLASSIFIED EMPLOYEES

(Revised 12/15/07 ; Effective 02/14/08 )

### PREAMBLE

The West Liberty State College Council of Classified Employees is created for the purpose of promoting a means by which classified employees of West Liberty State College may convey their thinking on employee-employer relations and promote the welfare of staff employees. Recognizing that all matters at West Liberty State College are governed by State law, by the West Liberty State College Board of Governors, and by the office of the President of the College, we do hereby establish this Constitution.

### ARTICLE I: NAME

The name of this organization shall be the West Liberty State College Council of Classified Employees.

### ARTICLE II: PURPOSES

- A. To serve as a representative body for all classified employees of West Liberty State College.
- B. To enhance communication among the classified staff in matters pertaining to the College in general and the classified staff in particular.
- C. To foster a spirit of unity and cooperation among all employees.
- D. To consider methods and means by which employment conditions may be improved and the operating efficiency of West Liberty State College may be increased.
- E. To convey classified staff concerns to West Liberty State College Board of Governors (hereinafter referred to as WLSC Board of Governors) through the proper channels and the President.
- F. To promote the welfare of classified staff.

### ARTICLE III: MEMBERSHIP

- A. Membership shall include all/only classified staff (full- or part-time) of West Liberty State College.
- B. The Council of Classified Employees shall consist of two members from each classified group. The five (5) classified groups have been determined through EEOC criteria (as stipulated in HB 2224). Group listings should be kept current. This should be coordinated through the Human Resources Office.

The representatives to the State Advisory Council of Classified Employees (hereinafter referred to as ACCE) and to the WLSC Board of Governors shall be ex-officio, voting members.

All classified staff members shall be free to attend meetings of the Council of Classified Employees; however, advance notice will be required for participation in the meetings.

### ARTICLE IV: OFFICERS

- A. The officers of the Council of Classified Employees shall be a chairperson, a vice-chairperson, and a secretary.
- B. The term of each officer shall be (2) years beginning with the first meeting of the new fiscal year.

- C. An officer may be removed from office for just cause by a two-thirds (2/3) member vote by Council of Classified Employees.
- D. Duties of the Officers:
  - 1. **Chairperson**
    - a. The chairperson shall be elected by Council of Classified Employees from within the Council
    - b. The chairperson shall be the chief officer of the Council of Classified Employees directing activities of the Council.
    - c. The chairperson shall preside at all Council of Classified Employees meetings.
    - d. The chairperson shall convene all meetings of the Council of Classified Employees.
    - e. The chairperson may succeed himself/herself, but may not serve more than two (2) consecutive terms.
  - 2. **Vice-Chairperson**
    - a. The vice-chairperson shall assume responsibility for coordination of Council of Classified Employees committees.
    - b. The vice-chairperson shall fill the unexpired term of chairperson in the event a vacancy occurs in that office.
    - c. The vice-chairperson shall be elected by Council of Classified Employees from within the Council.
    - d. The vice-chairperson shall assume other duties upon the request of the chairperson or the Council.
  - 3. **Secretary**
    - a. The secretary shall be elected by Council of Classified Employees from within the Council.
    - b. The secretary shall keep the minutes of the proceedings of the Council of Classified Employees meetings, including administrative meetings.
    - c. The secretary shall prepare minutes of all meetings of the council of Classified Employees. A copy of the minutes shall be sent to each classified staff member and the President of the College within ten (10) working days after each meeting. Minutes shall include notice of next meeting date and time.
    - d. At the direction of the Council of Classified Employees chairperson, the secretary shall keep Council of Classified Employees informed of upcoming deadlines, important dates regarding campus policies, and/or council obligations.

## **ARTICLE V: ELECTIONS**

- A. Elections shall be held every two years, no earlier than April 1 and no later than April 30.
- B. Elections for Council of Classified Employees representatives (5 designated groups) shall be conducted by appointed members of the classified staff.
- C. The first meeting of the new fiscal year shall be conducted by the past officers, and at that time new officers shall be elected. This election shall be conducted by means of verbal nominations and voting.

## **ARTICLE VI: COUNCIL OF CLASSIFIED EMPLOYEES**

- A. The Council of Classified Employees shall consist of ten (10) elected classified staff members to include three (3) elected officers and seven (7) classified staff representatives; in addition, two (2) ex-officio, voting members (being the representative to the ACCE and the representative to the WLSC Board of Governors) will be part of the Council. The Council will have a total of twelve (12) members.
- B. Each Council of Classified Employees representative will be directly responsible to a specific group of classified staff, and is expected to communicate their respective constituents' concerns to Council of Classified Employees and to carry information from Council of Classified Employees back to that same constituency.

- C. Any representative to the Council of Classified Employees must select a substitute from within his/her constituency to attend any meeting he/she cannot attend. Representatives to the ACCE and to the WLSC Board of Governors may select substitutes from among the classified staff in general.
- D. Elected group representatives constitute the voting members of Council of Classified Employees. In meetings of the Council of Classified Employees, two-thirds of elected group representatives or their substitutes shall constitute a quorum.
- E. Any representative of Council of Classified Employees who fails to attend or send a substitute to three (3) consecutive meetings, without notifying an officer of the Council, shall be removed from the council.
- F. Should a vacancy occur on the Council, Council may appoint a replacement.

#### **ARTICLE VII: TERM OF OFFICE**

- A. A member may succeed himself/herself but may not serve more than two (2) consecutive terms. The term of office shall begin with the first meeting of the new fiscal year. In the event a group does not have a new candidate for office, the current member may serve another term.
- B. In the event of a vacancy or resignation in the office of vice-chairperson and/or secretary, the Council of Classified Employees shall at that time conduct an election.
- C. In the event of a vacancy or resignation in the office of chairperson, the vice-chairperson shall fill the position, providing that at the time of vacancy or resignation the term of office has not expired.
- D. The term of office is to be a consecutive two-year period.

#### **ARTICLE VIII: MEETINGS**

- A. Council of Classified Employees shall meet at least monthly and at such times as called by the chairperson or any member of the Council of Classified Employees.
- B. Specific date(s), time(s), and location(s) of each meeting of the Council of Classified Employees shall be decided upon and voted upon by the Council of Classified Employees at its first meeting of the new fiscal year. (Example: Second Thursday of each month at 1:30 p.m. in the Conference Room of the Library.)
- C. Each member of the Council of Classified Employees shall be responsible for receiving/collecting input, comments, questions, etc. from his/her designated group and submitting these items for the agenda.
- D. The chairperson shall be responsible for soliciting agenda items from the Council of Classified Employees representatives prior to each meeting and compiling all items of concern into one agenda.

#### **ARTICLE IX: AMENDMENTS**

Amendments to this Constitution may be made by a two-thirds (2/3) member vote of those representatives present at any regular meeting, providing a quorum is present. A notice that an amendment is to be proposed must be given to all members of the Council of classified Employees at least ten (10) days before the meeting at which the amendment is to be proposed. The notice shall contain the proposed amendment in context or the general nature of the matter. Amendments must be approved by the President of West Liberty State College.

#### **ARTICLE X: LOCATION OF CONSTITUTION/BYLAWS**

A copy of this Constitution/Bylaws shall be placed in the Library Archives, the President's Office, the Human Resources Office, and each member of the Council of Classified Employees shall have a copy to be placed at some known place in his/her work area.

**ARTICLE XI:  
WLSC BOARD OF GOVERNORS MEETINGS AND  
STATE ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES MEETINGS**

Minutes from the WLSC Board of Governors meetings and the ACCE meetings shall be submitted to a designated officer of the Classified Employees and placed on reserve in the Library.

**AMENDMENT IV**

*Amend* ARTICLE VI, Section A. Specify the Council's membership at twelve (12) total, prohibiting representatives to the ACCE and to the WLSC Board of Governors from serving concurrently as group representatives and representatives to those named boards. ARTICLE VII, Section A. Allow a current Council representative to continue beyond the term of office if a new candidate cannot be named.

*Revision for general updating* – Clarifying and consistently noting the name of the organization as the Council of Classified Employees and to update the title of the college's governing body as the West Liberty State College Board of Governors. Also, this revision corrected some language and context grammar.

CONSTITUTION AND BYLAWS  
**Council of Classified Employees**

Revision Effective Date – 02/14/08.

The following affixed signatures by the West Liberty State College Council of Classified Employees ratify these REVISIONS to the Constitution and Bylaws on this 15<sup>th</sup> day of December, 2007.

REVISIONS will be effective 02/14/08.

1. Bo McConaughy (signature on file)
2. Cindy McGee (signature on file)
3. Alan Ramsey (signature on file)
4. Eleanor Coen (signature on file)
5. Ashlea Minch (signature on file)
6. Stacie L. Bado (signature on file)
7. Nancy Quigley (signature on file)
8. Keith Kaczor (signature on file)
9. Micahlene Ray Turner (signature on file)
10. Paula J. Tomasik (signature on file)
11. Mary Ann Edwards (signature on file) (ACCE)
12. Beverly Burke (signature on file) (BOG)

Reviewed and approved by the President of  
West Liberty State College:

Robin C. Capehart (signature on file)  
Robin C. Capehart

02/14/08  
Date