

Colorado State University-Pueblo Classified Staff Council

CONSTITUTION

ARTICLE I. The name of this body shall be the “Classified Staff Council” herein after referred to as the Council.

ARTICLE II. Purposes: The Council is hereby established whose goals will be to serve all State Personnel System employees at the Colorado State University – Pueblo to better serve the University and the State of Colorado. Specifically, the goals of the Council are:

- a. To serve as an advisory group to the University President.
- b. To provide a means through which State Personnel employees may be represented and have a voice in making decisions which affect them directly;
- c. To provide a means through which a better understanding may be brought about between State Personnel employees and the State Personnel System;
- d. To provide an opportunity for State Personnel employees to participate in the achievement of the goals and responsibilities of this institution, and to lend a unity of purpose to the efforts of the entire education community;
- e. To promote a sincere interest and concern for the continuing mission and goals of the Colorado State University – Pueblo;
- f. To seek active representation and involvement of State Personnel employees in the affairs of higher education;
- g. To maintain a positive image of State Personnel employees of the Colorado State University - Pueblo;
- h. To provide a means of association and intercommunication among the State Personnel employees within the Colorado State University – Pueblo;
- i. To provide a means to fund annual scholarships for the family members (as indicated on scholarship application) of CSU-Pueblo Classified employees. Recipients will be chosen by the scholarship committee.

ARTICLE III. The Council is not a grievance board.

- a. Members are representatives of all State Classified Personnel employees of the Colorado State University – Pueblo and as such, no member shall use meetings to promote personal agendas or air personal problems.

BYLAWS

I. REPRESENTATION AND MEMBERSHIP

- a. The Council shall consist of a minimum of ten (10) and a maximum of (15) voting members from all classified employees of the Colorado State University-Pueblo. (A classified employee for the purpose of membership on the Council shall be one who has a position in the Colorado State Personnel System as defined by the State Personnel System rules and regulations and by the Constitution of the State of Colorado and laws enacted pursuant thereto.)
- b. The Council members shall represent all the State Classified Personnel employees of the Colorado State University-Pueblo and be selected from the following employee groups. Representation shall consist of at least one employee from each area.
 1. Academic Support
 2. Auxiliary Services
 3. Facilities Management / Custodial
 4. Facilities Management / Grounds
 5. Facilities Management / Maintenance
 6. Information Technology
 7. Institutional Support
 8. Instruction
 9. Student Services
- c. Council members should represent employees in their buildings/work areas as well as their employee group.
- d. Any classified employee's name may be placed in nomination for election to be held in April of each year.
- e. Each voting member may select an alternate. In the absence of the voting member, the alternate shall be able to vote.
- f. Each voting member elected to the Council shall serve for a term of two years.
- g. Ex-officio members may be appointed to the Council by the Executive Board with the approval of the Council.
- h. The seat of any member of the Council shall become vacant upon death, permanent incapacity, termination of service with the institution, or resignation.
 1. Vacancies shall be filled in accordance with "b" above until such time as an election can be held.

II. DUTIES

- a. It will be the responsibility of the Council representative to regularly attend Council meetings. A Council representative who is unable to attend a regularly scheduled meeting must inform an officer of the Council in advance in person, by phone or in writing and should seek to send an alternate in his/her place.
- b. Representatives are expected to keep the constituents in their employee group informed of Council activities, as well as represent the classified employees and participate in events at their campus.
- c. Suggestions and concerns offered by classified employees will be presented to the Council by a representative. Classified employees should address concerns to a council representative in their employee group or another voting member of the council.
- d. All representatives will be allowed time to attend official council meetings, activities, and trainings as well as a reasonable amount of time to devote to council work.
 - i. Such activities may include but are not limited to the following
 1. Council Fundraiser Events
 2. Meetings of the Council
 3. Colorado State Bingo-Raffle Licensing training
 4. Employee and Team Development Training
 5. Project Management Training
 6. Supervisory and Leadership Training

III. REMOVAL OF COUNCIL MEMBERS

- a. Representatives who fail to perform their duties or exhibit improper or abusive behavior may be removed from Council.
- b. Removal of Council members may be initiated by two or more members of the Council.
 1. Process for removal of a Council member must be done in writing, with the reasons stated, and presented to the Council at either a regular or special meeting.
 2. A vote by secret ballot of no less than two-thirds (2/3) of the Council is required to remove a member from office and the Council.
 3. After three consecutive absences (no prior notification of absence) the Council member will be automatically dismissed.

IV. EXECUTIVE BOARD

- a. Classified Staff Employees shall elect an Executive Board before the year-end retreat.
- b. The Executive Board shall consist of President, Vice President, Secretary, and Treasurer who are current voting members of the Council.

- c. The seat of any member of the Executive Board shall become vacant upon death, permanent incapacity, termination of service with the institution, or resignation.
 - 1. Vacancies on the Executive Board will be filled by election from the voting members of the Council.

V. DUTIES OF EXECUTIVE BOARD

- a. The elected President of Classified Staff Council shall:
 - 1. Represent all Classified Staff at all scheduled University Leadership Team meetings. If the Classified Staff Council President is unable to attend the University Leadership Team meetings, the Classified Staff Council President shall appoint a Council member to attend in his or her absent.
 - 2. Have signature authority on all appropriate documents.
 - 3. Assist the University president on any activity/project that may require input from classified staff.
 - 4. Preside at all meetings of the Council.
 - 5. Conduct all official correspondence.
 - 6. Circulate a proposed agenda prior to meetings.
 - 7. Distribute the minutes to all Council members.
 - 8. Notify all classified staff employees of meeting times and locations.
 - 9. Attend Faculty Senate Meetings as representative of all Classified Staff, if no other member is appointed.
 - 10. Appoint a member as Parliamentarian at Council meetings.
- b. The Vice President shall:
 - 1. Enforce the obligations imposed by the Constitution and Bylaws relative to the administration of the work of the Council.
 - 2. Appoint all committees deemed necessary by the Council.
 - 3. Perform other duties as may be deemed necessary and assigned by the Council.
 - 4. Have signature authority on appropriate documents in the absence of the president
 - 5. Assume the duties of the President in his/her absence.
- c. The Secretary shall:
 - 1. Keep or cause to be kept a book of minutes of all regular and special meetings of the Council.
 - 2. Keep the attendance records at meetings of the Council.
 - 3. Maintain a file of all records and correspondence necessary for the transaction of the official business of the Council.
 - 4. Perform other duties as may be deemed necessary and assigned by the Council.
 - 5. Find a replacement to take minutes at the meeting if unable to perform these duties;

6. Maintain Council stationery.
- d. The Treasurer shall:
 1. Receive and deposit all money due the Council.
 2. Keep bookkeeping records of such funds.
 3. Pay bills according to University policy.
 4. Give a statement of finances at each regular meeting.
- e. All Executive Board Members shall:
 1. Turn over to their successors, all records and pertinent data of the Council in their possession at the expiration of their term of office.
- f. It shall be the duty of the Executive Board and committee chairpersons to carry on the work of the Council during the interval between the general meetings and to report on such matters to the Council.
- g. Any action of the Executive Board can be rescinded or modified by two-thirds (2/3) vote by the Council members.

V. ELECTIONS:

- a. General elections to the Council shall be held in April of every year.
 1. A replacement member shall serve the remaining term of the vacating member and may be eligible for reelection following their term completion.
- b. General elections shall be concluded within the institution by April 30th of each year.
 1. Voting members shall take office at the first meeting after the yearly retreat which will take place in May or June of each year.
- c. The President shall notify all University areas of vacancies to be filled no later than April 1st of each year for the general election.
- d. Should a sufficient number of voting members not be elected to the Council, the Council shall accept volunteers.
- e. A person may serve consecutive terms as long as they receive enough votes or they can be appointed to the council if others reject the appointment.

VI. MEETINGS:

- a. The Council shall meet monthly with date, venue, and time as designated by current Council.
- b. Special meetings of the Council or the Executive Board may be called by any Council member(s), with the approval of the President and Vice President with three (3) days notice.

- c. In as much as possible, members may participate in a meeting through electronic communications, videoconferencing, teleconferencing or other available technology that allows the members to communicate simultaneously or sequentially. Participating in a meeting pursuant to this subsection constitutes presence in person at the meeting.
- d. A majority of the fixed Council representatives shall constitute a quorum for the transaction of business at regular or special meetings of the council
 - a. Three (3) members of the Executive Board represent a quorum between general meetings.

VII. AMENDMENTS TO THE CONSTITUTION AND BYLAWS:

- a. Amendment(s) to this Constitution must be initiated in writing and signed by not less than 25% of the voting Council members.
 - 1. The proposed change(s) must be submitted to the Council prior to a general meeting.
 - 2. The Council shall study the amendments(s) and vote at the next general meeting.
 - 3. The amendment(s) shall be adopted upon the approval of two-thirds (2/3) of all voting Council members.

VIII. ADOPTION OF CONSTITUTION AND BYLAWS:

- a. This Constitution and Bylaws shall be declared adopted when approved at a general meeting by a two-thirds (2/3) majority of all voting Council members.