

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

Policy Number: E.200

Effective Date March 3, 2005

TITLE: Classified Staff Council Constitution

RATIONALE: The purpose of this policy is to establish a constitution for the classified employees of New River Community and Technical College.

POLICY STATEMENT

ARTICLE I – NAME

The name of this organization shall be the New River Community and Technical College Classified Staff Council (hereafter referred to as New River Executive Council).

ARTICLE TWO – PURPOSE

The purpose of the New River Executive Council shall be to represent the classified employees of New River in policy-making procedures, as they apply to classified personnel, to act as a liaison between classified employees of the New River and the President/BOG, and to serve as a source for all classified employees to express their opinions and concerns pertaining to working conditions, employee benefits, employee relations, or any other area that affects their employment at NEW RIVER, both individually and collectively.

ARTICLE THREE – MEMBERSHIP

A. Organization

Membership in the NEW RIVER Executive Council shall be comprised of classified personnel who are not eligible for membership in any other organization which has a voting seat on the College Council.

B. Election of Representatives

The NEW RIVER Executive Council shall be made up from five (5) occupational groupings as follows:

- (1) Clerical and Secretarial
- (2) Executive, Administrative and Managerial
- (3) Professional Non-teaching
- (4) Physical Plant/Maintenance
- (5) Technical/Paraprofessional

Two representatives will be elected from each occupational grouping.

Representatives elected at-large to the positions of ACCE/Institutional Board of Governor's Classified representative will serve as full members of the NEW RIVER Executive Council.

Each member of the NEW RIVER Executive Council must be a member of the classified staff and shall be elected to serve a term of two (2) years whose term shall begin on the 1st day of July of each odd number year. Members of the NEW RIVER Executive Council are eligible to succeed themselves. Resignations from the Executive Council must be in writing to the NEW RIVER Executive Staff Chair.

Attendance Policy - Voting members are required to attend all scheduled and called meetings. The Chair of the NEW RIVER Executive Council must be notified in writing in advance, when possible, of an absence from any meeting. Any member who misses two (2) consecutive meetings or a total of three (3) without an excuse will be dismissed from the NEW RIVER Executive Council. The process will be as follows:

1. The Chair will notify the member in writing.
2. If the person wishes to appeal the decision, they will do so in writing to the NEW RIVER Executive Council within ten (10) working days of the mailing of the notification letter.
3. The NEW RIVER Executive Council will vote by written ballot whether to accept or deny the appeal.
4. The member will be notified in writing of the decision.

In the event a voting member must miss a scheduled meeting, the next available alternate will sit in – in order for the NEW RIVER Executive Council to conduct business. Alternates will be contacted by the NEW RIVER Executive Council Chair.

C. Representative Duties

Duties of the membership of the NEW RIVER Executive Council shall include, but not be limited to, the following:

1. Represent staff interests in working hours; hiring, promotion and salary policies; representation to college and professional organizations; personnel development; and other issues of concern which may arise involving the classified staff individually or collectively.

- A. Set the agenda for all meetings and all other special purpose meetings.
- B. Schedule and conduct annual elections.
- C. Review and make recommendations as necessary regarding the annual performance appraisal evaluation process, instruments, etc.
- D. Periodically review the Employee Classification System and make recommendation for improvements as needed through Human Resources, Advisory Council of Classified Employees, and direct contact with legislators.
- E. Insure awareness of the concerns of the classified staff on the part of the college community, administration and the Institutional Board of Governors and the Higher Education Policy Commission.
- F. Encourage good morale by keeping the classified staff informed of all concerns of the NEW RIVER Executive Council.
- G. Support and foster NEW RIVER's effort in accomplishing its mission.

D. Vacancies

Should a vacancy occur in the case of a representative elected by an occupational grouping, the alternate who ranked highest in that occupational grouping vote tally will be appointed to fill the vacancy. In the event there was an alternate tie in the election of that particular occupational grouping, a run-off election will be called by the Vice-Chair of the NEW RIVER Executive Council.

Should a vacancy occur in the case of a representative elected at-large, the NEW RIVER Executive Council Vice-Chair will be responsible for scheduling an election of the classified staff to nominate and elect a representative to fill the unexpired term on the NEW RIVER Executive Council.

Should a vacancy occur in the case of the ACCE/BOG representative, such vacancy will be filled in accordance with NEW RIVER's Election Policy.

E. Nominations

During the month of April of each odd numbered year, nomination ballots will be submitted to all classified personnel for the purpose of nominating individuals for the NEW RIVER Executive Council, representative to the Advisory Council of Classified Employees, ACCE/BOG representative, Personnel Development Committee, Grievance Committee and College Council representative.

Those nominated will be contacted by NEW RIVER Classified Executive Council members, and their desires to be placed in nomination for a position must be confirmed. Individuals will be given forty-eight (48) hours in which to confirm their desire to be place

in nomination, either by e-mail or written consent; those who do not respond will be omitted from the election ballot.

Nominees who are confirmed will be placed on the official election ballot.

F. Election Ballots

The election ballot will be developed by the NEW RIVER Classified Executive Council from the names of those nominated and confirmed. Standard ballots will be provided to classified staff employees at all New River Community and Technical College campus sites. Ballots will be e-mailed to each employee during the month of April of each odd numbered year. Ballots will be mailed by the USPS to members not having access to email. Every effort will be made to ensure every classified staff employee receives a ballot.

The ten (10) individuals receiving the highest number of votes shall be declared elected to the NEW RIVER Executive Council.

In the event of a resignation from the NEW RIVER Classified Executive Council, the alternate who ranked next highest in the vote tally shall be appointed to fill the vacancy. In the event of a tie for alternate position, a run-off election will be held.

Ballots shall be counted immediately after the deadline for returned ballots set by the Vice-chair and the members of the election committee appointed by the Vice-chair. A neutral party shall be present to ensure accuracy and impartiality.

G. Election of Officers

All classified employees at the institution are eligible to vote for the Chair of the NEW RIVER Executive Staff Council. There shall be two (2) officers elected by the NEW RIVER Executive Council: the Vice-chair and Secretary/Treasurer. This election will be held at the July meeting of the NEW RIVER Executive Council

Duties of the NEW RIVER Executive Council officers shall include, but not be limited to, the following:

1. The Chair shall perform the following duties:
 - a. Preside over all meetings of the body
 - b. Represent the NEW RIVER Executive Council at all college meetings
 - c. Represent the NEW RIVER Executive Council on the College Council

- d. Prepare and present an agenda to the Executive Council five (5) working days before the next regularly scheduled meeting of the NEW RIVER Executive Council.
2. The Vice-Chair shall, in the absence, disability, or resignation of the Chair, act in her/his stead. In addition, he/she shall be responsible for conducting the annual and any additional elections.
3. The secretary shall perform the following duties:
 - a. Preserve a record of the proceedings of the body
 - b. Post minutes and other relevant materials to the members of the classified staff on the NEW RIVER webpage within ten (10) working days, as well as providing each NEW RIVER Executive Council member with a copy.
 - c. Preserve all election records
 - d. Respond, with consent of the NEW RIVER Executive Council, to all correspondence.

ARTICLE FOUR – MEETINGS

The NEW RIVER Executive Council shall meet no less than once monthly. Any classified staff member may petition the NEW RIVER Executive Council to meet to hear proposals or complaints. At any regular or special meeting forty percent (40%) of the elected members must be present to constitute a quorum. All meetings are open.

An annual meeting of all full-time classified employees shall be held in November of each year. The location shall be announced one (1) week in advance.

ARTICLE FIVE – COMMITTEES

Election/nominating committees will be appointed by the Vice-Chair.

Ad Hoc (special) committees shall be appointed by the Chair as the need arises to examine items of particular concern to be NEW RIVER Executive Council. Such committees may include any classified staff personnel but shall be chaired by any NEW RIVER Executive Council member.

ARTICLE SIX – DEFINITION OF CLASSIFIED STAFF

Staff eligible to vote for and/or be elected to the NEW RIVER Executive Council shall be defined as: All employees who are under the Classified Staff Classification System.

ARTICLE SEVEN – AGENDA

A proposed agenda of the next scheduled meeting will be attached to the minutes of the previous meeting and will be distributed to NEW RIVER Executive Council members one week in advance of the scheduled meeting. Any classified staff member may petition the Chair for an item to be put on the agenda.

ARTICLE EIGHT – REPORTING OF STAFF SENATE RESOLUTIONS AND DECISIONS

The NEW RIVER Executive Council, through the regular minutes, shall report directly to the classified staff body. In areas regarding the welfare of the entire college, the NEW RIVER Executive Council, through its representative, shall report directly to the College Council.

In some cases, however, it may be necessary to report directly to the President or her/his designee. The NEW RIVER Executive Council will decide such cases and the Chair shall appoint a representative.

ARTICLE NINE – RULES OF ORDER

The rules contained in Robert's Rules of Order shall govern the NEW RIVER Executive Council unless otherwise stated by this constitution or agreed upon by the NEW RIVER Executive Council.

ARTICLE TEN – RATIFICATION

The constitution shall be ratified upon two-thirds (2/3) approval of classified staff members as defined in Article Six.

ARTICLE ELEVEN- AMENDMENTS

The constitution of the NEW RIVER Executive Council shall be amended upon two-thirds (2/3) approval of classified staff as defined in Article Six.

ARTICLE TWELVE – FLOWER FUND

This fund is solely supported by donations from the classified employees. If the need arises, the NEW RIVER Executive Council may hold fund-raisers to supplement the fund.

Flowers will be sent to any classified employee who is in the hospital. In the event of a death of a NEW RIVER employee, flowers will be sent to his spouse, child, or parent.

A card will be sent in the event of death or other family members.

A contact person will be appointed for each campus. That person shall contact the flower fund chairman regarding an illness or death.

RELATED POLICIES:

RESPONSIBLE OFFICE: Office of Human Resources, Classified Staff Council