

# **SHEPHERD UNIVERSITY CLASSIFIED EMPLOYEES COUNCIL CONSTITUTION**

March 2007 edition, updated March 2019

## **Article I – Name**

The name of this organization shall be the Shepherd University Classified Employees Council, hereinafter referred to as the Staff Council.

## **Article II - Authority**

Authority for the Shepherd University Classified Employees Council is granted by West Virginia State Code §18B-6-6. The Staff Council shall at all times conduct its affairs as defined by prevailing state law.

## **Article III – Purposes**

- A. To serve as a representative body for the classified employees of Shepherd University and to provide a forum for discussion of classified staff concerns.
- B. To encourage the improvement of working conditions for classified staff and to increase operating efficiency of the University.
- C. To facilitate staff input into decisions which affect classified staff by making recommendations to the President and appropriate administrators.
- D. To convey classified employee concerns to Shepherd University's Board of Governors (BOG) and to the state Advisory Council of Classified Employees (ACCE).
- E. To foster a spirit of unity and cooperation among all employees of Shepherd University.

## **Article IV – Membership**

- A. Eligibility: Must be a classified employee, defined as a regular full-time or part-time employee of Shepherd University who holds a position that is assigned a particular job title and pay grade in accordance with the personnel classification system established by West Virginia State Code §18B-9-2(a) .

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- B. The Staff Council shall consist of:
1. the Staff Council Chair (a non-voting member);
  2. the classified employee representative to the BOG (ex-officio, non-voting);
  3. the classified employee representative to the ACCE;
  4. two classified employees from the administrative/managerial sector (Equal Employment Opportunity Commission (EEOC) category 1);
  5. two classified employees from the professional/non-teaching sector (EEOC category 3);
  6. two classified employees from the secretarial/clerical sector (EEOC category 4);
  7. two classified employees from the paraprofessional sector (EEOC category 5);
  8. and two classified employees from the physical plant/maintenance sector (EEOC categories 6 and 7).
- C. There shall be one elected alternate for each council member in categories 1, 3, 4, 5, 6/7. In the temporary or permanent absence of a Council member, the appropriate category alternate shall serve.

**Article V - Term of Office**

The term of office for a member of the Staff Council shall be two years and he/she shall begin serving his/her term the first of July in each odd-numbered year. Staff Council category members, ACCE representative and Chair are eligible to succeed themselves. The BOG representative is eligible to succeed himself/herself for three additional terms, not to exceed a total of eight consecutive years.

**Article VI – Elections**

- A. Elections shall be held each odd-numbered year in the month of April.
- B. Nominations for and election of the classified employee category representatives, their alternates, the classified employee representative to the ACCE, and the classified employee representative to the BOG, and the Staff Council Chair will be conducted by the University President designee. All classified employees will have the opportunity to vote for their representative to the ACCE, their representative to the BOG, and the Staff Council Chair. Only classified employees in a respective category will nominate and vote for representatives and alternates from that category.
- C. Nominations for positions will be accepted electronically during the two weeks prior to and from the floor of the odd-numbered April meeting of all classified employees, known as the Classified Assembly.
  - 1. The University President's designee will conduct the final vote by electronic ballot within one week after the meeting.
  - 2. The election results will be reported to the President's designee and the council chair for certification. If the chair is running for reelection, she/he will appoint a substitute who is not running.
  - 3. If more than two candidates are nominated for the representative positions to either the ACCE or the BOG, or the Staff Council Chair position, the elected person must receive the majority of the votes cast, and if necessary, a run-off election will be held between the top two candidates.

4. In the event a vacancy should occur in the positions of Staff Council Chair, the representative to the ACCE or the representative to the BOG, a special election will be held to fill the unexpired term, with nominations accepted electronically two weeks prior to the election from all classified employees. In the event that a vacancy should occur in a category representative's position, the elected alternate will assume the council position. The staff members in the affected category will be asked to nominate and elect persons for the unexpired term of that alternate. All special elections will be held within 30 days of the occurrence of the vacancy. In the event of a tie, a run-off election will be held between the tied candidates.

#### **Article VII - Officers and their Duties**

- A. The officers of the Staff Council shall be Chair, Assistant Chair, and Secretary.
  1. The Assistant Chair and the Secretary shall be elected by the members of the Council from its membership at the first regular meeting of each year.
  2. In the case where the Assistant Chair or Secretary is no longer able to serve, the Staff Council will elect one of its members to fill the unexpired term of that officer.
- B. The Chair shall:
  1. preside at all meetings of the Staff Council and at the Classified Assembly,
  2. preside over the Executive Committee,
  3. be responsible for the Staff Council budget,
  4. call special meetings of the Staff Council and/or Classified Assembly when it is deemed necessary,
  5. prepare an agenda prior to Staff Council meetings,
  6. appoint standing committee chairs,
  7. appoint ad-hoc committees, as necessary,
  8. Appoint classified employees to serve on University committees.
- C. The Assistant Chair shall assume the duties of the Chair in the absence of or at the request of the Chair.

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- D. The Secretary shall prepare and keep in permanent form the minutes of all meetings of the Staff Council, shall have the minutes posted to the Shepherd University web site, and shall distribute a copy of the minutes to:
  - 1. All classified employees
  - 2. The President of Shepherd University
  - 3. All faculty and non-classified supervisors of classified employees
  - 4. All members of the Shepherd University Board of Governors
  - 5. Scarborough Library for its Archival Collection
- E. In the absence of the duly elected classified employee representative to the ACCE, the Chair of the Staff Council shall designate an alternate to attend the meeting.

### **Article VIII – Meetings**

- A. Regular meetings of the Staff Council shall be held monthly. The meeting date shall be determined by the Council at its July meeting of each year and at a time and place to be designated. Council members will be given release time or compensatory time to attend Council meetings.
- B. The Chair may authorize special meetings of the Staff Council and the Classified Assembly when necessary or appropriate in matters concerning classified employees.
- C. All Staff Council meetings shall be open to the public unless voted into executive sessions. Only Council members and appointed Committee Chairs may participate in discussions except by vote of the Council.

### **Article IX – Executive Committee**

- A. The Executive Committee shall be composed of the Staff Council Chair, the Assistant Chair, the Secretary, the ACCE representative, and the BOG representative.

- B. The Executive Committee is authorized to act for the Staff Council on an emergency basis between meetings of the Council and to assist the Chair in making appointments to all committees.
- C. Any actions of the Executive Committee must be presented to the entire Staff Council for approval at the next regularly scheduled meeting.

### **Article X – Committees**

A. Unless otherwise specified, the Chair, with the assistance of the Executive Committee, shall appoint all committee members and designate a chair. Classified employees appointed to committees shall receive release time or compensatory time to attend committee meetings.

B. The Staff Council shall have the following Standing Committees:

Legislative Affairs - The Legislative Affairs Committee serves to identify issues relevant to Classified Employees and the Shepherd University community and bring those issues to the attention of our regional legislators with the goal of making positive changes through legislation.

Scholarship Fund - The Scholarship Fund awards monetary grants to dependents of full-time classified employees of Shepherd University to be used exclusively by the recipients for university expenses in pursuit of a degree at Shepherd University.

Staff Development – The Staff Development Committee distributes funding for training and educational opportunities to heighten the professional level and effectiveness of classified employees in their assigned duties.

Special Events - The Special Events Committee makes arrangements and publicizes the annual classified employees business luncheon, holiday luncheons, and social activities.

C. The Staff Council shall create ad hoc committees as it deems Necessary.

**Article XI – Procedures**

- A. All classified employees may present ideas, opinions, and requests through their representative(s) to the Staff Council. Their representative will submit these to the Chair for inclusion on the agenda of the next regular meeting.
- B. All proposals approved by the Staff Council will be submitted to the President.
- C. The Staff Council reserves the right, after the President's review, to forward the proposal to the BOG and the ACCE.

**Article XII – Amendments**

Proposed amendments must be presented to the Classified Employees Council in the form of a motion. If passed by the Council, a copy of the proposed amendments must be sent to all classified employees no later than ten days before a meeting of the Classified Assembly. The amendments will pass by a two-thirds vote of the classified employees present.

**Article XIII - Parliamentary Authority**

Robert's Rules of Order, newly revised, shall govern the proceedings of the Staff Council except when otherwise specified in this Constitution.