

BLUEFIELD STATE COLLEGE

Policy Number E.200 _____
Supersedes Policy Number 102.03
Effective Date January 20, 2010

TITLE: STAFF COUNCIL CONSTITUTION

RATIONALE: The purpose of this policy is to establish a constitution for the classified employees of Bluefield State College

POLICY STATEMENT

SECTION 1 ARTICLE ONE - NAME

1.01 The name of this organization shall be Staff Council of Bluefield State College and hereinafter be referred to as the Staff Council.

SECTION 2 ARTICLE TWO - PURPOSE

2.01 The Staff Council is an elected body whose purpose is to represent classified staff and to consider and recommend policy regarding staff welfare and individual staff suggestions and problems. Function of the Staff Council will include, but not be limited to the following:

- A. Set the agenda for all meetings and all other special purpose meetings;
- B. Schedule and conduct elections;
- C. Review and make recommendations as necessary regarding the annual performance appraisal evaluative process, instruments, etc.;
- D. Periodically review the Employee Classification System and make recommendations 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 to 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 Staff Council;
- G. Support and foster Bluefield State's effort in accomplishing its mission;

SECTION 3 ARTICLE THREE - MEMBERSHIP

3.01 The Staff Council will consist of twelve (12) voting members, one who is the Senate Chair, and ten (10) who represent five different employment sectors as described below and as mandated by WV Code 18B-6-4b (2003). The representative to the Advisory Council of Classified Employees will be an ex-officio, voting member. The representative to the Institutional Board of Governors will be an ex-officio, non-voting member.

Members of the Staff Council will be elected from the following employment sectors:

1. Two classified employees from the administrative/managerial sector;
2. Two classified employees from the professional/non-teaching sector;
3. Two classified employees from the paraprofessional sector;
4. Two classified employees from the secretarial/clerical sector; and
5. Two classified employees from the physical plant/maintenance sector.

3.02 Each must be a member of the classified staff and will be elected to serve a two-year term (July 1- June 30). Resignations must be in writing to the Staff Council Chair.

3.03 Attendance Policy - Voting members are required to attend all scheduled and called meetings. Any member who misses two consecutive meetings or a total of three without an excuse will be dismissed from the Staff Council. The process will be:

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 Staff Council within 10 working days of the mailing of the notification letter.
3. The Staff Council will vote by written ballot whether to accept or deny the appeal.
4. The member will be notified in writing of the decision.

SECTION 4 ARTICLE FOUR - DATE OF ANNUAL MEETING

- 4.01 An annual meeting of all full-time classified employees will be held at the September meeting each year. The location will be announced one week in advance.

SECTION 5 ARTICLE FIVE - NOMINATIONS

- 5.01 During the first or second week of April in each odd-numbered year, nomination ballots will be submitted to all classified personnel for the purpose of nominating individuals for the position of representative to the Staff Council, Advisory Council of Classified Employees, Chair of the Staff Council, and the Institutional Board of Governors. Self-nominations are also acceptable.
- 5.02 Those nominated will be contacted by Staff Council members and their desires to be placed in nomination for a position must be confirmed by email or written response. Individuals will be given twenty-four (24) hours in which to confirm their desire to be placed in nomination; those who do not respond will be omitted from the election ballot.
- 5.03 Nominees who are confirmed will be placed on the official election ballot.

SECTION 6 ARTICLE SIX - ELECTION BALLOTS

- 6.01 The election ballot will be developed by the Staff Council from the names of those nominated and confirmed. Standard ballots will be provided to classified staff employees. Ballots will be mailed to each employee during the month of April of each odd-numbered year, beginning in the year two thousand three.
- 6.02 The two individuals receiving the highest number of votes in each category will be declared elected to the Staff Council.
- 6.03 In the event of a resignation from the Staff Council, the candidate who ranked next highest in the vote tally for that category will be appointed.
- 6.05 For the positions of Staff Council Chair, Advisory Council of Classified Employees' representative, and Institutional Board of Governors' representative, the individuals receiving the highest number of votes will be declared elected.

6.06 In the event of a tie in any election, a run off election will be held.

6.07 Ballots will be counted by the election committee within twenty-four (24) hours of the deadline for returned ballots set by the Vice Chair and the members of the election committee appointed by the Vice Chair.

SECTION 7 ARTICLE SEVEN - OFFICERS

7.01 TITLES

There will be three (3) officers of the Staff Council: Chair, who will be elected at large by the classified staff, and Vice Chair and Secretary, who will be elected at the July meeting of the Staff Council.

7.02 DUTIES

- A. The Chair will perform the following duties:
 - 1. Preside over all meetings of the body.
 - 2. Represent the Staff Council at all college meetings.
 - 3. Represent the Classified Staff on the College Council.
- B. The Vice Chair will, in the absence, disability or resignation of the Chair, will act in her/his stead. In addition, he/she will be responsible for conducting an election in odd-numbered years.
- C. The secretary will perform the following duties:
 - 1. Preserve a record of the proceedings of the body.
 - 2. Post minutes and other relevant materials to the members of the classified staff in the library and the Bulletin, as well as providing each Staff Council member with a copy.
 - 3. Preserve all election records.
 - 4. Respond, with consent of the Staff Council, to all correspondence.

SECTION 8 ARTICLE EIGHT - COLLEGE COUNCIL AND PERSONNEL DEVELOPMENT COMMITTEE REPRESENTATIVES

8.01 Classified employee representatives to the College Council and the Personnel Development Committee will be elected at the July meeting of the Staff Council from those elected to the Council.

8.02 There will be three representatives elected to the College Council who will attend College Council

meetings along with the Chair and the ACCE representative.

- 8.03 There will be two representatives elected to the Personnel Development Committee. One of these will be from the management, professional, technical, or paraprofessional sector and one will be from the secretarial-clerical or maintenance sector.

SECTION 9 ARTICLE NINE - MEETINGS

- 9.01 The Staff Council will meet no less than once monthly with exception of August and December. Any classified staff member may petition the Staff Council to meet to hear proposals or complaints. At any regular or special meeting, a majority of the elected members will constitute a quorum. All meetings are open.
- 9.02 The president of Bluefield State College shall meet at least quarterly with the Staff Council to discuss matters affecting classified employees.
- 9.03 The governing board shall meet at least annually with the Staff Council to discuss matters affecting classified employees and the effective and efficient management of the institution.

SECTION 10 ARTICLE TEN - COMMITTEES

- 10.01 Election/Nominations - to be appointed by the Vice Chair.
- 10.02 Ad Hoc (special) committees will be appointed by the Chair as the need arises to examine items of particular concern to the Staff Council. Such committees may include any classified staff personnel, but will be chaired by any Staff Council member.

SECTION 11 ARTICLE ELEVEN - DEFINITION OF CLASSIFIED STAFF

- 11.01 Staff eligible to vote for and/or be elected to the Bluefield State College Staff Council will be defined as all employees who are under the employee classification system.

SECTION 12 ARTICLE TWELVE - AGENDA

- 12.01 A proposed agenda of the next scheduled meeting will be attached to the minutes of the previous meeting and will be distributed to Staff 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.

**SECTION 13 ARTICLE THIRTEEN - REPORTING OF STAFF SENATE
RESOLUTIONS AND DECISIONS**

13.01 The Staff Council, through the regular minutes, will report directly to the classified staff body. In areas regarding the welfare of the entire college, the Staff Council through its representative will report directly to the College Council.

13.02 In some cases, however, it may be necessary to report directly to the President or his designee. The Staff Council will decide such cases and the Chair will appoint a representative.

SECTION 14 ARTICLE FOURTEEN - RULES OF ORDER

14.01 The rules contained in Robert's Rules of Order will govern the Staff Council unless otherwise stated by this constitution or agreed upon by the Staff Council.

SECTION 15 ARTICLE FIFTEEN - RATIFICATION

15.01 The constitution will be ratified upon two-thirds approval of classified members as defined in ARTICLE ELEVEN.

SECTION 16 ARTICLE SIXTEEN - AMENDMENTS

16.01 The constitution of the Staff Council will be amended upon two-thirds majority approval of classified staff as defined in ARTICLE ELEVEN.

SECTION 17 ARTICLE SEVENTEEN - FLOWER FUND

17.01 This fund is solely supported by donations from the classified employees and voluntary contributions from faculty and administration. If the need arises, the Staff Council may hold fund raisers to supplement the fund.

17.02 Flowers will be sent to any classified employee who is in the hospital or in the event of the death of an employee, her/his spouse, child or parent.

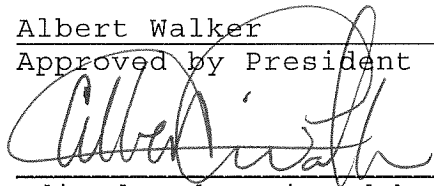
17.03 A card will be sent in the event of death of other family members.

17.04 A contact person will be appointed for each building. That person will contact the Flower Fund Chair regarding an illness or death.

RELATED POLICIES: Classification Review Policy
Hiring Policy

RESPONSIBLE OFFICE: Office of the President
Office of Human Resources

Albert Walker
Approved by President



Edited and Reviewed by President

January 20, 2010
Date

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