

BYLAWS OF THE CLASSIFIED STAFF ASSOCIATION OF EAST CENTRAL COLLEGE

Adopted May 10, 2018

Revised June 10, 2020; Dec 9, 2021; Nov 21, 2023

ARTICLE I NAME

Section 1 The name of the organization shall be the Classified Staff Association of East Central College, hereafter referred to as the CSA.

ARTICLE II PURPOSE

- Section 1 The purposes of the CSA are—
- a) to promote professional attitudes and ethical conduct among its members;
 - b) to raise the standards of the classified professions;
 - c) to advance the general welfare of students, employees, and the community through awards, events, charity drives, and an annual scholarship;
 - d) to encourage cooperation between its members and the College;
 - e) to form a representative body capable of developing group opinion on professional matters and to speak with authority for its members;
 - f) to provide a means of representation for its members;
 - g) to provide an opportunity for continuous study and action on issues affecting the classified professions;
 - h) to represent its members in their relations with the College;
 - i) to foster good fellowship among its members.
- Section 2 All CSA members shall diligently strive to promote a better understanding of the mission and goals of East Central College in dealing with students, staff, and the community.

ARTICLE III MEMBERSHIP

- Section 1 All permanent full-time and part-time employees of East Central College whose positions are identified as Support Staff in the College's staffing plan (or equivalent document) shall automatically be members of the CSA.
- Section 2 All CSA members may submit to the CEC items of concern that would result in one or more of the following potential actions—
- a) the scheduling of a meeting of the membership or the CEC;
 - b) the addition of an item to the agenda of a meeting already scheduled;
 - c) consideration of an issue at a future meeting of the CEC;
 - d) a formal vote upon an issue by the CEC;
 - e) a formal vote upon an issue by the membership.

- Section 3 Subject to any specific limitations contained in these bylaws, all CSA members shall have the following rights—
- a) to be notified of meetings;
 - b) to attend meetings;
 - c) to make motions;
 - d) to speak on and debate matters;
 - e) to vote;
 - f) to stand for election to the CEC, and to nominate and elect members to the CEC;
 - g) to propose and vote on amendments to the CSA's governing documents;
 - h) to insist on the enforcement of the CSA's rules and those of parliamentary law;
 - i) to resign from an office;
 - j) to remain in the CSA even when on the losing side of a particular proposition;
 - k) to receive, upon request, copies of the bylaws, rules, minutes, or other official records of the CSA;
 - l) to exercise any other rights or privileges given to the members by the law, the bylaws, or the standing rules of the CSA.
- Section 4 Membership in the CSA ceases with immediate effect when a member ceases to meet the qualifications for membership outlined in Section 1 of this Article.

**ARTICLE IV
CLASSIFIED EXECUTIVE COUNCIL**

- Section 1 The Classified Executive Council (CEC) shall consist of four members, elected by the membership of the CSA. Acting as representatives of all members, the CEC shall carry on the work of the CSA during intervals between meetings of the membership.
- Section 2 Members of the CEC shall, at the time of their election and at all times during their terms of office—
- a) be permanent, full-time employees of East Central College with at least one full year of continuous, permanent employment;
 - b) meet the qualifications for CSA membership as outlined in Article III, Section 1.
- Section 3 The CEC shall meet prior to regular meetings of the CSA membership and may meet at other times to conduct business on behalf of the CSA which, in its discretion, warrants a prompt response.
- Section 4 The members of the CEC shall—
- a) attend regular and special meetings of the CSA membership;
 - b) review eligible students to determine potential recipients of the CSA scholarship, and submit recommendations to the financial aid office;
 - c) determine Denim Day charity months after the annual nominations period has concluded;
 - d) perform any other duties which have been assigned to it by these bylaws, the CEC itself, or the CSA membership.
- Section 5 At least one member of the CEC shall attend meetings of the East Central College Board of Trustees and shall provide reports to the Board of Trustees and the CSA membership on the items discussed or actions taken at each other's meetings as needed.

- Section 6 A member of the CEC shall cease to be so—
- a) if he or she ceases to meet the qualifications for a member of the CEC outlined in Section 2 of this Article;
 - b) upon the assumption of office by his or her duly elected successor;
 - c) upon his or her resignation;
 - d) upon his or her removal from office.

ARTICLE V OFFICERS

Section 1 The officers of the CSA shall be the President, Vice President, Secretary, and Treasurer.

Section 2 The CEC shall—

- a) at a meeting of the CEC held as soon as practicable following the election of a new CEC member or members, and at any other time as it may deem necessary, distribute the offices amongst the CEC members in such manner as it deems appropriate;
- b) at the first meeting of the CSA membership after any such distribution of offices takes place, report to the membership any changes to the holders of the offices.

Section 3 The President shall—

- a) preside over and monitor open discussion at all meetings of the CSA membership and the CEC;
- b) with the approval of the CEC, establish and appoint the members of any special committee that the CEC deems necessary;
- c) represent the CSA in all dealings with East Central College;
- d) attend or appoint a CEC representative to attend College-sponsored events including, but not limited to—
 - a. the annual Foundation Scholarship event;
- e) serve on East Central College committees including, but not limited to, the Shared Governance Council;
- f) present a welcome letter to new CSA members;
- (g) serve as the assigned approver of transactions made in the CSA Budget.

Section 4 The Vice President shall—

- a) perform the duties of the President if he or she is unable to do so;
- b) distribute ballots to all CSA members for elections if not standing for reelection, if standing for re-election the CEC shall appoint another member who is not standing for reelection to oversee the ballot distribution process;
- c) distribute ballots to all CSA members for Denim Day nominations; and any other issues affecting CSA policies or procedures;
- d) tally ballots and announce the results;
- e) schedule monthly CSA meeting.

Section 5 The Secretary shall—

- a) prepare an agenda for each meeting;
- b) keep accurate and complete minutes of all meetings of the CSA membership and the CEC;
- c) keep and maintain an official CSA membership roll;
- d) keep record of the attendance at all meetings of the CSA membership and the CEC;
- e) post meeting minutes to Falcon Nest/SharePoint for members to view.

- Section 6 The Treasurer shall—
- a) manage the CSA’s financial accounts and keep the checkbook and all past financial records;
 - b) report on the financial state of the CSA at all meetings of the CSA membership;
 - c) act as liaison between the CSA and the East Central College Foundation.

Section 7 In addition to the duties listed in Sections 3 through 6 of this Article, the officers shall perform any and all duties assigned to them elsewhere in these bylaws, or by the CEC or the CSA membership.

ARTICLE VI MEETINGS

Section 1 Regular meetings of the CSA membership shall take place monthly between September and May inclusive. Regular meetings may take place in June, July, or August if the CEC deems it necessary. The CEC shall fix the date, time, and location of all meetings and provide members with reasonable advance notice and a draft agenda.

Section 2 The CEC may call a special meeting of the CSA membership to discuss or take action on an issue that, in its opinion, must be addressed before the next regular meeting. The CEC must call a special meeting on the written request of at least five CSA members. Such request must include the reason for calling the special meeting.

Section 3 The regular meeting held in the month of May shall be known as the annual meeting. The agenda of the annual meeting shall include reports from committees and the election of CEC members, and any other items that the President deems necessary.

ARTICLE VII COMMITTEES

Section 1 The following shall be standing committees of the CSA—

Spotlight Committee: The Spotlight Committee recognizes members who have gone above and beyond in their role at East Central College, and their commitment to excellence for the betterment of students, faculty, and staff. Current Spotlight committee members and members that have received the award within the recent three years of nominations are restricted from receiving the Spotlight award.

Fundraising Committee: The Fundraising Committee leads the CSA in efforts that attract money and services required to fulfill the purposes of the CSA. The Fundraising Committee may be divided into subcommittees that work together to achieve this goal.

Christmas Outreach Committee: The Christmas Outreach Committee works with local organizations to sponsor an underserved family or families in our community at Christmas. The Christmas Outreach Committee leads the efforts to gather gift donations for each member of the family or families.

Celebrate CSA Committee: The Celebrate CSA Committee organizes an annual event typically held in the summer for all of CSA to gather all together as one group and get to know each other better through food and games or activities.

Section 2 The CEC or the CSA membership may establish additional standing or special committees, as needed. A motion to create a committee shall include its proposed name, purpose, and membership.

Section 3 The following college committees shall have CSA representation via an election by the CSA membership.
Committee chairs, rosters, and charges for these and all other college committees can be found in Falcon Nest.

Insurance Benefits Committee - reviews current insurance and wellness benefits offered to employees, provides recommendations on the insurance plans offered based on input and suggestions from employees, and assists with the development and implementation of insurance benefits/programs offered to employees. Serves as an advisory committee to the President. The final authority is given to ECC's Board of Trustees to approve proposals for coverage, rates, and vendors.
Requires two CSA representatives elected by the CSA membership with a rotating four-year term limit.

Shared Governance Council – promote open communication for discussion of college issues and development of recommendations to the College Administration.
Requires two CSA representatives: the CSA President and one CSA member elected by the CSA membership with a two-year term limit.

Section 4 Committee members in the college committees listed above as well as in all other college committees shall regularly report back to the CSA membership on its activities by email or in-person at the monthly CSA meeting.

ARTICLE VIII FINANCES

Section 1 The President, Vice President, and Treasurer shall jointly share the authority to draw on accounts owned by the CSA. All withdrawals shall require two signatures.

ARTICLE IX TERMS OF OFFICE

Section 1 Members of the CEC shall assume their offices on the first day of June following their election.

Section 2 Members of the CEC shall serve for two years or until their successors are elected and qualified.

Section 3 Elections for the CEC shall be staggered such that two members are elected in every even-numbered year and two members are elected in every odd-numbered year.

Section 4 There is no limit on the number of terms, consecutive or nonconsecutive, to which a member of the CEC can be elected.

Section 5 At a mutually convenient time following the election of new CEC members, but before they assume their offices, all outgoing, continuing, and incoming members of the CEC shall meet to arrange an orderly transfer of duties, information, and any records or property owned by the CSA.

ARTICLE X ELECTIONS

- Section 1 Nominations for the election of CEC members shall be accepted in advance of the annual meeting in May. The CEC shall set the dates and method by which nominations will be accepted. Each CSA member may submit only as many nominations as there are positions to be elected. Self-nominations are allowed. Nominations do not require a second.
- Section 2 To be a candidate for election to the CEC, one must—
- a) be nominated;
 - b) meet the qualifications for a member of the CEC as outlined in Article IV, Section 2;
 - c) consent to stand as a candidate.
- Section 3 The Vice President shall oversee the election process, unless standing for reelection. If standing for reelection the CEC shall appoint one of its members who is not standing for reelection to oversee the election process. Alternatively, the CEC may appoint a special committee for this purpose. This member or committee shall—
- a) solicit and collect nominations;
 - b) verify the qualifications of nominees;
 - c) obtain the consent or refusal of nominees to stand for election;
 - d) prepare the final list of candidates once the time for nominations has concluded;
 - e) notify the newly elected CEC officers.
- Section 4 If the number of candidates is equal to or fewer than the number of positions to be filled, those candidates are declared elected and a ballot is not held. If the number of candidates is greater than the number of positions to be filled, the CEC member or committee overseeing the election shall—
- a) prepare an official ballot and distribute it to the CSA membership;
 - b) collect the ballots and count them once the time for voting has concluded;
 - c) prepare a report that gives the results of the election and deliver it to the Vice President for certification.
- Section 5 The voting shall take place by an anonymous online platform prior to the annual meeting in May. Appropriate accommodations may be made for members to cast their votes via paper ballots if unable to cast votes electronically.
- Section 6 The Vice President or their designee shall certify the election and notify the Classified Staff body.
- Section 7 If three or more candidates tie for both positions, or if two or more candidates tie for one position, a second ballot shall be held between only the candidates involved in the tie. If the second ballot results in a tie, the winner or winners will be selected by drawing lots.
- Section 8 In the event of a vacancy in the CEC, a special election shall be held as soon as is practicable. The special election shall take place according to the provisions set forth in this Article, with the necessary modifications.
- Section 9 A CEC member elected at a special election shall assume office immediately upon the certification of the result and serve only the remaining unexpired portion of the vacating member's term.

**ARTICLE XI
QUORUM**

- Section 1 At meetings of the CSA membership, five members, including one member of the CEC, shall constitute a quorum.
- Section 2 At meetings of the CEC, three members shall constitute a quorum.
- Section 3 If the number of members of the CEC should fall below the minimum number required to constitute a quorum, the remaining CEC may appoint qualified CSA members to serve in a temporary capacity until a special election can be held.
- Section 4 If at any time all positions on the CEC are vacant, the CSA membership shall, as soon as is practicable and by any method it should deem appropriate, appoint a maximum of four qualified CSA members to serve as a temporary CEC until a special election can be held.

**ARTICLE XII
REMOVAL FROM OFFICE**

- Section 1 The CSA may remove a member of the CEC from office for cause at any regular or special meeting of the CSA membership, provided—
- a) that a statement of the reason or reasons is distributed to all CSA members with reasonable notice before any debate or vote on the motion is taken by the CSA;
 - b) that the statement is accompanied by a notice of the date, time, and place of the meeting at which the motion will be considered;
 - c) the member is given an opportunity to be heard and the matter considered by the CSA membership at the meeting;
 - d) that the membership votes, by two-thirds majority of the valid votes cast in a secret ballot, in favor of the member's removal from office.
- Section 2 Removal from office of a member of the CEC takes place with immediate effect.

**ARTICLE XIII
PARLIAMENTARY AUTHORITY**

- Section 1 In all matters not covered by its bylaws, standing rules, and policies, the CSA shall be governed by the current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

**ARTICLE XIV
RULES, PROCEDURES, AND POLICIES**

- Section 1 The CSA membership may adopt, amend, or abolish any rules, procedures, or policies that it may deem appropriate to provide for the transaction of business. The Secretary shall keep a record of all standing rules and policies.
- Section 2 A rule, procedure, or policy that conflicts with any provision of these bylaws shall be null and void to the extent of the conflict.

**ARTICLE XV
AMENDMENTS**

- Section 1 The CSA may amend these bylaws at any regular or special meeting of the CSA membership, provided—
- (a) that any proposed amendment is distributed to all CSA members with reasonable notice before any debate or vote on the amendment is taken;
 - (b) that the proposed amendment is considered by the CSA membership at the meeting;
 - (c) that the membership votes, by two-thirds majority of the valid votes cast, in favor of the proposed amendments.
- Section 2 Approved amendments have immediate effect, with the exception that no amendment that would render a sitting member of the CEC ineligible for the position to which he or she was duly elected shall take effect until the next general election.

**ARTICLE XVI
DISSOLUTION**

- Section 1 Any action to dissolve the CSA or merge it into another association must be approved by a two-thirds majority of the valid votes cast at a special meeting of the CSA membership called to specifically consider such action, and for which written notice has been issued to all members.
- Section 2 The CEC in office at the time of a vote of dissolution or merger shall be responsible for winding up the CSA's affairs. After paying or adequately providing for the payment of the debts, obligations, and liabilities of the CSA, the remaining assets shall be distributed to the East Central College Foundation.

**ADOPTED POLICIES
OF THE CLASSIFIED STAFF ASSOCIATION
OF EAST CENTRAL COLLEGE**

**POLICY 1
MCCA REPRESENTATION**

Adopted May 10, 2018

- Section 1 The President, or a CSA member designated by the President, shall serve as a representative between the CSA and the Missouri Community College Association (MCCA).
- Section 2 The MCCA representative shall—
maintain at all times an active membership with the MCCA;
acknowledge and accept that any work absences due to required participation in MCCA activities may or may not be compensated by East Central College;
be listed as an MCCA contact and disseminate MCCA information to the CSA.
- Section 3 Where possible, the MCCA representative shall attend the MCCA fall conference, and participate in workshops and other MCCA activities.