

# Jackson State Community College

## By-Laws of the Constitution of the Classified Employee Council

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*By-laws shall supplement the Constitution of the Classified Employee council and provide procedural guidelines not available in the Constitution.*

### Articles

- I. Budgetary Support and Method
  - a. The College shall provide budgetary support for the Council. Monetary support for travel, printing costs, and supplies as necessary for effective operation.
  - b. Budget request shall follow the policies and processes established by Jackson State Community College.
  - c. Fiscal year budget request shall be completed by the Secretary of the President and submitted on behalf of the Council.
- II. Procedures
  - a. Meetings
    - i. The time and place of the meetings shall be designated by the Chair or by the Council at large.
    - ii. Minutes from previous meetings shall be read and approved by the Council.
    - iii. A quorum to conduct business shall be two-thirds of the Council members, with all recommendations made on the basis of a simple majority. In the summer months, the necessary quorum may be reduced upon unanimous consent of the Council.
    - iv. Classified employees may attend any Council meeting, unless it is designated closed by the council Chair; but they may not vote.
    - v. Council meetings shall be concerned with those matters as outlined in the Constitution.
    - vi. All Council meetings shall be announced, in writing, to Council members and to the classified employees at large at least three (3) days prior to the scheduled time of the meeting.
    - vii. Agenda for each meeting will be submitted by the Chair to the Council.

- b. Parliamentary Authority
  - i. All meetings of the council shall be conducted under the parliamentary procedure as outlined in Robert's Rules of Order Revised.
  - ii. The Chair may appoint an official Council Parliamentarian if he/she deems it necessary.
- c. Voting
  - i. All business shall be decided by a simple majority of the total Council members present.
  - ii. Approval of constitutional amendments and by-laws shall require a two-thirds (2/3) majority of the Council.
- d. Method of Action
  - i. In its transactions with the administration or with the classified employees, through the President, the Council shall place its recommendations in writing, insofar as possible; and the Council may request a written response.
  - ii. All questions pertaining to Council authority shall be referred to the President for clarification. The President may refer the question to the administration or to the classified employees if deemed necessary.

### III. Committees

- a. In the event that special committees shall be selected by the Council or the administration, the Council chair shall appoint a representative from the council to serve on the special committee(s).
- b. When selected to serve on a committee, the Council member shall report back to the Council; and his report shall be recorded in the official Council minutes.
- c. It is acceptable for a council member to serve on more than one committee, but every effort shall be made to involve every member of the council in committee assignments.
- d. Failure of a Council member to function on the committee to which he is appointed shall result in his removal, by Council action, from that committee.
- e. Members of standing committees shall serve for a term of one (1) year, and they shall be eligible to succeed themselves.
- f. The purpose, responsibility, and duration of ad hoc committees shall be determined by the council.

#### IV. Constitutionality

- a. Any classified employee shall have the right to question the Constitution or any by-law. Objections shall be presented to the Chair.
- b. Should a question arise pertaining to the constitutionality of the by-laws, the classified employees at large shall rule on said constitutionality by a two-thirds majority vote of those present at a called classified employee meeting.
- c. Any classified employee shall have the right to request of the President of JSCC that Council decisions or recommendations be reviewed by the classified employees at large.
- d. Additions or Changes of By-Laws and Constitution
  - i. Any employee wishing to make additions or changes to these by-laws or the Constitution shall submit all suggestions, in writing, to the Chair.
  - ii. The proposal suggesting additions or changes of the by-laws or constitution shall be presented, in writing, to the classified employees prior to the next called classified employee meeting.
  - iii. Any addition or change of the Constitution or by-laws shall become effective upon a majority vote of approval by a specified date (whether for election or adoption) by the Council and approval of the President.
- e. Ratification
  - i. These by-laws shall be ratified by a two-thirds majority vote of the Council.
  - ii. After ratification, the by-laws and Constitution shall be printed in the Employee Handbook.

#### V. Finance

- a. Requests for Council expenditures shall require the approval of the Chair.
- b. The President of Jackson State Community College shall have final approval of the Classified Employee sponsored events.

#### VI. Classified Handbook

- a. The handbook will be generated from the Office of Human Resources. Suggestions or request regarding revision of the handbook can be directed to HR for consideration for a defined period of time before the revised handbook is approved.
- b. HR will notify the Classified Council regarding the opportunity for suggestions and request prior to approval of the handbook.