

Jackson State Community College

Constitution of the Classified Employee Council

The Classified Employee group of Jackson State Community College establishes this constitution as a guide to purpose and practices of the Classified Council.

Mission

The Classified Employee Council shall act as a liaison between the classified staff and other members of the institution; promote and protect employee welfare and morale; assist the community through charitable actions; and exercise the privilege of making recommendations pertaining to policy and procedure as needed.

General Practice and Organization

I. Direct Reporting

- a. The Classified Council shall report directly to the Office of the President of Jackson State Community College
- b. Signed copies of By-Laws and Constitution, as well as amendments are housed in the Office of the President. Human Resources maintains the Handbook and all document will be posted on JWeb.

II. Representation

The Classified Employee Council shall consist of the following:

- Three (3) representatives shall be elected from office and clerical employees.
- Two (2) representatives shall be elected from the maintenance/security employees.
- Four (4) representatives shall be elected from the classified employees at-large.

III. Election

The following guidelines shall be observed in the election of council members:

a. Representatives

- i. Each member shall be elected for a term of two (2) years and shall not be eligible for re-election to the Council, in any capacity, for a period of six (6) years. Representation shall be on a staggered-term basis.
- ii. The election of representatives from each of the employee groups shall be conducted during the month of April of the fiscal year preceding their term of service. The election will be conducted by the Classified Employee Council.
- iii. Representatives will be elected by a simple majority vote in any election when at least two-thirds of the group votes in the election.

- iv. In case of tie vote, a run-off election will be conducted by the Council.
- v. A classified employee who would be hindered by his or her job from attending meetings has the option of declining a position on the Council once during their employment with approval from the President.

b. Officers

- i. The election of the Classified Employee Council officers shall be conducted in June of the fiscal year preceding their term of service. In June, Classified Employee Council Chair-Elect shall make the standing committee appointments for the following fiscal year beginning July 1.
- ii. Officers shall serve for a term of one (1) year.
- iii. Names of the eligible nominees shall be placed on a ballot and distributed to the Council members during the May Council meeting to be tallied and announced during the meeting. Council members not eligible for election shall tally votes for election.

c. Failure to Complete Term

- i. In the event that any duly elected Council member shall be unable to complete his/her term of office, the Chair of the Council shall initiate the election of a representative to complete the term.
- ii. The mode of election shall be the same as the method observed in the election of the original member.
- iii. A person elected to fill a vacancy shall be eligible for re-election to the Council at the next regular election, provided the person has served a term of one year or less. Any person serving a longer term will be ineligible for a period of (6) six years.

IV. Member Responsibilities

a. Representatives

- i. Attend each Council meeting or send a representative if they are unable to attend.
- ii. Provide support and focus to Council meetings with participation in discussion and voting.

b. Chair

- i. Preside over Council meetings and establish agenda for each member.
- ii. Serves or appoints representatives to serve on councils and committees as appropriate to the office.

- iii. Maintain Council records and files with the exception of signed By-Laws and Constitution.
 - iv. Serve on the President's Cabinet as the representative of the Classified Employee Council and inform classified employees of current issues.
 - v. Report proceedings of Council meetings directly to the President at Cabinet Meetings.
 - vi. Sign roster for all newly active and terminated members
 - vii. Manage email groups for members, adding and removing members.
 - viii. Initiate elections for representatives and officers.
 - ix. Assist the Secretary to the President as needed in the preparation of budget request.
 - x. Prepare an annual report consisting of minutes of each Council Meeting, budget summary, and roster changes to be submitted to the Office of the President at the end of each fiscal year.
- c. Vice-Chair
- i. Serve in the place of the Chair should the Chair be unable to fulfill his/her duties
 - ii. Sign roster for all newly active and terminated members.
 - iii. Assist with Council projects as needed (development & community outreach).
 - iv. Notify new employees about Council purpose.
- d. Secretary
- i. Keep accurate and complete minutes of Council meetings.
 - ii. Transcribe the minutes of each Council meeting and submit them to the Council for approval.
 - iii. Post minutes to J-Web for classified employees to review and provide a copy to Chair to file.
 - iv. Maintain an official roster of all Council members including each member's start date and end-of-term date and office held (if any), signed by the Council Chair and Vice-Chair.
 - v. Maintain list employees eligible for election as Representatives and Officers.

- vi. Distribute ballot for election of Officers.

V. Meetings

- a. The Classified Employee Council shall meet on a regularly scheduled basis during the fiscal year. If the need arises, the Chair shall have the authority to call a meeting of the Council at any time during the year.
- b. Members elected during the April election shall begin their official term of office at the first meeting of the Council during the fiscal year immediately following their election, beginning July 1.
- c. Members elected during the April election shall attend the June meeting prior to the beginning of their official term of office on July 1.

VI. Duties

The duties of the Classified Employee Council shall be as follows:

- a. To hold regularly scheduled meetings which shall be designated as open or closed, depending on the nature of the business to be transacted.
- b. To request the participation, at any meeting, of individual classified employees or of the entire classified staff as is deemed necessary.
- c. To request the presence of any administrator at any Council meeting when a need arises for definition or clarification of school policy.
- d. To request the permission of the President to call a meeting of the entire Administration, Faculty, and Staff to present matters under consideration by the Council if such matters should affect the operation of the entire institution.
- e. To inform, by written communication, both administration and classified employees of action taken by the Council.
- f. To act in the best interest of the classified employees-which principle shall govern all Council actions.
- g. To determine the will of classified employees by polling either publicly or privately.
- h. To publish a proposed agenda of topics before each meeting, should such topics be of general interest and not specific tasks requested by administration or other special groups.

- i. To submit an annual report, to the President. This report shall detail the yearly activities of the Council, include suggested policy revisions, and present a general administrative evaluation as well as other pertinent data.
- j. To provide input for suggested revisions or changes to the Classified Handbook.