

**CONSTITUTION AND BYLAWS  
OF THE  
CLASSIFIED PERSONNEL COUNCIL OF COLORADO STATE UNIVERSITY**

**CONSTITUTION**

**ARTICLE I – NAME**

The name of the organization shall be the "CLASSIFIED PERSONNEL COUNCIL OF COLORADO STATE UNIVERSITY", hereinafter referred to as the Council.

**ARTICLE II – AUTHORITY AND MISSION STATEMENT**

A. Authority

The Council was ordered and established by the President of Colorado State University, hereinafter referred to as the President, and approved by the Governing Board of Colorado State University on March 2, 1973.

B. Mission Statement

The Classified Personnel Council serves to represent State Classified employees at Colorado State University by promoting, improving, and protecting their role within the University system. Its elected members form a united voice on issues and decisions that directly affect State Classified employees of the University.

**ARTICLE III – MEMBERSHIP**

The Council shall consist of up to thirty (30) members elected from the certified State Classified employees, as determined by election. The President or the designee of the President may appoint *ex-officio*, non-voting members to the Council.

**ARTICLE IV – OFFICERS**

Officers of the Council shall consist of a Chair, Vice Chair, Secretary, Treasurer, and any other officers as may be provided in the Bylaws.

**ARTICLE V – ADOPTION OF BYLAWS**

The Council may adopt such Bylaws as may be required for the accomplishment of its purposes.

## **ARTICLE VI – CHANGING THE CONSTITUTION**

- A. Proposals for changing the Constitution may be initiated by:
1. The President or the designee of the President;
  2. A simple majority of the voting members of the Council;
  3. Petition of five percent (5%) of certified State Classified employees; or
  4. The Executive Committee of the Council.
- B. Changes shall be approved by three-fourths (3/4) of the voting Council members subject to the approval of the President or the designee of the President.

## **BYLAWS**

### **ARTICLE I – MEMBERSHIP**

#### **A. Eligibility**

1. All certified State Classified personnel with appointments of half-time or greater who have been employed by Colorado State University for at least one (1) year as State Classified employees immediately prior to an election are eligible for membership on the Council. Employees reporting directly to the Colorado State University System or Board of Governors are not eligible.
2. Retired State Classified personnel are not eligible for membership on the Council, but may serve in volunteer capacities as approved by the Council.

#### **B. Nominations and Elections**

1. The membership year runs from July 1 to June 30. Elections are held in the spring semester each year for the membership term that begins on the next July 1.
2. Nomination forms shall be prepared and made available to any State Classified employee interested in being on the ballot. A call for nominations will be sent to all State Classified employees no later than March 10 each year.
3. Nomination forms shall require the printed name, date, and signature of the nominee and the nominees' immediate supervisor and Department Head. A brief biographical statement of the nominee and a statement of interest must be submitted with the nomination form.
4. Nomination forms must be returned by the due date stated on the nomination form.
5. The Executive Committee will work with University administrative staff to verify the eligibility of each nominee and prepare a ballot.
6. Election ballots shall be distributed to all State Classified employees with instructions for them to be returned within two (2) calendar weeks. Ballots may be distributed and returned on paper, electronically, or both.
7. Ballots shall be returned to the Office of the Vice President for University Operations.
8. The Executive Committee shall appoint three (3) Tellers from among the State Classified personnel who are not running for election to the Council to serve as ballot counters. The candidates with the highest number of votes shall be elected to the Council. In the event of a tie, the Tellers shall conduct a drawing to determine the final candidate(s). All ballots shall be retained for 60 days in case a recount is necessary.
9. The Tellers shall make a written report of election results to the President or the

designee of the President. Complete voting results shall also be given to Council members and to all candidates. The Chair shall notify all State Classified personnel of election results no later than the last day of May.

10. Elected candidates shall serve a three (3) year term on the Council and may run for reelection.
11. In the event that, following the regular election, fewer than 30 council seats have been filled, the Council may, in its discretion, hold a special election. The Executive Committee shall prescribe the procedures therefor. Members so elected shall serve the remaining portion of the membership year in which elected, plus two additional years, ending on June 30 and may run for reelection.
12. Vacancies
  - a. A vacancy occurs when a Council member resigns or otherwise terminates a term of membership on the Council.
  - b. In the event of a Council vacancy, the Council may make an interim appointment of any eligible State Classified employee based on a motion from the Executive Committee, or may call for nominations of and/or letters of interest from eligible State Classified personnel to serve on the Council. The members so appointed shall serve until the expiration of the vacant term of membership.

#### D. Attendance

It is the responsibility of every Council member to attend monthly Council meetings and functions. If a Council member is unable to attend a Council meeting or function, that member must notify a member of the Executive Committee in advance. The Secretary shall keep attendance and report on matters of attendance to the Executive Committee. Further, it is also the responsibility of Council members to serve on at least one Council Committee. If a Council member is unable to attend a Council Committee meeting or function, that member must notify the respective Committee Chair. When a member of the Council has missed three regular meetings or three Committee meetings in an appointment year (July-June), the Executive Committee will review the circumstances and, at the Executive Committee's option, discuss the matter with the member and, if appropriate, reach an informal resolution or make a recommendation to the Council to initiate recall proceedings.

#### E. Recall

Any member of the Council may be removed from office for good cause. Good cause means: (1) failure to comply with attendance requirements under Article I, section D; (2) malfeasance or neglect in the performance of their duties as a Council member; (3) or discontent on the part of the State Classified employees with the member's performance, as evidenced by a petition signed by five percent (5%) of State Classified employees, acknowledged by the Executive Committee. A motion to recommend removal must be made by the Executive Committee and approved by a vote of three-fourths (3/4) of the elected Council members. If approved, the recommendation shall be sent to the President or President's designee, whose approval or disapproval is final.

## **ARTICLE II - OFFICERS**

- A. The officers are:
  - 1. Chair
  - 2. Vice Chair
  - 3. Secretary
  - 4. Treasurer
- B. The officers constitute the Executive Committee.
- C. Current Council members with at least one (1) year of Classified Personnel Council experience shall be eligible to serve as an officer.
- D. The officers shall be elected by a majority vote of the Council.
- E. The officers shall serve for one (1) year from July 1 through June 30. An officer may be reelected to serve up to two (2) additional one (1) year terms provided the officer remains an elected member of the Council.
- F. The immediate past Chair shall be invited to serve as an ex-officio member of the Council if the membership term of the Chair has ended. Ex-officio members are not considered voting members.

## **ARTICLE III – DUTIES OF OFFICERS**

- A. Chair
  - 1. The Chair shall preside over all meetings of the Council.
  - 2. The Chair shall be the spokesperson for the Council at meetings, functions, etc.
  - 3. The Chair shall ensure that all Council activities are accomplished in a professional and timely manner.
  - 4. The Chair shall have expenditure authority for the Council. This authority is delegable.
  - 5. The Chair shall prepare an annual report before the end of each term for submission to the President or the designee of the President. The annual report, which must be approved by the Council, should contain details about the Council's activities and accomplishments for the year.
  - 6. The Chair shall receive an annual stipend in the amount of \$6,000, prorated by the

month and paid from a University centrally-funded account.

B. Vice Chair

1. The Vice Chair shall serve as Chair in the Chair's absence.
2. The Vice Chair shall be responsible for assigning Council members to committees.
3. The Vice Chair shall assume the duties of the Chair for the unexpired term in the event the Chair is unable to complete the full term. The Council may appoint another Council member to complete the term of the Chair should the Vice Chair be unable to assume the duties.
4. The Vice Chair shall have expenditure authority for the Council. This authority is delegable.
5. The Vice Chair shall receive an annual stipend in the amount of \$3,000, prorated by the month and paid from a University centrally-funded account.

C. Secretary

1. The Secretary shall keep minutes of all regular and special meetings, including a record of attendance by Council members.
2. The Secretary shall make available the minutes of each meeting after they have been approved by the Council.
3. The Secretary shall maintain copies of all Council minutes and special reports for the President or the designee of the President.
4. The Secretary shall be responsible for Council meeting arrangements (distribution of the agenda/meeting packet, making room reservations, teleconferencing setup, guest speaker logistics, publicizing time/location, etc.).

D. Treasurer

1. The Treasurer shall be responsible for the Council's fiscal affairs and must have basic working knowledge of the University financial systems, rules and regulations.
2. The Treasurer shall prepare a financial statement each month and report to the Council at each of the regular meetings.
3. The Treasurer shall prepare a fiscal year-end report for review and approval by the Council.

- E. In order to ensure a smooth transition, it is the responsibility of all outgoing officers to help train the incoming officers and to help close the budget.

## **ARTICLE IV – COUNCIL MEETINGS**

- A. Regular meetings of the Council shall be held monthly (minimum of nine/year).
- B. Except in exigent circumstances, meetings shall be held during normal working hours.
- C. Council members shall be granted administrative leave to attend Council meetings and to participate in other appropriate activities when held during normal working hours.
- D. Special meetings may be called by:
  - 1. The President or the designee of the President;
  - 2. Any five (5) voting members of the Council;
  - 3. The Chair; or
  - 4. A petition of five percent (5%) of the CSU State Classified employees.
- E. A quorum is required to transact any business requiring a vote. A quorum shall consist of a simple majority of the voting members of the Council (>50%).

## **ARTICLE V – PARLIAMENTARY PROCEDURES**

Any parliamentary procedure not covered by the Constitution and Bylaws shall be conducted in accordance with Council-accepted parliamentary procedures based on Roberts Rules of Order (as revised from time to time).

## **ARTICLE VI – COUNCIL COMMITTEES**

### **A. Executive Committee**

The Executive Committee sets the meeting agenda, conducts monthly meetings, oversees budget and executive functions of the Council, and acts on behalf of the Council between regular meetings.

### **B. Employee Recognition Committee**

The Employee Recognition Committee oversees all aspects of Council awards. This committee shall keep criteria and guidelines up to date, solicit applications and nominations in a timely manner, select awardees, promptly inform all nominees, nominators, and department heads as soon as the selection process is complete, and publicize the achievements of award recipients. Awards may be added or deleted by a majority vote of the Council.

C. Work Life Committee

The Work Life Committee is charged with researching, reviewing, evaluating and suggesting ways to improve the work lives of State Classified employees.

D. Communications Committee

The Communications Committee is responsible for disseminating information about the Council to State Classified employees and the University community. This committee shall explore means of communication and make recommendations on the appropriate methods to use in various instances.

E. Outreach Events Committee

The Outreach Events Committee is charged with increasing the visibility and engagement of the Council and State Classified employees at Colorado State University. This committee shall oversee the planning and execution of Council outreach and events, and the Council's involvement with University events and service projects.

F. Legislative Committee

The Legislative Committee is responsible for reviewing and reporting on legislation which may have an impact on the University community, especially when the impact on State Classified employees is direct. This committee shall report information to the Council and work closely with the President or designee of the President and the General Counsel.

G. Special Committees may be created at the discretion of the Council.

H. Any State Classified employee may join a Council Committee if a majority of the respective Committee members approve.

I. All Council Committees shall be chaired by a Council member unless a majority of the Council agrees to allow a non-Council person(s) to chair a committee.

**ARTICLE VII – UNIVERSITY, STATEWIDE, CITY COMMITTEES or OTHER AD HOC GROUPS**

The Executive Committee shall appoint members to represent State Classified employees on university, statewide, or city committees, taskforces, or ad hoc initiative groups that have a direct impact on State Classified employees. State Classified employees not affiliated with the Council may serve on university committees, but may not act as a representative of the Council unless approved by the Council.

**ARTICLE VIII – REPRESENTATIVES TO THE STATEWIDE LIAISON COUNCIL**

The Statewide Liaison Council (SLC) is a network of State Classified representatives from various higher education institutions in the State of Colorado. Participation in the SLC provides an opportunity to share information and gain insight on key legislation and issues pertaining to



higher education in Colorado. The Council views participation in the SLC as worthwhile within budget constraints.

A. Eligibility

The SLC representative and alternate must be current Council members.

B. Selection

The Executive Committee shall appoint a delegate and alternate from the current Council membership each year. A Council member may serve as the SLC delegate or alternate for two (2) consecutive years.

C. Expenses

The Council will support at least one member's participation in the SLC by paying reasonable travel expenses. The Executive Committee shall decide if the Council will support other members' participation and which SLC travel expenses will be reimbursed.

**ARTICLE IX – ORIENTATION**

The Chair shall organize and/or conduct an orientation session for all new Council members. This introductory session shall be held before the July meeting at a time and place determined by the Chair or designee of the Chair.

**ARTICLE X – TRAVEL FOR OFFICAL COUNCIL FUNCTIONS**

A State vehicle from the Colorado State University Motor Pool shall be used for Council-related travel. Exceptions may be made if approved by the Chair or Vice Chair prior to the travel.


**ARTICLE XI – CHANGING THE BYLAWS**

A. Proposals for changing the Bylaws may be initiated by:


- 1. The President or the designee of the President;
- 2. A simple majority of the voting members of the Council;
- 3. A petition of five percent (5%) of certified CSU State Classified employees; or
- 4. The Executive Committee of the Council.

B. A 30-day notice shall be given to Council members prior to voting on changes unless unusual circumstances dictate otherwise.

C. Changes shall be approved by a majority of the voting Council members subject to approval of the President or the designee of the President.

Approved:   
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**Chair, Classified Personnel Council**

Date: Sep 24, 2018

Approved:   
Lynn Johnson (Sep 24, 2018)  
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**Lynn Johnson**  
**Vice President for University Operations**  
**President's Designee**

Date: Sep 24, 2018