

YAVAPAI COLLEGE STAFF ASSOCIATION

CONSTITUTION

ARTICLE I

Name

This organization will be known as the Yavapai College Staff Association (YCSA).

ARTICLE II

Purpose and Responsibilities

The purpose of the YCSA is to provide the college with selected volunteer representatives who reflect the diversity, expertise, interests and may:

- Consider and make recommendations on matters of interest where such input is requested;
- Maintain and/or enhance communication between departments and administration;
- Provide input when requested, regarding policy recommendations in accordance with the processes and procedures of the college and support the pursuit of the Yavapai College Strategic Initiatives;
- Conduct periodic meetings and activities to achieve goals established by the membership.

ARTICLE III

Membership

Membership is open to all full-time and regular part-time staff (please refer to HR policy 2.2.1 – Employee Classification and Status) of Yavapai College to have a voice in YCSA matters. They may vote, serve as officers, and are eligible for various committees.

ARTICLE IV

Representation

A Board of Representatives consisting of six (6) members, (see Article III in the Bylaws for additional information regarding representation) including the following: President/Chairperson (2 year term), Vice President (2 year term), Secretary (2 year term), Staff Training Committee Chair (2 year term), Webpage Designer (2 year term) and one alternate (2 year term).

The Vice President, Administrative Services, will act as a liaison to the YCSA and as a non-voting, ex-officio member.

Representatives are elected in staggered terms (based on the Yavapai College academic year). The candidate(s) receiving the greatest number of votes become official Representative(s) of the Yavapai College Staff Association. YCSA members may cast votes equal to the number of Representative seats to be filled by voting for candidates who accepted nomination. Nominations for the annual election will be accepted in June of the ending academic year. Elections will be conducted by ballot through email canvassing YCSA membership. Representative terms begin in August of the new academic year following ratification of the election. Representatives may serve as many terms as they are elected.

Officers shall be a President/Chairperson, a Vice President, a Secretary, an alternate, a Website Designer, and a Staff Training Committee Chairperson. Officers are elected by the general membership. The Vice President serves in place of the President/Chairperson if the President/Chairperson is absent or unable to perform, and ascends to the President/Chairperson should the President/Chairperson resign or be recalled from office. Each officer may serve as many terms as s/he is elected.

Should any office become vacant, an election to fill the office is to be conducted as soon as is practical, and no later than the next regularly scheduled Association meeting. An appointment may be made if the Representatives agree an election is impractical. The newly elected or appointed representative will serve the remainder of the vacating representative's term.

An Election coordinator is appointed by the Representatives to conduct an annual and/or special election of Representatives. The Election coordinator must be a member of YCSA and not running for any office. The Election coordinator will solicit nominations for the vacant positions(s), arrange for an election to be held by canvass of the membership. The Election coordinator conducts the election and communicates the results of the election to the membership in writing.

ARTICLE V

Meetings

YCSA will meet at least once per semester, customarily on a Yavapai College Employee Day. All communication including minutes, notes and business will be posted on the YCSA website. Members may ~~also~~ request meetings through any of the Representatives or liaisons. The current agenda is to be posted on the YCSA website and communicated via the Yavapai College e-mail system by the secretary or webpage designer.

The Representatives can meet in person when there is a need. The day and time is determined by the Representatives, but the meeting is open to all members. The day and time is to be posted at least 24 hours prior to the meeting on the YCSA website and communicated via the Yavapai College e-mail system in a timely manner.

The President/Chairperson conducts all meetings. The Secretary prepares the agenda in consultation with the President/Chairperson, and takes minutes at all meetings. The minutes are posted on the YCSA website within five working days.

Meetings will be conducted according to general parliamentary procedure as defined by Robert's Rules of Order.

ARTICLE VI

Decision-Making

A YCSA quorum consists of at least 25% of the YCSA membership present at a scheduled meeting. A quorum of the Representatives consists of three (3) of the six (6) members. Any actions or recommendations taken by YCSA members require a simple majority; (50% + one) of the quorum.

Any actions or recommendations taken by the Representatives require a majority vote of the Representative quorum. Any actions or recommendations taken by the Representatives may be rescinded by a majority (51%) of the YCSA quorum.

ARTICLE VII

Recall

Recall of an elected YCSA Representative must be proposed by petition to the YCSA President/Chairperson by 25% membership of the Association. Such petition must identify an alternate candidate. A recall vote will be conducted at the next regularly scheduled meeting of the Association after the recall petition is received by the President/Chairperson. A Representative may be recalled by a majority vote of the membership. An affirmative recall vote seats the replacement candidate named in the recall petition. A recall vote must be conducted by ballot, recognizing absentee voting by e-mail canvassing YCSA membership.

ARTICLE VIII

Amendment

This constitution may be amended by a majority (51%) vote taken by canvas of all members of the Association. Amendments may be proposed by any member of the Association. Proposed changes to this Constitution and Bylaws will then be posted on the YCSA Group Homepage on the Banner portal, and will remain open for discussion for two weeks after the membership has been notified through the YCSA Group portal. Voting may take place by email or during a Yavapai College Employee Day meeting.

ARTICLE IX

Committees

The Yavapai College Staff Association participates and/or provides representation to various committees. The committees may vary year to year and YCSA representatives will attend on behalf of the membership as requested and/or needed.

Staff Training Committee

This committee is composed of members of YCSA. The purpose of this committee's participation is to advocate for, and support staff training efforts, through collaboration with Human Resources and various departments as requested, which contribute to the professional development of staff members.

Article X

YCSA Website/Banner Portal

The YCSA website will include pertinent information that is timely and accurate for staff members. The Web Designer is responsible for maintaining the website. A request to post information on the YCSA website will be at the Web Designer's discretion. Any internal request, to generate discussion among YCSA membership, will be posted through the Banner portal for review and discussion.

BYLAWS

ARTICLE I

Selection of Representatives and Officers/Elections

Representatives

The election of the YCSA Officers will be held at the first Employee Day of the fiscal year (August) of each year or as necessary to fill vacant positions. In early June, nominations will be requested from the YCSA membership via a Call for Nominations distributed by email to all YCSA members. A nominating committee will be appointed by the President/Chairperson. Nominees are required to obtain the approval of their immediate supervisor prior to accepting the nomination. The names of those employees who accept and volunteer to be representatives will be distributed and posted in early-mid July by email to the membership for vote. Ten calendar business days will be allowed for voting through email. Returned ballots will be counted by election committee (see Article IV) and results published on the YCSA website or through e-mail or through the YCSA Group Homepage in Banner announcing results to all members. The institution of the new officers will take place during the August (fall semester) YCSA meeting.

Alternates: One alternate will be elected during the above mentioned elections to serve for two years. The alternate may (see Article III) take the place of an elected YCSA board member should a vacancy occur for any reason. Elected alternates are non-voting members of the YCSA board until such time as they are called to fill a vacancy. Should more than one vacancy occur on the YCSA board, the additional vacancy(ies) will be filled by appointment of the YCSA board from the membership at large. Appointed Representatives shall serve the balance of the term of the Representative they replace.

One vote may be cast by an YCSA member.

ARTICLE II

Length of Term

In order to provide continuity in the structure of the YCSA, each representative may be re-elected for additional consecutive terms of office, pursuant to the vote of the YCSA membership.

The time spent as an appointed alternate representative or replacement YCSA officer is not considered a regular term of office.

ARTICLE III

Description of Duties

A. Officers

President/Chairperson

The President/Chairperson(s) will preside at all meetings. The President/Chairperson is responsible to prepare the agenda for all meetings with the assistance of the Secretary, conduct the meetings and act as an official member, or designate a representative for various committees. (2 year term)

Vice President

The Vice President will preside at meetings in the absence of the President/Chairperson and will assist the President/Chairperson as needed. (2 year term)

Secretary

The Secretary will be responsible for taking minutes, keeping records, keeping membership list current, and assists in web duties with the Webpage Designer. (2 year term)

Staff Training Committee Chairperson

The Staff Training Committee Chairperson will be responsible to identify, coordinate, and communicate with volunteer committee members (number of volunteers may vary depending on need) as a support team to assist the Human Resources manager in staff training opportunities as assigned. (2 year term)

Webpage Designer

The Webpage Designer will be responsible for ensuring and updating information on the YCSA website and YCSA Group Homepage on the Banner portal.

Alternate Representative

The alternate Representative is identified as a potential candidate for official office if necessary.

Officers may serve as a member of an assigned committee.

B. Representatives and Alternates

A minimum of six (6) representatives will be maintained at all times. When possible, there should be equal representation from all areas of campuses including, but not limited to, the following:

Prescott campus (2 members); Verde Valley campus (2 members), Prescott Valley Center or Chino Valley Agribusiness and Technology Center (1 member), and the Sedona Center (1 member).

Representatives are the liaisons between the YCSA, President's Leadership Team and the District Governing Board. As such, they are responsible for the flow of information, feedback and ideas. Representatives may simultaneously serve as YCSA officers.

Each YCSA member may serve on at least one committee, but no more than two (2) per calendar year.

ARTICLE IV

Meetings

YCSA meetings will be held in conjunction with Employee Day. Special meetings will be called when needed.

YCSA meeting information, minutes and discussion will be posted through the use of the YCSA Group Homepage in Banner or by email and updated by the YCSA secretary and Webpage Designer.

A quorum will consist of two-thirds (2/3) of the official representatives (6 members), including at least two (2) officers. No business shall be conducted without a quorum of the YCSA members.

The rules contained in the most current Robert's Rules of Order shall govern the YCSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order adopted by the YCSA.

ARTICLE V

Committees

YCSA members may be asked to serve on committees to examine and/or recommend in matters of institutional concern. Service is contingent on supervisor's approval.

The YCSA committees will include, but are not limited to:

Nominating/Elections Committee

Purpose: To secure an adequate group of nominees for vacancies that occur; to set the date, time, and location for election (to take place during August of each year; to solicit nominations for representatives); to verify nominees accept and volunteer to serve with supervisory approval; to prepare required ballots; and, to publicize when the election will occur and listing the slate of nominations. Representatives are elected in staggered terms (based on the Yavapai College academic year). (See Article I regarding the

election process.) This committee will identify the candidate(s) receiving the greatest number of votes who become official Representative(s) of the Yavapai College Staff Association and verify that YCSA members have cast votes equal to the number of Representative seats to be filled by voting for candidates who accepted nomination. They will receive nominations for the annual election in August of the academic year. This committee will conduct the elections by e-mail ballot canvassing YCSA membership with representative terms beginning in August of the new academic year following ratification of the election.

The YCSA will provide representation on other and various committees.

One representative of YCSA may be asked to attend District Governing Board meetings and shall be responsible for communicating Board action to the YCSA.

ARTICLE VI

Vacancies

If a representative resigns or leaves the employ of the College, she/he will be replaced by an alternate who will serve until the next election. In the event of a vacancy in an officer's position, the Board may appoint a replacement to serve for the un-expired term or may call a special election.

ARTICLE VII

Adoption of Bylaws

The Constitution and Bylaws were adopted by YCSA on January 23, 2008. They were amended on August 16, 2009 to reflect the changes to officers' terms and can be amended on a yearly basis or may be amended at any general or special meeting duly called for that purpose. They were amended on August 16, 2010, to include part-time staff in the association. They were amended on January 11, 2012, to reflect organizational changes within the College.

_____/S/_____
Jodie Buehler, President

Date: 01/11/12

_____/S/_____
Erin Elsner, Vice-President

Date: 01/11/12

_____/S/_____
Joni Westcott, Secretary

Date: 01/11/12

_____/S/_____
Cathy Gertsch, Staff Training Committee Chair

Date: 01/11/12

_____/S/_____
Ruth Lillie, Webpage Designer

Date: 01/11/12

APPROVED:
_____/S/_____
Clint Ewell, Vice President of Administrative Services

Date: 01/11/12