

## BYLAWS

### YAVAPAI COLLEGE STAFF ASSOCIATION PRESCOTT, ARIZONA September 28, 2020

#### **ARTICLE I. NAME AND PURPOSE**

##### Section 1 Yavapai College Staff Association

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

##### Section 2 Purpose

The purpose of the YCSA is to foster unity and a sense of identity among YC Staff and advance college-wide collaboration and communication.

- A. We are the voice of YC Staff.
- B. We strive to enhance the work experience for YC Staff.
- C. We promote professional development.

The Yavapai College Staff Association is a shared governance group established by the College Administration to promote effective leadership and support collaborative processes that enable Yavapai College to fulfill its mission.

#### **ARTICLE II. MEMBERSHIP**

Membership is open to all full-time staff, part-time staff, and student employees (please refer to HR policy 2.01 — Employee Classification and Status) of Yavapai College. Members vote on general items. A member may serve as a representative or an executive officer, as well as participate on various college or YCSA committees. There is no fee associated with membership.

#### **ARTICLE III. REPRESENTATION**

##### Section 1 Executive Board

The Executive Board consists of seven (7) officers, including the following: President (2-year term), Vice President (2-year term), Secretary (2-year term), Treasurer (2-year term), Past President (2-year term), Part-Time All College Representative (1-year term), and Student Employee All College Representative (1-year term). If the Past President is unavailable, a member at large will be elected as a voting member for the remainder of the vacant term. The Chief Human Resource Officer will act as the advisor to the YCSA and as a non-voting, ex-officio member. Executive Board Officers will be elected in staggered terms (based on the Yavapai College fiscal year).

##### Section 2 Division Representatives

Division Representatives are volunteer positions, who serve on YCSA committees and represent the body of the YCSA membership. The Representative term is for two years. Representatives are selected proportionally to represent exempt and non-exempt staff in each division. Exempt staff is selected odd calendar years, and non-exempt staff selected even calendar years.

Section 3        Committees

YCSA Division Representatives and Executive Board Officers serve on YCSA committees to introduce, discuss, or review Yavapai College matters and YCSA strategic initiatives. Each YCSA committee will select a chair and co-chair person annually at the start of each fiscal year.

One or more officers of the YCSA Executive Board will attend the District Governing Board meetings, serve as a member of the President's Cabinet, and may serve on other college committees. Executive Board officers shall be responsible for communicating with the YCSA membership relevant information from these groups.

**ARTICLE IV. ELECTIONS, SELECTIONS, VACANCIES, AND REMOVAL FROM OFFICE**

Section 1        Executive Board Elections (including Part Time Employee Member at Large)

An Election Coordinator is appointed by the Executive Board to conduct annual and special elections of the Executive Board. The Election Coordinator must be a member of YCSA and not running for any executive office. The Election Coordinator will solicit nominations for the vacant positions(s) and arrange for an election to be conducted by ballot through email canvassing of the membership. Representatives self-nominate with their supervisor's approval. The Election Coordinator conducts the election and communicates the results of the election to the membership electronically. The candidate(s) receiving the greatest number of votes are elected. Officer terms begin on July 1<sup>st</sup>. Officers may serve as many terms as they are elected.

The Student Employee All College Rep will be nominated by their supervisor and selected by the Executive Board. Term begins on July 1<sup>st</sup>. The Student Employee All College Representative may serve as many terms as selected while being a Student Employee of YC.

Section 2        Division Representatives Selection

A Selection Coordinator is appointed by the Executive Board to conduct annual and special selections of the Representative(s). The Selection Coordinator must be a member of YCSA. The Selection Coordinator will solicit nominations from the Division for their vacant positions(s). Representatives self-nominate, with both the supervisor and the division executive leadership approval. If more applications are received than openings, the YCSA Executive Board will review and make selection recommendations to the YC Executive Leadership Team. Representative terms begin on July 1<sup>st</sup>.

Section 3        Vacancies

Should an Executive Office become vacant, an election to fill the office is to be conducted as soon as it is practical and no later than the next regularly scheduled Association meeting. Should the Executive Board members agree an election is impractical, they will make an appointment. The newly elected or appointed Officer will serve the remainder of the vacated term.

If a Division Representative separates from the College or is unable to continue to serve, he/she will be replaced by an alternate who will serve out the two-year term. The YCSA Executive Board will ask the Selection Coordinator to solicit nominations from the appropriate division using the election procedures in Article IV Section 2.

Section 4 Removal from Office

If an elected Executive Officer or Division Representative demonstrates a lack of integrity or dereliction of duty, they may be removed by a majority vote of the Executive Board.

**ARTICLE V. DUTIES OF OFFICERS AND REPRESENTATIVES**

Section 1 Duties and Responsibilities of Officers

All Officers must be employees in good standing with Yavapai College.

- A. The President will: (2-year term)
  - Act as the Chair of the Executive Board and YCSA spokesperson; and
  - Set the agenda for all meetings with the assistance of the Secretary; and
  - Preside at all meetings; and
  - Act as an official member, or designate a representative for various committees; and
  - Oversee the establishment and operation of committees and ensure each committee member understands the expectations and duties related to committee appointment.
  - Assist YCSA in meeting strategic initiatives; and
  - Serve as a liaison between all staff and YCSA; and
  - Serve on one or more YCSA committees.
  
- B. The Vice President will: (2-year term)
  - Participate as a member of the Executive Board; and
  - Preside at meetings in the absence of the President; and
  - Will assist the President as needed; and
  - Ascend to the office of President should the President separate from the College or be removed from office; and
  - Assist YCSA in meeting strategic initiatives; and
  - Serve as a liaison between all staff and YCSA; and
  - Serve on one or more YCSA committees.
  
- C. The Past President will: (2-year term)
  - Participate as a member of the Executive Board; and
  - Serve as a mentor to the new President; and
  - Perform other duties as assigned by the President; and
  - Preside at meetings in the absence of the President and Vice President; and
  - Assist YCSA in meeting strategic initiatives; and
  - Serve as a liaison between all staff and YCSA; and
  - Serve on one or more YCSA committees.
  
- D. The Secretary will: (2-year term)
  - Participate as a member of the Executive Board; and
  - Prepare the agenda in consultation with the President
  - Post agendas within one day of a meeting; and
  - Keep a record of attendance at meetings; and
  - Prepare and post minutes within ten working days of a meeting; and

- Keep records not limited to Executive Officer and Representatives lists; and
- Assist YCSA in meeting strategic initiatives; and
- Serve as a liaison between all staff and YCSA; and
- Serve on one or more YCSA committees.

E. The Treasurer will: (2-year term)

- Participate as a member of the Executive Board; and
- Serve as the purchasing liaison for the YCSA; and
- Assist YCSA in meeting strategic initiatives; and
- Serve as a liaison between all staff and YCSA; and
- Serve on one or more YCSA committees.

D. The Part-Time All College Representative will: (1-year term)

- Participate as a member of the Executive Board; and
- Assist YCSA in meeting strategic initiatives; and
- Serve as a liaison between Part-Time Employees and YCSA.

E. The Student Employee All College Representative will: (1-year term)

- Participate as a member of the Executive Board; and
- Assist YCSA in meeting strategic initiatives; and
- Serve as a liaison between Student Employees and YCSA.

Section 2 Duties and Responsibilities of the Board of Representatives

All representatives must be employees in good standing with Yavapai College.

A. Representatives will: (2- year term)

- Assist YCSA in meeting strategic initiatives; and
- Serve as a liaison between their division and YCSA; and
- Serve on one or more YCSA committees.

Section 3 Attendance and Participation

Following absence from three consecutive committee meetings, the YCSA Executive Board will consider the Representative's standing with YCSA and consider removing them from their position by a majority vote.

**ARTICLE VI. MEETINGS**

Section 1 All Member Meetings

YCSA will meet at least once per semester, customarily on a Yavapai College Convocation Day(s). All communication including minutes and notes will be posted on the YCSA website. The current agenda will be posted on the YCSA website before the meeting and will be communicated by the Secretary via the Yavapai College e-mail system.

Section 2 Executive Board Meetings

The Executive Board will meet monthly. The Board determines the dates and times. The meetings are open to all members. The date and time shall be posted at least 24 hours before the meeting on the YCSA website and communicated promptly via the Yavapai College e-mail system by the Secretary.

Section 3 YCSA Committee Meetings

YCSA Committees will meet as needed to address committee goals and objectives as they relate to YCSA strategic initiatives.

**ARTICLE VII. DECISION-MAKING**

A quorum of the Executive Board consists of four (4) of the seven (7) members. Any actions or recommendations taken by YCSA Executive Board requires a simple majority; (51%) of the quorum.

**ARTICLE VIII. AMENDMENT**

Any member of the Association may propose amendments to the Bylaws. Proposed changes will then be posted on the YCSA homepage, and the membership will be notified by the Secretary via YC email and posting on the YCSA website. Once the membership is notified, the proposed amendments will remain open for discussion and comments for two weeks. Voting on proposed amendments will take place through the YCSA website. To amend the Bylaws, a majority of the votes received must approve the proposed amendments.

**ARTICLE IX. ADOPTION OF BYLAWS**

The original 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, which can be amended yearly or may be amended at any general or special meeting 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. They were amended on January 1, 2020, to reflect organizational changes within YCSA and to condense the Constitution and Bylaws into Bylaws only. They were amended on September 28, 2020, to be more inclusive of part-time and student workers.

*Katherine Anderson*

Katherine Anderson, President

Date 9/29/2020

*Julie Galgano*

Julie Galgano, Vice-President

Date 09/29/2020

*Shannon Johns*

Shannon Johns, Secretary

Date 9/29/2020

*Karen Smith*

Karen Smith, Treasurer

Date 9/29/2020

*Lisa Schlegel*

Lisa Schlegel, Past President

Date 10/7/20

APPROVED:

*Emily Weinacker*

Dr. Emily Weinacker, Chief Human Resources Officer

Date 10/14/2020

*Lisa B. Rhine*

Dr. Lisa Rhine, President Yavapai College

Date 10/14/2020