

**STATEWIDE LIAISON COUNCIL  
OF HIGHER EDUCATION  
CLASSIFIED STAFF**

**Ratified  
February 7, 2014**

# **CONSTITUTION AND BYLAWS**

## **STATEWIDE LIAISON COUNCIL OF HIGHER EDUCATION CLASSIFIED STAFF**

### **CONSTITUTION**

ARTICLE I. The name of this body shall be the "Statewide Liaison Council of Higher Education Classified Staff".

ARTICLE II. Purposes: A Statewide Liaison Council (SLC) is hereby established whose objectives and goals are to serve all Classified Staff in the institutions of higher education. Specifically the objectives of the Council are:

1. To have a sincere interest and concern for the continuing goals, purposes, and functions of the institutions of higher education in Colorado;
2. To seek active representation and involvement of Classified Staff in the affairs of higher education in Colorado;
3. To provide an opportunity for Classified Staff to participate in the achievement of the goals and responsibilities of the institutions of higher education in Colorado and to lend a unit of purpose to the efforts of the entire educational community;
4. To act as a spokesman for the needs and concerns of the Classified Staff in higher education in Colorado;
5. To provide a means through which Classified Staff may be represented and have a voice in making decisions which affect them and for which they have particular expertise;
6. To provide a means through which a better understanding may be brought about between Classified Staff and the State Personnel System;
7. To seek to improve the public image of Classified Staff within the various institutions of higher education;
8. To provide a means of association and inter-communication among the Classified Staff within the state institutions of higher education;
9. To assist in establishing a classified staff Council in every institution of higher education in the State of Colorado.

# BYLAWS

## I. Representation and Membership

- A. The Council shall consist of Classified Employee representatives from public institutions of higher education in Colorado. A Classified Employee for the purpose of representation by the Council shall be one who has a job or position in the Colorado State Personnel System as defined by the State Personnel System rules and regulations and by the Constitution of the State of Colorado and laws enacted pursuant thereto.
- B. All Classified Employees are eligible to participate regardless of any other staff council affiliation.
- C. There shall be one voting delegate and one alternate per State institutional campus. Multiple alternates may be identified for each campus, but only one alternate may attend each meeting in addition to the voting delegate. Additional alternates may attend meetings upon approval of the Executive Board.
- D. The alternate shall serve in the absence of the voting delegate. If both the voting delegate and alternate are unable to attend a meeting, the voting delegate may certify a proxy representative by notifying the President in writing prior to the meeting.
- E. Upon request, non-voting ex-officio members may be appointed to the Council by the Executive Board with the approval of the Council.
- F. The voting delegate shall serve for a term of two years. Consecutive terms may be served. Terms of appointment shall be designated by the rules of each campus.
- G. If the seat of any member of the Council shall become vacant, vacancies shall be filled in accordance with Section VI. D. (3).

## II. Meetings

- A. A Council Year shall be defined as that time from July 1 through the following June 30.
- B. The Council shall meet four times per council year as designated in the Standing Rules. Meeting locations shall be finalized one year in advance. The place of the meeting may be set at the discretion of the Executive Board in cooperation with the hosting campus. One meeting per council year may be cancelled at the discretion of the Executive Board. Additional cancellations shall be approved by a majority vote of the Council. Video and/or teleconferencing facilities shall be used when feasible to facilitate attendance for those with travel difficulties.
- C. Special meetings of the Council may be called by the President, a majority vote of the Executive Board, or a majority vote of the Council.

### **III. Officers**

The Officers of this Council shall include a President, Vice President, Secretary, Treasurer, and regional representatives. Regional representatives shall encompass the southern, central, northern, and, western areas of Colorado. Regional “co-representatives” may be elected and/or appointed at the discretion of the President and/or at the recommendation of the Council. Any institutional representative is considered to be eligible to hold one of these offices. No more than two (2) individuals from a specific institution may serve as an Executive Board Member. Exceptions may be granted by the Executive Board on a case-by-case basis.

### **IV. Duties of Officers**

- A. Duties of all Officers shall be identified in the Standing Rules. These are subject to change at the discretion of the Executive Board or by a majority vote of the Council.
- B. The Elections Committee shall notify all institutions of positions to be filled in the annual election at the November meeting. Nominations and biographies of candidates shall be submitted to the Elections Committee by the February meeting. Biographies of all nominees shall be made available on the website within ten (10) business days of the close of the February meeting. If either the November or February meetings are cancelled, then this business may be conducted electronically.

### **V. Executive Board**

- A. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer and the Regional Representatives. The immediate past president may serve as a non-voting ex-officio member of the Executive Board.
- B. It shall be the duty of the Executive Board to carry on the work of the Council during the interval between the general meetings and report such matters to the Council.
- C. Any action of the Executive Board can be rescinded or modified by majority vote by the Council’s voting delegates, except when the matter has been specifically delegated to the Executive Board by the Council.

### **VI. Elections**

- A. The Elections Committee shall consist of the Vice President, Secretary, Northern and Southern Regional Representatives in even numbered years; the President, Treasurer, Central and Western Regional Representative in odd numbered years.
- B. The Elections Committee shall notify all institutions of positions to be filled in the annual election by the July meeting. Nominations and biographies of candidates shall be submitted to the Elections Committee by the November meeting.

Biographies of all nominees shall be made available on the website within ten (10) business days of the close of the November meeting.

C. Elections of designated Council officers shall be held at the last meeting of the Council Year. The elected officers shall be considered "seated" at the close of the meeting.

D. Election of Council Officers:

1. Elected Officers shall serve for a term of two (2) years. The new term of office begin at the close of the first general meeting of the council year.
2. The President, Treasurer, Central and Western Regional Representatives shall be elected in odd-numbered years. The Vice President, Secretary, Northern and Southern Regional Representatives shall be elected in even-numbered years.
3. In case of a vacancy in the office of President, the Vice-President shall assume the responsibilities of President as defined in the Standing Rules. The office of President shall be filled by nomination and election at the next Council meeting. Unexpired terms of other Executive Board members shall be filled by nomination and election in accordance with Section VI at the next scheduled Council meeting. Interim vacancies of Regional Representatives shall be filled by action of the Executive Board.
4. Any Officer may be recalled by a majority vote of the voting delegates after a hearing by the Council. The initiative for recall vote shall be a signed petition of not less than one-third of the voting delegates.
5. No person may be elected to serve as President or Vice President unless the candidate has at least one (1) year immediately preceding Council Year of consistent council service.

## **VII. Quorum**

- A. Three members of the Executive Board shall constitute a quorum.
- B. A majority of the certified voting delegates to the Council shall constitute a quorum authorized to transact business at any regular or special meeting of the Council.

## **VIII. Parliamentary Authority**

The parliamentary authority of the Council on matters not covered by the constitution and bylaws shall be the Roberts Rules of Order (latest edition).

## **IX. Relationships with Other Groups**

SLC shall assume a neutral position with regards to any external interest group, and shall neither endorse nor condemn any actions or inactions made by any

external interest group. The Executive Board shall have authority in determining whether or not an individual or entity is an external interest group.

- A. Any external interest group may request an audience at any general meeting. Requests shall be made in writing to the Executive Board at least thirty (30) days prior to a general meeting.
- B. Representatives from any external interest group may be invited to speak at any general meeting at the discretion of the Executive Board or by a majority vote of the Council.

## **X. Finances**

- A. The budget shall be ascribed from monies received through registration fees at the organization's meetings.
  - 1. Any donation by any party to SLC may be handled through the Executive Board or at a regular meeting.
- B. The books shall be audited annually by December 31st and the audit report presented at the first meeting of the council year.

## **XI. Amendments to the Constitution of Bylaws**

### **A. Constitution:**

Additions, deletions, or changes to the constitution must be initiated in writing by the Bylaws Committee. The proposed change must be submitted to the Executive Board at least 30 days prior to a general meeting. The Executive Board shall study the amendment(s) and report its recommendations in writing to all voting delegates of the Council at least 15 days prior to the next general meeting. If an amendment receives a majority vote at that general meeting, it shall become effective at the close of that general meeting.

### **B. Bylaws:**

Additions, deletions, or changes to the bylaws must be initiated in writing by the Bylaws Committee. The proposed change must be submitted to the Executive Board at least 30 days prior to a general meeting. The Executive Board shall study the amendment(s) and report its recommendations in writing to all voting delegates of the Council at least 15 days prior to the next general meeting. If a proposed amendment received a majority vote at that general meeting, it shall become effective at the close of that general meeting.

### **C. Standing Rules:**

Additions, deletions, or changes to the Standing Rules may be initiated by any voting delegate through a formal motion at any general meeting. If the motion receives a majority vote of the Council, it shall become effective at the close of that meeting.

## STANDING RULES

### STATEWIDE LIAISON COUNCIL OF HIGHER EDUCATION CLASSIFIED STAFF

#### Meetings

1. Regular meetings shall be held on or around the 1<sup>st</sup> Friday of July/August, November, February, and April. Meetings shall be hosted as follows: July/August – Western Region; November – even-numbered years to be hosted by Southern Region, and odd-numbered years to be hosted by Northern Region; February – Central Region; April – Executive Board’s Discretion;. Exceptions shall be approved by a majority vote of the Council.
2. Fees for meetings shall be \$40 for voting members, and \$20 for non-voting members. Fees are due by the registration deadline, and shall not be refundable after the registration deadline passes. Exceptions shall be evaluated by the Executive Board on a case-by-case basis.
3. The following shall be duties of the Host Institution (reasonable efforts to keep costs low are encouraged):
  - A. Secure a meeting room. It is recommended that “smart” rooms be secured when possible to facilitate technology needs, such as wireless network access, teleconferencing, videoconferencing, etc.
  - B. Secure wireless network authentication for guests, if applicable.
  - C. Secure discounted rates for local lodging for participants (participants shall be responsible for scheduling and payment). Consideration shall be given to hotels which provide a free breakfast.
  - D. At least 45 days prior to the general meeting, provide to the Treasurer: local lodging and room rates, maps and/or travel directions to the hotel and to the meeting location(s), parking information (along with rates, daily permits, etc.), and any other relevant information.
  - E. Arrange for limited morning beverage service and full lunch, coordinating costs with the Treasurer. Providing a continental breakfast at SLC’s expense is not recommended due to costs, especially if the chosen hotel offers this service. An SLC-provided continental breakfast will be provided only with the approval of the President and the Treasurer. Hosting agencies are, of course, welcome to provide any services they choose at their expense.
  - F. Arrange for guest speaker(s) in collaboration with the Vice President.
  - G. In collaboration with SLC Vice President, provide formal invitations to relevant interested parties for formal interactions with the council.

## **Job Duties**

### 1. Job duties of the Executive Board are as follows:

#### A. The President shall:

1. Prepare the agenda and preside at all meetings of the Council and Executive Board. The President shall not have voting rights unless needed to break a tie.
2. Enforce the obligations imposed by the constitution and Bylaws relating to the administration of the work of the Council and the Executive Board.
3. Appoint, with the approval of the Executive Board members, all committees deemed necessary by the Executive Board of the Council.
4. Perform other duties as may be deemed necessary and assigned by the Council or the Executive Board.
5. Appoint a Parliamentarian.
6. Appoint an audit committee of two (2) or three (3) Classified Staff for a term of one (1) - two (2) years.
7. Represent Statewide Liaison Council of Higher Education at all State Personnel Council meetings (e.g. Council of Councils).

#### B. The Vice President shall:

1. Serve as President in his/her absence.
2. Assume the duties of the President if the President resigns or is otherwise unable to complete the term of the office.
3. Maintain relations with participating institutions and update the list of representatives.
4. Maintain and update the SLC Web Page, with the aid of the Executive Board or a designee.
5. Perform other duties as may be deemed necessary and assigned by the Council or the Executive Board.
6. Coordinate selection of speakers or workshops at all meetings.

#### C. The Secretary shall:

1. Keep a record of minutes of all regular and special meetings of the Council and Executive Board.



2. Keep the official roll of members of the Council and the attendance record of members at meetings of the Council and Executive Board.
3. By no later than fifteen (15) business days after a meeting, the Secretary shall distribute minutes to all voting delegates of the Council who will, in turn, distribute copies to their constituents.
4. Conduct all official correspondence and meeting notices as directed by the President.
5. Maintain a file of all records and correspondence necessary for the transaction of the official business of the Council.
6. Send Constitution, Bylaws, and Standing Rules and Membership Roster with meeting dates to new voting representatives.
7. Perform other duties as may be deemed necessary and assigned by the Council or the Executive Board.

D. The Treasurer shall:

1. Have responsibility for all monies acquired by the Council.
2. Furnish a financial statement to the Council at each meeting, such statements to be placed on file, as a part of the minutes, with the Council Secretary.
3. Distribute general meeting registration forms, hotel information, and other relevant information to all members.
4. Collect all registration monies and provide a list of registrants to the host institution and President.
5. Provide all relevant data for annual audits.

E. The Regional Representatives shall:

1. Keep in contact with the schools in their region during the time between SLC meetings.
2. Present represented schools' college reports at the SLC meetings.
3. Bring issues/problems of our represented schools to the SLC meetings for those schools that don't have a classified staff council.
4. Add content to the website for the schools we represent.

F. The Parliamentarian shall:

1. Serve as a non-voting member of the Council, who will ensure order for the good of the Council by interpreting and applying the rules established by Constitution, Bylaws, and Standing Rules as necessary.

# ATTACHMENT A\*

## PARTICIPATING INSTITUTIONS

### CENTRAL

Arapahoe Community College	Littleton
Colorado School of Mines	Golden
Community College of Aurora	Aurora
Community College of Denver	Denver
Front Range Community College	Westminster
Metropolitan State College	Denver
Red Rocks Community College	Lakewood
University of Colorado – Anschutz Medical Campus	Aurora
University of Colorado - Boulder	Boulder
University of Colorado - Denver	Denver

### NORTHERN

Colorado State University	Fort Collins
Front Range Community College – Larimer Campus	Larimer
Front Range Community College – Westminster Campus	Boulder County
Morgan Community College	Fort Morgan
Northeast Junior College	Sterling
University of Northern Colorado	Greeley

### SOUTHERN

Adams State College	Alamosa
Colorado State University-Pueblo	Pueblo
Lamar Community College	Lamar
Otero Junior College	La Junta
Pueblo Community College	Pueblo
Pikes Peak Community College	Colorado Springs
Trinidad State Junior College	Trinidad
University of Colorado – Colorado Springs	Colorado Springs

### WESTERN

Colorado Northwestern Community College	Rangely
Colorado Mesa University	Grand Junction
Western State College of Colorado	Gunnison
Fort Lewis College	Durango

\*College/University by Region – List Revised June 1, 2012