

**Lewis-Clark State College
Classified Staff Organization
Bylaws
July 25, 2019**

Article I. Mission

To represent the interests of classified employees at Lewis-Clark State College by working with other constituents of the campus for the improvement of personnel and program management, morale, working conditions, and productivity.

- A. To provide leadership opportunities for classified employees in the promotion and development of programs, policies, and procedures that complement the LCSC Mission.
- B. To provide formal representation on behalf of classified employees in policy matters pertaining to personal and professional welfare.
- C. To promote an active role for classified employees in the institution's governance structure.
- D. To make recommendations regarding the establishment, interpretation and publicity of operating policies and procedures.
- E. To cooperate with the Faculty and Professional Staff Organizations in the formulation of joint recommendations relative to problem solving common to faculty, professional and classified employees.
- F. To promote and encourage ethical practices among classified employees.
- G. To form committees, as necessary, to study special and/or continuing topics of interest to classified employees.
- H. To provide representation and/or recommendations to general campus committees and other study groups.
- I. To call to the attention of the President all matters concerning classified staff affairs in all divisions and departments.

Article II. Membership

Membership in the LCSC Classified Staff Organization (hereafter referred to as CSO) is open to all classified staff and is automatic the first day of employment. Membership does not include:

- A. Employees in a professional position
- B. Employees holding faculty rank
- C. Irregular help
- D. Student workers

A person ceases to be a member of the CSO upon termination or change of position to non-classified rank.

Article III. Membership Meetings

Section 1: Meetings

The CSO will meet at least four times per fiscal year. Special meetings may be called by the CSO Chair or upon the written request of three CSO members.

Section 2: Quorum

A quorum shall consist of members present at meetings. General business of the CSO shall be ratified by a majority of votes cast.

Article IV. Elections

The Chair, Chair-Elect, Recording Secretary, Web Secretary and Treasurer shall be elected from the collective CSO body. These positions shall henceforth be referred to as the "CSO Officers."

Section 1: Election Process

The Nomination/Election Committee will solicit nominations from the CSO membership, with an ideal goal of 3 candidates per position. The committee will work together to contact all nominees and obtain acceptance of nominations. The voting of CSO officers will be done online or at an official meeting and the new officers will be announced at the last scheduled CSO meeting of each fiscal year. If, for any reason, the individual receiving the most votes declines his/her elective office, the next individual receiving the most votes will be contacted to serve. If the person who received the next highest votes declines the office, the Nomination/Election Committee will solicit nominations from the membership and a special election will be held. Members may accept nominations for multiple positions, though may not serve in more than one at a time.

Section 2: Vacancies

In the event a vacancy occurs during an officer's term due to resignation, termination, reclassification or the member's inability to perform his/her duties, the member will submit a formal resignation notification to the current CSO Chair stating the reason for the vacancy. If the Chair is resigning, the letter would go to the Chair-Elect. The Chair/Chair-Elect will notify the current Nomination/Election Committee who will contact the person receiving the next highest votes to assume the duties of the vacated office. If, for any reason, the runner up declines the position, the Nomination/Election Committee will begin a special election process.

In the event an officer is unable to fulfill their responsibilities for a period of more than 60 days, the CSO Chair/Chair-Elect will assume the officer has resigned from their duties and will notify the Nomination/Election Committee to begin the replacement process, whether or not notification is received.

When the vacancy is filled, the new officer will serve the remainder of the term.

Article V. Officers

Chair shall:

- A. Serve a one-year term.
- B. Meet with other CSO officers prior to each quarterly meeting to set agenda for the CSO meeting.
- C. Preside at quarterly CSO meetings.
- D. Represent the CSO at President's Council and provide reports as requested.
- E. Determine necessary subcommittees, with the majority approval of the CSO Officers.
- F. Maintain lines of communication between the CSO, CSO Officers, College President, Faculty Senate, Professional Staff Organization and Associated Students.
- G. Nominate representatives to college committees, as requested by the college President or other campus entities, and with the approval of the CSO Officers.
- H. Perform other duties pertaining to the office of Chair, including but not limited to:
 1. Serve as and recruit other CSO members to serve as FAC Observers. (Note: If Chair has prior observation experience, Chair does not need to serve, only Chair the committee.)
 2. Consolidate and prepare CSO's final written FAC Report.
 3. Give an oral presentation of CSO's FAC Report to the President's Cabinet.
 4. Review and provide approval for all monetary transactions.
 5. Represent CSO members as requested by any campus constituent.
 6. Serve on committees at the request of Administration.
 7. Notify Accounts Payable/Controller's Office of new Treasurer to be assigned access to cost center.
- I. Serve on the Compensation Review Committee as a CSO representative.
- J. Briefly present the CSO at new staff orientations.
- K. Provide new officer orientation between the election results and June 30th, and on-going guidance as needed to provide smooth transition of duties.

Chair-Elect shall:

- A. Serve a one-year term, prior to becoming Chair.
- B. Meet with other CSO officers prior to each quarterly meeting to set agenda for the CSO meeting.
- C. Assume duties and responsibilities of the Chair in the event of absence or disability.
- D. Chair the Bylaws Committee and maintain the most current copy of the approved bylaws as well as proposals for bylaws amendments.
- E. Serve on the Compensation Review Committee as a CSO representative.
- F. Provide new officer orientation between the election results and June 30th, and on-going guidance as needed to provide smooth transition of duties.

Past Chair shall:

- A. Attend CSO and, by invitation, CSO Officers' meetings.
- B. Provide advisement and/or services in CSO and CSO Officers meetings.

Recording Secretary shall:

- A. Serve a one-year term.
- B. Meet with other CSO officers prior to each quarterly meeting to set agenda for the CSO meeting.
- C. Coordinate, with the other CSO Officers, and prepare agenda for all four General CSO meetings per fiscal year.
- D. Act as recorder at all CSO and CSO Officers' meetings by taking minutes thereof, and submitting to the Web Secretary within ten (10) working days.
- E. Communicate meeting schedules to CSO members prior to, and day of, each meeting.
- F. Notify Chair of members who are eligible to serve on the Employee of the Year Committee.
- G. Provide new officer orientation between the election results and June 30th, and on-going guidance as needed to provide smooth transition of duties.

Web Secretary shall:

- A. Have working knowledge of current campus web program.
- B. Serve a one-year term.
- C. Meet with other CSO officers prior to each quarterly meeting to set agenda for the CSO meeting.
- D. Maintain and update the CSO web site.

- E. Post CSO meeting minutes within fifteen (15) working days after general meetings.
- F. Serve as the Nomination/Election Committee Chair.
- G. Post CSO officer nomination and voting on the website.
- H. Assist the CSO Employee of the Year and Employee Recognition Committees to provide web support for nominations, raffles, hardship donations, and other communications.
- I. Function as the primary officer to maintain the CSO@lcsc.edu e-mail. This will include answering e-mails or forwarding them to the appropriate person, maintaining the in-box, and notifying IT of changes in CSO officers who should have access to the e-mail.
- J. Provide new officer orientation between the election results and June 30th, and on-going guidance as needed to provide smooth transition of duties.

Treasurer Shall:

- A. Serve a one-year term.
- B. Meet with other CSO officers prior to each quarterly meeting to set agenda for the CSO meeting.
- C. Maintain and be responsible for the funds collected by the CSO.
- D. Submit a financial/Treasurer's Report at quarterly CSO meetings.
- E. Maintain lines of communication with the CSO Chair and Employee Recognition Committee Chair.
- F. Attend training for processing online requisitions, if doesn't already have working knowledge.
- G. Process all online requisitions/monetary transactions.
- H. Manage raffle ticket sales and maintain related records.
- I. Provide new officer orientation between the election results and June 30th, and on-going guidance as needed to provide smooth transition of duties.

Article VI. Expenditures

Use of treasury funds should primarily support hardship donations, retirement and milestone gifts, refreshments and door prizes at CSO meetings, the lunch for CSO members at the yearly CSO social and a donation of \$50 to \$100 to Winter Revels. Organizational donations will be decided upon by the CSO body at the beginning of the year. Any additional donations throughout the remainder of the year will be decided upon by the Officers and the Employee Recognition Committee. Hardship donation candidates and retirement gifts will be decided upon by the Employee Recognition Committee and CSO Officers. Other nominal expenses (i.e. refreshments, door prizes, etc.) will be decided upon by the CSO Officers who are conducting- "hosting" quarterly meetings.

The CSO Chair and Treasurer are able to approve expenditures up to \$25.00 without the approval of the Employee Recognition Committee Chair. Prior notification of impending monetary transactions is required.

Article VII. Committees

Section I: Standing Committees

Committee formation will begin at the first CSO meeting of the fiscal year and will, ideally, be completed by October 31st.

Bylaws Committee

The Bylaws Committee is responsible for annual review of the bylaws that represent the CSO mission statement and provide policies and procedures for how CSO conducts business. Upon review, the Committee will propose any amendments deemed necessary. The Bylaws Committee is made up of volunteer CSO members and the CSO Chair-Elect who serves as Chair. The CSO Chair-Elect/Committee Chair is responsible for maintaining the most current copy of the previously approved Bylaws, amendment proposals, and newly-ratified Bylaws. Once ratified, the Committee Chair will provide the Web Secretary with an electronic version of the new Bylaws to be posted on the CSO website. This Committee meets as its members' schedules permit and in a time-frame that is suitable to voting procedures (see Article IX: Amendments).

Employee Recognition Committee

The Employee Recognition Committee is responsible for coordinating fundraising activities and coordinating and promoting the annual social. Committee Chair and members are volunteers from the CSO body. The Chair will maintain communication with the Treasurer and CSO Chair and meet as needed to discuss impending expenditures; including, but not limited to, expenses relating to preparing for events, retirement gifts and hardship donations.

Hardship donations are given to classified employees who have an unexpected medical emergency/surgery, terminal illness diagnosis, or death of an immediate family member (within the household). All campus employees are able to recommend individuals to receive a hardship donation via the CSO website. The Web Secretary will notify the Committee Chair of all suggestions and committee members will then determine if individuals meet the above guidelines. The dollar amount of hardships will be determined by the Employee Recognition Committee, based on available CSO funds, though will not exceed \$75.

The Committee Chair will query Human Resources monthly regarding forthcoming CSO member retirements. Retirement gifts will not exceed \$40 and are purchased by a committee member. The Treasurer will then prepare a requisition to reimburse the appropriate committee member.

Nomination/Election Committee

The Nomination/Election Committee consists of the Web Secretary, serving as the Committee Chair, and three (3) members from the organization. Nominations will be actively solicited from the membership. Nominations shall be opened and presented to the membership through email notification by the second week of March. Nominations shall remain open for a minimum of two weeks during which time an email from the Web Secretary or delegate will be sent to CSO members who have been nominated. A response from each CSO member will be sent back to the Web Secretary or delegate, accepting or declining the nomination. Once nominations close, the ballot shall be presented to the membership through email notification. Elections shall conclude prior to the final quarterly meeting of the fiscal year so new officers may be presented to the membership at that time. New officer orientation, by immediate past officers, shall occur between the election results and June 30th. New officers shall take office at the beginning of the fiscal year, July 1st.

The Nomination/Election Committee shall oversee the Emeritus Staff nomination and voting process:

- A. During the Fall the Committee Chair will check the Academic Calendar for the date when the Staff Award nominations are due. Six weeks before that due date, the Committee Chair will contact Human Resources for a list of all Classified Staff. See Article VIII for eligibility requirements.
- B. The selection committee will meet via email or in person at least 5 weeks before due date to review the selection process and finalize a timetable for nominations and selection in accordance with the Provost's Office guidelines and due date.
- C. The Committee Chair and Web Secretary will set a 2-week call for nominations, from Classified Staff via the CSO web site, no later than 4 weeks before the due date according to the Academic calendar. The Committee Chair will send the Web Secretary a list of CSO Emeritus nominees that are eligible for the award. The Web Secretary will put the list on the nomination web page and activate the page. To announce the opening of the nomination page the Chair will contact Human Resources and ask who has the ability to send a campus wide email to all Classified Staff employees. Send an email to the 3 contact people that includes the message that the nominations are open.
- D. The committee will meet at least one day before the due date set on the Academic Calendar to discuss the nominations, and all but the Chair will vote.
- E. The Committee Chair will inform the CSO Chair and the Provost's Office of the committee's selection by the date deemed necessary by the Provost's Management Assistant.
- F. The recipient's name will be kept confidential, unless otherwise directed by the President/Provost, until the Awards Ceremony at which time he/she will receive the award.

Employee of the Year Committee

The Employee of the Year Committee is responsible for soliciting nominations and selection of the CSO Employee of the Year. The past Employee of the Year will be invited to chair the committee, consisting of at least 3 other voting committee members. In the event the past Employee of the Year is unable to chair the committee, the Chair of the CSO can designate a CSO member who is not eligible to receive the award. [One of the past years' Committee Chairs may be a good person to consider.] The members will consist of individuals who cannot be nominated because they have received the award within the past 5 years or are new employees who have worked for Lewis-Clark State College for less than two years (as of April 30th).

The nomination process:

- A. During the Fall the Committee Chair will check the Academic Calendar for the date when the Staff Award nominations are due. Six weeks before that due date the Committee Chair will contact Human Resources for a list of retired Classified Staff that meet eligibility requirements, see Article VIII. This list will be used to solicit at least 3 committee members and to determine who is eligible for the award.
- B. No committee member may serve more than once in a five-year period and have worked for LCSC for less than two years as of April 30th with the exception of request from the Committee Chair (see 3 below).
- C. If a committee member cannot complete his/her duties, the Committee Chair may appoint a qualified member to fill this position.
- D. No committee member is allowed to make nominations.
- E. The selection committee will meet via email or in person at least 5 weeks before due date to review the selection process and finalize a timetable for nominations and selection in accordance with the Provost's Office guidelines and due date.
- F. The Committee Chair and Web Secretary will set a 2-week call for nominations, from the campus body (faculty, staff and students), via the Intranet and CSO web site, no later than 4 weeks before the due date according to the Academic calendar. The Committee Chair will send the Web Secretary a list of CSO employees that are eligible for the award. Members are eligible if they have worked at LCSC for more than 2 years as of April 30th and have not won the award in the past 5 years. The Web Secretary will put the list on the nomination web page and activate the page. To announce the opening of the nomination page the Chair will contact Human Resources and ask who has the ability to send a campus wide email to all Classified Staff employees, PSO employees, and faculty. Send an email to the 3 contact people that includes the message that the nominations are open.

- G. The Committee Chair will receive the nominations directly from the nomination site.
- H. The Committee Chair will create a spreadsheet/table titled candidate 1, 2, etc. for each nominee making sure that it does not include the candidate name. Remove the name of each nominee from the nomination narrative and any other identifying information so that no committee member will know the identity of the nominees.
- I. The nomination spreadsheet/table for each candidate that includes all of the neutralized nomination narratives for that candidate will be sent to the committee members 1 week prior to the selection meeting. The committee members will rate the applications following a scale of 1 to 5, with 5 being the strongest.
- J. The committee will meet at least one day before the due date set on the Academic Calendar to discuss the nominations, and all but the Chair will vote.
- K. The Committee Chair will inform the CSO Chair and the Provost's Office of the committee's selection by the date deemed necessary by the Provost's Management Assistant.
- L. The recipient's name will be kept confidential, unless otherwise directed by the President/Provost, until the Awards Ceremony at which time he/she will receive the award.
- M. When the selection has been completed and award given, all letters of nomination will be sent to each nominee and their supervisor. The notebook that includes helpful information, examples of announcement information, spreadsheet/table forms, and a list of finalists by year will be kept in the Employee of the Year Committee records, which will be maintained by the Committee Chair and passed on to the next Committee Chair along with an electronic copy of items for updating.
- N. After the award has been announced, the Employee of the Year Committee will meet with the award recipient or other volunteer, who will become the next year's Committee Chair, to discuss the process and make suggestions for the next year's committee.

Section 2: Committee Formation

Special or ad-hoc committees may be created and disbanded by majority vote of the CSO Officers. The CSO Chair shall be an ex-officio (with vote) member of all subcommittees except the Nomination/Election Committee. General membership will be informed of committee formation.

- A. All committees must have a chairperson who volunteers for the position or is appointed by the CSO Chair.

- B. Committee Chairs will maintain a committee notebook containing a list of committee members, current assignments, correspondence, record of activities, and minutes of committee meetings.
- C. A committee representative will give a verbal update at each quarterly CSO meeting.
- D. The out-going committee Chairs will hold a transition meeting with in-coming committee Chairs.
- E. There is no limitation on the number of years a member can serve on any committee.

Article VIII: Emeritus/Emerita Policy Proposal for Professional and Classified Staff

Appointment to emeritus/emerita status is a traditional means of honoring an individual with a long and distinguished service upon his/her retirement. This policy states the conditions upon which a professional/classified staff member may be awarded emeritus/emerita status and the privileges associated.

Policy:

1. Award
 - A. Eligibility- A staff member will be eligible for appointment to emeritus/emerita status upon retirement provided that he/she has:
 - i. Served Lewis-Clark State College in a distinguished manner for at least 15 years.
 - ii. Attained the minimum age of 55 and/or the Rule of 90.
 - iii. Been nominated by her/his division/office/department and supported by a majority of the members.
 - B. Designation- Upon nomination by the members of his/her division/office/department, and majority vote of the Professional/Classified Staff Organization. Recognition as emeritus/emerita staff shall be made at a meeting of the Professional/Classified Staff Organization, by the PSO/CSO Chair. An appropriate document and/or plaque shall be presented at the Staff and Faculty Awards luncheon.
2. Privileges- With the intent that Staff emeriti shall continue to be members of the Lewis-Clark State College community, they shall have privileges similar, in so far as is practical, to those of active staff members. In addition to LCSC retiree privileges (e.g., emeriti staff ID card, educational privileges, activity/fitness center access, LC Warrior email) Staff emeriti shall be granted the following:
 - A. Opportunity to receive college publications (in electronic or hardcopy format, e.g., Journey Magazine);
 - B. 6 month email transition from lcsc.edu to LC Warrior Mail email;
 - C. LCSC library privileges; and

Award recognition during the annual LCSC spring Faculty/Staff Awards Luncheon, inclusive of associated web-based postings.

Article IX. Communications

Formal communication to the CSO membership will be the responsibility of the CSO Officers. The communication(s) may occur in the following forms: meetings, e-mail (cso@lcsc.edu), listserv, web page updates (<http://www.lcsc.edu/cso>) and/or written communication. The CSO web site shall include, but not be limited to, the following: general membership meeting minutes, bylaws, voting procedures, recommendations of hardship donations, and events.

Prior to, and the day of, each general membership meeting, the Recording Secretary shall send e-mail notices to all members announcing the meeting.

Article X. Amendments

Amendments to the bylaws will require a majority of votes cast for ratification. Proposed amendments will be sent, via e-mail, to all members at least two (2) weeks prior to the vote which will be held on-line or at an official meeting.

ADDENDUM

Classified Staff Organization Hardship Donations

Policies & Guidelines

Created December 3, 2018

Article I. Mission

On behalf of the Classified Staff of Lewis-Clark State College (LCSC), the Classified Staff Organization is committed to a self-governed effort

1. To acknowledge loss and offer condolences to any member of the campus community.
2. To offer financial or material assistance to classified staff.

This charitable enterprise from which such relief will be drawn shall be coordinated by the “Classified Staff Organization Advocacy Committee.”

Article II. Governance & Procedures

A. Composition

The Advocacy Committee shall be composed of three to five volunteer members from the Classified Staff Organization.

Members will serve on the committee for a one year term.

The Chair of the Advocacy Committee will be a volunteer member from the committee.

A. Process

Any classified staff member may report a need to the Chair of the Advocacy Committee. Division Chairs and the Human Resources department are encouraged to report any emergencies and/or need to the Chair of the Advocacy Committee.

The Advocacy Committee Chair will send a note of consolation when appropriate.

For financial assistance, the Chair or designated committee member will attempt to contact the potential financial recipient to find out the level of information the individual wishes shared with the Committee and/or campus community. The Chair will gather information regarding the nature of the emergency and the type of assistance requested. The Chair will also ascertain that assistance would be welcome. The Chair will then convene the Committee to rule on any action to be taken.

A majority of committee members must agree on any action taken. The Classified Staff Organization Chair may substitute and vote in place of a committee member if a majority of committee members is unavailable when a request must be considered.

B. Funding Source

The Classified Staff Organization is responsible for fund raising on behalf of the Advocacy Committee. Funding may come from a variety of sources. These sources may include, but are not limited to, direct donations to the Classified Staff Organization fund, auctions, payroll deductions, and other creative methods to raise money to help those in need. These sources may be non-cash aid items. Any non-monetary donations to a hardship recipient will need to be approved by the Advocacy Committee and transferred to the staff member in need by a member of the Advocacy Committee.

The Classified Staff Organization Treasurer shall keep accurate accounts of all funds held and disbursed by the Advocacy Committee and will report to the Classified Staff Organization at their regularly scheduled meetings.

Article III. Eligibility Criteria

1. Any person of the extended campus community is eligible to receive a note of consolation at the discretion of the Advocacy Committee Chair.
2. Classified staff employees shall be eligible for financial assistance.
3. To be eligible for financial assistance the recipient should be experiencing an emergency with some financial or material need.

Article IV. Award Criteria

The amount of financial assistance provided shall be \$75, with the intent to preserve fairness to classified staff employees and provide a mechanism to ensure funds will exist for future emergencies. The Classified Staff Organization can change the aid amount by vote in a Classified Staff Organization meeting.

Any tax liabilities resulting from donations are solely the responsibility of the individual receiving aid.

Article V. Non-Discrimination Policy

Lewis-Clark State College does not discriminate on the basis of race, color, religion, age, sex (including gender identity, sexual orientation, and pregnancy), national origin, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state or local law. This policy applies to all programs, services, and facilities, including applications, programs, admissions, and employment.