

Lewis-Clark State College
Classified Staff Organization Bylaws
February 17, 2022

Article I. Mission

To represent the interests of classified employees at Lewis-Clark State College (hereafter referred to as LC State) 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 LC State 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 Association and Professional Staff Organization 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 LC State 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 five members present at meetings, one being an active CSO officer. 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 Election Committee will solicit nominations from the CSO membership, with an ideal goal of three 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 candidate who received the second highest number of votes will be contacted to serve; and, the process will continue as such until all candidates have been consulted. If all candidates are unable or unwilling to serve, the 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 their 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, who would then assume the position of chair. The chair/chair-elect will notify the current Election Committee, the chair of which will call upon the chair-elect candidate who received the second highest number of votes in the previous election to assume the duties of the vacated office. If, for any reason, all prior candidates for that position decline it, the 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 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

The 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 regularly scheduled CSO meetings.
- D. Represent the CSO at President's Council and provide reports to the membership.
- E. Determine necessary subcommittees, with the majority approval of the CSO officers.
- F. Maintain lines of communication between the CSO, CSO officers, LC State President, Faculty Senate, Professional Staff Organization and Associated Students.
- G. Recruit volunteers to represent CSO on college committees, as requested by the president or other campus entities.
- H. Perform other duties pertaining to the office of chair, including but not limited to:
 - a. Serving as and recruiting other CSO members to serve as FAC Observers.
(Note: if the chairperson has prior observation experience, they do not need to serve, only chair the committee.)
 - b. Consolidating and preparing the final written FAC report on behalf of the CSO.
 - c. Give an oral presentation of the CSO FAC report to the President's Cabinet.
 - d. Review and provide approval for all monetary transactions.
 - e. Represent CSO members as requested by any campus constituent.
 - f. Serve on committees at the request of LC State administration.
 - g. Notify the Controller's Office of the new Treasurer to be assigned access to the appropriate CSO cost center.

- I. Serve on the Compensation Review Committee as a CSO representative.
- J. Represent the CSO at new staff orientations, as requested.
- K. Provide new officer orientation between the election results and June 30, and any ongoing guidance as needed to provide a smooth transition of duties.

The past Chair shall:

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

The Chair-Elect shall:

- A. Serve a one-year term prior to becoming chair, unless the circumstances render this not possible due to early termination of the chair, or both the chair and chair-elect positions becoming vacant simultaneously.
- B. Assume duties and responsibilities of the chair in the event that the chair is not able to fulfill their duties.
- C. Meet with CSO officers prior to regularly scheduled meetings to set the agenda.
- D. Chair the Bylaws Committee and maintain the most current copy of the approved bylaws as well as proposals for any amendments to the bylaws.
- E. Serve on the Compensation Review Committee as a CSO representative.
- F. Provide new officer orientation between the election results and June 30, and any ongoing guidance as needed to provide a smooth transition of duties.

The Recording Secretary shall:

- A. Serve a one-year term.
- B. Meet with CSO officers prior to each regularly scheduled meeting to set and prepare the agenda.
- C. Act as recorder at all CSO and CSO officer meetings by taking minutes thereof, and submitting the draft version to the Web Secretary within three working days.
- D. Email the meeting date and time to CSO members prior to each meeting. Send a second email, when necessary documents such as agenda, financial report and the previous meeting's minutes are available.
- E. Notify the chair of members who are eligible to serve on the Employee of the Year Committee.
- F. Provide new officer orientation between the election results and June 30, and any ongoing guidance as needed to provide a smooth transition of duties.

The Web Secretary shall:

- A. Have a working knowledge of the current campus website platform.
- B. Serve a three-year term.
- C. Meet with the CSO officers prior to each regularly scheduled meeting to set the agenda.
- D. Maintain and update the CSO website.
- E. Post a draft of the CSO meeting minutes within five working days after each general meeting. Update website with the finalized minutes after a vote of approval has taken place.
- F. Serve as the Election Committee chair.
- G. Post CSO officer nominations and electronic ballots on the website.
- H. Assist various committees to provide web support for nominations, raffles, etc.
- I. Provide new officer orientation between the election results and June 30, and any ongoing guidance as needed to provide a smooth transition of duties.

The Treasurer Shall:

- A. Serve a one-year term.
- B. Meet with the CSO officers prior to each regularly scheduled meeting to set the agenda.
- C. Maintain and be responsible for the funds collected and dispensed by the CSO.
- D. Submit a Treasurer's Report at each regularly scheduled CSO meeting.
- E. Attend training for processing online requisitions, if necessary.
- F. Process all online requisitions and monetary transactions.
- G. Manage raffle ticket sales and maintain related records.
- H. Provide new officer orientation between the election results and June 30, and any on-going guidance as needed to provide a smooth transition of duties.

Article VI. Expenditures

Use of treasury funds should primarily support hardship donations, retirement gifts, milestone gifts, door prizes at CSO meetings, lunch for CSO members at the annual CSO social, and donations of an approved amount voted by the membership in support of events such as Winter Revels, The Warrior Pantry, LC Cares, etc. Hardship donation candidates and retirement gifts will be decided upon by the Employee Recognition Committee and CSO officers. Other nominal expenses will be decided upon by CSO officers. The CSO chair and treasurer are able to approve expenditures up to \$50.00 without the approval of the Employee Recognition Committee chair.

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 31.

Bylaws Committee

The Bylaws Committee is made up of volunteer CSO members and the CSO chair-elect who serves as the Bylaws Committee chair. 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 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.

Employee Recognition Committee

The Employee Recognition Committee is responsible for: recognizing retirees, years of service, and coordinating and promoting the annual CSO social. The 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. Expenditures include, but are not limited to: expenses related to event preparation, retirement gifts, years of service gifts, and hardship donations.

Hardship donations are given to classified employees who have an unexpected medical emergency, terminal illness diagnosis, or death of an immediate family member. 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 the individual qualifies for the hardship donation and if the individual agrees to receive the donation. The dollar amount of hardships will be determined by the Employee Recognition Committee, based on available CSO funds, though are not to exceed \$75.

The committee chair will query Human Resources on a monthly basis regarding forthcoming member retirements. Retirement gifts are not to exceed \$50 and are purchased via a requisition/direct bill or a departmental purchasing card, with the purchase being expensed to the appropriate CSO account. If the gift must be mailed to the recipient, that expense is not included in the \$50 gift limit.

Election Committee

The Election Committee consists of the Web Secretary, serving as the committee chair, and three members from the organization. Nominations will be actively solicited from the CSO 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 the 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 notification of election results and June 30. New officers shall take office at the beginning of the fiscal year, July 1.

The 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 retiring CSO staff. (See Article VIII for eligibility requirements.)
- B. The selection committee will meet via email, virtually, or in person at least five weeks before the award due date to review the selection process and finalize a timeline for nominations and selection in accordance with the provost office guidelines and due date.
- C. The committee chair and Web Secretary will set a two-week call for nominations, from CSO membership via the CSO website, no later than four weeks before the due date according to the academic calendar. The committee chair will send the Web Secretary a list of CSO Emeritus nominees who 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 committee chair will send an email

to all CSO employees announcing that nominations have been posted on the website. Human Resources can assist with either providing the emails of all current CSO members, or forwarding the email on behalf of the committee chair.

- D. Prior to the due date, the committee will solicit feedback from the CSO membership. A majority of the members must approve Emeritus status to be granted. This can be done at a regularly scheduled meeting, as a vote on the CSO website, or through an email voting poll. The committee chair will inform the CSO chair and the provost's office of the approved recipients by the date deemed necessary by the provost's management assistant.
- E. The name(s) of the recipient(s) will be kept confidential, unless otherwise directed by the president or provost, until the awards ceremony at which time they will receive their award(s).

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 winner will be invited to chair the committee, which shall consist of at least three voting committee members. In the event the past Employee of the Year is unable to chair the committee, the CSO chair can designate a CSO member who is not eligible to receive the award. [One of the past five years' committee chairs may be a good person to consider.]

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 CSO members who meet eligibility requirements. This list will be used to solicit at least three 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 LC State for less than two years as of April 30 with the exception of a request from the committee chair.
- C. If a committee member cannot complete their duties, the committee chair may appoint a qualified member to fill this position.
- D. Committee members are excluded from submitting nominations.
- E. The selection committee will meet via email, virtually, or in person at least five weeks before due date to review the selection process and finalize a timetable for

nominations and selection in accordance with the provost office guidelines and due date.

- F. The committee chair and Web Secretary will set a two-week call for nominations, from the campus body (faculty, staff and students), via the Intranet and CSO website, no later than four weeks before the due date according to the academic calendar. The committee chair will send the Web Secretary a list of CSO employees who are eligible for the award. Members are eligible if (1) they have worked at LC State for more than two years as of April 30 and (2) have not won the award in the past five 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 draft an email for Human Resources to send to each of the following organizations on campus; CSO, Professional Staff Organization, and Faculty.
- 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. The names of the nominees will be removed 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 one 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 committee 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 name of the recipient will be kept confidential, unless otherwise directed by the president or provost, until the awards ceremony at which time they will receive their 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 chair 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 ex-officio (with vote) member of all subcommittees except the Election Committee. General CSO membership will be informed of all committee formation.

- A. All committees must have a chairperson who volunteers for the position or is appointed by the CSO chair, with the exception of the birthday card and Employee of the Year committees.
- B. A committee representative will give a verbal update at each regularly scheduled CSO meeting.
- C. The outgoing committee chairs will hold transition meetings with incoming committee chairs.
- D. There is no limitation on the number of years a member can serve on any committee, with the exception of the Employee of the Year Committee.

Article VIII: Emeritus/Emerita status for Classified Staff

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

Policy:

- A. Eligibility: A CSO member will be eligible for appointment to emeritus/emerita status upon retirement provided that they have:
 - a. Served LC State in a distinguished manner for at least 15 years.
 - b. Attained the minimum age of 55 and/or the Rule of 90.
 - c. Been nominated and supported by a majority of their department.
- B. Upon having the support of their department and a majority vote of the CSO membership, recognition as emeritus/emerita staff shall be made at the next scheduled CSO meeting by the CSO chair. An appropriate document and/or plaque shall be presented at the Faculty and Staff Awards Luncheon.
- C. With the intent that staff emeriti shall continue to be members of the LC State community, they shall have privileges similar, in so far as is practical, to those of

active staff members. In addition to LC State retiree privileges (e.g., emeriti staff ID card, educational privileges, fitness center access, LC Warrior email), staff emeriti shall also be granted the following:

- a. Opportunity to receive college publications;
- b. Six-month email transition from lcsc.edu to LC Warrior Mail email;
- c. LC State library privileges; and
- d. Award recognition during the annual LC State spring Faculty and Staff Awards Luncheon, inclusive of associated website postings.

Article IX. Communications

Formal communication to the CSO membership will be the responsibility of the CSO officers. Communication may occur in the following forms: in-person meetings, virtual meetings, email (cso@lcsc.edu), web page updates (<http://www.lcsc.edu/cso>), and/or written communication. The CSO website shall include, but is not limited to, the following: general membership meeting minutes, bylaws, voting procedures, events, and resources pertaining to CSO business, such as nomination forms and solicitation for feedback.

Weeks prior to each general membership meeting, the Recording Secretary shall send email notices, to all members, announcing the meeting date, time, and location (or Zoom link). Days prior to each general membership meeting, the Recording Secretary shall email reference documents to all members, to be reviewed at the coming meeting.

Article X. Amendments

Amendments to the bylaws will require a majority of votes cast for ratification. Proposed amendments will be sent, via email, to all members at least two weeks prior to the vote which will be held online or at an official meeting.

ADDENDUM
Classified Staff Organization
Hardship Donations: Policies & Guidelines
Created December 3, 2018
Ratified February 17, 2022

Article I. Mission

On behalf of the Classified Staff at LC State, the CSO is committed to a self-governed effort in part:

- A. to acknowledge loss and offer condolences to any member of the campus community.
- B. to offer financial or material assistance to classified staff.

This charitable enterprise from which such relief will be drawn shall be coordinated by the CSO Employee Recognition Committee.

Article II. Governance & Procedures

Section 1: Composition

The Employee Recognition Committee shall be composed of three to five volunteer members from the CSO membership who will serve on the committee for a one-year term. The chair will be a volunteer from the committee.

Section 2: Process

Any LC State staff member may report a need to the Employee Recognition Committee. A member of the committee will send a note of consolation when appropriate. For financial assistance, a member of the committee will attempt to contact the potential recipient to find out if assistance would be welcomed. The committee will then convene to rule on any action to be taken. The recipient's privacy will be respected. No names, or details of specific situations, will be discussed outside of the committee. A majority of committee members must agree on any action to be taken. The CSO 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.

Section 3: Funding Source

The CSO's account, which is sustained through payroll deductions, donations, and fund raisers, provides for hardship donations. Any non-monetary donations to a hardship recipient will need to be approved by the Employee Recognition Committee and transferred to the staff member in need by a member of the committee.

The CSO Treasurer shall keep accurate accounts of all expenditures made by the Employee Recognition Committee and will include the financial data only in their reports to the CSO at their regularly scheduled meetings. No recipient names or details about their situation, will be included in reports or communicated to the membership.

Article III. Eligibility Criteria

Any person of the extended campus community is eligible to receive a note of consolation at the discretion of the Employee Recognition Committee. CSO employees are eligible for financial assistance if they meet the criteria as defined in the bylaws.

Article IV. Financial Assistance Criteria

The amount of financial assistance provided shall not exceed \$75 in a one-year period, for an individual employee, with the intent to ensure funds will exist for future emergencies. The CSO can change the aid amount by majority vote in a regularly scheduled, general membership CSO meeting. Any tax liabilities resulting from donations are solely the responsibility of the individual receiving financial assistance.

Article V. Non-Discrimination Policy

LC State 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.