

TALLAHASSEE State COLLEGE

Classified Staff Council Bylaws

MISSION STATEMENT

The Classified Staff employees of Tallahassee State College (TSC) strive to enhance professional development, institutional advancement, student success, and effective commitment to the College's employees and the District Board of Trustees.

The purpose of the Classified Staff Council shall be to represent the interests of TSC's Classified Staff, to make recommendations to various administrative bodies and to perform those services requested by or through the College President. The Council shall operate under and in accordance with bylaws developed by the organization and approved by the President (refer to [TSC Policy 3105: Classified Staff Council](#)).

The bylaws are hereby adopted to establish policies, procedures and guidelines for the Classified Staff Council to meet the above noted purposes.

ARTICLE I. NAME AND MEMBERSHIP

The name of this organization shall be the Classified Staff Council of Tallahassee State College, hereinafter referred to as the Council. The membership of the Council shall include all employees in Classified Staff positions at the College.

ARTICLE II. TERMS AND DEFINITIONS

Classified Staff Employees – Employee designation in the College's classification system. Employees whose primary assignments are not executive, administrative, managerial/professional, instructional, seasonal, temporary, OPS, or grant funded (refer to [TSC Policy 3118: Classification](#)).

Classified Staff Council (i.e. Council) – All employees designated as Classified Staff employees are members of the Council (refer to [TSC Policy 3105: Classified Staff Council](#)).

Classified Staff Officers (i.e. Officers) – Classified Staff employees who are elected by Council members. The officer positions consist of the Chair, Chair-elect, Immediate Past chair, Treasurer, and Recording Secretary.

Classified Staff Steering Committee (i.e. Steering Committee) – The Steering Committee consists of Council Officers, Area Representatives, and the Sunshine Fund Coordinator.

Annual Meeting – Meeting held within thirty days of the beginning of the new term of office (term of office is July 1 through June 30) to introduce and install newly elected officers.

ARTICLE III. STATEMENT OF ETHICS

Section 1. Members of the Council shall promote and maintain the highest standards among its membership. Each member shall respect and support the purpose of the Council.

Section 2. Members of the Council shall not advocate or endorse on behalf of the Council any issue unless approved by the Steering Committee.

Section 3. A member shall not represent him or herself as a member of the Council for the purposes of setting up events, securing door prizes for special events, etc., until such activity has been approved by the Steering Committee and is reflected in the official minutes of the Steering Committee.

Section 4. No member shall solicit or conduct personal business at Council meetings or through the use of information provided to her/him as a member of the Council without approval from the Steering Committee.

ARTICLE IV. OBJECTIVES

- To ensure the Council objectives are consistent with the overall College objectives.
- To assist and encourage Classified Staff employees understanding of College and State of Florida rules and regulations.
- To inspire interest and encourage Classified Staff employees to serve on College-wide committees.
- To present Classified Staff employee concerns and recommendations to the Executive Committee and College-wide standing committees.
- To foster open communication between Council members and the President, Board of Trustees, administrators, faculty, and staff.
- To establish subordinate committees for the Council as deemed necessary to carry out its duties, responsibilities, and coordination of all aspects of the Council.

- encourage professional development opportunities for Classified Staff employees.

ARTICLE V. MEETINGS

Section 1. The Chair of the Council shall be authorized to call meetings of the total membership as deemed necessary. The Area Representatives shall be allowed sufficient time to notify employees within their areas.

Section 2. Classified Staff meetings are open to any Classified Staff employee.

Section 3. The Council's entire membership shall meet at an Annual Meeting. The Annual Meeting of the Council shall be within thirty days of the beginning of the term of office to seat officers (term of office July 1 through June 30).

Section 4. The Chair or Chair-Elect of the Council shall be able to call a special or emergency meeting.

Section 5. The Steering Committee shall meet on the last Tuesday of each month, with the exception of December and July. In cases of unusual circumstances, rescheduling of the monthly meeting is allowed, by simple majority vote of the Steering Committee (e.g. fifty percent plus one).

Section 6. Cancellation of any meetings shall be with the approval of a simple majority of the Steering Committee (e.g. fifty percent plus one). If a member fails to respond, that shall count as a vote to cancel the meeting.

Section 7. A quorum for Steering Committee meetings shall be equal to a simple majority of the Steering Committee (e.g. fifty percent plus one). The Steering Committee shall conduct no official business without a quorum.

ARTICLE VI. STEERING COMMITTEE

Section 1. Membership

The Steering Committee shall consist of:

- The Chair of the Council
- The Chair-Elect of the Council
- Two Representatives from each work area - one Area Representative and one Alternate Representative (Alternate is eligible to vote only in absence of the Area Representative)

- The Immediate Past Chair
- The Treasurer
- The Recording Secretary
- The Sunshine Fund Coordinator

Section 2. Responsibilities

- Meet on the last Tuesday of each month, with the exception of July and December, or as called by the Chair or Chair-Elect, the President of the College, or the Executive Committee through the Chair.
- Establish the agenda for the Annual Meeting.
- Inform Classified Staff employees of changes in policies and procedures made by the Florida Legislature or the District Board of Trustees.
- Propose policies and policy changes to College-wide standing committees for review and approval by the Executive Committee or the President.
- Review and update the Bylaws as necessary.
- Foster open communication between Council members and the President, Board of Trustees, administrators, faculty, and staff.
- Provide a process for an orderly transition of officers.
- Maintain and replenish the Sunshine Fund.

ARTICLE VII. OFFICERS AND STEERING COMMITTEE

Section 1. General Guidelines

- The officers of the Council shall be the Chair, Chair-Elect, Immediate Past Chair, Recording Secretary, and Treasurer.
- All terms of office, except that of the Treasurer, are one year in length or until his/her successor is elected. The Treasurer may serve two years at the approval of the Steering Committee.
- The incoming Chair and Chair-Elect may petition members present at the Annual Meeting to allow the two positions to serve their one-year term of office as Co-chairs. Both individuals shall share all duties and responsibilities of both offices

listed below. Such action shall be approved by a simple majority vote of the members present.

Section 2. Officers

Chair

- It shall be the duty of the Chair to preside over regular and special meetings of the Classified Staff Steering Committee. In the event that the Chair cannot attend a regular or special meeting of the Steering Committee, it shall be the duty of the Chair to notify the Chair-Elect of his/her absence.
- The Chair of the Council shall serve as the Chair of the Steering Committee and shall vote only in the case of a tie.
- The Chair shall be paid a stipend of \$1,000.00 on June 30th upon completion of the one year term.

Chair-Elect

- It shall be the duty of the Chair-Elect to attend all regular and special meetings of the Classified Staff Steering Committee. In the event that the Chair-Elect cannot attend a regular or special meeting of the Steering Committee, it shall be the duty of the Chair-Elect to notify the Chair of his/her absence. The Chair-Elect is a voting member of the Steering Committee.

Immediate Past Chair

- It shall be the duty of the Immediate Past Chair to attend all regular and special meetings of the Classified Staff Steering Committee. In the event that the Immediate Past Chair cannot attend a regular or special meeting of the Steering Committee, it shall be the duty of the Immediate Past Chair to notify the Chair of his/her absence.

Recording Secretary

- A member of the Council shall be elected as Recording Secretary.
- It shall be the duty of the Recording Secretary to attend all regular and special meetings of the Classified Staff Steering Committee. In the event that the Recording Secretary cannot attend a regular or special meeting of the Steering Committee, it shall be the duty of the Recording Secretary to notify the Chair of his/her absence.

- It shall be the duty of the Recording Secretary to take minutes of all regular and special meetings.

Treasurer

- A member of the Council shall be elected as Treasurer.
- It shall be the duty of the Treasurer to attend all regular and special meetings of the Classified Staff Steering Committee. In the event that the Treasurer cannot attend a regular or special meeting of the Steering Committee, it shall be the duty of the Treasurer to notify the Chair of his/her absence.
- It shall be the duty of the Treasurer to provide monthly reports to the Steering Committee for all income, expenditures, and encumbrances.
- The Treasurer shall be responsible for fiscal transactions of the Council's accounts.

Section 3. Steering Committee (non-officers)

Sunshine Fund Coordinator

- A member of the Classified Staff Council shall be elected to handle the Sunshine Fund. The Coordinator will work closely with the Treasurer in coordinating funds for this purpose in accordance to Sunshine Fund Policy and Procedures and Guidelines.
- It shall be the duty of the Sunshine Fund Coordinator to attend all regular and special meetings of the Classified Staff Steering Committee. In the event that the Sunshine Fund Coordinator cannot attend a regular or special meeting of the Steering Committee, it shall be the duty of the Sunshine Fund Coordinator to notify the Chair of his/her absence.

Area Representatives

- There shall be at least one Area Representative chosen from Council members and approved by his or her supervisor.
- It shall be the duty of Area Representatives to attend all regular and special meetings of the Classified Staff Steering Committee. In the event that an Area Representative cannot attend a regular or special meeting of the Steering Committee, it shall be the duty of the Area Representative to notify the Alternate Representative of his/her absence. (See Alternate Representatives)

- Area Representatives shall inform all Classified Staff employees in their area of the decisions of the Steering Committee and any other important information that is disseminated through the Steering Committee.
- Area Representatives shall inform the Steering Committee of all concerns brought forth by Classified Staff employees in his/her area.

Alternate Representatives

- There shall be at least one Alternate Area Representative chosen from Council members and approved by his/her supervisor.
- It shall be the duty of the Alternate Representative to attend any regular or special meetings that the Area Representative is unable to attend.
- In the case of an absence in office of Area Representative, the Alternative Representative shall assume the office of Area Representative.

Section 4. Resignation or Removal

- Resignation of an officer, for any reason, shall be submitted in writing to the Classified Staff Steering Committee.
- Any officer may be removed from office, with cause and upon affirmative vote of two-thirds of the Classified Staff Steering Committee at a duly constituted Classified Staff Steering Committee meeting.
- A vacancy in the office of Chair shall be filled by the Chair-Elect.
- In case of a vacancy in the office of Chair-Elect, a new Chair-Elect shall be elected in a special election.
- In the event there are concurrent vacancies of the offices of Chair and Chair-Elect, any current officer (Past Chair, Secretary, Treasurer or Sunshine Fund Coordinator) may assume the duties of the Chair and finish the term. This recommendation shall be approved by a majority vote of the Steering Committee, after which time a special election will take place. However, if any current officer does not assume the Chair duties to finish the term the Nominations Committee shall proceed with a special election. Replacement of the Recording Secretary, Sunshine Fund Coordinator, or Treasurer will be instituted through an affirmative vote of two-thirds of the Classified Staff Steering Committee at a duly constituted Classified Staff Steering Committee meeting.

- A vacancy in the office of Area Representative shall be filled by the Alternate Representative from that same area.
- Vacancies in the office of Alternate Representative shall be chosen by the Classified Staff employees of that area, with approval of the area supervisor.

Section 5. Special Elections

- In the event of a vacancy that necessitates a special election, the Nominations Committee, at the direction of the Steering Committee, shall prepare a recommendation on how to proceed with the special election.
- This recommendation shall be approved by a majority vote of the Steering Committee, after which time the Nominations Committee shall proceed with the special election.
- All special elections shall be decided by a majority of the votes cast by the Council.

ARTICLE VIII. CLASSIFIED STAFF COUNCIL STANDING COMMITTEES

Section 1. The Steering Committee shall establish and oversee any committees deemed necessary to carry out its duties and responsibilities.

Section 2. Establishment of Classified Staff Council Standing Committees

- The membership of all Standing Committees shall be appointed at the August meeting of the Steering Committee. The membership of the Standing Committees shall be selected from the Council's membership.
- There shall be no less than three Council members on each Standing Committee. One member of the committee shall serve as chair, as determined by the Standing Committee members.
- Members shall serve a one-year term unless otherwise determined by the Steering Committee.
- Recommendations made by the Standing Committees shall be referred to the Steering Committee for action.

Section 3. Standing Committees of the Classified Staff Council

- Bylaws Committee

- The Committee shall review the Bylaws at least once every year or as determined by the Steering Committee. Recommendations for changes shall be made in writing to the Steering Committee.
- Nominations Committee
 - The Committee shall be responsible for recruitment of employees to serve on College-wide committees.
 - The Committee shall be responsible for overseeing all regular and special elections.
 - The Committee shall identify employees interested in serving as officers for the Classified Staff Council.

The Committee shall review officer duties with the nominees and their immediate supervisors. With supervisor approval, the Committee will present the slate of names to the Steering Committee.

ARTICLE IX. COLLEGE STANDING COMMITTEES

For additional information about college standing committees, refer to [TSC Policy 8225: Committees](#).

ARTICLE X. AMENDMENTS TO THE BYLAWS

The Bylaws shall be reviewed for amendments and revision by the Bylaws Standing Committee. Any amendments or revisions shall be submitted in writing to the Steering Committee. The suggested amendments shall be advertised for seven business days to allow all Classified Staff employees the opportunity to review and make comments. Barring any objections to the proposed Bylaws changes, the amendments may be approved by a simple majority vote of the Steering Committee at the next meeting.

ARTICLE XI. LOCATION OF RECORDS

The Recording Secretary will maintain and update the files for the Council. Committee minutes, reports, and notes will be maintained and accessible to all Classified Staff.