

1 **THE CONSTITUTION OF THE**
2 **UNIVERSITY OF NORTHERN COLORADO CLASSIFIED STAFF COUNCIL**

3
4 **PREAMBLE**

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6 The State Classified Employees of the University of Northern Colorado, having
7 sincere interest and concern for the continuing goals, purposes, and functions of the
8 University, and seeking the active representation and involvement of employees in
9 the affairs of the University, establish this Constitution for the Classified Employee
10 Staff Council.

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12 **ARTICLE I – NAME**

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14 The name of the body shall officially be the University of Northern Colorado
15 Classified Staff Council, shall be commonly referred to as the Classified Staff
16 Council, and shall hereinafter be referred to as the Council.

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18 **ARTICLE II – AUTHORITY**

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20 The Council shall function under this Constitution as approved by the Classified
21 Employees of the University of Northern Colorado (hereinafter referred to as
22 Classified Employees) and shall continue to do so until such time as the Council
23 dissolves itself or the Constitution is revoked by the Senior Administration or Board
24 of Trustees of the University of Northern Colorado.

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26 **ARTICLE III – PURPOSE**

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28 *Section 1 – Organization:*

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30 The Council is organized to:

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- 32 • Serve as a representative body for the Classified Employees and to participate in
 - 33 such matters of the institution which may affect them;
 - 34 • Function for the welfare of the University and for the Classified Employees it
 - 35 represents;
 - 36 • Propose and undertake service projects and educational, recreational, and social
 - 37 programs;
 - 38 • Continually be concerned with current developments which may interest, benefit,
 - 39 or affect the Classified Employees and the University; and
 - 40 • Function as an advisory and policy referral body to the University administration
 - 41 and the Classified Employees.
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43 *Section 2 – Neutrality:*
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The Council neither supplants nor supersedes any organization of employees now in existence or to be formed in the future, and the Council shall maintain neutrality with any and all non-University employee groups.

ARTICLE IV – REPRESENTATION, MEMBERSHIP, AND COMMITTEES

Section 1 – Representation:

A. The Council shall consist of a maximum of twenty-five (25) elected classified employee members to represent the total number of Classified Employees.

B. Each member elected to the Council shall serve for a term of two (2) council-years. For the purposes of this Constitution, a council-year shall be defined as that time between July 1 and the following June 30. Elected members may be reelected for one (1) additional two council-year term. After four (4) consecutive years (or two (2) consecutive terms), unless the Executive Officers declare a membership emergency, elected members may not succeed themselves, but may be reelected after one (1) council-year has elapsed. Members elected to serve a half-term or less in filling a vacancy on the Council are eligible to run for two succeeding terms.

C. There shall be no alternates for members of the Council.

Section 2 – Membership:

A. Officers: The elected officers of the Council shall consist of at least a Chair, a Vice-Chair, a Secretary, and a Treasurer, hereafter referred to as the Executive Board. The Council may, at its discretion, choose to elect two Co-Chair positions in lieu of a single Chair. If two Co-Chair positions are elected, they shall herein be referred to as the Chair.

B. Executive Board: The Executive Board shall coordinate the business of the Council, and act on matters arising between regular meetings which require immediate attention on behalf of the Council.

C. Ex-Officio Members: The Council shall also include one (1) non-voting ex-officio member from each of the other recognized campus governance groups. Ex-officio members shall not be subject to term limits.

D. Parliamentarian: The Chair shall appoint a Parliamentarian as needed, who shall be a non-voting member in accordance with parliamentary procedure. The Parliamentarian shall not be subject to term limits.

Section 3 – Standing Committees and Required Assignments:

89 A. The Council shall maintain five (5) standing committees: an Executive Board, a
90 Public Relations Committee, a Constitution and Elections Committee, Fundraising
91 Committee, and a Workplace Culture Committee.

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93 B. The Executive Board members shall serve on the following Council and/or
94 University Committees:

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- 96 • The Chair shall serve as the Council representative to the University Board of
97 Trustees;
- 98 • The Vice-Chair shall serve on, but not chair the Council Constitution & Elections
99 Committee;
- 100 • The Secretary shall serve on, but not chair the Council Public Relations
101 Committee; and
- 102 • The Treasurer shall serve on, but not chair the Council Fundraising Committee.

103 104 **ARTICLE V – MEETINGS**

105 106 *Section 1 – Regular Meetings:*

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108 A. Regular meetings of the Council shall be held at least once each month during
109 the council-year.

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111 B. The Executive Board, with the approval of the Council, shall determine a
112 schedule of regular meetings for the council-year, which shall be published in an
113 appropriate campus-wide medium.

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115 C. One (1) regular meeting of the Council may be cancelled at the discretion of the
116 Chair or by a majority vote of the Executive Board. One (1) additional meeting may
117 be cancelled by a majority vote of the Council. A quorum-related adjournment of
118 any regular meeting shall not constitute a cancellation.

119 120 *Section 2 – Special Meetings:*

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122 Special meetings may be held at any time, and may be called by the Chairman, but
123 with the consent of the Council to ensure a quorum.

124 125 *Section 3 – Public Access:*

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127 All meetings shall be open to the public, unless voted into executive session, and
128 opportunity for public comment must be afforded, but no person not a member of the
129 Council may participate in discussion except by invitation of the Council or by
130 consent of the Council members present.

131 132 **ARTICLE VI – AMENDMENTS TO THE CONSTITUTION**

133 134 *Section 1 – Initiation of Amendment to the Constitution:*

A. Amendment to this Constitution may be initiated by a petition signed by not less than ten percent (10%) of the Classified Employees, and shall be submitted in writing to the Constitution and Elections Committee at least two (2) weeks prior to the regular Council meeting at which said amendment will be introduced.

B. Copies of the proposed amendment shall be distributed to each Council member at the regular meeting at which said amendment will be introduced.

C. The proposed amendment shall *not* be acted upon until the following regular meeting of the Council, but shall be acted upon before the adjournment of the third consecutive regular meeting following the original presentation to the Council.

Section 2 – Approval of Amendment to the Constitution:

A. If a proposed amendment to the Constitution is passed by at least a two-thirds majority of the voting members of the Council, then it shall be placed on a ballot for a ratification vote of the Classified Employees at the next regular election.

B. Proposals for amendments to the Constitution must be published in an appropriate campus-wide medium to be made available to the voters at least ten (10) working days before the regular election opens.

C. Proposed amendments shall require an affirmative vote by at least a two-thirds majority of the voting Classified Employees.

Section 3 – Adoption of Amendment to the Constitution:

If a proposed amendment to the Constitution is ratified by at least a two-thirds majority of the voting Classified Employees, then it shall take effect immediately upon certification of the ballots by the Constitution & Elections Committee.

(Revised 05/10/16)