

**WESTERN NEVADA COLLEGE
CLASSIFIED COUNCIL BYLAWS**

ARTICLE I - PURPOSE

Section 1. The purpose of the Classified Council shall be to represent and serve as an advocate for all classified employees of Western Nevada College (WNC); to stimulate professional improvement and job-related training of classified employees; to receive, consider, and make recommendations to the college president relating to classified employees; and to provide a means for dissemination of policies, procedures, and other information to the classified employees of WNC. The Classified Council shall also solicit and receive funds in support of their activities in accordance with the Nevada System of Higher Education (NSHE) and WNC policies and in consultation with the WNC Foundation.

ARTICLE II - CLASSIFIED COUNCIL MEMBERSHIP

Section 1. The Classified Council shall consist of the classified employees at WNC.

ARTICLE III - BOARD OF DIRECTORS

Section 1. The Board of Directors (Board) shall consist of the chair, vice-chair, secretary and treasurer, as well as three other members of the Classified Council appointed by the above officers. The three appointed Board members will be selected prior to the September meeting. Appointed Board members will serve a 12-month term (September thru August). The Board shall have general power to control and manage the affairs and property of the Classified Council.

Section 2. Officers

- a. **Officers.** The officers of the Classified Council shall be a chair, vice-chair, treasurer, and secretary.
- b. **Term of Office.** The term of office for each officer shall be one year starting July 1. Officers may serve more than one term.

**WESTERN NEVADA COLLEGE
CLASSIFIED COUNCIL BYLAWS**

c. Duties of Officers.

- (1) Chair. Shall perform duties as outlined in the Classified Council Procedures (<http://www.wnc.edu/~clasoun/>)
- (2) Vice-chair. Shall perform duties as outlined in the Classified Council Procedures (<http://www.wnc.edu/~clasoun/>)
- (3) Treasurer. Shall perform duties as outlined in the Classified Council Procedures (<http://www.wnc.edu/~clasoun/>)
- (4) Secretary. Shall perform duties as outlined in the Classified Council Procedures (<http://www.wnc.edu/~clasoun/>)

Section 3. Election of Officers

- a. An election committee shall be formed each year and shall consist of three members appointed by the Classified Council chair.
- b. The election committee shall solicit nominations for officers each April and complete the election process by June.
- c. A majority vote of those voting shall be necessary for election of officers.

Section 4. Vacancies and Removal of Officers

- a. **Vacancy**
The chair, with the approval of the Board, shall appoint an eligible employee to fill an officer's vacancy until a special election can be held. Upon the vacancy of the treasurer, a review of the books will be done by the Board.
- b. **Removal from office shall be accomplished as follows:**
 - (1) Failure to attend three (3) consecutive Classified Council meetings constitutes an automatic resignation from the elected position, except such absences as approved by the Board.

**WESTERN NEVADA COLLEGE
CLASSIFIED COUNCIL BYLAWS**

- (2) A written petition signed by ten (10%) percent of the total classified employees and presented at a regular Classified Council meeting.
- (3) The written petition will be reviewed by the Executive Board and carried forward for action at the next classified council meeting. A 2/3 majority vote of the classified employees present will be required for removal from office.

ARTICLE IV - MEETINGS

Section 1. The Classified Council shall meet monthly with the exception of August and January. The chair shall establish a regular meeting calendar for publication at the September meeting for the upcoming year.

Section 2. Additional meetings may be called by the Classified Council chair or upon petition of one-third of Classified Council members. Classified Council members shall be notified five working days prior to any additional meeting.

Section 3. A meeting with a minimum of eight Classified Council members shall constitute a quorum.

ARTICLE V - AWARDS

Section 1. Classified Employee Appreciation Award. The Classified Council shall receive nominations for recipients of a Classified Employee Appreciation Award. Nominations may be made by executive faculty, administrative faculty, academic faculty, students and classified staff of WNC or by the general public. All WNC classified employees are eligible to vote for and receive this award.

Section 2. Special Commendations and Recognition. The Classified Council of WNC may, at its discretion, recognize and commend other individuals and groups within the WNC community. This form of recognition shall be for extraordinary service that represents achievements above and beyond the expected norm, and must be accepted and approved by a vote of the Classified Council.

**WESTERN NEVADA COLLEGE
CLASSIFIED COUNCIL BYLAWS**

ARTICLE VI - RULES OF ORDER

Section 1. The Classified Council shall establish rules of order which are consistent with these bylaws, WNC bylaws, and the NSHE code and shall be governed by them.

Section 2. Parliamentary Procedure: Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters or procedures not specifically covered by these bylaws, or by special rules of procedures adopted by Classified Council.

ARTICLE VII - BYLAWS ADOPTION AND AMENDMENTS

Section 1. Adoption of Classified Council bylaws shall be affirmed by a majority of the Classified Council membership and approved by the college president.

Section 2. Amendments to the Classified Council bylaws shall be affirmed by a majority of the Classified Council membership and approved by the college president.

Certified by:

_____ Date: _____

Kathryn Clark-Ross, Chair, Classified Council of Western Nevada College

Approved by:

_____ Date: _____

Carol Lucey, President, Western Nevada College

Bylaws	Adopted:	February 8, 1984
	Revised:	June 1, 1994
		April 19, 1995
		January 29, 1996
		May 2, 2001
		March 30, 2004
		April 7, 2006
		May 15, 2009
