

Oklahoma City Community College Staff Association

Constitution March 2021

Mission Statement

The Oklahoma City Community College Staff Association works in partnership with the entire college in support of the college's mission, goals, values, and functions through enhancing community enrichment to promote the growth, development, and engagement of its members.

Article I. Name

The name of the organization shall be the Staff Association of OCCC, hereafter referred to as the Association.

Article II. Purpose

- Facilitate communication, collaboration, and teamwork among all members;
- Promote the development of unity among members as a community of peers and colleagues;
- Promote professional growth, education, and development of its members;
- Promote a working relationship with administration, students, and faculty to facilitate a positive work environment;
- Provide opportunities to collaborate and communicate with other higher education staff associations.

Article III. Membership

- Section 1. Membership on the Association is open to all full time and part time employees whose positions are budgeted as staff positions excluding full-time faculty.
- Section 2. The Association Board, hereafter referred to as the Board, shall be comprised of five (5) members elected by staff. The members of the Board shall be elected through a self-nomination process. All Oklahoma City Community College staff members who have been employed with the college for at least one (1) year are eligible for nomination.
- Section 3. Nomination process for the Board: All college staff members will receive an email containing a link to a nomination form. Staff members may nominate themselves. Once all self-nominations have been received, the names of the nominees shall be validated to ensure eligibility.
- Section 4. Voting process for the Board: All Association members will be invited by the Board Vice President to take part in the voting process. The Vice President is

entitled to select the voting method.

- Section 5. The month of May shall be designated for electing representatives for positions with expired terms.
- Section 6. The terms of office shall begin on July 1 of the year elected and shall continue for a period of one year ending June 30 the following year.
- Section 7. A person may serve no more than two (2) consecutive terms, but nothing shall prevent such a person, following a one (1) year absence from the Board, from serving additional terms.
- Section 8. Officer Removal:
- a. automatically upon termination of their employment with Oklahoma City Community College.
 - b. voluntarily by submitting a letter of resignation to the Association president or secretary.
 - c. automatically three (3) consecutive absences or four (4) absences total within one year of their term (July – June) of regularly scheduled meetings of the Board.
- Section 9. Vacancies shall be filled as follows:
- Elected position: a special election to elect a new staff member to serve for the remainder of the current term. This special election will take place within 14 days of the notice of vacancy.
- Section 10. A member of HR leadership shall serve as an administrative liaison to the Association.

Article IV. Meetings

Meetings shall be held as follows:

- A. A minimum of 10 will take place (July through June). The Association can hold as many meetings as needed (July through June).
- B. All meetings shall be open access. Meeting mode will be decided by the President of the Board.
- C. The Board Secretary will keep notes at each meeting and compile minutes for review at the following meeting. Minutes will be available for viewing on the Association Moodle room.
- D. Special Association meetings and/or Board meetings may be called by the Board President, the College President or by one-third (1/3) of the Board.

Article V. Quorum and Voting

Section 1. A majority of the members in attendance at Association meetings shall constitute a quorum authorized to transact business at any Association meeting. A quorum will be 2/3 of the members.

Section 2. A meeting at which a quorum is initially present may continue to transact business regardless of the withdrawal of any member. However, any action taken must be approved by at least a majority of the required quorum for such meeting.

Section 4. No voting by proxy shall be allowed.

Article VI. Officers and Responsibilities

- A. President: The President shall set the agenda and lead Association and Board meetings, as well as represent or appoint a representative to represent the staff body at college functions.
- B. Vice President: The Vice President, in the absence of the President, shall assume the president's responsibilities as outlined above. The Vice President shall also be an ex-officio member of all Association committees to monitor the progress of said committees.
- C. Secretary: The Secretary shall maintain attendance records, record, type, and correct the official minutes of all Association and Board meetings. The Secretary is also responsible for maintaining and archiving the records as required. The Secretary will serve as the VP in the absence of the VP.
- D. Treasurer: The Treasurer shall maintain accurate and detailed records of financial transactions of the Association and work with the Oklahoma City Community College CFO as required. The Treasurer will serve as the Secretary in the absence of the Secretary.
- E. Parliamentarian: The Parliamentarian serves as an advisor, and assists with the Association elections. Performs other duties as deemed necessary by the Board and is a voting member of the Board. After serving as past President for one year. They will serve in an advisor role as needed, and as their work schedule permits once their term as Parliamentarian is over.

Article VII. Committees

Committees shall be created to facilitate the programs and duties as designated by the Board including but not limited to staff development, team building, and community enrichment.

Article VIII. Amendments

Section 1. Amendments to this Constitution shall be proposed by one of the following methods:

- a. request by any member of the Board.
- b. petition to the Board by at 50% of Association members.

Section 2. Proposed amendments shall be submitted in writing to the Board at least ten (10) calendar days prior to the next regularly scheduled meeting.

Section 3. Proposed amendments receiving two-thirds (2/3) endorsement of the Board shall be deemed as approved.

Section 4. Ratification by Association members:

- a. Board approved amendments shall be submitted to the entire staff body for ratification within fourteen (14) calendar days of Board actions, and the results tallied in seven (7) calendar days.
- b. Unless a majority voting rejects the Board approved amendments, the amendment shall be ratified.