



Original Council Members

Linda Carney
Edsel DeWees (Chairperson)
Garry Kight (Vice-Chairperson)
Phyllis Marks
Noah Riffle
Betty Rohr (Recorder/Secretary)
Emma Snider
Robin L. Stalnaker
Geraldine Taylor
Joe Wilmoth

First meeting of the GSC Staff Council was held on September 13, 1979.

www.hepc.wvnet.edu
www.wvacce.org
www.legis.state.wv.us
www.wv.gov



Glennville State College

**STAFF COUNCIL
CONSTITUTION**

Constitution officially adopted on:
December 13, 1979

Constitution officially amended on:
March 19, 1981
September 12, 1988
March 27, 1992
May 6, 1997
June 18, 1998
May 15, 2000
April 20, 2006



ARTICLE I – NAME

The name of this organization shall be the Glenville State College Staff Council.

ARTICLE II – PURPOSE

The purpose of the Staff Council shall be to represent the classified employees of Glenville State College in policy-making procedures, to act as a liaison between classified employees and the President/College Administration, and to serve as a means for all classified employees to express their opinions and concerns about working conditions, employee benefits, employee/employer relations, or other areas that affect their employment at Glenville State College.

ARTICLE III – MEMBERSHIP

A. **Organization**

Membership in the Glenville State College Staff Council organization shall be comprised of classified personnel.

B. **Council**

The Staff Council shall be comprised of representatives from five (5) occupational groupings as identified through the Integrated Postsecondary Education Data Systems (IPEDS).

- Clerical and Secretarial
- Executive/Administrative/Managerial
- Service/Maintenance and Skilled Crafts
- Technical and Paraprofessional
- Other Professional Staff (Support Service)

Two representatives will be elected from each occupational grouping.

Classified employees elected to serve on any board will be ex-officio voting members of the Staff Council.

ARTICLE IV – ELECTION OF REPRESENTATIVES AND OFFICERS

A. **Representatives**

The Staff Council will be responsible for scheduling a date, time, and location during April for the classified staff to meet for the purpose of nominating and electing representatives. Each occupational grouping will elect two representatives. In the event an occupational grouping does not elect a representative, an at large member will be elected by all staff to serve until the next election of the occupational groupings. Representatives shall serve a term of two (2) consecutive years commencing on July 1 and terminating on June 30. A representative may succeed himself/herself.

Any representative who fails to attend three (3) meetings without notifying an officer of the Staff Council shall be removed from the Council. In such case, the vacancy will be filled by following the guidelines set forth below under (Filling Vacancies).

(Filling Vacancies)

Should a vacancy occur in the case of a representative elected by an occupational grouping, that particular occupational grouping shall be responsible for meeting, nominating and electing a representative to fill the unexpired term of the representative to the Staff Council. If the occupational grouping does not fill the vacancy, Staff Council shall elect an individual to fill the unexpired term.

Should a vacancy occur in the case of a representative elected at-large, the Staff Council will be responsible for electing a

representative to fill the unexpired term of the representative to the Staff Council.

B. **Officers**

Officers of the organization shall be a chair, vice-chair, and secretary/treasurer.

In May, nominations for chair will be taken from any classified staff member and all staff members are eligible to vote for the chair. Eligible nominees will be any person elected to Staff Council for the upcoming year.

Newly elected representatives will meet with the Staff Council at the regular June meeting for nomination and election of vice chair and secretary/treasurer. These officers will be selected by the staff council members who will be serving during the upcoming term.

Term of office for all elected officers of the Staff Council shall be from July 1 until June 30.

(Duties of Officers)

The chair shall preside at all meetings of the Staff Council, serve as a voting member of the College Leadership Council, and perform other such duties as ordinarily may devolve upon the office of the chair.

The vice-chair shall preside at all meetings in the absence of the chair. The vice-chair shall be responsible for activities related to Ginny Grottendieck Scholarship, Employee of the Year, and staff professional development.

The secretary/treasurer shall prepare, distribute, and maintain a file of the minutes of all meetings of the Staff Council and maintain accurate financial records. He/she shall receive and shall carry out the official correspondence of the Council.

(Filling Vacancies)

In the event that the office of the chair should be vacated, the vice-chair shall succeed to the office of the chair for the unexpired term.

Should a vacancy occur in any other office of the Staff Council, such vacancy shall be filled by nomination by members of the Council and elected by the Staff Council at the next regular meeting.

ARTICLE V – MEETINGS

Regular meetings of the Staff Council shall be held each month. A written or verbal notice of the time, place, and date of all meetings shall be announced to all classified staff in advance. A quorum shall consist of a simple majority of the members of the Staff Council at any given time. When necessary, meetings may need to go into closed sessions upon the majority consent of Staff Council members in attendance.

ARTICLE VI – RATIFICATION

This Constitution for the Glenville State College Staff Council organization shall be officially adopted when it receives the approval of a two-thirds (2/3) majority of the members voting by secret ballot.

ARTICLE VII – AMENDMENTS

Amendments to this Constitution may be proposed by a two-thirds (2/3) majority of the Staff Council or by a petition signed by twenty percent (20%) of all classified staff and presented in writing to the Staff Council. Amendments shall become effective when approved by a majority of the votes cast, in secret ballot, by the classified staff membership. Each member shall be provided with a copy of the proposed amendment not less than ten (10) days prior to the balloting.