



BYLAWS

ARTICLE I. MISSION, PURPOSE, & PRIVILEGES

1.1 MISSION STATEMENT

The Classified Employee Association (CEA) is to serve as a representative body which articulates Arizona Western College (AWC) Classified Employee interests, concerns, and recommendations to the AWC President and other administrators in respect to matters of policy, training, and educational opportunities. Other charges involve recommendations on working conditions and schedules; employment, promotion, and professional development; compensation and benefit plans. CEA subsists as an open forum and welcomes all members to express ideas, issues, and interests that are of concern to the AWC Classified Employees of Yuma, La Paz and South Yuma County.

1.1. PURPOSE, PRIVILEGES

The purpose of the Arizona Western College Classified Employee Association is to serve as an advocate and liaison to the AWC President and other administrators for all classified employees individually and collectively while promoting awareness of workshops, trainings, and promoting professional development. A CEA representative represents the AWC CEA Community on AWC standing and ad-hoc committees and associations and disseminates the resultant information to classified employees of Yuma, La Paz and South Yuma County.

ARTICLE II. STRUCTURE & COMPOSITION

2.1 MEMBERS

The Association is composed of all full-time and part-time classified AWC employees. Any member has the right to participate in the CEA and vote.

2.1.1 PARTICIPATION

Members are expected to take an active role in CEA functions and to assume the responsibilities described herein.

2.2.1 REPRESENTATION

Non-voting representatives for the Yuma Branch Campus of NAU, ASU, and UofA shall participate as Members, as well.

2.3 OFFICERS

The Association will elect full time classified employees for the following CEA Offices: Chair, Vice Chair, Treasurer, Secretary, Ex-Officio, Historian, Publicist, and DGB Liaison Officers. The following CEA Office will be open to part-time employees: Associate PT Representative.

ARTICLE III. ELECTION OF OFFICERS

3.1 ELIGIBILITY

Any member accepting a promotion to a salaried position becomes ineligible to serve on the CEA.

3.2 ELECTION PROCEDURES

The election process will be under the direction of the Ex-Officio and outgoing Chair. Representatives conducting the election process are ineligible to run for any officer positions. In the event that both the Ex-Officio and Chair are nominees for an office, the election process must be conducted by other CEA member(s) assigned by the present CEA Officers.

3.3 NOMINATIONS

Candidate nominations shall be submitted starting the first week in April. Nominations will be accepted during the first two weeks of April, and shall be accepted in writing,

3.4 FILLING OF VACANCIES

In the event of an office vacancy, any member can nominate a fellow classified employee or themselves to fill the vacant position. New offices, adjustments, or vacancies that need to be

filled during non-regular election periods will be assigned by the present CEA Officers, until the end of the term.

3.5 VOTING

Voting ballot forms will be sent out via email during the third week in April, with votes accepted through the fourth week of April. Those persons receiving the most votes in the elective process are considered duly elected to present the constituency. If the individual that received the most votes declines his/her elective position, the next individual receiving the most votes will be contacted to serve. Ties will be settled with voting from those members present in the first Association meeting in May. If only one nomination is received for an office vacancy that person will be duly elected.

3.6 ELECTION VERIFICATION

The CEA chair will verify all ballots once voting has closed, and the CEA board shall tabulate the votes and announce the official election results at the first May meeting. Election results may be contested for ninety (90) calendar days, as all ballots cast shall be destroyed thereafter. The CEA Officers shall address conflicts regarding election procedures.

3.7 RESIGNATION

Resigning Officers shall notify the CEA Chair in writing prior to his/her resignation.

ARTICLE IV. OFFICER

4.1 CHAIR

The CEA Chair is responsible for establishing meeting agendas, for approving all correspondence before dissemination to the Members and Electorate, and for presiding at all regular and/or special CEA meetings. The Chair oversees special sub- or ad hoc-committees as directed by CEA action. The Chair and one other CEA member shall serve on the Classified Salary and Benefits Committee. The Chair will perform other duties as may be deemed necessary and appropriate by the CEA Members. The Chair's term of office is two years.

4.2 VICE CHAIR

The Vice Chair presides over any meetings or events the Chair is unable to attend and serves in his/her stead as the official CEA representative thereof; the Vice Chair performs other duties and functions as may be deemed necessary and appropriate by the CEA Members. The Vice Chair's term of office is three years.

4.3 SECRETARY

The Secretary is responsible for the creation, dissemination, and maintenance of CEA meeting minutes and other records; all correspondence requires the Chair's approval prior to its distribution. The Secretary maintains a current list of the CEA members, which shall be available to any classified employee upon his/her request. The Secretary will perform other duties as may be deemed necessary and appropriate by the CEA Members. The Secretary's term of office is two years.

4.4 TREASURER

The Treasurer processes all purchase orders, maintains accurate CEA financial records, and reports to the CEA concerning all financial issues. The Treasurer will perform other duties as may be deemed necessary and appropriate by the CEA Members. The Treasurer's term of office is three years.

4.5 LIAISON

The Liaison reports CEA achievements and activities to the District Governing Board and President's Council. The Liaison will perform other duties as may be deemed necessary and appropriate by the CEA Members. The Liaison's term of office is two years.

4.6 EX - OFFICIO

The Ex-Officio shall be the past Chair. The Ex-Officio will serve as a mentor to the elected Chair. The Ex-Officio does not need to comply with the officer attendance policy in Article 5, Section 5.1.1. The Ex-Officio's term of office is one year.

4.7 HISTORIAN

The Historian records and archives all meeting and event documentation needed for evidence to the Higher Learning Commission. The Historian performs any functions of the secretary for any meetings or events the Secretary is unable to attend. The Historian will perform other duties as may be deemed necessary and appropriate by the CEA Members. The Historian's term of office is two years.

4.7.1 The Historian will contact the AWC Human Resources office for a current list of required documents for HLC each year.

4.8 PUBLICIST

The Publicist maintains communication and promotes meetings, trainings, workshops, fundraisers and other events to all CEA members via AWC Email and Social Media. The Publicist will perform other duties as may be deemed necessary and appropriate by the CEA Members. The Publicist's term of office is two years.

4.9 ASSOCIATE REPRESENTATIVE

The Associate Representative represents part-time employees. The Associate Representative does not need to comply with the officer attendance policy in Article 5, Section 5.1.1. The Associate Representative's term of office is one year.

ARTICLE V. ASSOCIATION ACTIONS

5.1 OFFICER MEETINGS

The CEA Officers shall meet monthly at a time and place specified by the Chair. Special meetings may be called by the Chair or by petition.

5.1.1 CEA OFFICER ATTENDANCE POLICY

CEA Officers accept the responsibility for carrying out the goals of the AWC CEA when appointed, and meeting attendance is part of that responsibility. If an Officer will be absent from a meeting, a written notice should be submitted to the CEA Chair and Vice Chair before the meeting date (email suffices as a written notice). If an Officer is absent from three consecutive regularly scheduled meetings, he or she automatically forfeits their appointment, subject to review by the AWC CEA.

CEA Officers are required to attend the following meetings: 12 regular monthly Officer Meetings, 12 monthly meetings with the AWC President per academic year, and Professional Development Day. CEA Officers also assist in at least 6 Association trainings or workshops per academic year. If a CEA Officer is aware that they are unable meet the attendance policy stated above, he or she should resign from the position.

5.2 ASSOCIATION MEETINGS

The Association will provide two dates in each month to meet on business matters, or for trainings, or workshops developed by the CEA Officers.

5.3 VOTING, QUORUM

When voting is necessary, it will be conducted during Association meetings. Unless otherwise designated, all CEA actions must be approved by a one-half majority of those present.

5.4 AMENDMENTS

Any member may propose amendments to the Bylaws. An amendment shall be considered adopted if approved by a two-third majority of CEA Members present.

5.5 BYLAW REVIEW

The CEA Bylaws shall be reviewed every two years with updates and revisions to be completed by the end of each CEA year that ends with an odd number. Changes to the existing Bylaws will be effective July 1 of the following academic year.

ARTICLE VI. SUB-COMMITTEE

6.1 CEA RECOGNITION

This Committee will be led by two CEA Officers and will include a classified member and a Professional Administrator from each of the following departments: Facilities, Learning Services, Finance Services, Student Services, Technology, South Yuma County, La Paz, and Human Resources. This committee is charged with planning and creating a schedule of activities, workshops and trainings for the annual CEA Classified Employee Appreciation week in March. Members of this committee will also develop the criteria for CEA Employee of

the semester for PT & FT Classified employees and create and post to the AWC CEA webpage “Shout Out” section page any nominations received. (Regulations for the “Shout Out” page are to be determined by this committee).

6.2 PROFESSIONAL DEVELOPMENT DAY

This committee is composed of all CEA Officers and is charged with the planning and executing the annual CEA Professional Development day schedule. Tasks include, but are not limited to, the following: securing a guest speaker(s), reserving the facilities, arranging catering, drafting a program, communicating and collaborating with print services and college publications on signs and other printing needs.