

Valencia College

VALENCIA STAFF ASSOCIATION

By-Laws

Preamble

NOW THEREFORE, the Valencia College staff hereby establishes the Valencia Staff Association and its powers and responsibilities shall be governed by the following Articles:

ARTICLE I: Organization Name

The name of this organization shall be the Valencia Staff Association, hereinafter referred to as the Valencia Staff Association (VSA).

ARTICLE II: Purpose

The purpose of this organization shall be to serve as a voice for positive change and innovation for all college staff through an expressed focus on inclusivity, growth and development, engaging staff and the community, staff appreciation, and the reciprocal exchange of information.

Section 1: Objectives

The objectives of this organization shall be to:

- A. express appreciation;
- B. build community;
- C. exchange information;
- D. engage the community;
- E. support inclusivity;
- F. foster growth and development; and
- G. be a voice for positive change and innovation.

Section 2: Association Structure

The VSA will consist of a college-wide representative body (defined in Article III), and campus-based representative bodies (defined in Article V).

ARTICLE III: College-Wide Association

The college-wide Valencia Staff Association, hereinafter referred to as the CW-VSA, shall act as the voice of the association for college-wide matters.

Section 1: Leadership Association

The CW-VSA shall be designed as the leadership association, offering and providing guidance and direction to the campus-based associations, hereinafter referred to as Campus VSA.

Section 2: VSA Position Definitions

VSA positions shall be defined as follows:

- A. **Governance Council Representative:** A non-voting position with the Council that shall not be eligible to hold elected positions. Governance Council Representatives are appointed for the purpose of providing regular updates related to college-wide matters affecting all staff.
- B. **Executive Officer:** A voting-position with the Association. Officers shall be elected as outlined in Article IV.2 and Article VI.2 below and shall be eligible to hold elected positions.
- C. **Liaison:** A non-voting position with the Association. This position is held by the Vice President of Organizational Development and Human Resources.

- D. **Member:** A non-voting position with the Association. VSA College-Wide members consist of all full-time and part-time Valencia College Staff. VSA Campus membership shall include all full-time and part-time staff members based on the campus in which the staff-member is housed.
- E. **Volunteer:** A non-voting position with the Association. Volunteers shall typically be recruited from eligible members to provide guidance on issues of relevance.

ARTICLE IV: CW-VSA Executive Leadership

Section 1: CW-VSA Executive Officers

A President and President-Elect shall be elected to organize and guide the CW-VSA. The President-Elect shall be nominated by and from the CW-VSA membership.

A secretary and/or treasurer, and communication coordinator shall also be elected to organize and guide the CW-VSA. CW-VSA Officers shall be nominated by and from the CW-VSA membership. CW-VSA members will vote to elect Executive Officer positions.

Section 2: Elections

Election of CW-VSA Executive Officers shall take place in March of the year the respective term ends. Candidates shall be nominated in writing by self-nomination or other staff and elected by majority vote of the staff through the nomination and election process. In the event that the winner of said vote declines the position, the position will be offered to the runner-up. Unopposed candidates will be appointed provided no objection is made by staff pursuant to either of the aforementioned voting processes.

The rules for conducting an election are as follows:

There shall be a Nomination Committee comprised of the CW-VSA President, CW-President-Elect and CW-Secretary.

- A. A recruitment email will be sent out early February by the CW-VSA President to all staff members, informing them of upcoming election of new CW-VSA executive officers and request for nominations, using official nomination form (which will be attached to said email).
- B. Nominations shall be solicited from staff members up until a specified date through email using the official nomination form. The name of any full-time staff member may be submitted to the Nomination Committee (with permission of the nominee and acknowledgement of the nominee's supervisor). Staff members may be nominated by other staff members or by self-nomination.
- C. The names of those nominated shall be electronically distributed to the staff members college-wide. Votes will be cast by electronic ballot and sent to the Nomination Committee.
- D. The Nomination Committee shall determine the electronic voting results. Elections for CW-VSA President, President-Elect and Secretary shall be determined by majority vote. In case of tie votes, a special run-off election between the tied candidates will be held within five (5) days after counting the ballots.
- E. The CW-VSA Nomination Committee shall report the results of the election to all staff members before the second week of May (except when a run-off election is needed).
- F. The CW-VSA President shall publish the results of the election for distribution to all staff members within five (5) working days after results of the election have been reported to the Campus Executive Officers.

Section 3: Terms

The CW-VSA President, President-Elect, and Communications Coordinator shall serve for a term of one (1) year in accordance with the term dates set out by the Valencia College Shared Governance Council. The CW past President (ex-officio) and secretary/treasurer shall serve for a term of one (1) year from July 1- June 30. CW President and President-Elect may not be from the same campus and would be selected from all representatives in campus-based groups; contingent upon nominations received.

The President-Elect will assume the duties of the CW-VSA President for the unexpired term should the President position become vacant. If the CW-VSA President position becomes vacant with no President-Elect in office, then the President shall be nominated by and from the CW-VSA membership.

Section 4: Resignations of Appointments

In the event the position of President should become vacant, the President-Elect shall succeed to the office. If the CW-VSA President position becomes vacant with no President-Elect in office, the CW-VSA membership shall commence a nomination and election process for CW-VSA President. If a vacancy occurs in the CW-VSA President-Elect position, the CW-VSA membership shall commence a nomination and election process.

Should any other officer need to vacate their CW-VSA position prior to the expiration of their term; they are requested to inform the CW-VSA President in advance through written notice. The CW-VSA will conduct a nomination, voting, and election process, pursuant to Article IV Section 2, for a staff member to complete the exiting member's term.

Section 5: Executive Officer Duties

All Executive Officer Duties listed below are subject to change based on positions filled within the CW-VSA Executive Leadership.

A. **CW-VSA President duties shall be to:**

1. Preside at all CW-VSA meetings.
2. Prepare and distribute a meeting agenda prior to all CW-VSA meetings.
3. Call all CW-VSA meetings and events.
4. Act as a spokesperson for all Valencia College staff members
5. Meet with the College liaison for the VSA to discuss concerns and form action plans to address concerns.
6. Create work teams and other committees, as necessary, to facilitate the functions of the CW-VSA.
7. Listen to and address concerns brought to the CW-VSA by VSA representatives for all staff members.
8. Direct HR and Grievance concerns to the appropriate party.
9. Disseminate information to campus/center VSA Presidents/Presidents-Elect regarding CW-VSA activities.
10. Aid the campus/center representatives with the recruitment of volunteers for future Presidents and Presidents-Elect.
11. Maintain an accurate and detailed account of all monies received and expended by the CW-VSA.
12. Provide Treasurer's report at each regular CW-VSA meeting.
13. Pay all expenses after approval from the CW-VSA membership.

B. **CW-VSA President-Elect duties shall be to:**

1. Assist the CW-VSA President as necessary.
2. Preside at the meetings in the absence of the CW-VSA President.
3. Represent the CW-VSA President upon request.

4. Assume the duties of the CW-VSA President for the unexpired term should the President position become vacant.
 5. Attend all CW-VSA meetings.
 6. Assist President in maintaining an accurate and detailed account all monies received and expended by the CW-VSA.
- C. **CW-VSA Secretary/Treasurer duties shall be to:**
1. Record minutes and attendance of each CW-VSA meeting and maintain official file of record.
 2. Maintain an up-to-date record of the CW-VSA membership and notify the CW-VSA President of representatives who need replaced
 - a. If CW-VSA secretary position is vacant, there shall be a volunteer to record minutes
 3. Maintain copies of all CW-VSA official correspondence.
 4. Disseminate minutes to CW-VSA membership within 15 working days of the meeting; electronic voting will suffice in the CW-VSA minutes approval process.
 5. Submit electronic CW-VSA minutes for publication on the website.
 6. Assist President in maintaining an accurate and detailed account all monies received and expended by the CW-VSA.
- D. **CW-VSA Communication Coordinator duties shall be to:**
1. Draft and disseminate all communications to membership as well as promotional communication related to the activities of the CW-VSA.
 2. Maintain CW-VSA website

Section 8: Meetings

The CW-VSA Executive Officers will meet regularly to collaborate and address college-wide interests of Valencia College staff members. Meetings will take place regularly at a designated campus/center or via teleconference. Meetings will take place on a rotating basis on each college campus.

Section 9: Special Meetings

Special college-wide meetings may be requested by any staff employee, but can only be called by the CW-VSA President with the approval of the CW-VSA membership. Business transacted during special meetings shall be limited to the issue for which the meeting was called.

ARTICLE V: Campus Valencia Staff Association (VSA)

Each campus shall organize a Valencia Staff Association (VSA) and representative body (defined in Article III) to communicate regularly and address the interests of the staff at that location.

ARTICLE VI: Campus-VSA Executive Leadership

Section 1: Campus-VSA Executive Officers

Campus VSA representatives shall consist of a President, President-Elect, and Secretary that shall be nominated and appointed by majority vote by employees of the campus. In addition, each campus/center shall ask for volunteers if needed.

Section 2: Elections

Election of Campus VSA Executive Leadership shall take place in March of the year the respective term ends. Candidates shall be nominated in writing by self-nomination or other staff and elected by majority vote of the staff through the nomination and election process. In the event that the winner of said vote declines the position, the position will be offered to the runner-up. Unopposed candidates will be

appointed provided no objection is made by staff pursuant to either of the aforementioned voting processes.

The rules for conducting an election are as follows:

There shall be a Nomination Committee comprised of the Campus VSA President, President-Elect and Secretary.

- G. A recruitment email will be sent out early February by the Campus VSA President to all staff members, informing them of upcoming election of new Campus VSA Executive Officers and request for nominations, using official nomination form (which will be attached to said email).
- H. Nominations shall be solicited from staff members up until a specified date through email using the official nomination form. The name of any full-time staff member may be submitted to the Nomination Committee (with permission of the nominee and acknowledgement of the nominee's supervisor). Staff members may be nominated by other staff members within the nominee's campus/center, or by self-nomination.
- I. The names of those nominated shall be electronically distributed to the campus/center staff members. Votes will be cast by electronic ballot and sent to the Nomination Committee.
- J. The Nomination Committee shall determine the electronic voting results. Elections for Campus VSA President, President-Elect and Secretary shall be determined by majority vote. In case of tie votes, a special run-off election between the tied candidates will be held within five (5) days after counting the ballots.
- K. The Campus VSA Nomination Committee shall report the results of the election to all staff members before the second week of May (except when a run-off election is needed).
- L. The Campus VSA President shall publish the results of the election for distribution to all staff members on that campus/center within five (5) working days after results of the election have been reported to the CW-VSA President and CW-VSA Secretary.

Section 3: Terms

The Campus VSA President, President-Elect, and Secretary shall serve a one (1) year term from July 1st through June 30th. The past President (ex-officio) shall serve for a term of one (1) year from July 1st - June 30th.

At the end of the one (1) year term, the President Elect shall become the President. In the event the position of President should become vacant, the President-Elect shall succeed to the office. If a vacancy occurs in the Campus VSA President-Elect position, the Campus VSA shall commence a nomination and election process.

Section 4: Resignations of Appointments

Campus VSA representative resignations shall be submitted to the Campus VSA President in writing and reported to the Campus VSA Secretary.

- A. If the Campus VSA President resigns, the Campus VSA President Elect assumes the position of President for the remainder of the year. The President Elect will continue to serve as Campus VSA President until the term for which they were elected to be President is completed.
- B. If the Campus VSA President-Elect resigns or if a vacancy occurs in the position, the Campus VSA membership shall commence a nomination and election process.

- C. If the Campus VSA Secretary resigns, the Campus VSA will appoint a person from within their campus to serve the remainder of the year as Secretary.

Section 8: Executive Officer Duties

A. Duties of the Campus VSA President shall be to:

1. Preside at all campus Valencia Staff Association (VSA) meetings.
2. Prepare and distribute VSA meeting agendas prior to meeting.
3. Call all Campus VSA meetings and events.
4. Act as a spokesperson for all staff at their campus.
5. Meet with the CW-VSA President as necessary to discuss concerns and form action plans to address concerns.
6. Create work teams and other committees to facilitate the functions of the Valencia Staff Association, as necessary.
7. Listen to and address concerns brought to the Campus VSA by VSA representatives for all staff members.
8. Disseminate information to staff at their campus regarding the VSA activities.
9. Attend all CW-VSA meetings.
10. Submit all agenda items or issues for discussion to the CW-VSA prior to the regular meetings. Submit these items to the CW- VSA Secretary.
11. Meet regularly with campus representatives.

B. Duties of the Campus VSA President-Elect shall be to:

1. Assist the Campus VSA President.
2. Preside at the Campus VSA meetings in the absence of the Campus VSA President.
3. Represent the Campus VSA President upon request.
4. Assume the duties of the Campus VSA President for the unexpired term should the President position become vacant.
5. Meet with the Campus VSA President and the CW-VSA President as necessary to address any Association concerns and/or action items.

C. Duties of the Campus VSA Secretary shall be to:

1. Record minutes and attendance of each Campus VSA meeting and maintain official file of record.
2. Ensure that Campus VSA minutes are submitted for approval, by those in attendance, at the next campus meeting.
3. Revise, publish, and distribute the approved Campus VSA minutes to all VSA Executive Officers within a maximum period of fifteen (15) working days following approval.
4. Send invitations/appointments and reminders to all campus staff and invited guests well in advance of Campus VSA meetings and events.
5. Submit Campus VSA event/meeting information to be posted on the VSA webpage or other publications.
6. Maintain copies of all official Campus VSA correspondence.
7. Keep a history and photographs of Campus VSA events and activities. Submit photos, notices, etc. to CW-VSA Communication Coordinator to be posted on the website or other publications.

Section 9: Meetings

Each Campus VSA President shall hold regular meetings, dependent upon campus needs.

Recommendations for discussion/issue items for the agenda should be submitted to the Campus VSA President prior to each regular meeting. Recommendations shall include supportive information which will enable the VSA to give full and serious consideration to the recommendation.

Section 10: Special Meetings

Special Meetings may be requested by any staff member, but can only be called by the Campus VSA President and the CW- VSA President must be informed. Business transacted during special meetings shall be limited to the issue for which the meeting was called.

Section 11: Events

All events held by the CW and Campus VSA are open to all full time and part time staff members.

ARTICLE VII: Voting

Unless otherwise stated within these bylaws, items requiring CW-VSA approval shall be approved by majority vote of a quorum of the voting members of the CW-VSA. A quorum shall consist of no less than fifty-one percent (51%) of the voting members of the CW-VSA. Voting members include campus/center VSA and CW-VSA Executive Officers. Voting may be done electronically. All voting should be documented.

ARTICLE VIII: Amendment of Bylaws

Section 1

The Bylaws may be amended by two-thirds (2/3) vote of the votes cast at any regular or properly called CW-VSA meeting at which a quorum is present.

Section 2

Copies of any proposed change(s) shall be presented to CW-VSA President by the sponsoring representative prior to being presented to elected and volunteer representatives.

Section 3

It shall be the responsibility of the representative initiating a proposal for change to provide a copy of the revisions with rationale for suggested changes to the entire CW-VSA membership. This shall be done at least two weeks in advance of the meeting at which a vote of the CW-VSA is to be taken so that members may communicate with their elected representatives regarding the recommended changes.

REVISION HISTORY

Approved: 11/2013

Approved: 08/2018