



CLASSIFIED EMPLOYEE ASSOCIATION 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.

1.2 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 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.



2.2 PARTICIPATION

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

2.3 REPRESENTATION

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

2.4 OFFICERS

The Association will elect full-time classified employees to fill following CEA Offices: Chair, Vice Chair, Treasurer, Secretary, and District Governing Board/ College Governance Council Representative Officers. The following CEA Office will be open to part-time employees: Associate PT Representative (no longer eligible if a FT position is accepted).

ARTICLE III. ELECTION OF OFFICERS

3.1 ELIGIBILITY

Any member accepting a promotion to a salaried position and/or a faculty position becomes ineligible to serve on the CEA.

3.2 ELECTION PROCEDURES

The election process will be under the direction of the Employee Recognition Committee. CEA Ex-Officio and Chair will assist in communications of information dissemination between the AWC campus community and election representatives. Nomination and Election processes are conducted through the institutionalized program Qualtrics, contracted through the IERG department.



3.3 NOMINATIONS

The following is a guideline reference for the nomination process of CEA Officers:

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| <p>1st Week of April</p> | <p>Call for nominations (<i>open for one week</i>)</p> <ul style="list-style-type: none"> • Nomination form created by Employee Recognition Committee and shared with campus community via AWC Business list serve • Self-nominations accepted • Nominees permitted to run for more than one position, but will only be able to accept one position if elected • Nominee does not have to accept nomination(s) |
| <p>2nd Week of April</p> | <p>Nomination Acceptance (<i>open for one week</i>)</p> <ul style="list-style-type: none"> • Nominees are contacted and asked to accept or decline nomination (<i>MUST include response deadline – no response is considered declining nomination</i>) • For those who accept, require small bio to be added to ballot email (<i>word limit determined and enforced by Election Representatives</i>) • If a position has no nominations, inquiry to current officer of re-election, recruit to Classified Staff |

3.4 VOTING

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| <p>2nd Week of April</p> | <p>Ballot Form</p> <ul style="list-style-type: none"> • Throughout the nomination acceptance period, the election ballot will be created on Qualtrics by the ERC as nominees accept a place on the ballot • Once accepted, the employee must provide a brief bio to accompany their name and position they are running for • <i>Ballot and voting only intended for CEA distribution list</i> |
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| 3 rd Week of April | <p>Election (open for one week)</p> <ul style="list-style-type: none"> • Compose email to Classified Staff in regards to voting process (Include ballot link, nominee blurb, voting deadline) <p><i>**Nomination open to campus; election open to Classified Staff ONLY**</i></p> |
| 4 th Week of April | <ul style="list-style-type: none"> • Election Representatives give ballot results to CEA Chair; offer is made via email to the elected nominee for acceptance or declination of the position • 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 (must accept their election to the position) |
| 1 st Week of May | <ul style="list-style-type: none"> • Email announcement of newly elected CEA Officers via AWC list serve to campus community • Announce incoming CEA Officers at the May CEA Meeting |

3.5 ELECTION VERIFICATION

Under the guidance of the College Governing Council (CGC), the Faculty Senate, Professional Administration Election Representatives, Human Resources, CEA Ex-Officio and CEA Chair assist in employee classification verification.

3.6 FILLING OF VACANCIES

In the event of an officer vacancy, current officer position defers to runner-up in election. If that employee is no longer able/ willing, officers can then recruit and nominate. Officers can also vote to override the runner-up option and nominate an employee to seek representation from a particular department. 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.



3.7 RESIGNATION

Resigning Officers shall notify the CEA Chair in writing prior to his/her resignation. In the instance that the current Chair accepts a PA/Faculty position or leaves AWC, the Vice Chair would step in to fill that role. With their term automatically rotating to Chair, the Vice Chair will absorb that role until they rotate to Ex-Officio.

ARTICLE IV. CLASSIFIED EMPLOYEE ASSOCIATION OFFICERS

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 (one as chair, the second as Ex Officio).*

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 maintains communication and promotes meetings, trainings, workshops, fundraisers and other events to all CEA members via AWC Email. The Vice Chair performs any functions of the Secretary for any meetings or events that the Secretary is unable to attend. 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 (first year as Vice Chair, second as Chair, Third as Ex Officio).*

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 and facilitates all CEA P-card purchases, 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 DISTRICT GOVERNING BOARD / COLLEGE GOVERNANCE COUNCIL REPRESENTATIVE

The DGB/CGC Representative reports CEA achievements and activities to the District Governing Board, President's Council, and College Governance Council. The DGB/CGC Representative will attend the DGB and CGC meetings and inform CEA Officers of updates as it pertains to the Association. The DGB/CGC Representative will perform other duties as may be deemed necessary and appropriate by the CEA Members. *The DGB/CGC Representative'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 ASSOCIATE REPRESENTATIVE (OPTIONAL)

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 Secretary 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 CEA.

CEA Officers are required to attend the 12 regular monthly Officer Meetings. 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/she should resign from the position.

5.2 ASSOCIATION MEETINGS

The Association will provide two dates in each month to meet. The first of the two dates per month will be for CEA Meetings (conducted on the second Tuesday of each month at a consistent time of the CEA Officers' choosing for the fiscal year), while the second of the two dates will be allotted for training or workshops developed by the CEA Officers.

5.3 VOTING QUORUM

Any necessary voting items will be conducted during Association meetings. 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 necessary 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-COMMITTEES

6.1 CEA EMPLOYEE RECOGNITION

Led by Human Resources/ Organizational Development Office, the Employee Recognition Committee will require two CEA Officers to participate in their committee processes. Recognition events led by this committee are Employee Association Awards, Employee Recognition Luncheon, and more.

6.2 PROFESSIONAL DEVELOPMENT DAY

Led by Human Resources/ Organizational Development Office, this committee requires two to three 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.

6.3 STRATEGIC ADVISORY COMMITTEE FOR INSTRUCTIONAL AND INFORMATION TECHNOLOGY (SACIIT)

The Strategic Advisory Committee for Instructional and Information Technology (SACIIT) is an advisory committee tasked with increasing efficiency, effectiveness, transparency, and accountability by helping ensure that technology projects and needs are prioritized in a way that best supports the mission of Arizona Western College (AWC). SACIIT ensures that these efforts are completed on time, within budget, and align with the defined project scope. SACIIT requires one representative from each Association to be an active member of the committee and participate in robust conversation in regards to our Classified Employee technology needs.