Pikes Peak Community College
Classified Group By-Laws
(April 30, 2013)

Article I. Name
The name of this organization shall be the Pikes Peak Community College (PPCC) Classified Group.

Article II. Purpose
To improve morale, communication, and the perception of classified staff; to be recognized as a supporting arm of the college to include, but not be limited to, representing Classified Staff at the regularly scheduled meetings of the Leadership Council. To represent the Classified Staff at various scheduled meetings where information is discussed pertaining to all aspects of PPCC then sharing this information which promotes improved morale, communication and to increase a positive perception of classified staff.

Article III. Membership
Every classified employee of Pikes Peak Community College, as defined by the Colorado State Personnel System, shall be considered a member of the Classified Group.

Article IV. Representatives

Section I. Election of Representatives:
To be eligible to run for election as a representative of the Classified Staff Group you must be a permanent, certified Classified Employee. You must provide the following information in order for your name to be placed on the ballot: Your full name, the office in which you work, a short biography, and a brief statement as to why you feel you are the best candidate for the position.

Classified Representatives, with the exception of the Vice-Chair, shall serve one-year term, beginning the first day of July and moving into the Chair position in the successive term, which will allow for continuity. Elected representatives shall be eligible to hold office for a maximum of two consecutive terms. Past representatives can be nominated again providing that he/she has had a break in service and is not in violation of the two-year limit.

These representatives shall include the Chair, Vice-Chair, Secretary, Treasurer, and 3 campus representatives. The slots of the ballot will include; Vice-Chair, Secretary, Treasurer, Rampart Range/Falcon campus representative, Centennial campus representative and Downtown Campus representative. These offices will be determined individually by vote of Classified Staff. (Should the Vice-Chair not wish to advance to the Chair position, the ballot will contain a slot for the Chair). During the March meeting the Chair will ask for 2 volunteers to coordinate to conduct the annual elections in April.

Section II. General Duties of Representatives:

1. To represent the Classified Group in a positive and professional manner.
2. To lead a forum for discussion of items to be brought before the Classified Group.
3. To represent the Classified Group’s majority wishes at the Leadership Council meetings. The representative attending the Leadership Council meeting shall report to the Classified Group, at the next regular meeting, any action taken by the Leadership Council. Any action required by the Classified Group will be determined by a vote of the constituency. Decisions that affect classified staff must be put to a vote.
4. The representatives shall perform all other duties defined by these Bylaws and the Leadership Council Bylaws in accordance with PPCC policy as appropriate.

Section III. Leadership Council

The Leadership council established by Pikes Peak Community College has positions for four (4) classified members. These positions are:

Classified Group Chair
Representative – Centennial Campus
Representative – Rampart Range Campus/Falcon Campus
Representative – Downtown Studio Campus

The campus representatives begin their term in July of each year and will follow the same timeframe, election rules and voting process as the Classified Group. If there is a time lapse between voting and sitting on the council, it is recommended the new representative attend a meeting as an observer.

Responsibilities of the Leadership Council representatives are:

1. Reporting back to the classified staff on what was discussed in the Leadership Council meeting. This reporting can be completed collaboratively or individually.
2. Making the best decision for the Classified Staff Group based on the information they are privy to as Council members.
3. Attend Leadership Council meetings, if two (2) consecutive meetings are missed by the representative member assigned for the month, they must be replaced. Replacement can be made by going to the next highest number of votes in the last election. If for any reason this is not possible, an election must be held.

Section IV. Specific Duties of Elected Representatives

1. The Classified Group Chair shall:
   - Preside at all meetings of the Classified Group.
   - Abide by the Bylaws of the Classified Group.
   - Serve as a member of the Leadership Council.
   - Serve as an ex-officio member of the PPCC Foundation Board
   - Carry out assignments and instructions given by vote of the Classified Group.
   - Make temporary provision to cover the duties of absent or suspended representative.
   - Communicate all relevant information discussed at various PPCC meetings to the group either by e-mail or scheduled meetings.
   - Perform other duties as necessary pertaining to the office of the Chair.
   - Serve as an ex-official for the purposes of assisting a new Chair should the Vice Chair not be able to serve as the Chair.
2. The Vice Chair shall:
   - Act as assistant to the Chair
   - Abide by the Bylaws of the Classified Group
   - Assume the Chairperson’s duties in his/her absence
   - Perform other duties as necessary pertaining to the office of Vice Chair.
   - Move to the Chair position after year of Vice Chair service
3. The Secretary shall:
   - Keep and maintain all correspondence, a book of minutes, and records of all regular and special meetings of the Classified Group. This shall include recording, maintaining, and updating approved revisions to the Bylaws and Procedures.
   - Abide by the Bylaws of the Classified Group.
• Distribute the minutes of meetings to all Classified group members no later than one week after each meeting.
• Keeps a record of members attending the Classified Group meeting.
• Forward all approved minutes, correspondence, etc. to the Learning Resources Center (LRC) Archives as official documents of the college. All approved minutes shall be signed by the Chair and the Secretary.
• Perform other duties as necessary pertaining to the office of Secretary

4. The Treasurer shall:
  • Abide by the Bylaws of the Classified Group.
  • Maintain the account of the Classified Group.
  • Act as custodian of the assets of the Classified Group.
  • Publish a budget report for all meetings.
    i. Perform other duties as necessary pertaining to the office of Treasurer.

Section V. Vacancies

If an elected representative is unable to perform the duties associated with his/her position, he/she has the responsibility to step down from office by submitting a letter of resignation to the Classified Group Chair.

Should a position become vacant, it will be filled by going to the next highest number of votes in the last election. If for any reason this is not possible, an election must be held. The only position to be filled by upward mobility is the Chair position.

Section VI. Removal of Representative

Should the Classified Group determine by a vote of not less than 25% of the entire Classified Group constituency, that a representative or alternate is not performing the duties and responsibilities set forth in these Bylaws, then that representative shall be removed from the position and the vacancy will be filled according to protocol.

Articles V. Meetings

Section I. Protocol

Regular meetings of the Classified Group shall be held once per month. All classified members in attendance shall constitute a quorum. The presiding representatives shall call a special meeting of the Classified Group, when deemed necessary. An agenda must be provided.

The Statewide Liaison and Alternate for the Statewide Liaison Council of Higher Education shall function as a sub-committee of the Classified Group. The purpose of this committee is to represent all classified staff at the State level on issues of concern. Two members are elected to the Statewide Liaison Council from PPCC. The primary State Liaison Representative attends all meetings as a voting member. The alternate attends as a non-voting member unless the primary member is unable to attend, at which time the alternate becomes the voting member. After each of the Quarterly State Liaison Council Meetings, the State Liaison Representative or alternate shall report to the Classified Staff group any issues that are discussed, or recommendations made, by the State Liaison Council.

The position of State Liaison Representative shall be held for two years, the alternate shall then assume the primary position for a two-year term, at which time an election will be held in April for classified employees to determine a new alternate. Past Liaisons and alternates may be nominated again providing he/she has had a break in service.

If the elected Liaison or alternate is unable to perform the duties associated with the position, he/she has the responsibility to step down from office by submitting a letter of resignation to the Classified Group Chair. Should the Classified Group determine, by a vote of not less than 25% of the entire Classified Group
constituency, that a representative or alternate is not performing the duties and responsibilities set forth in these Bylaws, then that representative shall be removed from the position and the vacancy will be filled according to protocol.