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**Procedure:** CLASSIFIED COUNCIL BYLAWS  
**Policy No.:** 9.5 — Pages 1 of 4  
**Department:** Classified Council  
**Contact:** Cynthia Vaughn-Giles

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**ARTICLE I**

NAME

Section 1: This organization shall be known as the Classified Council of Great Basin College.

**ARTICLE II**

PURPOSE

Section 1: The Classified Council shall serve and represent all rights and interests of the classified staff of Great Basin College.

Section 2: The Classified Council shall serve as an advisory group to the President of Great Basin College.

**ARTICLE III**

MEMBERS

Section 1: Membership shall consist of all State of Nevada classified employees of Great Basin College who are employed in a permanent part-time or full-time position.

**ARTICLE IV**

OFFICERS

Section 1: The officers of the Classified Council of Great Basin College shall include a chair or two co-chairs, a vice chair, treasurer, secretary, and committee chairs.

Section 2: Executive officers serving on the last day (June 30<sup>th</sup>) of the fiscal year shall receive the following stipends funded by Great Basin College administration:

Chair(s) - \$1000 (divided equally if more than one chair)  
Vice-chair - \$200  
Treasurer - \$150  
Secretary - \$150

Treasurer shall notify Human Resources and Administrative Services of stipend distributions no later than June 4<sup>th</sup> via e-mail or memo identifying officers and the appropriate stipend for each.

Section 3: Any member of the Classified Council shall be eligible to hold any office.

Section 4: The term of office shall be one year, beginning on the first day of July and ending on the last day of June.

- Section 5: The duties of the officers shall be as follows:
- The chair(s) shall call and preside over all Classified Council meetings.
- The chair(s) shall serve as the representative to the College Council meetings, President's Council meetings, campus meetings, etc. to assure the voice of classified staff and the dissemination of information.
- The chair(s) may designate other officers to attend meetings and functions in chair(s) place.
- The chair(s) shall appoint all committees and shall accept proxy votes of absent members.
- The chair(s) shall be authorized to spend up to \$20 without general council vote. Money is to be spent for unforeseen expenses for Classified Council's benefit only. Chair(s) must provide a receipt to the treasurer within two business days from date of transaction. Expenditure will be announced to Classified Council at the next meeting.
- The vice chair shall assist the chair(s) in the performance of the duties of the office and shall act in the place of the chair(s) in his/her absence.
- The secretary shall be responsible for preparing and distributing the agenda and minutes for Classified Council meetings.
- The treasurer shall be responsible for the monitoring and reporting of all classified council financial expenditures and revenue collections.
- The officers shall be responsible for determining if a quorum is present to conduct business.
- All officers shall perform all duties specific or implied as required by their office.

Section 6: Vacancies occurring during the term of office shall be filled by special election following the procedures outlined in Article V.

Section 7: Any officer may be removed from office with 3/4 votes of the Classified Council membership. This action must be accompanied by grounds of specific cause. The officer has a right to a hearing and to call witnesses on his/her behalf.

## ARTICLE V

### NOMINATIONS AND ELECTIONS

Section 1: Nominations for officers shall be made during April, method to be determined by the Classified Council Officers.

Section 2: Election of officers shall be held in May.

Section 3: Election of officers shall be conducted by secret ballot. Tabulation of balloting shall be done by an ad hoc committee of no less than three members appointed by the chair(s).

## ARTICLE VI

### MEETINGS

Section 1: Classified Council meetings shall be held quarterly or as designated by the chair(s).

Section 2: The secretary, in conjunction with the chair(s), will prepare and distribute an agenda for the meetings prior to the meeting date.

Section 3: The chair(s) shall call special or electronic meetings when urgent business is to be conducted prior to the next scheduled council meeting.

Section 4: 50% +1 of those present at the meeting or 50% + 1 of those that respond to electronic vote shall constitute a majority.

Section 5: Every member of the Classified Council shall be entitled to one vote. Members unable to attend meetings shall be allowed to vote by proxy if arrangements are made with the chair(s) three days prior to the meeting.

Section 6: Electronic meetings:

The chair(s) shall give no less than three business days or 72 hours to respond/discuss item(s).

The chair(s) shall give no less than two business days or 48 hours to vote for items(s)

A classified council member shall respond to all classified council members when responding to an electronic meeting or the chair(s) will forward said response to entire membership.

Electronic votes shall be printed and tallied by chair(s), then filed by secretary. If item(s) pertain to classified monies, then copies of the votes and tallies shall be turned in to the treasurer.

A classified council officer (other than chair) shall make motion for voting item.

## **ARTICLE VII**

### **COMMITTEES**

Section 1: Committee members shall be appointed by the chair(s) of the Classified Council.

Section 2: Standing Committees shall be as follows:

- The Events/Fund-raising Committee shall be responsible for determining methods of recruiting volunteers and raising funds to support the Tony Joe Salvatierra Classified Scholarship and other projects. The committee shall also be required to maintain an accurate accounting of funds associated with these fund raising projects.
- The Scholarship Committee shall be responsible for selecting recipient(s) for all classified sponsored scholarships from the applications submitted.
- The Hospitality/Awards Committee shall be responsible for appointing someone outside the Classified Council to collect nominations and tally the votes for recognition of classified staff employee(s) at the President's Awards Ceremony, the Community College Conference, as well as other awards and recognition as classified council deem appropriate.
- The Hospitality/Awards Committee shall also be responsible for sending flowers, plants, cards, etc. to Great Basin College classified staff members and for selecting and purchasing gifts and awards for special events. Funds for use by the Committee shall come from unrestricted monies received by classified staff during fundraising events or other means.
- The Bylaws Committee shall be responsible for developing and implementing amendments to the bylaws of the Classified Council of Great Basin College.
- The Webpage Committee shall be responsible for updating the classified webpage and calendar.
- The Grant-in-aid Committee shall be responsible for keeping members informed of issues and regulations that directly affect the monies utilized for the personal and career development of classified staff.

Section 3: Special ad hoc committees may be appointed by the chair(s) as deemed necessary.

### **AMENDMENT OF BYLAWS**

Section 1: A request for amendment of the bylaws shall be made by a petition signed by 10% of the Classified Council membership.

- Section 2: The chair(s) shall notify the total membership of the Classified Council that the proposed amendment will be presented at a regular business meeting and will specify the date of said meeting.
- Section 3: The amendment shall be presented at said meeting.
- Section 4: The amendment shall be adopted by majority vote of the Classified Council members present and proxy votes for absent members as set forth in Article VI, Section 4.

**PARLIAMENTARY AUTHORITY**

The latest edition of Roberts Rules of Order, Newly Revised, shall govern the Classified Council in all cases not covered by these bylaws.

The above stated bylaws for Great Basin College have been adopted by majority vote effective February 13, 2007.

Approved by

Approved by

\_\_\_\_\_  
Chair(s), Classified Council

\_\_\_\_\_  
President, Great Basin College

**Date adopted:** February 13, 2007

**Date last revised:** February, 2007

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**Memo:** Presented by Classified Council

**NRS:**

**State Administrative Manual:**

**GBC web site:**

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