

**DELGADO CLASSIFIED EMPLOYERS ASSOCIATION
BYLAWS**

ARTICLE I. NAME

The name of proposed organization: Delgado Community College Classified Employee Association.

ARTICLE II. MISSION

The mission of the Delgado Community College Classified Employees Association is to promote the professional and personal development of its members.

ARTICLE III. OBJECTIVES

1. To promote fair implementation of all Civil Service policies and procedures with regard to hiring procedures, promotions, merit increases and all employees' benefits.
2. To have a voice in all decision making that would impact Classified Employees at Delgado Community College.
3. To act as a network for Classified Employees at Delgado Community College.
4. To communicate the goals of the association to the Chancellor and Executive Council.
5. To improve the quality of the working environment for its members.

ARTICLE IV. MEMBERSHIP

Membership is open to all full-time permanent Classified Employees.

ARTICLE V. OFFICERS

Section 1.

All permanent full-time Delgado Community College Classified Employee is eligible to be an officer of the association.

Section 2.

The officers of the Board consisted of the following: President, Vice-President, Secretary, and Treasurer.

The Board approved and added the following officers:

- a. Sergeant-at-Arms (approved, July, 2005)
- b. Civil Service Liaison Officer, (approved, August 2005)

- c. Human Resources Liaison Officer (approved, October, 2007).
- d. Campus Senators (approved, October, 2007).

(Campus Senators consist of a member recruited by the President from each campus site: City Park, West Bank, Charity School of Nursing, Slidell/Covington and LTC- Region I

Section 3

The Delgado Community College – Classified Employee Association Board changed their name to the Delgado Community College – Classified Employee Association Board to the Delgado Community College – Classified Employee Association Executive Board (approved by the Board, October, 2007).

Section 4.

The DCC – CEA Executive Board shall consist of the following officers: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Civil Service Liaison Officer and human Resources Liaison Officer.

Section 5.

The members of the Executive Board voted and agreed that we add the Campus Senators to the DCC-CEA Board to assist the Executive Board. The Senators will consist of 1 member from each campus that was recruited by the President. (City Park, West Bank, Delgado-Charity School of Nursing, Slidell/Covington and LTC-Region I.

Section 6.

The DCC-CEA Board shall consist of the following officers: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Civil Service and Human Resources Liaison Officers, and 1 Senator from each College site: (City Park, West Bank, Delgado Charity School of Nursing, Slidell/Covington and LTC Region I.

Section 7.

Duties of all officers on both boards are as follows:

JOB DESCRIPTION – PRESIDENT

- I. **Duties:**
 - Preside over and conduct Board and General meetings of the DCEA
 - Call special meetings of the Association’s Board and/or General meetings
 - Appoint committees as needed
 - Represent the Association and speak on occasion on behalf of the Association
 - Coordinate Association’s efforts and oversee all progress and events
 - Serve as Ex-officio member on all committee’s
- II. **Become familiar with procedures of conducting meetings**
 - Set schedule for all Board and General meetings
 - Compose agendas for all Board and General meetings
 - Schedule special meetings as deemed necessary to handle urgent matters – Agenda do not have to be followed.
- III. **Become familiar with the Association’s Charter and By-Laws**
 - The use of Association’s funds

- Organizational Chart
 - Officers specific responsibilities
 - Board and General meeting schedule
 - Time, date, place
- IV. **Become familiar and follow the Association's program of activities**
- Know all financial reports from all events
 - Know all goals and accomplishments from all committees.

JOB DESCRIPTION – VICE-PRESIDENT

- I. **Duties:**
- Preside over and conduct Board and General meetings in the absence of the President
 - Call special meetings (Board and/or General) of the Association in the absence of the President
 - Appoint committees as needed in the absence of the President
 - Represent the Association and speak on occasion on behalf of the Association in the absence of the President
 - Coordinate Association's efforts and oversee progress in conjunction with the President
 - Keep order by keeping all meetings on schedule
 - Oversee all committee's work and report to the President all progress of committee
 - Make sure committee's chair are prepared for their committee's meeting
- III. **Become familiar with procedures of conducting meetings**
- Set schedule for all Board and General meetings in the absence of the President
 - Compose agendas for all Board and General meeting in the absence of the President
 - Schedule special meetings as deemed necessary to handle urgent matters – Agenda do not have to be followed in the absence of the President.
- III. **Become familiar with the Association's Charter and By-Laws**
- The use of Association's funds
 - Organizational Chart
 - Officers specific responsibilities
 - Board and General meeting schedule
 - Time, date, place
- IV. **Become familiar and follow the Association's program of activities**
- Know when all committees have planned events
 - Know goals and accomplishments from all committees.

JOB DESCRIPTION – SECRETARY

- I. **Duties:**
- Record all minutes of Board and General meetings
 - Submit minutes to President for accuracy before disseminating to the Board and the Association's members
 - Maintain accurate record of all attendance at the Board and General meetings
 - Responsible for securing all rooms for Board and General meetings
 - Assist Treasurer with collections of funds during all planned events
 - Assist Treasurer with donations during upcoming events
 - Maintain current PPM-PR-1660.2 Charter: Delgado Classified Employees Association and the Delgado Classified Employees Association By-Laws

- Responsible for telephone or email conference for Executive Board meetings
- II. **Become familiar with the Association's Charter and By-Laws**
 - The use of Association's funds
 - Organizational Chart
 - Officers specific responsibilities
 - Board and General meeting schedule
 - Time, date, place
- III. **Become familiar and follow the Association's program of activities**
 - Know when all committees have planned events
 - Know goals and accomplishments from all committee's reports.

JOB DESCRIPTION – TREASURER

- I. **Duties:**
 - Collect all funds from scheduled events with assistance from organization's secretary
 - Keep accurate and updated records
 - Prepare financial statement for association every month and submit a copy to secretary for accuracy of records
 - Collect donations and records of same with assistance from organization's secretary.
- II. **Become familiar with the Association's Charter and By-Laws**
 - The use of Association's funds
 - Organizational Chart
 - Officers specific responsibilities
 - Board and General meeting schedule
 - Time, date, place
- III. **Become familiar and follow the Association's program of activities**
 - Know when all committees have planned events
 - Know goals and accomplishments from all committee's reports.

JOB DESCRIPTION – SERGEANT-AT-ARMS

- I. **Duties:**
 - Responsible for opening prayer at all meetings
 - Responsible for establishing whether a quorum (7 people minimum) has been met
 - If quorum has not yet been met, then voting reverts back to Executive Board
 - Responsible for recognizing all persons to be heard during General meeting
 - Responsible for keeping order during General meeting
- II. **Become familiar with the Association's Charter and By-Laws**
 - The use of Association's funds
 - Organizational Chart
 - Officers specific responsibilities
 - Board and General meeting schedule
 - Time, date, place
- III. **Become familiar and follow Association's program of activities**
 - Know all committees planned events
 - Know the Association's goals and accomplishments from all committee's reports

JOB DESCRIPTION – CIVIL SERVICE LIAISON OFFICER

I. Duties:

- Liaison between Civil Service Baton Rouge and the Delgado Classified Employee Association
- Report to the President and the DCEA Executive Board all new information from Civil Service
- Report to DCEA organization members all new information from Civil Service
- Retain all pertinent information, rules and regulations as requested by Board
- Work closely with the HR Compliance Officer

II. Become familiar and follow Association's program of activities

- Know all committees planned events
- Know the Association's goals and accomplishments from all committee's reports

JOB DESCRIPTION – HUMAN RESOURCES LIAISON OFFICER

I. Duties:

- Liaison between Human Resources and the DCEA
- Report to the President and the DCEA Executive Board all new information from Human Resources
- Report to DCEA organization members all new information from Human Resources
- Work closely with DCC Director of Human Resources and know rules and regulations as pertaining to all classified employees
- Work closely with the Civil Service Compliance Officer

II. Become familiar with the Association's Charter and By-Laws

- The use of Association's funds
- Organizational Chart
- Officers specific responsibilities
- Board and General meeting schedule
- Time, date, place

III. Become familiar and follow Association's program of activities

- Know all committees planned events
- Know the Association's goals and accomplishments from all committee's reports

JOB DESCRIPTION – SENATORS

I. Duties:

- Attend all Board meetings
- Conduct meetings with Association members from their prospective campus
- Conduct voting as needed with Association members from their prospective campus
- Senators will have the privilege of voting as Board members
- Supervise all fundraisers activities
- Collect all donations as needed
- Submit financial reports to the President and Treasurer
- A 2 day notice is required for any Senator who wishes to conduct Association business. Notice is approved by the President and is required to be in writing via email.

ARTICLE VI. NOMINATIONS OF OFFICERS

Section 1.

- A. Nominations will be accepted every two (2) years in the April General meeting.
- B. The President shall ask the association members for nomination of any current member to serve as President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Human Resources Liaison Officer and Civil Service Liaison Officer.
- C. All nominated members must be present at the April General Meeting in order to accept their nominations. All nominated members must submit a written statement stating their willingness to serve if elected. They must submit the written statement to the President, and the President will provide these signed written statements to the secretary for permanent record.
- D. All nominees shall submit to the President a brief bio (a description of current job, years of service, and activities in college and/or community.)
The President will give to the Secretary who shall prepare all bios to distribute to the members of the association at the next General Meeting.
- E. In May regular General meeting of the election year, all nominees will state their platforms for their perspective office and accept any questions from the floor.

ARTICLE VII. ELECTIONS OF OFFICERS.

Procedures for Elections of Officers.

- A. Elections will be held every two(2) years in the June General meeting.
- B. At the regular June General meetings, the association members shall cast their vote for the following officers: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Human Resources Liaison Officer, and Civil Service Liaison Officer by written ballots from the list of nominations. Only one vote for each office.
- C. A vote shall be invalid if more names are marked in any category than the number of officers to be filled (i.e., one vote each for President, Vice-President, etc.).
- D. A candidate for any of the Executive Board Officers may be elected based on:
 - 1) If unopposed, and/or
 - 2) If he or she obtains a majority of the votes cast.
- E. Once all ballots are counted by the President, Vice-President and tallied with the Secretary. The Secretary will publish the results via e-mail to all member of the association and a 2nd notice – a letter to accompany the college's next payroll.
- F. The President will publish the results to the Publication Office who will publish the results to the College Community.

ARTICLE VIII. INSTALLATIONS OF OFFICERS.

Procedures for Installations of Officers

Section I.

- A. Installation of the new officers will be every two (2) years at the July General Meeting.
- B. The newly elected officers will serve a two (2) year term starting July 1 of election year and end on June 30, two (2) years later.
- C. The installation of officers will consist of the current President swearing in the incoming officers.
- D. The outgoing officers will present to the incoming officers all information, paperwork, disk, etc, to the new officers.
- E. The out going officers will also present to the incoming officers their job descriptions and support to be of assistance as the incoming officers learn their new duties.
- F. The current President will also provide all newly elected officers these important documents:
 - 1) Charter: Delgado Classified Employees Association – Policy No. PR-1660.2
 - 2) Delgado Community College Classified Employees Association By-Laws – Updated: April 2008.
- G. Classified Staff Awards & Recognition Program – Policy No. BA-2320.3.

ARTICLE IX. MEETINGS

The original by-laws stated that “General meetings will rotate on the second Wednesday or Thursday of each month (with the exception of January and August meetings on the last Wednesday or Thursday of the month). Location of meetings will rotate campuses with the exception of Slidell: Time of meeting will be 2 pm.

The current Executive Board has made the following changes:

General meetings will be