

**CONSTITUTION  
of the Johnston Community College Staff Association**

**ARTICLE I – Name**

The name of the Association shall be the Johnston Community College Staff Association, hereafter referred to as “the Association.”

**ARTICLE II – Purpose**

The primary purposes of the Association are:

1. To provide the development of unity and a sense of identity among the Association members as a community of peers.
2. To promote the objectives and general welfare of the College.
3. To serve as a forum by which members may convey recommendations and concerns in order to enhance the environment and further the policies of the College as affecting all employees, students and the public.
4. To encourage and promote personal development and job improvement of staff
5. To provide an avenue of communication with the President and Administrative Council, the Board of Trustees, faculty and staff

**ARTICLE III – Membership**

All full-time and permanent part-time staff at Johnston Community College are members of this group. Only **paid members** of the Association are eligible to vote.

**ARTICLE IV – Meetings**

Section 1. A meeting of the Association will be held at least once a semester and other times as necessary. The president may call additional meetings.

Section 2. The agenda of each regular meeting will be distributed prior to the meeting.

Section 3. Roberts Rules of Order Revised will govern the conduct of all business.

**ARTICLE V – Executive Committee**

The Executive Committee shall consist of the Association President, Vice-President, Secretary, Treasurer, the Chair of each standing committee, and the immediate past President (Ex-officio). The committee is empowered to conduct official business on behalf of the general membership and has the discretion to decide what matters must come before the full voting membership and what matters can be handled by the Committee, except in the case of amendments to the Constitution or bylaws.

**ARTICLE VI – Elections**

Section 1. Elections will be held in November.

Section 2. No later than October 30, the president will appoint a nominating committee, which will be responsible for preparing a slate of officers.

Section 3. The nominating committee will present its slate at an Association meeting in November. Nominations may also be made from the floor.

Section 4. Voting will be by secret ballot. The nominating committee will prepare the ballots and distribute them no less than five or more than ten working days after the nominations. Ballots will be numbered or otherwise marked so they cannot be duplicated without detection. Any duplicates cast will be null and void. Ballots may be returned by mail or in person within five working days. The committee will be responsible for counting the ballots and publishing the results.

Section 5. The newly elected officers will take office January 1.

## **ARTICLE VII – Officers**

Section 1. The officers of the Association will be:

**President:** The responsibilities of the President are to preside at all meetings of the Association, to represent the Association in meetings or on committees with the College President and/or other administrative officers of the College, and to act as liaison with other organizations.

**Vice-President:** The responsibilities of the Vice-President are to chair the Fund Raising Committee, assist the President, and to attend Staff Executive meetings. Duties include obtaining members for the Fund Raising committee, holding meetings on a regular basis to organize fund raisers, and providing fund raisers in an effort to raise money for Staff Development Day and other events at JCC.

**Secretary:** The responsibilities of the Secretary are to take minutes at each Staff Executive Committee and General Staff Association meeting. The minutes are then approved by the President and sent to all members to be read and prepared to approve at the next meeting. Once approved, minutes are sent electronically to the Webmaster to be posted to the Association's web page. It is also the responsibility of the Secretary to manage and handle all minutes sent electronically by each committee chair. These minutes are also sent to the Webmaster for posting on the web page.

**Treasurer:** The responsibilities of the Treasurer are to receive and disburse, with approval of the President, all Association funds, and keep an accurate account of all transactions. The Treasurer shall make financial reports to the Staff and the Staff Executive Committee at every meeting, or upon request at any time.

Section 2. The officers will be elected as provided in the Constitution and continue in office for one year.

Section 3. No officer will hold the same office for more than two consecutive terms.

Section 4. A majority of all votes cast will be necessary to constitute an election.

Section 5. The President will review on an annual basis the responsibilities of each standing committee. The voting members during the annual general election shall elect the Chairs of each committee. The Association president may appoint Ad Hoc committees as needed.

A. Salary Committee – The Salary Committee is charged with representing and promoting the best interests of the JCC Staff in matters pertaining to salary and benefits. In doing so, the Salary committee will evaluate legislation and policies related to compensation, update JCC Staff on research and statistics, establish recommendations, and foster proactive participation.

B. Constitution Committee – The Constitution Committee acts in an advisory capacity to the Association, as well as the Staff Executive Committee, on all matters relating to the Constitution including interpretation as well as the drafting and proposing of amendments when called for. The Committee also reviews the Constitution as needed or determined by the General Association and/or the Staff Executive Committee.

C. Staff Development Committee – The Staff Development Committee coordinates professional development events for staff twice annually, and promotes other workshops that will enhance the skills of staff members at JCC. It is the responsibility of the Chair to oversee the coordination of staff development events. The Chair will hold meetings, report minutes, secure funding, recruit speakers and organize activities for each event with feedback from the committee and staff.

D. Social Committee – The Social Committee is responsible for planning and handling all social functions for the staff (i.e. meals on Staff Development Day, Veteran’s Day recognition, cookouts or special parties, and contests for the Spirit Banner). The committee works closely with the Vice-President to assist with fund raisers to fund the aforementioned events.

E. Outstanding Staff Awards Committee – The Outstanding Staff Award Committee is responsible for the annual solicitation of nominations for the Rudolph A. Howell & Son Outstanding Staff Person of the Year award. The committee also evaluates the nominations and assists the executive committee with selection of a winner. This committee ensures the JCC winner is also nominated for Staff Person of the Year at the state level.

F. Fundraising Committee – The Fundraising Committee is responsible for holding meetings on a regular basis to organize fund raisers, and providing fund raisers in an effort to raise money for Staff Development Day and other events at JCC.

G. Membership Committee – The Membership Committee is responsible for collecting dues from the members of the Association. The Chair keeps a current list of all members who have paid their dues in the current year.

H. History Committee – The History Committee is responsible for gathering, documenting, storing and preparing the history of the Association and facilitating access to the JCC community.

## **ARTICLE VIII – Quorum**

A quorum shall consist of the number of Voting Members in attendance at any official Association meeting or casting votes in any electronic or paper balloting procedure. A majority vote of the membership present at any Association meeting will constitute official

action by the Association. In no case will a vote be taken if less than ten members are present.

## **ARTICLE IX – Amendments**

Section 1. Proposed amendments to this Constitution must be submitted in writing at a regular Association meeting.

Section 2. Two-thirds of the votes cast will be necessary to ratify an amendment.

Section 3. The vote on an amendment will take place at the regular meeting following the meeting at which the amendment was submitted or at the meeting following distribution of said changes, two weeks in advance, to the Association members.