Article I. Name
The name of the organization shall be the J. Sargeant Reynolds Community College Classified Council. Hereafter referred to in brief as ‘Classified Council’.

Article II. Membership
The membership of the Classified Council shall consist of representatives nominated at large from among all classified personnel employed fulltime by J. Sargeant Reynolds Community College.

Article III. Finance
J. Sargeant Reynolds Community College shall provide a reasonable budget to defray all necessary expenses for the operation of the Classified Council.

Article IV. Classified Council
The Classified Council shall represent the entire body of full-time classified staff.

Section 4.01 Purpose of the Classified Council
1. To provide an organized body responsible for speaking on behalf of the entire body of full-time classified staff.

2. To provide an effective and organized means of communication among all full-time classified staff by acting as a conduit of information and representation between Classified Council meetings and division/unit staff meetings where Classified Council representation occurs.

3. To further the goals and objectives of the entire body of full-time classified staff as employed by J. Sargeant Reynolds Community College by:
   3.1. Serving as a medium through which full-time classified staff can make policy recommendations to the College Administration.
   3.2. Being available for, involved with and actively supporting college events, college committees and collaborative efforts with other college constituency organizations.

Created and adopted October 2001
Section 4.02 Composition of the Classified Council

1. Classified Council Representation is determined by physical location, hereafter referred to as a 'District'. There will be one representative for every ten full-time classified staff persons, with no more than four representatives for any district.

2. When a single location has less than ten eligible persons, this location will be grouped with another location, both then being seen as a single district.

3. The number of alternate positions is half that of representative positions. In the case of an odd number of representatives, the number of alternate positions will round down to a minimum of one alternate.

Section 4.03 Election of the Classified Council

1. Classified Council representatives/alternates shall be elected from each district by secret ballot to serve a one-year term.

2. Vacancies occurring within a term will be filled from among available willing alternates of the respective district. These alternates may agree among themselves and simply notify the secretary or may opt for a district election.

3. Where vacancies occur in the ranks of alternates, replacement nominees will be obtained via write-in ballot from the district concerned.

4. A tied election is to be resolved in a run-off election in the same manner as the regular election. An election is not needed if one of the candidates withdraws.

5. Where a tie occurs twice, both representatives and alternates will vote in a special session. To ensure a simple majority, the President will abstain when there is an even number of persons voting.

Section 4.04 Executive Officers

1. Officers of the Classified Council shall include a President, a Vice-President, a Secretary, and a Treasurer. No officer shall serve in the same capacity for more than two consecutive years.

2. Simple majority shall elect these officers from the body of representatives composing the council.

3. Vacancies occurring within a term will be filled in the following manner:

   3.1.1. The Vice President shall succeed the President
3.1.2. The Vice President, Secretary and Treasurer shall be nominated directly by a quorum of representatives. Said representatives may nominate themselves, another representative, or alternate. The person nominated need not be present.

Section 4.05 Meetings

1. General Meetings

1.1. The representatives composing the Council will meet once a month during the year. A quorum of twenty-five percent of the persons present in a capacity of representative or substituting alternate shall be required to validate council business transacted during meetings. Where a quorum is not met, such business as transacted may be validated by a simple vote for such at the next meeting where quorum is met. However, no action may be taken on previous transacted business without quorum validation. A representative, who is unable to attend, must notify the Secretary and make arrangement for alternate substitution.

1.2. Meetings shall be open to all classified employees. Non-Council members shall address the Council only as recognized by the presiding officer.

2. Special Meetings

2.1. The Classified Council President may call a meeting of representatives when he or she deems appropriate.

2.2. The Classified Council President shall call a meeting of the representatives upon written petition of at least twenty-five percent of the representatives.

Section 4.06 Duties / Responsibilities of Representatives, Officers and Alternates

It is the general duty of all Classified Council members to work, support and represent staff participation at all college functions throughout the year, including, but not restricted to Convocations and Graduations.

1. Representatives

1.1. It is the duty of every member of Classified Council to attend the meetings and support the actions decided upon and taken by the Classified Council body as a whole. It is further the duty to of such members to act in a professional and constructive manner and speak at Classified Council
functions and meetings as a representative of the classified council from the district wherein they represent.

1.2. Additional specific duties include assignments made by the executive officers and as spelled out in the bylaws.

2. Alternates

2.1. The role of the alternate is same as that of the representative with additions of maintaining attendance at Classified Council meetings where representatives of a particular district cannot attend. Alternates have full voting authority only when acting as proxy to an absent representative or when called upon to vote in a special session.

3. Executive Officers

3.1. President

3.1.1. The President shall, either personally or by delegation, represent the Classified Staff at large and the Classified Council specifically before all other college councils committees and constituency groups. The President shall call all meetings, both scheduled and special, determine the agenda and preside at all meetings of the council. Further, the President shall enforce the Constitution of the Classified Council.

3.2. Vice President

3.2.1. In the event of the absence of the Classified Council President, the Vice President shall assume the duties of that office. Further, the Vice President shall call meetings of the Classified Council to order and work closely with the President in general representation duties as assigned and in enforcement of the Constitution.

3.3. Secretary

3.3.1. Maintain the minutes and records of attendance at Classified Council meetings. The Secretary shall manage all printed documents as they relate to correspondence to and from Classified Council and as they relate to supplying copies of reports and agendas for all meetings of the Classified Council. The Secretary shall serve as a coordinator for meeting notification to Classified Council representatives.

3.4. Treasurer

Created and adopted October 2001
3.4.1. The Treasurer shall coordinate funding issues from the office of Dean of Finance. The Treasurer will track all expenditures and receipts of the Classified Council and report the resulting funding status of the Classified Council budget at each regular meeting of the Classified Council. The Treasurer shall provide reports on the budget for general use by the executive committee as needed.

**Article V. Bylaws**

The Classified Council shall adopt those bylaws which it deems appropriate for conducting its business as long as those bylaws do not conflict with the provisions of this Constitution, State law, VCCS policy, or JSRCC policy. The bylaws shall be considered a sister document of this constitution and both shall be made available to every classified employee.

**Article VI. Amendments**

Amendments proposed to the Constitution and by-laws require written notice be given to each Classified Council member at least two weeks before any vote action. Simple majority of a valid quorum of members voting shall then duly amend the constitution.

**Article VII. Parliamentary Authority**

Robert's Rules of Order, Newly Revised shall be the authority in all questions of parliamentary procedures not covered by the constitution or bylaws.