

**CONSTITUTION AND BYLAWS**  
**Guilford Technical Community College Staff Association**

**CONSTITUTION**

**ARTICLE I. NAME**

The name of this organization will be the Guilford Technical Community College Staff Association (GTCC Staff Association).

**ARTICLE II. PURPOSE**

The purpose of this organization will be to foster cooperation with the administration and faculty to uphold the college's mission, in attaining the college's goals, and to further the role of the staff in recommending and implementing policy concerning staff affairs.

**ARTICLE III. MEMBERSHIP**

Membership in this organization will be open to the following:

All full-time and regular part-time members of the staff of Guilford Technical Community College below the rank of assistant dean or director.

**ARTICLE IV. MEETINGS**

Section 1. A meeting of the Staff Association will be held at least every two months and other times as necessary. The president may call additional meetings.

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

Section 3. Robert's Rules of Order Revised will govern the conduct of all business.

**ARTICLE V. EXECUTIVE COMMITTEE**

Executive powers of this organization will be vested in an executive committee composed of the Staff Association officers and an at-large member from each of the constituent groups: a) professional staff; b) classified employees.

**ARTICLE VI. OFFICERS**

Section 1. The officers of this organization will be president, vice-president/president-elect, secretary-treasurer, and two at-large members.

Section 2. The officers will be elected as provided in the bylaws and continue in office for one year or until their successors are elected.

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.

## **ARTICLE VII. QUORUM**

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 VIII. AMENDMENTS**

Section 1. Proposed amendments to this constitution must be submitted in writing via e-mail, interoffice mail, or 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 at least two weeks in advance to Staff Association members.

## **BYLAWS**

### **ARTICLE I. OFFICERS**

Section 1. The duties of the officers will be such as are implied by the respective titles and such as are specified by these Bylaws.

Section 2. The president will preside at all meetings of the Staff Association, will represent the association in meetings with the college president and other administrative officers of the college, and will act as liaison with other organizations.

Section 3. In the absence of the president, the vice-president/president-elect will preside and will assume and discharge all duties of the president.

Section 4. The secretary-treasurer will record and distribute the minutes of all association meetings, will keep all funds and records of all financial transactions of the association, and, working with Human Resources Department, will keep an accurate list of the membership of the association.

Section 5. If a vacancy occurs in the presidency, the vice-president/president-elect will succeed to that office. Vacancies in the other offices, including at-large executive committee members, will be filled by appointment by the executive committee.

Section 6. The vice-president/president-elect will automatically assume the office of president at the expiration of the president's term.

OR

Section 6. The vice-president/president-elect must appear on the ballot as described in these by-laws in order to be elected as president of the organization at the expiration of the president's term.

## **ARTICLE II. COMMITTEES**

The president may appoint ad hoc committees as he/she thinks necessary or as directed by the association.

## **ARTICLE III. ELECTIONS**

Section 1. Elections will be held in June.

Section 2. No later than April 30, the president will appoint a nominating committee which will be responsible for preparing a slate of officers, including at-large executive committee members, and conducting the elections.

Section 3. The nominating committee will present its slate at an association meeting in May. 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 by mail or by email no less than five nor more than ten working days after the nominations. Ballots will be numbered or otherwise marked, including electronically, so they cannot be duplicated without detection. Any duplicates cast will be null and void. Ballots may be returned by mail, in person, or electronically within five working days of the mailing. The committee will be responsible for verifying the ballots and publishing the results.

Section 5. The newly-elected officers will take office July 1.