



Classified Staff Organization

Established October 1996
As amended on September 24, 2019

Classified Staff Organization (CSO)

Council Officers for 2019-20

Mark Ferns (1yr) mfern@sautech.edu

Angela Fry (2yr) afry@sautech.edu

Debbie Beasley (1yr) dbeasley@sautech.edu

Shannon Green (2yr) sgreen@sautech.edu

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Purpose

Our purpose is to represent the interests of the classified staff and provide a direct channel of communication between classified staff and the college administrators. The CSO provides a platform to voice suggestions and concerns, and to provide support, unity, and fellowship to its members. An elected council represents the CSO; monthly meetings promote the exchange of information and communicate changes in policies and procedures.

Classified personnel include mostly clerical and maintenance personnel and a few supervisory positions.

SOUTHERN ARKANSAS UNIVERSITY TECH CLASSIFIED STAFF ORGANIZATION CONSTITUTION

NAME

The name of the organization shall be the **Southern Arkansas University Tech Classified Staff Organization (CSO)**.

PURPOSE

The CSO exists to provide classified staff a means of expressing their ideas. It serves as a vehicle for maintaining a complete working relationship between CSO and college administration. The objectives of this organization are as follows:

- a. To provide a means of unity and support among the classified staff;
- b. To serve as a means of communications from the classified staff to the administration;
- c. To express classified staff concerns and interests;
- d. To elect classified staff representatives to serve as members of institutional and standing committees; and
- e. To promote professional development by keeping classified staff abreast of state legislation and changes in SAU Tech policies that pertain to classified staff.
- f. To participate in campus events and sponsored projects.

FUNCTIONS

- The Classified Staff Organization shall have the authority to make suggestions to the administration of SAU Tech on institutional matters of direct concern to classified staff, including but not limited to policies affecting the general welfare, working conditions, and the services performed by and for the classified staff.
- The Classified Staff Organization shall establish such committees, as it deems necessary to carry out its functions.
- To seek volunteers from the Classified Staff Organization to be representatives on various committees as necessary.

COUNCIL

Members will volunteer to serve on the council. The members at the May meeting vote to elect the 5-person council. New officers will begin their term July 1 and will serve staggered terms to ensure not all retire together. Officers will share leadership and responsibility of duties. They will meet monthly to prepare agenda and content of meetings. An officer attends the monthly Rocket Council meetings and reports to the members at the monthly CSO meeting.

DUTIES

- Provide leadership to the classified organization
- Ensure the organization maintains and adheres to its by-laws
- Prepare the organization's agenda and record attendance
- Provide copy of newsletter to Chancellors office
- Lead organization's meetings
- Encourages organization members to participate in meetings and activities
- Keeps the organization's discussions on topic by summarizing issues.
- Serve as ex officio member of committees and attends their meetings as required
- Recognize organizations member's contributions to the organization's work.
- Signing official documents
- Attend monthly Rocket Council meetings
- Prepare new employee welcome pack
- Send out birthday and special occasion cards to members
- Record meeting notes and send out to members, maintain copies
- Maintains list of the organization's members and committees.
- Notifies staff of meetings.

FACULTY & STAFF DEVELOPMENT COMMITTEE

Composed of two members, will have a one-year term. The council at the May meeting will elect members. Members may volunteer at May meeting. If a committee member(s) resigns, departs from the institution, or for unforeseen circumstances is unable to serve, then a member of the Council will replace them until the end of the year.

BUDGET/FINANCE OFFICER/CSO LIBRARIAN

A CSO member will be elected annually for a 1-year term. Members may volunteer at the May meeting. Responsible for appropriating CSO budget, recording and monitoring expenditure, and providing reports. If budget changes need to be made, the council will bring these to the Chancellor and membership for approval. Reviews funding applications for educational training. Training could include the entire CSO or particular CSO personnel who petition for a specific education event. Recommendations made to the membership for approval.

CSO Librarian is responsible for maintaining CSO library and sending list out to members. Spending guidelines will be reviewed and suggested changed recommended to council.

MEMBERSHIP

The membership of the SAU Tech Classified Staff Organization will be open to all full-time classified staff employees of SAU Tech. Membership and participation are voluntary.

MEETINGS AND CONDUCT OF MEETINGS

Meetings held monthly at varying locations. The May meeting will be to elect new officers; there will be no official meeting in December.

Special CSO meetings may be called by the Council, or at the request of the Chancellor or upon the receipt of a petition signed by at least four of the CSO members. All petitions and requests shall state the reason for scheduling a special meeting.

Quorum: Twenty-Five percent (25%) of voting members of the classified staff must be present to constitute a quorum.

Voting Procedures: Only members may vote. A majority vote of the members is binding unless otherwise stipulated in the constitution. Voting may be in person or by email.

AMENDMENTS

The members must approve amendments to the CSO By-laws by email. Officers will sign below to approve amendments. The Chancellor must approve of any changes.

Changes to the CSO Constitution/By-Laws were received, reviewed, and approved by the CSO of Southern Arkansas University Tech. A copy of this signature page shall be kept on file by the CSO and the Chancellor's Office. This document shall become the new Constitution/By-laws.

Name	Signature	Date
Angela Fry	Angela Fry	09/26/19
Debbie Beasley	Debbie Beasley	09-26-19
Mark Ferns	Mark Ferns	09-26-19
Shannon Green	Shannon Green	9-26-19
Anthony Tuberville	Anthony Tuberville	09-26-19

Chancellor's Review:

Approved

Not Approved

Returned for Action



Dr. Jason Morrison, Chancellor
Southern Arkansas University Tech

9-30-19

Date