

# COLLEGE COUNCIL CONSTITUTION

## ARTICLE I

### NAME

The name of this organization shall be the College Council of Glendale College, hereinafter referred to as the Council.

## ARTICLE II

### PURPOSE

The Council is intended to provide:

1. A body representing the various needs, concerns, and viewpoints of Glendale Community College employees not related to union negotiations matters; no action can be taken by this Council that is contrary to the RODDA Act, SB160 or impinges on the bargaining rights of the CSEA or Guild;
2. A body through which professional development opportunities are articulated and valued, and offered to the membership;
3. A structure to organize and execute GCC's annual student worker scholarship program;
4. A body that assists in building camaraderie and professional connections amongst College employees through engagement activities; and
5. An opportunity for individual leadership contribution and development among the classified and confidential staff.

## ARTICLE III

### OFFICERS, ELECTORATE, AND ELECTIONS

#### Section 1: Officers

1. The Council Executive Committee shall consist of the following elected officers: President, Vice President, Secretary, and Treasurer is the governing body of the Council and represent officers needed for quorum. Up to 5 members-at-large will also serve on the Council in a voting role.
2. The President and Vice President of the Council shall be members of the full-time classified staff.
3. The remaining officer positions shall be open to members of the classified or confidential staff.

#### Section 2: Electorate

Those eligible to vote in the election for officers shall be those with active membership. (Article IV)

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### Section 3: Elections

1. The Executive Committee shall appoint a Nominating Committee to receive and solicit names of candidates and supervise the election of officers and the members-at-large. Nominations shall be by written request, and the nominee shall accept in writing.
2. Officers shall be elected by secret ballot. Voting may be held electronically.
3. Officers shall be elected by a simple majority of the valid votes cast by eligible voters.
4. Elections shall be held in November.
5. Term Limits: No Officer shall serve more than two full consecutive terms in the same position.

### Section 4: Special Elections and Appointments

1. A vacancy may occur through resignation, through leave of absence, or by declaration.
  - a. A vacancy resulting from resignation or declaration shall be filled by appointment by the Council President and a majority vote by the Executive Committee.
  - b. An officer may request a leave of absence from his/her office if such absence is occasioned by an approved leave of absence from the District. If the leave is for one quarter or more, a permanent replacement may be appointed.
  - c. Upon an elected official's three unexcused absences from Council or Executive Committee meetings, in any one term year, the position will be declared vacant, and a permanent replacement may be appointed.

### Section 5: Officers and Duties

***All terms of office shall be for two years (January 1 – December 31)***

1. President
  - a. The President shall be the spokesperson for the concerns of the Classified Council to the College Administration, faculty, staff, the Board of Trustees and to the Public.
  - b. The duties of the President shall include but not be limited to:
    - i. Convening and presiding over Executive Committee and All-Council meetings;
    - ii. Ensuring execution of the Council's activity and fundraising calendar;
    - iii. Representing (or providing for a designate to represent) the Council at the College Governance meetings in conversations with CSEA,

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Guild, College Administration and/or the Board of Trustees, and sharing necessary information from these groups with constituents, where appropriate;

- iv. Making Council purchases;
- v. Monitoring Council email; and
- vi. Maintaining the Classified Council website.

### 2. Vice President

- a. The Vice President shall be responsible for:
  - i. Assuming the duties of the President in the President's absence;
  - ii. Oversee Special Committee actions, where not specifically assigned to another officer;
  - iii. Organizing Council membership drives and providing welcome orientation opportunities; and.
  - iv. Making reservations for Council events.

### 3. Secretary

- a. The Secretary shall be responsible for:
  - i. Preparing available the minutes of All-Council and Council Executive Committee meetings within 5 working days;
  - ii. Publishing and distributing the agenda of official meetings at least two days prior to the meeting;
  - iii. Acting as correspondence secretary, when so directed;
  - iv. Maintaining and filing all Council records in designated shared drives for a minimum of five years;
  - v. Acting as President in the absence of the President and Vice President;
  - vi. Acting as Parliamentarian; and,
  - vii. Performing other duties as assigned

### 4. Treasurer

- a. The Treasurer shall be responsible for:
  - i. Collecting dues, disbursing funds, maintaining financial records, and submitting financial reports to the Council during the fiscal years, as requested by the Executive Committee, but not less than once per quarter;
  - ii. Collecting membership forms and maintaining a list of voting members;
  - iii. Making financial deposits;
  - iv. Submitting an annual budget for Executive Committee and Council approval; and,
  - v. Performing other duties as may be required by the office.

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5. Fundraising Coordinator
  - a. The Fundraising Coordinator shall be responsible for:
    - i. Planning fundraising activities (10-12 annually);
    - ii. Providing details to the Communication Coordinator to advertise fundraisers in a timely manner; and
    - iii. Ensuring funds from fundraisers are properly collected and provided to the Treasurer for deposit.
  
6. Scholarship Coordinator
  - a. The Scholarship Coordinator shall be responsible for:
    - i. Soliciting applications for the annual student worker scholarship (Spring semester);
    - ii. Assembling the scholarship review team;
    - iii. Coordinating reviews by appropriate deadlines;
    - iv. Providing necessary details to the Communication Coordinator to advertise the scholarship period in a timely manner; and
    - v. Soliciting feedback on review process and updating application materials and rubrics in designated shared folder, as necessary;
  
7. Communications Coordinator
  - a. The Communications Coordinator shall be responsible for:
    - i. Collecting information from Council Executive team for monthly communications;
    - ii. Creating advertising materials for fundraisers using Council's designated shared account;
    - iii. Collecting photos and videos for upload into shared account; and
    - iv. Disseminating Council campaigns (fundraisers, scholarships, etc), updates, and information from designated account.
  
8. Members-at-Large
  - a. The Members-at-Large shall be responsible for:
    - i. Attending regular Executive Committee meetings;
    - ii. Polling their constituencies on items designated by the Executive Committee;
    - iii. Assisting with the execution of Council events and fundraisers;
    - iv. Assisting with new member recruitment;
    - v. Performing other duties as may be required by the office.

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## ARTICLE IV MEMBERSHIP

1. The Council represents all permanent full-time and part-time classified at Glendale College.
2. Council membership obtains voting rights upon payment of annual dues. Voting rights end in the same calendar year, unless renewed.
3. The Classified Council voting membership dues are \$20 per year.

## ARTICLE V GOVERNANCE

### Section 1: Meetings

1. The Executive Committee shall meet a minimum of once a month with additional meetings held as needed.
2. The Council shall meet as a body on an ad hoc basis.
3. Announcements of All-Council meetings shall be publicly posted.
4. A quorum for purposes of All-Council meetings shall consist of at least 2/3 of voting members present. Decisions will be made by a simple majority vote.
5. Official minutes of each Classified Council meeting shall be posted and made available to all members of the Council within five working days after the meeting.
6. Unless otherwise provided for in this constitution, all meetings shall be conducted in accordance with Robert's Rules of Order.

### Section 2: Committees

1. The Council shall establish both standing and, when appropriate, Ad Hoc Committees to assist in accomplishing the Council's defined purpose, where it does not conflict with Union activities.
2. Attendance requirements for Council appointees will be the same as those applied to elected officials (see Article III).
3. Each Committee Chair shall:
  - a. Report to the Vice President after each of its meetings;
  - b. Prepare recommendations relating to its functions for review and approval by the Executive Committee;
  - c. Perform other duties as determined by the Executive Committee; and
  - d. Prepare a summary of committee activities for distribution to the Executive Committee at the end of each academic quarter.

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4. Standing Committees are:
  - a. Nominating Committee: see Article III.
  - b. Scholarship Committee shall solicit scholarship applications of student workers who are dependable, dedicated, enthusiastic and have definite goals for the future.
  - c. Membership Committee shall initiate, organize and implement membership drives throughout the academic year.

### **ARTICLE VI**

#### **AMENDMENTS & RATIFICATION**

1. An amendment to the constitution of the Council may be proposed either by the Executive Committee or by written petition signed by ten percent of the Council membership. The officers shall thereupon publicize the proposed amendment to the Classified Council in writing.

After giving members written notice of the date, time and place thereof, the Council shall conduct one or more hearings no sooner than one week and not later than two weeks from the date of publication of the proposed amendment. The Council Secretary shall record and publish minutes of the said hearing(s).

2. Action on proposed amendments must be taken within two weeks of the final hearing.
3. Election will be by secret ballot and may be conducted electronically. A simple majority of valid votes cast by eligible members of the Council (as defined under Article IV) is necessary for constitutional amendments to be ratified and adopted.

Adopted on this first day of June, 1991.

Amended and Ratified on the eighteenth day of May, 2026. Adopted July 1, 2026.