ASSOCIATION OF CLASSIFIED EMPLOYEES
MINUTES - April 13th/April 17, 1981

OFFICERS PRESENT: Gail Maloney, President
Debi Martin, Vice President
Viola Boman, Secretary
Sandy Lee, Senator
Bonnie Stewart, Senator

Ken Wiscombe, Senator
Ann Fisher, Senator
Kathy Geile, Senator
Joe Johnson, Senator
Margene Muller, Senator

OFFICERS ABSENT: Doris Butler, Senator
Mark Holden, Senator
Mary Cozine, Senator

The officers of the Association of Classified Employees (ACE) met on Monday, April 13th at 3:00 p.m. in the Personnel Department conference room. Agenda items discussed included:

1. Representation on the President's Cabinet
2. Fiscal year 1981-82 budget
3. Distribution and communication problems with members

President Maloney and Vice President Martin met with Dr. Keiser on April 17th and presented him with the Association of Classified Employee's constitution, bylaws, and membership list. President Keiser recognized and accepted ACE as an organization and indicated that formal written acceptance would follow per Boise State and State Board guidelines.

At the meeting with President Keiser, a request was made and approved for a 1981-82 fiscal year operating budget to include such items as printing and other miscellaneous expense items.

Approval was granted for President Maloney to be a member of the President's Cabinet with full voting privileges representing the classified employees. Dr. Keiser was very responsive and receptive to our new organization and would like to see more classified employees take part in university-related matters.

The next officers meeting for ACE is scheduled for May 6th at 2:30 p.m. in the Personnel Department conference room.

Respectfully,

Viola Boman
Secretary

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NOTE: ANY CLASSIFIED EMPLOYEE NOT RECEIVING COMMUNICATION SHOULD NOTIFY VIOLA BOMAN AT 1617.
CONSTITUTION
of the
ASSOCIATION OF CLASSIFIED EMPLOYEES OF BOISE STATE UNIVERSITY

Article I - NAME

The name of this organization shall be: Association of Classified Employees of Boise State University

Article II - PURPOSE

The purpose of the Association shall be:

Section 1 To promote and develop activities, policies and procedures which enhance Boise State University in pursuit of its mission;

Section 2 To promote an active role for the classified employees in the governing structures and decision-making process of the University;

Section 3 To achieve formal representation in the process of establishing University educational and operating procedures and policies;

Section 4 To represent the classified employees in policy matters pertaining to personal and professional welfare at the University.

Article III - MEMBERSHIP

Section 1 Membership in the Association shall include all classified employees at Boise State University who are under the authority of the Idaho Personnel Commission.

Section 2 A person ceases to be a member upon termination of employment at the University as a classified employee.

Article IV - SENATORS AND OFFICERS

Section 1 The Senate shall consist of three (3) Officers and ten (10) senators.

Section 2 The ten (10) senators shall be elected as follows:

a. Nomination by petition to the Nominating Committee.

b. Ballot voting by Association members with each member allowed one (1) vote for each vacant Senate seat.
c. At the initial election, the ten (10) nominees with the most votes will be elected as senators. Of these, the five (5) with the most votes will serve a two-year term and the remaining five (5) will serve for a one-year term—creating alternating expiration dates. After the initial election, each senator will serve a two-year term.

Section 3 The Senate officers shall consist of President, Vice-President and Recording Secretary to be elected as follows:

a. Nomination by petition to the Nominating Committee,

b. Ballot voting by Association members with each member allowed one (1) vote for each office.

c. Officers shall be elected to a one-year term.

Section 4 Election shall occur at the Spring Regular Meeting of the Association with Senators and Officers beginning their term on June 1.

Article V - POWERS & DUTIES

Section 1 The Senate of the Association shall be charged with implementing the purposes of the Senate and exercising general supervision over its affairs.

Section 2 All members of the Senate shall be uninstructed representatives. Having sought the counsel and advice of their colleagues, Senate members shall be free to exercise their own judgment on matters of decision and vote.

Article VI - VACANCIES

Section 1 RESIGNATION OR TERMINATION OF SENATE MEMBERS: A vacancy occurs in any office or position, elective or appointive, or in any committee, when the person holding the same submits a resignation to the President or ceases to be an employee of the University as a classified employee.

Section 2 UNEXCUSED ABSENCE: A vacancy occurs when a member of the Senate or of any committee, unless excused of record by the Senate is absent from three consecutive and properly called meetings.

Section 3 REPLACEMENT:

a. In the event of a vacancy in the office or President, the Vice-President shall assume that office to complete that term.
b. In the event of a vacancy in any other Senate position, the members of the Senate shall, with convenient speed, conduct an election among the membership to elect a successor to serve out the unexpired term. Such election shall not prejudice the election of the incumbent to subsequent regular term of office.

c. Vacancies in any position other than President, occurring 60 days or less before a regular election, need not be filled before that election.

Article VII - MEETINGS

Section 1 REGULAR ASSOCIATION MEETINGS: There shall be an open regular meeting held twice each year. The meeting shall be held at a time and place designated by the Senate. Such meetings shall be held for the purpose of conveying information, determining positions or policies relative to the Association, conducting election nominations and other business. Notification of a regular meeting shall appear at least one week before such meeting.

Section 2 SPECIAL ASSOCIATION MEETINGS: Special meetings shall be called by the Senate, be authorized by the membership at any regular meeting or be called by the President following request by petition of at least 35 members of the Association. Notification of the special meeting and its purpose shall appear at least one week before the meeting.

Section 3 SENATE MEETINGS: The Senate shall meet throughout the year as specified in the By-Laws or at the call of the President by his/her own motion or upon request of any four Senate members.

Section 4 PROCEDURES: The President shall preside at all meetings. Questions of parliamentary procedure shall be decided in accordance with Robert's Rules of Order.

Section 5 VOTING: At each regular or special meeting each member shall have one vote.

Section 6 RECORD OF PROCEEDINGS: A copy of the proceedings or summary thereof of the regular and special meetings shall be published and made available to all members by the Recording Secretary.
Article VIII - COMMITTEES

Section 1 The Association President may, with the concurrence of the Senate, create standing or ad hoc committees.

Section 2 The Association President shall appoint or recommend members to serve on any Association or Senate committee.

Section 3 The Nominating Committee will be responsible for preparing the ballot for each general election.

Article IX - QUORUMS

Section 1 ASSOCIATION MEETINGS: At all Association meetings, ten (10) percent of the regular membership, as shown by the roster of the Association, shall constitute a quorum.

Section 2 SENATE MEETINGS: At all Senate meetings, a majority of the Senate shall constitute a quorum.

Section 3 COMMITTEE MEETINGS: At meetings of any committee, a majority of its members shall constitute a quorum.

Article X - AMENDMENTS

The Constitution may be amended by a majority vote of the members voting provided due notice in writing of the proposed amendment is submitted to the Senate at least thirty days prior to voting on the proposed amendment and the Recording Secretary makes available copies of the proposed amendment to the Association membership at least 14 days prior to voting.
BY-LAWS

of the

ASSOCIATION OF CLASSIFIED EMPLOYEES OF BOISE STATE UNIVERSITY

ARTICLE I DUTIES OF OFFICERS AND SENATORS

A. The President shall call and preside at all meetings of the Association, appoint all committees of the Association, and perform other duties which shall include, but not be limited to, establishing and naming members of ad hoc committees and/or special task forces.

B. The Vice-President shall serve as the special aide to the President, and shall assume all presidential duties in the absence of the President.

C. The Recording Secretary shall take minutes of all Senate and Association meetings and enter into official records of the Association. It will be the responsibility of the Recording Secretary to make the minutes available to the Senate and Officers, and to post for the membership to read. It will also be the duty of the Recording Secretary to notify all classified employees of meetings and of election information.

D. The Senators shall develop and implement purposes, objectives and organizational programs of the Association, and communicate those plans and outcomes to the members.

ARTICLE II. NOMINATING COMMITTEE

A. The President shall appoint a nominating committee from five (5) distinct and different classifications of the classified employees at the beginning of each election year.

B. The Committee will then 1) ascertain if nominees are willing to run for office, 2) insure fair representation from the nominees chosen, 3) inform candidates of the responsibilities and duties of the offices, 4) insure sufficient candidates for each vacancy, 5) prepare nomination form and distribute to ACE members at least 10 days prior to the Spring General Meeting and 6) prepare ballot for each general election.

ARTICLE III. MEETINGS

A. The Senate shall meet at a time and place designated by the President. A majority vote of members present and voting at a properly called meeting shall be sufficient to carry any matter before the Association.
B. Meetings of the Association may be postponed or suspended by the President when necessary because of exceptional circumstances, but notification of suspension and the reason shall be given to the membership whenever possible at least ten days in advance of the scheduled meeting date.

ARTICLE IV. AMENDMENTS

A. Any provision in these by-laws may be amended by a majority vote of the Senate.

ARTICLE V. PROVISION FOR DISSOLUTION

A. Upon dissolution of this Association, if such event should occur, the President shall instruct the Recording Secretary to notify all members of the Association.