

DSC Bylaws

Article I - Name

The name of this organization shall be the District Staff Council of Metropolitan Community College.

Article II – Purpose

The purpose of the council shall be to advance the welfare of classified staff personnel and to promote a spirit of cooperation founded upon mutual respect and confidence between staff and the district administration. The council shall serve as a channel of communication between staff associations on matters of shared governance. Furthermore, the council shall advise the shared governance system on matters of general concern to all staff employees.

Article III - Membership

Section 1.

The council shall consist of twenty-four voting members: four councilors from each of the unit Staff Associations (Administrative Center, Blue River, Longview, Maple Woods, Online, and Penn Valley).

Section 2.

These councilors shall be the president of each unit Staff Association and three councilors-at-large chosen however each unit Staff Association sees fit. The immediate past president of the council shall serve as an advisory, nonvoting member. Council membership will be announced at the annual DSC meeting in June and councilors shall serve a term of one year beginning July 1 of the year they are elected. Should a council seat become vacant, for any reason, it will remain vacant until the unit Staff Association selects a replacement councilor.

Article IV - Officers

Section 1.

The officers of the council shall be a president, a president-elect, a secretary, a treasurer, and a parliamentarian.

Section 2.

The president shall preside at all meetings of the council, act as ex officio member of all committees, and perform such other duties pertaining to the office. The president shall represent the council at meetings of the Board of Trustees and such other meetings and events as shall from time to time be required or appropriate. The president will control the council budget.

Section 3.

In absence of the president, the president-elect shall preside at meetings of the council and represent the council at the Board of Trustees meeting as well as such other meetings and events as may be appropriate. The president-elect shall assume the position of president upon expiration of the president's term or vacancy of the office.

Section 4.

The secretary shall keep an accurate record of council meetings and distribute the minutes of such meetings to the council members, preserve all important documents, maintain an up-to-date list of members and officers, ensure the council web site is up-to-date, and perform other duties as requested by the president.

Section 5.

The treasurer shall: be responsible for all funds of the council and for the accurate records of its financial affairs; prepare and distribute monthly financial statements to membership; report at monthly meetings the income and disbursement of council funds; prepare an annual budget of the projected income and expenses of the council for approval by the executive committee and submit the approved budget; file

backup documents, as needed; perform other such duties as may be assigned by the president and/or the executive committee.

Section 6.

The parliamentarian shall ensure the orderly progression of the business of the meeting, rule on points of order, administer council elections and be the final arbiter on all questions concerning the bylaws or parliamentary procedure.

Section 7.

In the absence of the secretary and/or parliamentarian, the presiding officer shall designate a member to serve in each vacant capacity for that meeting.

Article V - Election of Officers

Section 1.

Officers of the District Staff Council shall be elected by written ballot or secure anonymous online ballot if necessary by majority vote of the incoming council members present at the annual retreat, provided a quorum is present. Nominations shall be invited from the floor. All council members shall be eligible to hold office for two years after having been a District Staff Council member. The newly elected officers shall take office immediately upon election.

Section 2.

The election shall be administered by the parliamentarian. The ballots shall be counted by the current president, president-elect and parliamentarian. If the parliamentarian was nominated and is running for office, a member of the council who is not on the ballot will count in the parliamentarian's place.

Section 3.

The secretary, treasurer and parliamentarian shall serve a term of one year or until their successors are elected and shall not hold the same office for more than two consecutive terms. In the case of a secretary, treasurer or parliamentarian elected to fill the remainder of a vacated office, a partial term of six months or more shall be considered a full term.

Section 4.

The president-elect and president shall serve one, two-year term in each office. If the office of president becomes vacant, the president-elect shall assume the position at once. If the resigning president has served more than half their term the incoming president shall serve for the remainder of the term plus the subsequent term as president. If the resigning president has served less than half their term the incoming president shall serve the remainder of the fiscal year and begin the first year of their term on July 1, the first day of the new fiscal year.

Section 5.

If the office of president-elect, secretary, treasurer or parliamentarian becomes vacant, nominations and elections should take place at the next scheduled council meeting to fill the position, provided a quorum is present.

Article VI - Meetings

Section 1.

The regular meetings of the council shall be held monthly. A schedule of times and locations for regular meetings shall be established as soon as practicable after the annual meeting by the president with the approval of the council. The council shall be allowed to conduct a regular meeting via alternate means (video/audio conferences) due to inclement weather, emergency situations, or extenuating circumstances, as deemed necessary by the president.

Section 2.

The president may call special meetings of the council at his or her discretion or upon the request of twenty-five percent (25%) of the voting members, provided at least 24 hours or one working days' notice concerning time, place, and the subject of the proposed meeting is given to each member. At a special meeting, no business may be transacted except that which is specified in the call.

Section 3.

A quorum shall consist of ten (10) voting members of the council including at least one officer of the council and at least one member from five (5) of the six (6) Staff Associations.

Section 4.

Minutes of prior meetings may be approved with less than a quorum provided at least one officer of the Council and one member from each of the Staff Association is present.

Section 5.

The June meeting shall be the annual meeting. Members of the outgoing and the incoming council will attend this meeting.

Section 6.

The July meeting shall be the annual retreat. Members of the outgoing and the incoming council will attend this retreat.

Article VII – Committees

Section 1.

The standing committees of the District Staff Council shall be detailed in the addendums of the District Staff Council by-laws.

Section 2.

The standing committees of the District Staff Council shall meet prior to September 30 each year to discuss any open issues/concerns, establish a schedule of meetings, and if necessary, elect a chairperson or co-chairpersons. The president-elect shall be responsible for ensuring that all committees hold this initial meeting.

Section 3.

Ad hoc committees may be formed by the president as deemed necessary to fulfill the purpose of the council.

Section 4.

District Staff Council shall appoint members to all district-wide Shared Governance Committees with representation from all employee groups. These committees are detailed on the District Staff Council addendums. These committees serve in an advisory capacity only.

Article VIII - Parliamentary Authority

Robert's Rules of Order, Newly Revised shall guide the council in all cases to which they are applicable and insofar as they are not inconsistent with these bylaws.

Article IX – Conflicts

Section 1.

The bylaws of the Staff Associations shall not be in conflict with these bylaws.

Section 2.

These bylaws shall not be in conflict with any policy of the Metropolitan Community College District or its Board of Trustees.

Article X - Amendment

These bylaws may be amended by a two-thirds majority vote at any regular meeting of the council provided that the amendment is submitted, in writing, at the previous regular meeting.

Approved May 16, 1989

Amended September 19, 1989

Amended September 18, 1990

Amended October 16, 1990

Amended October 17, 1995

Amended July 16, 1996

Amended April 20, 1999
Amended June 20, 2001
Amended July 20, 2004
Amended July 17, 2006
Amended April 20, 2009
Amended July 29, 2010
Amended June 18, 2012
Amended December 12, 2013
Amended February 22, 2016
Amended May 23, 2017
Amended August 30, 2018
Amended September 19, 2022
Amended March 20, 2023

District Staff Council Addendums

1. District Staff Council standing committees

A. The Policies and Procedures (P&P) Committee

Membership:

Two representatives from each Staff Association. In the event of vacancies, representatives will be appointed by the unit Staff Association president. Additional members may be added by a majority vote of the council. The president of the council shall serve as a nonvoting member.

Purpose:

Review existing and proposed policies, regulations, and procedures of interest to staff employees and recommend any desirable changes, additions, or deletions to the council. Once the council has approved the recommendations, it is the responsibility of the Executive Committee to take these recommendations to the Chancellor's Cabinet for review and comment. Review District Employee Orientation Handbook and make recommendations to the council.

B. Executive Committee

Membership:

The officers of the District Staff Council and the presidents of the unit Staff Associations. The immediate past president of the council shall serve as an advisory, nonvoting member.

Purpose:

Advise the District Staff Council president on matters of concern to the unit associations. Serve as a channel of communication to the unit associations between council meetings.

2. District Shared governance committees

A. Insurance Committee

Membership:

One representative each from staff, faculty, and administrators at each district operating unit and a chairperson designated by the chancellor. Staff representatives will be selected by the presidents of unit Staff Associations. This committee is chaired by the Director of Human Resources.

Purpose:

Review and recommend to the chancellor changes in the employee benefits program annually or as needed.

B. Chancellor's Policy Review Committee (CPRC)

Membership:

In accordance with district procedure 2.10020 section I. C. 1., "...Each governance group shall be represented on the CPRC by its current president, its current policy committee chair, and two (2) members of its policy committee selected by the governance groups." DSC selected members will serve two-year terms, to be replaced in alternating years.

Purpose:

In accordance with district procedure 2.10020 section I. C. 1., "The committee shall function in a fashion that encourages and allows input and information to and from the CPRC to the governance groups during the development of policies, procedures, revisions, and rescissions..."