BYLAWS
CLASSIFIED STAFF ASSOCIATION
ROSE STATE COLLEGE

As amended, June 19, 1990, June 20, 1991, June 18, 1992,

ARTICLE I - NAME

The name of this organization shall be the Classified Staff Association of Rose State College, hereinafter referred to as the CSA.

ARTICLE II - PURPOSE

The purposes of this organization shall be
a. To cultivate a professional relationship between the classified staff and the College,
b. To provide opportunity for improvement of qualifications of the members for the mutual benefit of the individual members and the institution,
c. To promote the welfare of classified staff members through suggestions to the College administration for improvements in working conditions and/or benefits,
d. To promote fellowship among the classified staff members through enhanced social contact and service opportunities

ARTICLE III - MEMBERSHIP

Members of the CSA shall consist of those employees who are neither administrative, professional, nor faculty, or are not designated as student hourly. Non-student hourly employees are encouraged to participate in CSA activities, but they are not eligible to vote for officers, or be included on campus committees.

ARTICLE IV - OFFICERS AND DUTIES

The officers of the CSA shall consist of:

Section 1. President – The president shall preside over all regular or special CSA meetings and may attend committee meetings as an ex officio member (as observer, non-voting member). The president shall serve as liaison between the organization as a group, individual members, and the administration.

Section 2. Vice President – The vice president shall preside over all meetings during the absence (whether temporary or extended) of the president. If the position of the president becomes vacant, the vice president becomes the president until the end of that term.

Section 3. Secretary – The secretary shall be responsible for maintaining adequate records of activities of the CSA, keeping the minutes for all meetings, distributing copies of minutes and notices of meetings to all members and to the College President, and handling any correspondence that arises.
Section 4. Treasurer – The treasurer shall be responsible for maintaining records of monetary collections and expenditures and shall provide a financial report at all regular meetings and an annual report at the end of the fiscal year.

Section 5. Parliamentarian – The immediate past president shall serve as the parliamentarian, as advisor to the current officers.

ARTICLE V - ELECTIONS

Elections shall be held at the May meeting, and the officers shall assume their duties on the first day of July.

Section 1. A nominating committee, appointed by the president of the Classified Staff Association, and comprised of representatives from each area, shall be presented at the July meeting. A nominating committee will present a slate of candidates for each office at the March meeting. Additional names may be presented in writing to any member of the nominating committee by the end of April. Prior consent of willingness to serve if elected should be obtained from the person being nominated.

Section 2. Officers shall be elected by a simple majority of votes cast. Members will vote by electronic ballot during the week following the May meeting. Those without access to email or computer, will be provided a paper ballot to vote. No member may vote more than once. Ballots will be tallied by two members of CSA, along with one non-classified staff member, such as professional or faculty.

Section 3. In the case of any vacancy(ies) in office, the nominating committee will be declared active and will present nominees for an election at the next regular/special meeting.

ARTICLE VI - COMMITTEES

Section 1. The executive committee shall be composed of the elected officers and shall be authorized to make expenditures and to transact any necessary business that arises between meetings. The outgoing and incoming executive committees shall meet at the first of the fiscal year to conduct business necessary for transfer of duties.

Section 2. Standing Committees - Committees shall be chosen by the president or elected by CSA membership as stipulated.

The Activities Committee shall consist of either the Executive Committee or three association members appointed by the executive committee who shall present all activities for the fiscal year to be voted on by the Association. Additional activities may be considered by the Association during the fiscal year.

The CSA Professional Development Committee shall consist of the CSA president, vice president and three CSA members to develop and coordinate professional development activities.
The Hospitality Committee shall consist of three members, with the vice president serving as chairperson of the Committee. This Committee will be responsible for welcoming new classified staff members and acquainting them with the CSA. When a need exists for an expression of sympathy or concern for CSA members, this committee will be responsible for sending appropriate cards.

The Calling Committee shall consist of one or two persons from each area, appointed by the Vice President. The Calling Committee shall be responsible for contacting members concerning activities and meetings. The Vice President will chair the Calling Committee.

Section 3. Special Committees – shall consist of members appointed by the President as the need arises and shall be disbanded as soon as the need is met.

Section 4. College Committees – shall consist of members as stipulated by the College’s Policy and Procedures Manual.

ARTICLE VII - FINANCING AND EXPENDITURES

Section 1. Activities of the Classified Staff Association will be financed through fund-raising projects when necessary, and when the occasion requires, through voluntary contributions.

Section 2. In the case of the death of a CSA member or a death in the member's immediate family, the Classified Staff Association treasurer, with approval of the Classified Staff Association president, shall be authorized to send a plant or flowers to the member or the member's family, or make a contribution to the Rose State College Foundation Classified Staff Association Scholarship Fund in memory of the deceased. Immediate family is defined as mother, father, spouse, and child. In other instances where a need exists for an expression of sympathy or concern, an appropriate card will be sent from the membership.

Section 3. Rose State College Foundation Classified Staff Association Scholarship. The purpose of the CSA Scholarship Fund is to assist eligible students with educational expenses.

ELIGIBILITY CRITERIA
1. The recipient must be enrolled in a minimum of six (6) credit hours per semester, be in good academic standing as outlined in the College policies, and have a minimum grade point average of 2.5.
2. The recipient must be a citizen or permanent resident of the United States.
3. The recipient must be a legal resident of the State of Oklahoma.
4. Only those students who have submitted appropriate, complete, and accurate applications will be considered.
5. Concurrently enrolled high school students are not eligible for this scholarship.

APPLICATION PROCEDURES
1. Applications must be submitted online at the Rose State College Foundation webpage.
2. The completed application and a RSC transcript should be submitted by April 15 for fall awards and November 15 for spring awards.
3. Prior to final approval, the Coordinator, Prospective Student Services will verify the student's standing with the Office of Student Financial Aid and will consult with the president of CSA.
4. Award letters will be mailed to the recipients from the Executive Director of the Rose State College Foundation. The recipient must notify the Foundation of his/her acceptance within ten (10) days of the date of the award letter.

5. The award funds may be applied to general enrollment fees, other fees, books, uniforms, or other necessary supplies. Unused portions of the scholarship award will remain with the RSC Foundation Classified Staff Association Scholarship Fund.

**Section 4.** Rose State College Foundation Classified Staff Association Achievement Award.

**PURPOSE** The purpose of the Classified Staff Association Achievement Award is to recognize and reward classified staff members who, through their service and contributions, have made Rose State College a better place. Criteria for this award will be demonstrated by professional competence, commitment to the College, and service to the campus community. The selected classified staff member will receive $1,000 and a plaque.

**SELECTION COMMITTEE** The committee will be made up of the CSA Vice President and four classified staff to represent at least four of the following areas (Academic Affairs, Administrative Services, President’s Office, Information Technology Services, Student Affairs and Enrollment Management, and Workforce Development). Immediate family members may not serve on the committee if a family member is nominated. Selection committee members may not nominate members. In the event a committee member is nominated, an eligible CSA member will be appointed as a replacement. The committee must select a committee chair by the first working day of July.

**ELIGIBILITY FOR AWARD** The award will be for Rose State College classified staff who have been employed for at least two years of full time service or the equivalent (one part time year of employment equals 6 months full time employment). Award recipients will be ineligible to repeat for five years.

**NOMINATIONS** Nominations can be made by any faculty, professional staff, or classified staff member. Nomination forms will be available the last working day of May on the Classified Staff Association website or by contacting the current CSA president. Nominations made on the CSA website will be anonymous. The forms are to be submitted via the CSA website or to the CSA president by the last working day of March at 5:00 p.m.

**NOTIFICATIONS** The CSA president will forward all nominations to the Selection Committee Chair who will notify the nominees the first Friday following the nomination deadline. Nominees will be requested to return support materials to the Selection Committee Chair by the second Friday of April at 5:00 p.m. if they wish to be considered as a candidate for the award. The materials will include: a complete award application and two letters of recommendation.
The Selection Committee will meet once to review the applications submitted to ensure compliance with the eligibility guidelines and support material requirements. Those applicants who comply will be considered as viable candidates. Committee members will be provided with applications for each candidate by the Selection Committee Chair and will be asked to complete a CSA Award Application Points Form outside of the meeting. The Points Form will consist of agreed upon criteria that demonstrate the service and contributions of the candidates and will have assigned values for each criterion. Values that the candidate may possess not listed on the points form should not be considered. Each member of the committee will submit a Points Form for each candidate to the Selection Committee Chair no later than the fourth Friday of April by 5:00 p.m. The points form can be found within the online Forms Handbook. The Committee Chair will average the points for each candidate on the Award Application Master Points Form and will total the points for each applicant.

RECOMMENDATION The Selection Committee Chair will present the points for each candidate to the selection committee at a meeting no later than the last working day of April. The Selection Committee will deliberate their decision and will recommend the top candidate to the College President. The recognition will be made at the Commencement Dinner and announced at the Commencement ceremony immediately following the dinner.

ARTICLE VIII - MEETINGS

Meetings of the CSA shall be held in the months of July, September, November, January, March, and May.

Special meetings may be called by the executive committee in case of an emergency. The CSA officers and committee chairman will meet with the College President as the need arises.

ARTICLE IX - AMENDMENTS

Amendments to the Bylaws shall be presented in writing in two consecutive regular meetings and shall be voted upon at the second meetings. The proposed amendment must state the original amendment, if one exists, the proposed amendment, and the rationale (reason for change, deletion, or addition). A two-thirds vote of the members present shall be necessary for ratification. Any member of the CSA may present amendments to the Bylaws in accordance with the above procedure.

ARTICLE X - PARLIAMENTARY AUTHORITY

Except as otherwise provided, Robert’s Rules of Order, Revised shall govern the conduct of all meetings.