

**TIDEWATER COMMUNITY COLLEGE  
CLASSIFIED ASSOCIATION CONSTITUTION**

**I. NAME**

The name of this body shall be the Classified Association of Tidewater Community College.

**II. PURPOSE**

The Classified Association is established by the classified employees of Tidewater Community College to serve as a voice for and to exercise the authority of the Classified Staff and Wage Employees in college affairs. The Association exists to provide an organization to address issues affecting the college's Classified Staff and Wage Employees, enabling them to contribute in a meaningful way to advancing the college's mission and goals.

**III. DIVERSITY, EQUITY, & INCLUSION**

Tidewater Community College is dedicated to cultivating and sustaining a diverse and inclusive environment that embraces all identities, perspectives, expression of ideas, and backgrounds. The entire college community benefits from experiences that foster mutual respect, celebrate differences, and value commonalities. – Tidewater Community College Diversity & Inclusion Statement

**IV. MEMBERSHIP**

- A. The Classified Association shall consist of officers of each of the four Tidewater Community College Campuses' Classified Assemblies and shall include the District Administration personnel and satellite locations.

District Administration personnel and satellite locations personnel shall participate in the Campus Classified Assembly of the campus on which they are physically located or in closest proximity and exercise their voting rights on that campus.

- B. The voting members of the Classified Association shall consist of the Chairs, Vice-Chairs, Secretaries, and Members-at-Large (MALs) of each Classified Assembly. At its discretion, the Classified Association may invite other members of the college community to participate in its meetings as non-voting members. All meetings are open to the Classified Employees, although participation is restricted to duly elected members.

**V. OFFICERS**

The officers of the Classified Association shall be a Chair, four Vice-Chairs, and a Secretary. These officers shall constitute the Executive Committee of the Association.

- A. The **Chair** of the Association shall:
  - 1. Preside over Classified Association and Executive Committee meetings.
  - 2. Represent the Classified Employees at President’s Staff meetings, when invited.
  - 3. Solicit volunteers to serve on ad hoc committees and appoint persons to serve on ad hoc committees.
  - 4. Distribute information from the Association, the Assemblies, the Campus Deans and the President, to the Classified Employees.
  - 5. Serve on the Executive Committee of the Association.
  
- B. The Vice-Chairs of the Association shall:
  - 1. Perform the duties of the Chair in the Chair’s absence.
  - 2. Attend the Administrative Staff meetings of their respective campuses, when invited.
  - 3. Serve on the Executive Committee of the Association.
  
- C. The Secretary of the Association shall:
  - 1. Keep accurate minutes of Association meetings.
  - 2. Post minutes to the Classified Association website.
  - 3. Serve on the Executive Committee of the Association.

## **VI. ELECTIONS**

- A. During the May meeting of each year, the Association shall hold an organizational meeting to elect by a majority vote a Chair and a Secretary.
  
- B. The four Vice-Chairs of the Association shall be the Chairs of the four Assemblies. In the event that an Assembly Chair is elected Association Chair, that Assembly’s Vice-Chair shall become Chair of the Assembly and Vice-Chair of the Association.
  
- C. On June 1 of each year, Association officers shall begin their terms of office.

## **VII. MEETINGS**

- A. The Classified Association shall meet each month at a time designated by the Association.
  
- B. Meetings may be held virtually or face-to-face. If face-to-face meetings are held, meeting locations shall rotate alphabetically—Chesapeake Campus, Norfolk Campus, Portsmouth Campus, and the Virginia Beach Campus.
  
- C. Members of the four Assemblies by majority vote, may petition for a meeting of the Association.

- D. Members of the Association, by majority vote, may petition for a meeting of the Association.
- E. A majority of the Association's membership shall constitute a quorum.
- F. Meetings of the Association shall be governed by the Constitution.

## VIII. CLASSIFIED ASSOCIATION COMMITTEES

### A. **Executive Committee of the Classified Association**

#### 1. **Membership**

The Executive Committee shall consist of the officers of the Classified Association.

#### 2. **Officers**

The officers of the Executive Committee shall be the Chair, four Vice-Chairs, and Secretary of the Classified Association.

#### 3. **Duties**

a. The Executive Committee shall represent Classified Employees, college-wide.

b. The Executive Committee shall meet with the President of the college in the fall and spring of each year to address concerns of Classified Employees and to maintain open lines of communication.

c. In the event that a member's seat is vacated, the respective member's Assembly shall elect from among its members a replacement.

#### 4. **Meetings**

The Executive Committee shall meet at the call of its Chair or upon a petition by a majority of its members.

### B. **Classified Assembly**

#### 1. **Membership**

Each campus shall have a Classified Assembly, and District Administration personnel shall participate in the Campus Classified Assembly of the campus on which they are physically located and exercise their voting rights on that campus. Satellite locations Classified Employees shall participate in the Assembly in which they are in closest proximity. All full-time Classified Employees and all Wage Employees are members of their respective Assemblies. Wage Employees will participate depending on supervisor approval.

#### 2. **Officers**

The Assembly shall elect four of its full-time Classified Members to serve as its officers. The officers shall be a Chair, Vice-Chair, a Secretary, and Member-at-Large. To ensure inclusion of the satellite locations, Member-at-Large officers from such locations may be elected as appropriate. These officers shall be the Assembly's Executive Committee.

- a. The **Chair** of each Assembly shall:
    - (1) Preside over Assembly meetings;
    - (2) Represent the Classified Employees at campus Administrative Staff meetings;
    - (3) Solicit volunteers to serve on ad hoc committees and appoint persons to serve on ad hoc committees;
    - (4) Distribute information from the Association, the Assemblies, Campus Deans, and the President to Classified Employees;
    - (5) Serve on the Executive Committees of the Assembly and the Association.
  - b. The **Vice-Chair** of each Assembly shall:
    - (1) Preside over Assembly meetings in the absence of the Chair
    - (2) Serve on the Executive Committee of the Assembly.
  - c. The **Secretary** of each Assembly shall:
    - (1) Keep accurate minutes of the Assembly meetings;
    - (2) Distribute copies of the minutes to Assembly members and to Association Executive Committee members;
    - (3) Serve on the Executive Committee of the Assembly.
  - d. The **Member-At-Large** of the Assembly shall:
    - (1) Assume the responsibilities of the Vice-Chair, if the Chair is elected to Chair the Association.
    - (2) Serve on the Executive Committee of the Assembly.
3. **Elections**
- a. During the month of April of each year, each Assembly shall elect two members to serve as officers on the Assembly for a two-year term.
  - b. Elections shall be conducted by Election Committees at the campuses and Administration Offices. Members of the Election Committees shall be appointed by Assembly officers continuing for their second year.
  - c. Election Committees shall solicit candidates for office from among their Assembly members. The names of the candidates volunteering to serve as officers shall be placed on the ballots.
  - d. The Election Committees shall be responsible for the preparing, distributing, collecting, and counting of ballots and the certification of election results.
  - e. The Election Committees shall declare the two members receiving the largest number of votes as elected to the Assembly.
  - f. In the event of a tie, the Election Committees shall hold runoff elections within one week of the close of the first election.
  - g. Election results shall be distributed promptly to all members of the Assembly and forwarded to the Association's Executive Committee.
  - h. On June 1 of each year, Assembly officers shall begin their term of office.
4. **Term of Service**

- a. The Assembly will have half of its members serving the first year of a two-year term and the other half serving the second year of a two-year term.
- b. In order to ensure rotation of membership, a committee member who is finishing a two-year term will have to skip one year before serving another two-year term, unless no new candidates are elected.

5. **Meetings**

- a. The Assembly shall meet each month as called for by its Chair.
- b. Meeting days and times shall be designated by the Chair.
- c. Assembly members, by majority vote, may petition for a meeting of the Assembly.
- d. A majority vote of those in attendance shall constitute a quorum.
- e. Meetings of the Assembly shall be governed by the Association's Constitution.

C. **Ad Hoc Committees**

1. The Association shall provide in its Constitution for ad hoc committees, as are required for the Association to carry out its responsibilities.
2. The purpose of these ad hoc committees shall be to examine issues and suggest policy to the Association.
3. Ad hoc committees shall not assume responsibility for areas of concern beyond those assigned them, except by prior approval of the Association.

## **IX. REFERRAL OF ASSEMBLY ACTIONS TO THE ASSOCIATION**

Prior to the implementation of an Assembly action, it shall be submitted to the Association for referendum. The Association shall have 30 days to approve or disapprove of an Assembly action.

## **X. AMENDMENTS**

This Constitution may be amended by a majority vote of the participating membership of the four Assemblies. Copies of the proposed amendment and rationale must be given to the members of the four Assemblies at least two weeks prior to the referendum.

## **XI. CONSTITUTION**

This Constitution shall take effect upon the majority vote of the participating membership of the four Assemblies.