



# Northland Pioneer College

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STRONG MINDS. STRONG COMMUNITIES.

## Classified and Administrative Support Organization (CASO)

### Bylaws

I. Purpose: The Purpose of the Classified and Administrative Staff

Organization is to form a cohesive and professional unit to provide the support necessary to uphold the College mission.

II. Objectives: To fulfill its purpose the objectives of CASO will be to sustain educational programs, learning services, and resources for the residents of the college district by:

- A. Fostering collegial relationships among all NPC staff
- B. Providing opportunities for professional staff development.

- C. Publicizing accomplishments of the organization and of individual classified and support staff.
- D. Being involved in our communities through community service organizations
- E. Providing scholarship opportunities to NPC students

III. Organization:

A. Membership: Any full- or part-time contract employee who is not (1) a regular faculty member or (2) who serves at the “President’s will” is an member of CASO. CASO membership is automatic upon employment. CASO members do not pay dues.

B. Representation

1. A team of representatives and officers shall determine CASO activities.
2. There shall be a maximum of two representatives each from the following locations to serve on the team:
  - Little Colorado Campus
  - Painted Desert Campus
  - Silver Creek Campus

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- White Mountain Campus
  - District Office
  - Centers (DOC, Heber, Hopi, Kayenta, Springerville, St. Johns, Whiteriver)
- a. Volunteers shall fill these representative slots. In the event more than two volunteers step forward to serve from a single location, the location shall have an election to determine two representatives
- b. The duties of the representatives and officers include, but are not limited to:
- Representing CASO at their respective campuses and centers
  - Helping plan the semester meeting for CASO staff that is held in conjunction with other All-College meetings
  - Meeting monthly with other team members (Meetings will be held over the video system, audio system or, when possible, in person)

3. Officers: There will be four CASO offices: President, Vice-President, Secretary and Treasurer.
4. Election of officers: Officers will be elected at the annual spring business meeting in odd-numbered years by nomination of a prepared slate and/or nomination(s) from the floor. Candidates for office are not limited to current CASO representatives.
3. Term of team delegates and officers:
  - The term of office for delegates and officers is two academic years.
  - New team members and officers take office in odd-numbered years
  - Outgoing team members will meet with incoming team members in May. The purpose of this meeting will be to set goals and objectives for the coming year.
  - The first meeting of the representative team for the academic year will generally occur in August.
  - CASO representatives do not meet during the summer
  - There is no limit on the number of terms of office.

#### IV. Committees

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- CASO maintains a number of standing committees for the activities that support its purpose. The organization will solicit participation of all members to serve on various committees as needed. Service on a committee is for a minimum of two years. There is no maximum limit for terms on activity committees.