





## **BYLAWS**

### **Article I. NAME**

The name of this organization shall be the University of Southern Indiana Staff Council.

### **Article II. PURPOSE**

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### **Section 4. Filling of Vacancies**

In the event an executive officer cannot complete their term, the remaining Executive Committee members shall, with advice and consent from Council, appoint an elected representative from the Staff Council to fill that position to the conclusion of the term.

### **Section 5. Duties**

The chair shall preside at Council and Executive Committee meetings, act as the official Staff Council representative and, together with the vice chair and secretary, prepare the annual report to the Council. The report shall be presented by the chair at the last meeting of the term.

The vice chair shall assume the duties of the chair in his/her absence and be prepared to assume the office of chair in the event of a vacancy. In the event the vice chair is unable to assume the duties, a new election will be held in accordance with the existing Staff Council rules. The vice chair also serves as a liaison with all standing committees. The vice chair coordinates the training of new members and committee chairs, prepares placards for new members or members with new titles or roles and assists with other internal council organization, such as preparing binders for members and calendar of meetings and events for the Staff Council website. The vice chair, together with the chair and the secretary, shall prepare the annual report for the council. This report shall be presented by the chair at the last meeting of the term.

The secretary shall record the minutes of all meetings. Approved copies of the minutes will be posted on the Staff Council web page. The secretary will work with the chair, vice chair and committee chairs to schedule rooms for meetings and events. The secretary, together with the chair and the vice chair, shall prepare an annual report for the Council. This report shall be presented by the chair at the last meeting of the term.

## **Article V. ORGANIZATION OF STAFF COUNCIL**

### **Section 1. Representatives**

Staff Council membership shall be comprised of 20 voting representatives elected from the eligible population and at least two but no more than five non-voting alternate representatives.

### **Section 2. Elections**

There shall be an annual election of representatives to be held during the month of May. Nominations for candidates may come from any eligible non-exempt staff and must be forwarded to the Nominating Committee. All benefit-eligible support staff employees with at least 30 days of service may vote for candidates nominated for open seats on the Council. The candidates receiving the highest number of votes shall be Council representatives. The newly



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elected representatives shall assume their duties July 1. Election shall be by secret ballot. At least one candidate for each vacancy shall be submitted by the Nominating Committee. The results of the election shall be retained for two years. Candidates not elected for a voting seat, will be considered alternate representatives ranked by the number of votes received.

### **Section 3. Term of Office**

The term of office for a representative shall be two fiscal years (July 1 through June 30). A representative may not serve more than two consecutive terms. Any alternate who steps into a



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### **Section 2. Special Meetings**

The Staff Council may be called into a special session by its Chair. All representatives must be notified in writing, by email or by telephone at least 24 hours prior to a special meeting.

### **Section 3. Quorum**

A majority, (50 percent plus one), of representatives shall constitute a quorum to conduct official business at any regular meeting or special meetings of Staff Council.

### **Section 4. Attendance**

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### **Article VIII. STANDING COMMITTEES**

#### **Section 1. Description of Committee**

Standing committees will be chaired by elected representatives. The number of standing committee members should consist of a minimum of seven representatives. Representatives, except for the officers, are required to serve on at least one standing committee and may also serve on a subcommittee. The standing committees are as follows:

- a. Employee Benefits and Communications
- b. Employee Relations

#### **The Subcommittees are as follows:**

- a. Bylaws
- b. Nominating
- c. Web

The members of each committee shall elect a committee chair, vice chair, and secretary. If the committee chair position becomes vacant, committee chair and the committee will elect a new vice chair. Each Standing Committee should meet at least once a month. Each Subcommittee will meet as needed.

#### **Section 2. Duties**

##### **Standing**

- a. The Employee Benefits and Communications Committee shall, in consultation with the administrative staff, review and study benefits related matters and make recommendations to the Council. The committee shall facilitate Staff Council communications and provide University support staff with a clear communication pathway to express concerns or questions.
- b. The Employee Relations Committee shall address appropriate matters and other concerns



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amendment from being considered by the Council. The Committee shall also interpret these Bylaws when questions arise and make recommendations on clarifying amendments. This committee forms on an as-needed basis.

The Nominating Committee shall prepare a slate of eligible candidates who have consented to serve if elected and shall prepare ballots for the annual election and any other special elections. This committee forms on an as-needed basis. The Web Committee is a subcommittee of the Employee Benefits and Communications standing committee. It