

# CONSTITUTION AND BYLAWS

## **STAFF SENATE** EASTERN ILLINOIS UNIVERSITY CHARLESTON, ILLINOIS

### **CONSTITUTION**

#### **ARTICLE I. – PREAMBLE**

Dedicated to the concept of shared governance, the Staff Senate acts in an advisory capacity to the President of Eastern Illinois University by providing a representative body derived from all staff employees.

#### **ARTICLE II. – NAME**

This organization shall be known as the Staff Senate of Eastern Illinois University.

#### **ARTICLE III. – PURPOSE**

To facilitate communication between the President and the Staff of Eastern Illinois University, the Staff Senate solicits and expresses opinions, suggestions, and recommendations on all matters of concern to the staff as a whole except in matters within the scope of collective bargaining.

#### **ARTICLE IV. – MEMBERSHIP REPRESENTATION AND QUALIFICATIONS**

##### Section 1. Membership

The membership shall consist of any permanent staff employee who is not a member of the President's Council or the Council of Deans or represented by the Faculty Senate.

##### Section 2. Representation

- A. The Staff Senate shall consist of eighteen (18) members, hereafter referred to as Senators; twelve (12) Senators elected and six (6) appointed. The Senators shall be apportioned in the following manner:
  1. Two (2) Senators: Two Senators elected at large from the Administrative and Professional employee group.
  2. Four (4) Senators: Two Senators elected at large from the non-negotiated employee group (excluding non-negotiated trades), and Two Senators, the President of the Civil Service Council and the Vice President of the Civil Service Council or their appointees.
  3. Two (2) Senators: one Senator elected at large from the non-negotiated trades staff and a second Senator elected at large from the negotiated Physical Plant staff consisting of the carpenters, teamsters, and operating engineers.
  4. One (1) Senator elected at large from the University Police staff.
  5. Six (6) Senators: four Senators elected at large from Union 981 bargaining unit and two Senators, either the President of 981 and Chapter Chairperson of Union 981 or their appointees.
  6. One (1) Senator elected from Contract Appointment or Grant Funded employee group.
  7. Two (2) Senators appointed by the President of Eastern Illinois University to represent the minority community upon recommendation of the Minority Affairs Director.

- B. Staff Senators shall be elected for a term of three (3) years and are eligible for re-election. Should a Senate seat be vacated midterm, the replacement Staff Senator will complete only the unexpired term of the original Staff Senator.
- C. The original Staff Senator will consist of Senators to serve terms as follows:
1. One (1) year terms  
One (1) Senator appointed from each of the following groups:  
Union 1271,  
Union 981,  
Civil Service Council,  
Council of University Administrators;  
One (1) minority Senator appointed by the President  
One (1) Senator elected from the Contract Appointment staff
  2. Two (2) year terms  
One (1) Senator elected from each of the following groups: Union 1271, Union 981, non-negotiated excluding trades and negotiated Physical Plant, non-negotiated trades and University Police.
  3. Three (3) year terms  
One (1) Senator elected from each of the following groups: Union 1271, Union 981, non-negotiated excluding trades and negotiated Physical Plant, negotiated Physical Plant, and the Administrative and Professionals; One (1) minority Senator appointed by the President.
- D. Staff Senators shall assume office July 1<sup>st</sup>.

Section 3. Qualifications

Any Permanent staff employee who has been employed one (1) year and is not a member of the President's Council or the Council of Deans or represented by the Faculty Senate is eligible to be a Senator of the Staff Senate.

Section 4. Voting

Each Senator shall have one (1) vote.

**ARTICLE V. – OFFICERS AND ELECTION OF OFFICERS**

Section 1. Executive Committee

The Executive Committee of the Staff Senate shall consist of the President, Vice-President, Secretary, and Treasurer elected from Staff Senators.

Section 2. Election

The election of the officers shall take place no sooner than fifteen (15) days following the preparation and distribution of the nominating ballots.

Section 3. Eligibility/Qualifications

Candidates for office must have been a Senator of the Staff Senate for one (1) year unless waived by the Executive Committee.

Section 4. Term of Office

- A. The term for each officer of the Staff Senate shall be one (1) year, after which they may be re-elected, not to exceed two (2) consecutive terms for the same office.
- B. The term for each officer of the Staff Senate shall begin at the point of election and end at the point when the successors are elected on the following year.

## Section 5. Duties of Officers

### A. The President:

1. Shall preside at all meetings of the Staff Senate and enforce all rules, regulations, and policies set forth in the constitution and bylaws.
2. Shall appoint committee chairpersons.
3. Shall represent the Staff Senate to the President's Council.
4. Shall call special meetings of the Staff Senate when necessary or when requested by at least one-fourth (1/4) of the Senators.
5. May appoint a parliamentarian, if necessary.

### B. The Vice President:

1. Shall assume the duties of the President in the event of the President's absence, inability or resignation until her/his return or the election of a replacement.
2. Shall perform other duties as determined by the President of the Staff Senate.
3. Shall maintain current membership list.

### C. The Secretary:

1. Shall keep minutes of all transactions of the Staff Senate at regular and special meetings.
2. Shall distribute copies of the minutes and agendas of regular and special meetings to the entire membership.
3. Shall make room and catering reservations for regular and special meetings.
4. Shall perform other duties as determined by the President of the Staff Senate.

### D. The Treasurer:

1. Shall receive, record, and disperse all monies of the Staff Senate in accordance with University policies, procedures, and regulations subject to the Staff Senate's decisions.
2. Shall report at each regular meeting the condition of the Staff Senate treasury.
3. Shall prepare and submit a proposed council budget request each March for the following fiscal year for review by the Staff Senate.

## Section 6. Vacancy

When a vacancy occurs in any office of the Staff Senate, the Staff Senate shall elect, from its own membership, a new officer to fill the vacancy.

## **ARTICLE VI. – MEETINGS**

Section 1. The Staff Senate shall meet at least once per month. The date of the regular meetings shall be determined by the Staff Senate as a whole. Meetings are open to the membership.

Section 2. Special meetings of the Staff Senate may be held at any time at the call of the President or at the written request of any four (4) Senators or upon petition by fifty (50) members.

Section 3. A quorum of the Staff Senate shall be two-thirds (2/3) of the Senators.

Section 4. The right to address the Staff Senate shall be open to the membership as defined herein upon written request to the Secretary two (2) weeks prior to the next meeting. The subject of the request shall appear on the agenda.

Section 5. The tentative agenda shall be included with the minutes of the preceding meeting.

Section 6. *Robert's Rules of Order Newly Revised* (latest edition) shall be the parliamentary authority for all meetings.

## **ARTICLE VII. – STANDING COMMITTEES OF THE STAFF SENATE**

### **Section 1. Authority**

Approval to grant the Executive Committee the authority to establish a Standing Committee requires a majority vote of the total Staff Senate.

### **Section 2. Purpose**

The purpose of a Standing Committee is to study specific areas of interest and concerns of Eastern Illinois University employees as represented by the Staff Senate. Standing Committees shall provide the Staff Senate with information and suggestions for implementation, improvements, and changes in areas assigned to each committee.

### **Section 3. Appointment**

- A. The Executive Committee shall appoint representatives to serve as members of the various Standing Committees. The representatives may be appointed from both the Staff Senate and from the membership.
- B. A Standing Committee shall be composed of a minimum of three (3) members including a Chairperson.
- C. The Staff Senate President shall appoint the Chairperson of each Standing Committee from the Staff Senate. The Executive Committee shall fill vacancies by appointing replacements.
- D. The members of Standing Committees shall be appointed by the Executive Committee to serve for a one (1) to three (3) year term. A member of a Standing Committee may serve for a maximum of three (3) consecutive years on the same Standing Committee.
- E. The Executive Committee shall have full authority to remove members from Standing Committees. The Executive Committee may reduce the term of appointments.
- F. A representative may be appointed to serve on more than one Standing Committee.
- G. The Standing Committees shall report to the Staff Senate at regular meetings.
- H. The Executive Committee shall give specific directions to the Standing Committees as needed to address current issues.

### **Section 4. Standing Committees**

- A. **The Personnel Policies, Benefits, and Welfare Committee**  
This committee shall advise and coordinate issues involving personnel policies and benefits (excluding collective bargaining matters), and overall welfare of staff with appropriate authorities. The committee will study and make recommendations for improvements and adjustments on matters pertaining to personnel policies and benefits.
- B. **The Budget and Planning Committee**  
This committee shall study the University Budget process and will be responsible for monitoring budget decisions for both short term and long range planning.
- C. **The Liaison Committee**  
This committee shall maintain communication with the Student Senate, Faculty Senate, Council of Deans, President's Council, and other University governing bodies and committees that may be working on similar or common goals. This committee will strive to develop cooperation on matters of common interest to establish and maintain equal representation and unity within the University.

D. The Staff Outreach Committee

This committee shall develop and maintain a Directory of University Personnel who are involved with various community organizations and projects. This directory will compile and communicate available resources linking the University and surrounding communities. A goal of this committee will be to build a campus networking team of those willing to be used as referrals.

E. The Election Committee

This committee shall be responsible for all elections, ratification by ballot and referenda held by the Staff Senate.

### **ARTICLE VII. – AD HOC COMMITTEE**

The Executive Committee may establish an Ad Hoc Committee. The Ad Hoc Committee will be appointed to accomplish specific projects. An Ad Hoc Committee that has completed its assignment will be automatically released.

### **ARTICLE IX. – RATIFICATION**

This Constitution shall be submitted for ratification by means of a campus-wide ballot to all voting members as identified by Article IV, Section 1. This Constitution shall go into effect immediately when ratified by an affirmative majority of members voting and approval by the President's Council.

### **ARTICLE X. – AMENDMENT TO THE CONSTITUTION**

Any proposal to amend this Constitution shall be submitted in writing accompanied by a formal petition signed by one third (1/3) of the Senators. Any member may propose an amendment accompanied by a petition bearing fifty (50) signatures of the membership. An amendment petition must be submitted to the Secretary of the Staff Senate for placement on the agenda of the next regular meeting of the Staff senate two (2) weeks prior of the said meeting. If the requirements have been met, the petition to amend the Constitution shall be presented and discussed at the next regular meeting of the Staff Senate. Further discussion and voting will take place at the following regular meeting at which a quorum is present. If the proposal receives an affirmative majority vote from those members present and voting, it shall be submitted by means of a campus-wide ballot to all members as identified in Article IV, Section 1. within thirty (30) days of the meeting at which the proposed amendment was voted on. A final tally of the campus-wide ballots will be taken within ten (10) days after the specified voting deadline. Amendment to the Constitution shall be adopted upon an affirmative vote of two-thirds (2/3) of the total members voting.

### **ARTICLE XI. – AMENDMENT TO THE BYLAWS**

Section 1. Bylaws may be amended at any regular meeting of the Staff Senate by a majority vote, provided that the amendment has been submitted by petition at the previous regular meeting. Bylaw amendment petitions may be submitted by Senators or members.

Section 2. Upon receiving a majority vote of the Senators, the bylaws shall have been amended unless a petition signed by ten percent (10%) of the membership for a referendum concerning the amendment to the bylaws is received by the Secretary of the Staff Senate no later than thirty (30) days after the Senate's vote to amend the bylaws.

A. Within three (3) weeks after a petition requesting a referendum on the amendment to the bylaws has been received by the Secretary of the Senate, the Senate shall conduct a vote by secret ballot of the membership.

B. To defeat the proposed amendment by the Senate, a majority of the votes cast must be against the adoption of the amendment.

## **ARTICLE XII. – COMMUNICATION ON ACADEMIC OR ADMINISTRATIVE PLANNING**

Section 1. After appropriate administrative consultation, the President or Vice-President is requested to relay academic or administrative planning proposals that affect staff to the Staff Senate through its President.

Section 2. To allow adequate time for consideration of the proposal, including response to and suggested changes in the proposal, at least a forty-five day consultation period should be allowed from the time an academic or administrative planning proposal affecting staff is provided to the President of the Staff Senate and concerned parties, to the implementation of the proposal.

# BYLAWS

## **Article I. – ELECTIONS**

### Section 1. Election of Staff Senators

- A. Elections shall take place during the month of April.
- B. Information shall be distributed to the membership prior to April to announce the election and nomination procedures.
- C. Four (4) weeks prior to the election, nomination petitions shall be made available to candidates by the Election Committee after the Committee determines a candidate is eligible to run for election.
- D. A nomination petition shall only require the candidate's signature and area of representation.
- E. Nomination petitions shall be accepted by the Election Committee until 3:00 p.m. three (3) weeks prior to the election.
- F. Voting shall be done by mail ballot or by polling places or a combination of both as determined by the Election Committee and the needs of the representative areas.
- G. Each member shall have one (1) vote for her/his representatives.
- H. The Election Committee shall maintain lists of voters and their respective areas of representation.
- I. The Election Committee shall monitor and ensure the integrity of all elections. The ballots from all elections shall be opened and counted by the Election Committee.
- J. In the case of a tie vote, the outcome of the election shall be determined by the Election Committee by the flip of a coin.

## **ARTICLE II. – RATIFICATION OF CONSTITUTION**

The ratification of the constitution shall be done by mail ballot and/or polling places. (Refer to Staff Senate Constitution: Article IX).

## **ARTICLE III. – AMENDMENTS TO BYLAWS**

Referenda on amendments to the bylaws shall be done by mail ballot and/or polling places (Refer to Staff Senate Constitution: Article XI, Section 2, A. and B.).

## **ARTICLE IV. – STAFF SENATE VOTING**

The President of the Staff Senate shall determine whether to use a roll call or secret ballot at Staff Senate meetings. Any Senator may request a secret ballot instead of a roll call vote.

## **ARTICLE V. – EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consult with the chairperson and/or members of the Standing and Special Committees of the Staff Senate.

Section 2. The Executive Committee shall coordinate the work of the Staff Senate in the period between the regular meetings of the Senate and act to ensure that the decisions and wishes of the Senate are carried out.

Section 3. In the event that a decision must be made during the period between the regular meetings of the Staff Senate, a majority of the four (4) members of the Executive Committee must be in agreement.

## **ARTICLE VI. – COMMITTEE VOTING**

Each committee member has one (1) vote. A simple majority will carry.

## **ARTICLE VII. – DISCIPLINARY PROCEDURES**

Section 1. Recall of Senator by Membership

- A. Recall may be initiated by submitting to the Secretary of the Staff Senate a petition stating the reason for recall with signatures of thirty-three percent (33%) of the group represented by Article IV Section 1. of this Staff Senate Constitution.
- B. Placement on the agenda requires receiving the petition two (2) weeks prior to the regular meeting.
- C. The Staff Senate may adjourn into executive session for discussion with the Senator identified on the petition in attendance. Discussion and the results shall be kept confidential.
- D. Voting shall take place at the next regular meeting on executive session or by secret ballot. A negative majority vote would result in the suspension of service for the remainder of the Senator's term.

Section 2. Impeachment of Senator by Senators

- A. Impeachment may be initiated by submitting to the Secretary of the Staff Senate a petition stating the reason for impeachment with signatures of one-half (1/2) of the Senators.

- B. Placement on the agenda requires receiving the petition two (2) weeks prior to the regular meeting.
- C. The Staff Senate may adjourn into executive session or discussion with the Senator identified on the petition in attendance. Discussion and the results shall be kept confidential.
- D. Voting shall take place at the next regular meeting in executive session or by secret ballot. A negative majority vote would result in the suspension of service or the remainder of the Senator's term.

#### **ARTICLE VIII. – VACANCIES**

Vacancies occur when a Senator is no longer employed at Eastern Illinois University, no longer able to serve, has been suspended, transfers from her/his represented group into another, or a representative group has dissolved or is no longer recognized by the university. Vacancies will be filled by appointment from the represented group by the President of the Staff Senate to serve until the next regular election. Appointments must be approved by the Staff Senate.

April 8, 1993

**ARTICLE IV. – MEMBERSHIP, REPRESENTATION AND QUALIFICATIONS**

Section 1. Membership

The membership shall consist of any permanent staff employee who is not a member of the President's Council or the Council of Deans or represented by the Faculty Senate.

Section 2. Representation

The Staff Senate shall consist of seventeen (17) members, hereafter referred to as Senators; eleven (11) Senators elected and six (6) appointed. The senators shall be apportioned in the following manner: No. 5: Six (6) Senators: four (4) Senators elected at large from Union 981 bargaining unit and two (2) Senators, either the President of 981 and Chapter Chairperson of Union 981 or their appointees. (Passed 4-26-95)

**ARTICLE VII. – STANDING COMMITTEES OF THE STAFF SENATE**

Section 3. Appointment

A Standing Committee Shall be composed of a minimum of three (3) members including a Chairperson. (Passed 4-26-95)

**ARTICLE XII – COMMUNICATION ON ACADEMIC OR ADMINISTRATIVE PLANNING**

Section 1. After appropriate administrative consultation, the President or Vice-President is requested to relay academic or administrative planning proposals that affect staff to the Staff Senate through its President.

Section 2. To allow adequate time for consideration of the proposal, including response to and suggested changes in the proposal, at least a forty-five day consultation period should be allowed from the time and academic or administrative planning proposal affecting staff is provided to the President of the Staff Senate and concerned parties, to the implementation of the proposal. In situation deemed an emergency by the President, the Staff Senate requests a report be provided as soon as circumstances allow and that opportunity for discussion and recommendations/responses be provided. (Passed 4-26-95)