

UNIVERSITY OF CENTRAL MISSOURI STAFF COUNCIL BYLAWS

ARTICLE I: NAME

The name of this organization shall be Staff Council.

ARTICLE II: PURPOSE

1. It shall be the purpose of the Staff Council (hereafter referred to as the Council) to promote and contribute to the mission and the goals of the university and advise the University President on matters of mutual interest.
2. It shall be the purpose of the Council to serve as a representative of its members in such matters as may directly affect staff employees and to recommend changes in existing policy as needed.
3. It shall be the purpose of the Council to promote high professional standards and to collaborate with the administration to encourage and assist staff in their pursuit of professional development.
4. It shall be the purpose of the Council to foster and enhance communication and interaction between members of the Council and the university community in pursuit of a spirit of unity and cooperation.
5. It shall be the purpose of the Council to encourage members to participate in university activities.

ARTICLE III: MEMBERSHIP

Membership in the Council will be those University of Central Missouri employees who hold a non-faculty position and are not represented by the Bargaining Unit, hereafter called staff.

ARTICLE IV: GOVERNING BODY OF THE STAFF

Section 1: The representative body of the staff shall be the Council.

Section 2: The Council will be comprised of 17 members to be chosen by the election process as outlined in the Bylaws. From the Council, there shall be four (4) elected officers: President, Vice President, Secretary, and Treasurer. These officers will make up the Executive Committee. The immediate past President will serve in a non-voting, advisory capacity to the Executive Committee except in the case of re-election to the council.

Section 3: The Executive Committee shall be elected for a one-year term, not to exceed two consecutive terms, per office held. The Council shall be elected for a three-year term, with one-third of the seats to be filled each year. The Council members may succeed themselves, but no representative may serve longer than six years. Eligibility for the Council is re-established one year from the completion of six consecutive years.

Section 4: Council vacancies are filled by the runners-up from the last election for the balance of the vacated term. If runners-up received the same amount of votes in the last election, a runoff election will be held with the runners-up. If a vacancy cannot be filled through the above means,

it will be filled with an eligible person, appointed by the Election Committee and approved by the Council. A vacancy can be created by the council member leaving employment of the University or resigning from the Council.

ARTICLE V: ELECTION OF EXECUTIVE COMMITTEE AND STAFF COUNCIL

Section 1: The Council shall be elected and the staff shall be informed of the results by June 1st.

Section 2: Election of President, Vice President, Secretary, and Treasurer will be determined as outlined in Article VIII.

Section 3: The Council and Executive Committee shall take office on July 1st.

ARTICLE VI: MEETINGS

Section 1: The Council will meet at least once a month as scheduled by the President.

Section 2: Official action on proposals either initiated by or referred to the Council can only be taken with a quorum consisting of two-thirds of the membership of the Council. A simple majority of a positive vote by those Council members present is required to pass any proposal.

Section 3: Meetings of the Council may be called by the President of the Council, a simple majority of the Council, or by petition of at least twenty-five (25) percent of the staff.

ARTICLE VII: POWERS

Section 1: The Council may make recommendations on matters affecting the welfare of the University of Central Missouri.

Section 2: The Council may make recommendations on matters affecting the welfare of members of the staff.

Section 3: The Council shall approve the Council Vice President's list of volunteers to Standing Committees.

Section 4: The Council shall approve the Council Vice President's list of volunteers to Special Events Committees.

Section 5: The Council shall have the power to declare a Council seat vacated when a member has been absent for two (2) consecutive Council meetings, or a total of three (3) Council meetings in a fiscal year.

ARTICLE VIII: CHALLENGE OF COUNCIL ACTION

Section 1: Members of the staff shall have the right to challenge any Council action, which is to be binding on the Council membership.

Section 2: A challenge of the Council action must be made by at least twenty-five (25) percent of the staff. Such challenges shall be made in writing and presented to the President of the Council within ten (10) working days after the minutes of the Council meeting have been posted.

Section 3: The President shall send a copy of such challenge (names of the challengers shall remain anonymous) to each member of the Council. The Council will meet no sooner than five working days after copies of the challenge have been distributed. The convened meeting shall consider the challenge, confirm its validity, and determine whether to overturn the action that prompted the challenge or refer the decision to staff.

Section 4: If the decision is referred to staff, the Secretary of the Council shall distribute electronic ballots to all staff within three working days after the convened meeting. A simple majority of votes supporting the challenge (more than 50 percent of all votes returned/cast) constitutes a reversal of the Council's action.

Section 5: The results of the challenge shall be presented to the Council no more than ten (10) working days after the ballots are distributed.

ARTICLE IX: AMENDMENTS

Section 1: Amendments to these Bylaws may be proposed by any staff. Proposed amendments must be made in writing at least seven calendar days prior to a regularly scheduled meeting, with copies distributed in advance to each Council member. After review by the Council to ensure the proposal is aligned with current university policies and Council purpose, the proposed amendment will be submitted for consideration by all staff. The proposed amendment must be distributed and posted by the Council not less than ten (10) calendar days prior to a vote. All staff will vote by secure electronic ballot; adoption will be by a two-thirds majority of the votes cast.

Section 2: The Bylaws will be reviewed annually by the Council at the September meeting.

ARTICLE X: DUTIES OF EXECUTIVE COMMITTEE

The past-President shall:

- Serve in an ex-officio advisory position to the new president and Council.
- Not have voting power unless serving on the Council in another capacity.

The President shall:

- Schedule meetings and send an agenda to all staff one week prior to the Council meeting.
- Preside over all meetings of the Council.
- Represent the Council on all committees required by university policy or designate a representative, preferably the Vice President.
- Approve all budget expenditures.

- Attend President's Cabinet meetings or ensure that the Vice President attends.
- Ensure attendance by a Council member at all Board of Governors work and plenary session meetings.
- Serve as the liaison between the council and the administration on matters at hand.
- Appoint a member of the staff outside of the Council to serve as council parliamentarian.
- Appoint a member of the staff outside of the Council to serve as council historian.
- Be responsible for passing on to the succeeding President pertinent information of the Council.

The Vice President shall:

- Assist the President when called upon to do so.
- Serve as the President in the event of their absence.
- Solicit and/or appoint, if necessary, a committee chairperson and members to serve on special and standing committees.
- Attend all required meetings in the absence of the President.
- Attend President's Cabinet meetings with the Council President.
- Be responsible for passing on to the succeeding Vice President pertinent information of the Council.

The Secretary shall:

- Ensure the recording of the Council meetings and preparation of the minutes.
- Submit minutes to the Council for review/approval within five business days of the Council meeting.
- Ensure that minutes and other pertinent info are posted to the Council website upon approval.
- Perform those Council related services and duties that the president may assign and/or authorize.
- Be responsible for passing on to the succeeding Secretary all pertinent information of the Council.

The Treasurer shall:

- Present a financial report at each monthly Council meeting or as requested by the president.
- Perform those Council related services and duties that the president may assign and/or authorize.
- Be responsible for passing on to the succeeding Treasurer all pertinent information of the Council.

The outgoing and incoming Staff Council Executive Committee shall meet to discuss executive procedures by August 1 of each academic year.

ARTICLE XI: ELECTION OF EXECUTIVE COMMITTEE

- The newly elected Council shall elect the President, Vice President, Secretary, and Treasurer yearly.
- The Executive Committee will be elected from the new Council and the election will be held in June each year.

- The Elections Committee will conduct the election of the Executive Committee.
- The newly elected Executive Committee's term will run from July 1 to June 30. Serving members of the Executive Committee may be re-elected, but may not serve more than two consecutive terms in the same office. Exception: if no one is nominated for an Executive Committee position, each term may run consecutively.
- Any officer elected or appointed may be removed by vote of the Council. At least a $\frac{2}{3}$ majority of the Council members present shall be required for removal.
- Vacancies in the Executive Committee will be filled as follows: a vacancy of the President's position will be filled by the Vice President. Remaining and subsequent vacancies in the Executive Committee will be filled by the Council from its own members.

ARTICLE XII: DUTIES OF THE STAFF COUNCIL

The Council shall:

- Represent the staff employees by attending regularly scheduled Council meetings and special meetings called by the President of the Council for the purpose of conducting business.
- Notify the Secretary if unable to attend a meeting, with explanation of absence, prior to the meeting. Absences will be reviewed by the Executive Committee.
- Be accessible to communicate information regarding voting matters or other concerns of the Council to any member.
- Continually strive to develop membership participation in Council activities.

ARTICLE XIII: ELECTION OF THE STAFF COUNCIL

- The Staff Council will consist of 17 members based on total staff within the administrative areas: Academic Affairs (4), Intercollegiate Athletics / Student Experience & Engagement/ University Advancement (4), and Finance & Operations / Integrated Marketing & Communication / President & General Counsel (4). The remaining number of representatives (5) will be members elected at-large from any administrative area. The Council is elected for a three-year term. Members may succeed themselves. Refer to Article IV; Section 3.
- In March of each year, the Elections Committee will distribute a Nominations ballot to all staff. Staff may nominate fellow members or nominate themselves. After Nominations have ended, the Elections Committee will contact each nominee regarding their nomination. Nominees will have one week to respond either accepting or declining the nomination. If a nominee accepts the nomination, their name will appear on the Elections ballot. If the Elections Committee has not received any response from a nominee within the given timeline, that individual's name will not be included on the Elections ballot.
- In April, the Elections Committee will prepare and distribute an Elections ballot to all staff. All staff will have the opportunity to vote for all nominees listed on the Elections ballot. After Elections have ended, the Elections Committee will contact all staff listed on the ballot prior to the announcement of the election results. The Elections Committee will notify all staff of the election results by April 30.

- The Election Committee shall keep a detailed tally of votes for each candidate. The positions will be filled by order of those getting the highest votes and continuing down the list of each with lesser votes until all positions have been filled. In the event that two or more candidates receive the same number of votes for an open seat, a runoff election will be held between those candidates. In the event, the number of nominees are the same as representative area vacancies, staff will be appointed to those areas by default.
- Council vacancies are filled by the runners-up from the last election for the balance of the vacated term. If a vacancy cannot be filled through the above means, it will be filled with an eligible person, appointed by the Elections Committee and approved by the Council.
- The newly elected Council members will be introduced at the June meeting.
- The Executive Committee officers will be elected in June and their term starts July 1.

ARTICLE XIV: ADMINISTRATIVE FUNCTION

All agenda items from members of the staff or from a Council member, to be considered by the Council, must be submitted to the President two weeks prior to a regularly scheduled meeting.

ARTICLE XV: COMMITTEES

Membership in standing, ad hoc, and University committees is open to all staff of the University. The Council Vice President appoints committees and committee chairpersons with the approval of the Council. The Vice President should be notified if a member of a committee wishes to resign.

The Council President should be kept up-to-date on each committee's activities. Each committee is responsible for maintaining accurate records of meetings. At the completion of the committee's responsibilities, those records will be submitted to the Vice President of the Council.

- Standing Committees
Standing committees will be: Elections, Employee Appreciation, Fundraising, Recognition, Salary and Fringe Benefits, Supervisors, and Welcome.
- Ad Hoc Committees
Ad hoc committees will be organized according to the need of the Council and should consider specific items having fixed durations of interest.
- University Committees
University committees will be organized according to the needs of the University.
- The Executive Committee
The Executive Committee will be comprised of the elected officers of the Council. The Executive Committee will meet as requested by the Council President.