

APPENDIX I

INDIANA STATE UNIVERSITY SUPPORT STAFF COUNCIL BYLAWS

Article I

NAME

The name of the organization shall be the Indiana State University Support Staff Council (COUNCIL).. (Hereafter in this document, the term "Council" shall refer to the Support Staff Council unless otherwise noted.)

Article II

MISSION AND GOALS

Mission Statement

The Indiana State University Support Staff Council is an advisory body that represents the support staff community through servant leadership. We consistently strive to insure, promote and foster equitable treatment and enhanced communication between support staff and administration for continuous improvement of working relationships within the ISU Community.

Goals of the Council

1. To facilitate and maintain communication between support staff and University administration.
2. To serve as an advocate for support staff.
3. To disseminate information to all support staff.
4. To promote a healthy, safe and equitable working environment.

Article III

MEMBERSHIP

The Council shall consist of twenty-four (24) voting members defined as eight (8) voting groups hereafter referred to as districts. Each district shall elect three

(3) representatives to make up the twenty-four (24) voting members.

Districts

The Council is comprised of eight districts. The districts are, where possible, geographically composed.

District representation will be re-evaluated when Council deems necessary.

Qualifications

Any support staff employee who has successfully completed his or her initial probationary period (90 days) shall be eligible for election to membership on the Council.

Nominations and Election Process¹

1. The Election Committee shall prepare and post nomination forms for each individual district to the Council website. Hard copies will be sent via campus mail to districts 1, 2, and 5. With the nomination forms will be a list of all support staff employees in the district. The nomination forms must be returned to a designated campus address within seven (7) days of the date on the request for nominations.
2. The Election Committee shall prepare and distribute a ballot to each support staff employee for each of the eight districts. The ballot will list the names of all candidates accepting nomination in each district. The ballot shall be returned to a designated campus address within seven (7) days of the date on the ballot.

¹ From 2005 to 2009 a transitional process will be in place for representative elections. The transitional process will allow a change from all representatives in a district being elected in the same year to a staggered election process where, beginning in 2009, one representative from each district will be elected to a three-year term each year.

3. The individual in each district receiving the highest number of votes will be asked to serve as a representative to the Council.
4. Letters will be sent from the Council Chairperson to the district representatives elected, with copies to their supervisor and/or department head.

Duties and Responsibilities

District representatives will:

- participate in all phases of Council business;
- serve on Council committee(s) as appointed;
- attend all scheduled meetings of the Council;
- initiate communication among their constituents to encourage discussion of matters affecting support staff employees;
- give ample notification to their supervisor and/or department head of scheduled Council and committee meetings. Representatives will be in regular pay status for meetings held during the regular working hours.

Terms of Membership

Membership on Council shall be for a three-year period. District representatives may be elected for two consecutive terms (for a total of six consecutive years). After a one-year absence from Council, former representatives are eligible to run for representation during the next election. The representative term shall begin on the first day of June following election to the Council.

Relocation Within the University

A representative who permanently transfers to a different district than elected to, must resign as a Council representative.

Request for Leave of Absence

By outlining reasons in writing to the Chairperson of Council, a representative may request a leave of absence from Council membership for a partial period of the representative's term.

The Chairperson of Council will present any request for a leave of absence to the Council at the first meeting following receipt of the request. Upon a two-thirds (16 representatives) affirmative vote of the Council the leave of absence shall be granted and the responsibility of filling the temporary vacancy will be referred to the Election Committee.

Attendance Policy

The Council attendance policy is designed to assure constituents have equal representation to the Council. Representatives are elected to serve the constituents and there is an expectation that they will attend all monthly Council meetings.

In an effort to inform constituents that they are being satisfactorily represented, the Council Secretary will include excused and unexcused absences in the minutes of each monthly meeting.

Excused absences include:

- Illness/Family Emergency
- Work Related
- Vacation
- Jury Duty

Unexcused absences include:

- No notification to an executive officer in advance of a meeting.
- No reason given to an executive officer for an absence.

If a representative has two absences from Council meetings within a six month period, the representative will receive a letter from the Chair of the Council reminding them of their responsibility and inquiring as to their interest in continuing to serve on the Council.

If the representative is absent from another meeting during the successive six months following the date of the Chair's letter, members of the Executive Committee will review the absences and the representative may be asked to step down.

If the representative is asked to step down due to excessive absences and chooses not to, a vote of Council representatives will take place at the next

regularly scheduled Council meeting regarding the removal of the representative from Council. Upon a two-thirds (16 representatives) affirmative vote of the Council the representative will be removed.

Guidelines for Proxy Vote

If a representative cannot attend a scheduled monthly meeting but wishes to participate in the voting process for items included on the agenda, the representative must send a written vote (including a signature) or send an email vote (from the representative's email account) to a member of the Executive Committee by 8:00 a.m. the day of the scheduled Council meeting.

A maximum of two proxy votes per representative per year will be allowed.

Petition for Recall

A representative may be removed by a Petition for Recall. The petition must outline the reason for removal and must be submitted to the Council Chairperson. The petition must also contain the signatures of at least 51% of the constituents in the representative's district.

Upon receipt of the Petition for Recall, the Council Chairperson will inform the representatives of the petition for removal and ask the Election Committee to verify the validity of the signatures. Upon verification of the signatures, the representative shall cease to be a member of Council effective immediately.

Article IV

ELECTION OF OFFICERS AND OFFICER DUTIES

The executive officers of Council shall be the Chairperson, Vice Chairperson, Secretary and Treasurer. Officers of Council must be district representatives and will be elected by Council representatives.

1. All executive officer positions will be elected each year.
2. Each office may be held for no more than three consecutive years by the same person.

3. A representative who holds the same office for three consecutive years is eligible to run for another officer position upon completion of the third year of service.
4. After holding a position for three consecutive years, a representative may run for the same office again only after a one-year absence from the position.

Duties of Chairperson

The Chairperson will:

- preside at all Council meetings;
- prepare and distribute agendas for Council meetings;
- chair Executive Committee meetings;
- enforce all regulations and policies of Council;
- bring before Council all matters appropriate for consideration by the group;
- be available for consultation with the Indiana State University President, Vice Presidents, and Board of Trustees;
- appoint members of the Council Standing Committees (excluding the Scholarship committee);
- nominate representatives to University Committees;
- call special meetings of Council when deemed necessary;
- encourage representatives to attend appropriate University events;
- assume the duties of the Council Vice Chairperson in his/her absence;
- vote on motions at Council only in the event of a tie;
- acquaint his/her successor with the duties and responsibilities of the office of Chairperson of Council.

Rulings by or actions of the Chairperson of Council are subject to discussion by Council and may be changed by a majority vote (16 representatives) of the total membership of Council.

Duties of Vice Chairperson

The Vice Chairperson will:

- assume the duties of the Council Chairperson in his/her absence;
- convene the first meeting of the year for Council standing committees;
- acquaint his/her successor with the duties and responsibilities of the office of Vice Chairperson of Council.

Duties of Secretary

The Secretary will:

- record all resolutions and proceedings of Council meetings;
- record attendance of representatives at Council meetings;
- provide Council meeting minutes to Support Staff employees via electronic and/or paper medium;
- forward to University Archives Council meeting minutes, Bylaws changes, and any other documents as requested by the Executive Committee;
- maintain an accurate and current copy of Council Bylaws;
- maintain current year committee records
- maintain an accurate and current database of all Support Staff;
- acquaint his/her successor with the duties and responsibilities of the office of Secretary of Council.

Duties of Treasurer

The Treasurer will:

- report balances of all accounts to Council at each monthly meeting;
- pay or cause to be paid all bills as directed by the Executive Committee;
- reconcile all statements of accounts;
- prepare an annual financial report of all accounts;
- acquaint his/her successor with the duties and responsibilities of the office of Treasurer.

Petition for Recall

An executive officer may be removed by a Petition for Recall which outlines the reason for removal and is submitted to the Chair of the Election Committee. The petition must contain the signatures of a majority (51%) of Council representatives.

Upon receipt of the Petition for Recall, the Election Committee Chair will verify the validity of the signatures and inform the officer of the petition for removal. The Petition for Recall will be presented at the next regular Council meeting. Upon an affirmative vote of two-thirds (16 representatives) the representative shall cease to be an officer of Council effective immediately. The vacancy will be referred to the election committee.

Article V

MEETINGS

Every effort will be made to use reasonable and responsible judgment in the scheduling of meetings.

Regular Council Meetings

Regular meetings of the Council are open to the public and will be held on a designated day of each month of the year. A quorum for the transaction of business shall be two-thirds (16 representatives) of

Council. The Council Chairperson shall call special meetings of the Council when deemed necessary.

Constituency Meetings

At least one annual meeting of the Council's constituents will be held each year. Special meetings may be called by the Council when necessary. Any representative may call a meeting of his/her respective district constituents.

Article VI

COUNCIL COMMITTEES

Section I. Executive Committee

Executive Committee

- Shall be comprised of the officers of the Council and shall meet at the discretion of the Council Chairperson.
- Shall act on behalf of the Council between regular Council meetings as necessary. The Executive Committee must report to Council any action taken. The Executive Committee may not take any action which is contrary to prior actions of Council.

Section II. Council Standing Committees

Committee Guidelines

- Members of standing committees (excluding the Scholarship Committee) shall be appointed by Council executive officers. In addition to representatives, Council officers may appoint persons outside Council to serve on standing committees. The term of service shall be two years.
- Each committee will elect its own Chairperson at the first meeting of the year, which will be convened by the Vice Chairperson of Council.
- A budget will be available for each committee for promotion and purchase of items needed for COUNCIL events. Once the budget for a

committee is approved by full Council, the Chair of the committee will have authority to make expenditures from the budget. If a purchase will cause the committee's budget to be overdrawn, the Committee Chair is expected to bring the issue to the Executive Committee for approval prior to the purchase. The expense will be reported at the next regular Council meeting.

- Final drafts of committee proposals require Council approval.
- Standing committees will submit minutes from each meeting to the Secretary of Council.
- Each standing committee will, upon request, act as a resource to the other standing committees or Council.
- Each standing committee will submit an annual report of activities for inclusion in the Support Staff Council Annual Report.

Failure to abide by the above provisions may result in the committee chairperson and/or committee members being removed and the selection of a new committee chairperson and/or members by the Executive Committee.

Election Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
- Shall assume responsibility for carrying out representative elections and/or replacement as specified in Article III, Section II.
- Shall convene and conduct the election of officers.

Salary and Employee Benefits Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
- Shall serve as an advisory body to the Council in reference to salary and employee benefits.

- Shall review and prepare recommendations regarding adjustments to salary and employee benefit programs for support staff and report its findings to Council.
- With approval from Council shall initiate correspondence with outside constituencies regarding salary and employee benefits.

Employee Relations Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
- Shall serve as an advisory body to the Council in reference to improvements in working conditions and the environment for support staff employees.
- Shall explore professional development opportunities for all support staff employees.
- Upon request, shall assist support staff employees through grievance procedures as outlined in the Indiana State University Handbook.

Public Relations Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
- Shall coordinate all publicity for Council.
- Shall aid in the employee orientation process.
- Shall promote positive recognition of the support staff.
- Shall appoint a member to maintain the Support Staff Council website in collaboration with the Executive Committee.

Research Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
- Shall evaluate the system of district representation when Council deems necessary.
- Shall serve as an investigative body for questions brought before Council which are not applicable to a certain committee and assist other committees upon request.

Scholarship Committee

- Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts appointed by the Executive Director of Human Resources.
- Shall coordinate the scholarship application process.
- Shall act as the awarding body for the Scholarship Fund.
- Shall research and implement a process of fundraising for the Support Staff Scholarship Fund.
- Will keep the Executive Committee apprised of all scholarship activity.

Special Committees

Representatives and other support staff at ISU will be appointed to special committees by the Executive Committee as needed.

Section III. Other Committees

University Committees

Support staff employees serve on University committees by Presidential appointment. The Executive Committee will recommend support staff for these committees to the President or his/her designee. Support staff representatives on University committees shall present committee reports to Council as requested.

Presidential Committees and Taskforces

Presidential committees and taskforces are University committees assembled by Indiana State University Presidential order. The length of service varies for each taskforce. Council representatives to Presidential committees and taskforces shall present reports to Council as requested.

Research Committee for review and presented for action at the next regular Council meeting. The amendment shall be voted upon at two successive meetings, published in the minutes of those meetings, and must be approved by two-thirds (16 representatives) of the membership of Council at each meeting.

After approval by Council, all amendments shall be presented to the Indiana State University President for review, then to the Indiana State University Board of Trustees for final approval.

Article VII

AMMENDMENTS TO BYLAWS

Any member of Council may present in writing an amendment to the Bylaws at any regular Council meeting. The amendment shall be referred to the

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