

# **STAFF COUNCIL CONSITUTION<sup>1</sup>**

## **ARTICLE I. - NAME**

The name of the organization shall be Staff Council.

## **ARTICLE II. - PURPOSE**

Staff Council serves as the official university liaison between staff and other university constituencies, and is a recognized part of the official university governance process. Staff Council provides a visible and proactive voice on issues having significant staff impact. To that end, the purpose of the council is as follows:

- to represent the concerns of staff and to provide a forum for staff to voice those concerns
- to facilitate shared governance for staff in university planning and decision making
- to preserve the Catholic, Vincentian and urban nature of the university community by being sensitive to and caring for the needs of each other and those we serve.

## **ARTICLE III. – MEMBERSHIP**

Section 1. The Council shall be comprised of 24 elected members with an ideal composition of 12 exempt and 12 non-exempt staff. The council shall also have up to six alternates. If there are fewer than the number needed to bring the Council to its full complement, then the duly elected members shall constitute the Council.

Section 2. Eligibility for membership on the Council shall be restricted to those persons employed full-time or part-time by the university in a staff position. The term "staff" refers to all employees holding positions below the vice-presidential level, excluding students, members of the faculty and deans.

Section 3. There shall be no ex-officio members on the council.

## **ARTICLE IV. – OFFICERS**

Section 1. The officers of Staff Council shall be the President, Vice-President and Secretary.

Section 2. Officers shall be elected by secret ballot at the June meeting.

Section 3. Each elected officer shall serve for a term of two years and one month until the conclusion of the June meeting at which new officers are elected. Officers elected with one year remaining on their Staff Council term need not run for re-election to Staff Council until the conclusion of their term as officer.

## **ARTICLE V. - STAFF COUNCIL COMMITTEES**

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<sup>1</sup> The Constitution was revised 18June2003, 21Feb2005, and 21Dec2005. Draft revisions were approved by Council 20Apr2005.

Section 1. The Council is empowered to establish committees of the Staff Council. Only council members and alternates are eligible to serve on Staff Council standing committees.

Section 2. All council members are required to serve on at least one Staff Council standing committee.

Section 3. Ad hoc committees shall be formed when deemed necessary by the Council.

#### **ARTICLE VI. - MEETINGS**

Section 1. The Council shall meet each month, during regular business hours, at a date and time to be determined by the council. Meetings shall alternate between campuses, whenever possible. All meetings shall be open to all staff members, except for special Executive Sessions.

Section 2. Decisions on non-constitutional issues shall be decided by a majority vote of the council members present at a meeting, provided a quorum exists. Proxy voting, with the exception of the election of officers, is not permitted.

Section 3. Special meetings may be called by a positive majority of the entire council membership, or the President, with notice to all council members in advance of the special meeting. If voting is to occur at this meeting, an officer must be present.

#### **ARTICLE VII. - RESPONSIBILITY TO THE STAFF**

Section 1. The Council shall regularly send a summary of its actions to each university staff member.

Section 2. At the request of a two-thirds majority of the council members, any matter will be submitted to the staff-at-large for consideration.

Section 3. Staff Council shall review all new and revised university policies that have significant staff impact, pursuant to the guidelines outlined in Article VII, Sec.4, Part A of the Bylaws.

Section 4. The Council officers shall meet regularly with the Executive Vice President and/or the President of the university, where they will be informed of important upcoming university issues.

Section 5. Recommendations of the Council shall be forwarded to the Executive Vice President, when appropriate.

#### **ARTICLE VIII. – AMENDMENTS**

Section 1. The Constitution shall be amended at a regularly scheduled monthly meeting of the council by a vote of two-thirds of the council membership present in favor of the proposed amendment or repeal.

Section 2. The Bylaws shall be amended at a regularly scheduled monthly meeting of the council by a majority vote of the council membership present in favor of the proposed amendment or repeal.

Section 3. Proposed amendments and repeals shall be circulated in writing to the entire council membership at the regularly scheduled monthly council meeting and shall be voted on at the next regularly scheduled monthly council meeting.

Section 4. In order to take effect, all amendments must be approved by the president of the university.

**ARTICLE IX. – RATIFICATION**

Ratification of this Constitution and Bylaws requires a two-thirds majority vote of the Staff Council and the approval of the President.