

**Indiana University**  
**School of Education Staff Council**  
**Bylaws**

**Article I – Membership and Representation**

Section 1. Staff Organization Membership

The Staff Organization is composed of all appointed staff members, .5 or above FTE, in the Indiana University School of Education-Bloomington, as determined by the School's Human Resources office.

Section 2. Termination of Staff Organization Membership

Membership in the Staff Organization is ended when any appointed staff member leaves employment in the School of Education-Bloomington.

Section 3. Staff Council Membership

The Staff Council membership is composed of elected, at-large representatives at a ratio of approximately one representative to ten staff members (1 to 10). With a +/- 20 percent change in the number of eligible Staff Organization members, the Staff Council will determine the necessity of changing the number of elected representatives. At no time will there be an even number of voting Staff Council members.

Section 4. Staff Council Members Election

Each year one-half of the Staff Council body will be elected. All terms will be two-year terms without limit on the number of terms served. A term is defined as April 1 through March 31. Any portion of a term served will be considered a full term.

Section 5. Ratio of Representatives

The ratio of professional staff representatives to support staff representatives will reflect the ratio of these positions in the School of Education as a whole. If this ratio in the Staff Council becomes unbalanced, the Executive Committee, in conjunction with the Election Committee, will propose a resolution to correct the imbalance and present it to the Staff Council for a vote. This will occur in January prior to the next year's election.

Section 6. Staff Council Alternates

Alternate representatives to the Staff Council are those individuals with the next highest number of votes from the Staff Council annual election. The number of alternates will match the number of professional staff and support staff, including service maintenance, representatives. Alternates are elected to a one-year term without limit on the number of terms to be served. Alternates are encouraged to attend and participate in Staff Council meetings to keep abreast of agenda items. Alternates do not have voting power unless they are serving as proxy for an absent regular member.

Section 7. Ex-officio Members

Ex-officio members of the Staff Council are the Dean (or his/her appointed representative) and the School of Education's Director of Human Resources. *Ex-officio* members are non-voting members of the Council.

### Section 8. Vacancy

- 1) A vacancy will exist on the Staff Council when a member:
  - a) is separated from the School of Education-Bloomington
  - b) changes position classification status (i.e. professional or support staff)
  - c) resigns from the Staff Council.
- 2) The replacement member will be the alternate in the appropriate position classification who received the most votes in the last election.
  - a) The term of the replacement will be the remainder of the exiting member's elected term.
  - b) A new alternate will be added to the list of alternates to replace the person who became a regular member.
    - i) The new alternate will be the next name, in the appropriate position category, on the election results list.

## **Article II – Meetings**

### Section 1. Regular Meetings

The regular meetings of the Staff Council will be held monthly on a day to be set by the Executive Committee.

### Section 2. Who May Attend

The meetings are open to the public.

### Section 3. Agenda

The agenda will be created by the Executive Committee. Staff Council members and alternates are responsible for bringing concerns relevant to staff to the Staff Council. Additionally any faculty member, staff member or student may bring concerns to the attention of the Council.

### Section 4. Annual Meeting

The regular meeting in March will be known as the Annual Meeting, and will be for the purpose of receiving annual reports from outgoing officers and committees, and for any other business that may arise.

### Section 5. First Meeting of the New Business Year

The first item on the agenda of the April meeting will be election and installation of the new officers (Executive Committee). The election will be handled by a member of the outgoing Nominations and Elections Committee. After the elections are completed, the newly-elected officers will immediately assume their responsibilities.

### Section 6. Other Meetings

- 1) Any meeting, other than the regularly scheduled meeting, may be called in one of three ways:
  - a) by the President,
  - b) by the Executive Committee,
  - c) by the written request to the President of a majority of Staff Council members.
- 2) The purpose of the meeting will be stated in the call.
- 3) At least three days notice must be given.

### Section 7. Quorum

For regular or special meetings, a simple majority of the members will constitute a quorum. Any vote taken without a quorum may be appealed within forty-five days of the meeting.

### Section 8. Meeting Procedures

Robert's Rules of Order will provide the basis for all procedures of Staff Council meetings.

### Section 9. Attendance

- 1) Staff Council members are voting representatives and as such are expected to be present at every meeting. When unable to attend, it is the responsibility of the Staff Council member to ensure that an alternate attends as his/her proxy. When contacting an alternate, the first choice should be from the same job classification (professional or support staff) as the member, but may come from either category. After making arrangements for a proxy, the regular member should send the Staff Council Secretary the name of the person attending in her/his place.
- 2) The President may approach any Staff Council member who is not attending regularly, whether or not they have sent a proxy, for a discussion about remaining on the Staff Council as a regular member or possibly stepping down and becoming an alternate.

## **Article III – Officers and Their Roles**

### Section 1. Executive Committee

The Staff Council will elect 4 officers, President, Vice President, Secretary, and Treasurer, as outlined in Article IV – Election of Staff Council Officers. They will serve a 1-year term. These four officers will make up the Executive Committee.

### Section 2. President

The responsibilities of the President are to:

- 1) Provide leadership
- 2) Preside over meetings as a non-voting member (except in the case of tie votes)
- 3) Collect budgetary information and collaborate with the Executive Committee in preparing the annual budget
- 4) Prepare and present the annual report and the proposed budget request to the Dean and/or appropriate administrator
- 5) Plan, in conjunction with the Executive Committee, the agenda for monthly meetings
- 6) Create Staff Council event calendar
- 7) Appoint a chair for each Staff Council committee
- 8) Appoint a representative on every School of Education committee, as needed
- 9) Appoint, at his/her discretion, a Staff Council member to serve as parliamentarian
- 10) Serve as public relations official
- 11) Be a voice for the staff.

### Section 3. Vice President

The responsibilities of the Vice President are to:

- 1) Fill in for the President when she/he is unable to perform any of her/his functions
- 2) Serve as internal, to School of Education, communications official, which may include (and is not limited to) writing articles and announcements and other appropriate methods of communication

- a) Review and approve all announcements of upcoming Staff Council events
- 3) Collect committee meeting notes and prepare and present a synopsis of the notes for the Executive Committee
- 4) Monitor Staff Council web pages to assure accuracy
- 5) Submit a year-end summary of her/his activities
- 6) Keep well-informed on all matters pertaining to Staff Council business

#### Section 4. Secretary

The responsibilities of the Secretary are to:

- 1) Distribute the agenda for Staff Council meetings to all School of Education staff
- 2) Reserve a meeting room and appropriate technology for meetings
- 3) Create an electronic, recurring Staff Council meeting announcement and send to all School of Education staff
- 4) Take detailed minutes at Staff Council meetings
- 5) Distribute the minutes (after approval by the Vice President) to all School of Education staff members
- 6) Coordinate and schedule Executive Committee meetings
- 7) Take detailed notes at Executive Committee meetings
- 8) Monitor and respond to Staff Council email account
- 9) Maintain an internal (to the Staff Council) list of School of Education staff
- 10) Confirm that all School of Education staff are subscribed to the appropriate electronic distribution lists
- 11) Notify Education Technology Services (ETS), or appropriate office, to allow access or remove access to Staff Council shared folders for all Staff Council members
- 12) Maintain the confidential list of results from the previous Staff Council election as specified in the Election of Staff Council Members section of the Bylaws

#### Section 5. Treasurer

The responsibilities of the Treasurer are to:

- 1) Oversee and manage all Staff Council financial accounts
- 2) Manage all funds received and disbursed
- 3) Review and approve all expenditures
  - a) Receive, review and approve committee financial requests prior to event
- 4) Monitor the budget
- 5) Provide the Staff Council with monthly financial reports
- 6) Prepare a year-end financial report
- 7) Meet with and provide information to the Staff Council Audit Committee
- 8) Assist the President in creating the annual budget
- 9) Keep the Treasurer's Procedure Manual up-to-date
- 10) Work closely with the School of Education's fiscal officer

### **Article IV – Election of Staff Council Officers**

#### Section 1. Election Procedures

- 1) After the annual election of Staff Council and before the first meeting of the new Council, the Nominations and Elections Committee will contact the members of the new Council (continuing and new members) asking for nominations for officers. Individuals may nominate themselves or another Council member. When requesting nominations,

the Nominations and Elections Committee will also include a description of the duties and responsibilities of each office.

- 2) Individuals can run for only one office at the time the slate of nominees (ballot) is being drawn up.
- 3) After receiving the nominations, the Nominations and Elections Committee will contact each person who has been nominated to confirm that they are willing to serve.
- 4) The Nominations and Elections Committee will create the ballot.
- 5) The ballot will be distributed to all members of new Council prior to the first meeting.
- 6) At the first meeting of the new Council, all voting members of the Staff Council will vote by secret ballot.
- 7) The Nominations and Elections Committee will count the votes for the President and will announce the winner.
- 8) The newly-elected President will then assist the Nominations and Elections Committee in counting the votes for the remaining offices.
- 9) The newly-elected President will announce the winners.

#### Section 2. Tie Votes

- 1) As required by the Staff Council's Constitution, the President casts the deciding vote in case of a tie.
- 2) If the tie vote occurs in the election of the President, the outgoing President casts the deciding vote.
- 3) If the tie occurs between the outgoing President, who is running for re-election, and another Presidential candidate, the candidates will address questions from the Staff Council.
- 4) After the question-and-answer period, a vote will be taken by secret ballot.
- 5) The Nominations and Elections Committee will count the votes and announce the winner.
- 6) If there is still a tie, the winner will be chosen by a flip of a coin.

#### Section 3. Vacancies on the Ballot

- 1) If, prior to the first meeting of the new Staff Council, there is a vacancy on the ballot, the Nominations and Elections Committee will contact the Staff Council members again to notify them of the vacancy and to encourage someone to run for the vacant position.
- 2) If they are unable to find a volunteer for the position, the election will proceed as described in Section 1. Election of Officers.
- 3) After the election of the new officers, the President will ask the Staff Council for a volunteer to run for the vacant office.
- 4) If there are no volunteers, the office will either remain vacant or the President may appoint someone from the Council.

#### Section 4. Filling a Vacant Office during the Staff Council Year

- 1) If a vacancy occurs in an office during the year, the President will announce the vacancy and ask for nominations.
- 2) The Nominations and Elections committee will prepare a ballot which will be presented to the Staff Council.
- 3) A vote will be taken by secret ballot at the next regularly scheduled Staff Council meeting.
- 4) The Nominations and Elections Committee will count the votes and announce the winner.

- 5) If there are no nominations or volunteers, the office will either remain vacant or the President may appoint someone from the Council.

**Article V – All Committees** – these guidelines apply to all Staff Council committees

Section 1. Membership

- 1) All Staff Organization members (staff of the School of Education-SoE) are eligible to serve on all committees except the Executive Committee (defined below).
  - a) The President is an *ex-officio* member of each committee.
- 2) The Chair of each committee is appointed by the Staff Council President.
  - a) The usual method may be for the President after her/his election to ask all SoE staff members for committee chair nominations.
- 3) The Chair will recruit committee membership from the staff at large.
  - a) The President may give the names of anyone who requested to be on the committee or chair of that committee.

Section 2. Meetings

- 1) The Chair will call the first meeting.
- 2) A Vice-Chair may be chosen by the committee members to act as co-chair or assist the chair as needed.
- 3) A Recorder is chosen by the committee members.
  - a) The Recorder must take notes at each meeting and send a summary to all committee members and to the Vice-President of the Staff Council.

Section 3. Communication to the School of Education or general public

Flyers or notes to all staff or public should be reviewed by the Vice-President of the Staff Council.

Section 4. Reports

- 1) Prepare and submit, to the President, the budget for your committee by the June Staff Council meeting.
  - a) Submit expenditure requests to the Treasurer to confirm availability of funds.
  - b) Submit receipts for expenditures in a timely manner.
  - c) Work closely with Treasurer on financial activities related to the committee.
- 2) If activities are to be reported to a monthly meeting of the Council, any member of the committee may report activities or announcements.
  - a) It is recommended that a member of each committee attend the Staff Council meetings.
- 3) An Annual Report of committee's activities should be presented to the President at the March meeting.

**Article VI – Standing Committees** – These committees do not report to the Vice-President.

Section 1. Executive Committee

- 1) Comprised of the President, Vice President, Secretary, and Treasurer
- 2) Manages the activities of the Staff Council by
  - a) Establishing agendas and calling meetings as needed

- b) Overseeing the establishment and maintenance of rules for the operation of the Staff Council.

### Section 2. Audit Committee

- 1) Consists of two Staff Council members, excluding the Treasurer, and at least one member of the SoE at large
- 2) Audits all Staff Council funds
- 3) Reports the result to the general membership at the end of the fiscal year.

### Section 3. Nominations, Appointments and Elections Committee

- 1) Conducts annual Staff Council membership elections
- 2) Makes recommendations to the Staff Council related to procedures for filling elected positions.

**Article VII – Ad Hoc or Operations Committees** – The Staff Council may create new committees as needed.

### Section 1. Fundraising and Merchandising Operations

- 1) Raises funds to support Staff Council activities
- 2) Manages all current and future fund-raising to support Staff Council activities
- 3) Is separate from the Community Outreach Committee which is a link to the community outside the School of Education.

### Section 2. Community Outreach

- 1) Coordinates School of Education volunteers for local community events
- 2) Advertises events within the School of Education
  - a) Example: Fliers, emails and atrium glass enclosure
- 3) Raises funds (if applicable)
  - a) Asks for monetary donations.

### Section 3. Help Desk

Operates a “Help Desk” in the School of Education Atrium or some other public area during the first 2 days of classes for both the Fall and Spring semesters to help new and returning students with questions and concerns about schedules, room numbers, faculty offices, bus information, etc.

### Section 4. Holiday Auction

- 1) The holiday auction is an annual fall event at which donated items are auctioned off in order to raise money for local charities.
- 2) Plans and executes the holiday auction.
- 3) Delivers the funds to a chosen charity or charities.

### Section 5. Partners in Education

- 1) The Partners in Education (PIE) program is a Staff Council outreach program. The goal of the program is to establish a mentoring relationship between members of the SoE staff and middle school students in the Bloomington area.
- 2) Plans and organizes monthly campus and community activities for the students, September through May.

### Section 6. Social Events

- 1) Plans the following:
  - a) Fall social event, for example, the Holiday Luncheon
- 2) Spring Awards Luncheon
- 3) Other social events for the SoE staff.

### Section 7. Staff Development

- 1) Publicizes, reviews applications, and awards money for materials, conferences, and workshops that promote professional development of staff members
- 2) Coordinates other staff development activities.

### Section 8. Staff Outreach

- 1) Welcomes new employees
- 2) Acknowledges employee milestones
- 3) Assists Social Events Committee in preparing awards for the spring event.

### Section 9. Staff Retreat

- 1) The goals of the staff retreat are professional development, building relationships, teamwork and networking with fellow employees.
- 2) Plans, organizes and manages the annual Staff Retreat.

### Section 10. United Way

This is felt to be function of the School of Education as a whole and not a function for the Staff Council.

### Section 11. Technology Committee

- 1) Maintains the Staff Council website, <http://www.indiana.edu/~edstaff/> .
- 2) Works with other staff council committees to meet the technology needs of the activities of the Staff Council.

## **Article VIII – School of Education Committees**

Section 1. The constitution of the SoE Faculty Policy Council requires that all SoE committees have a staff representative. The Staff Council President will appoint representatives to the following School of Education Committees and others that maybe created in the future.

- 1) Committee on Diversity
- 2) Committee on Teacher Education (IUB)
- 3) Committee on Teaching
- 4) Distinguished Alumni Committee
- 5) Faculty and Budgetary Affairs Committee (IUB)
- 6) Graduate Studies Committee
- 7) Grievance Hearing Committee (IUB)
- 8) International Programs Committee
- 9) Lectures and Seminars Committee
- 10) Long-Range Planning Committee
- 11) Policy Council
- 12) Research, Development and Equipment Committee

- 13) Student Recruitment, Admissions and Financial Aid committee
- 14) Undergraduate Scholarship Committee

**Article IX – Parliamentary Authority**

Section 1. The rules contained in the current edition of Robert’s Rules of Order shall govern the Staff Council in all cases to which they are applicable and consistent with the Bylaws.

**Article X – Amendment of Bylaws**

Section 1. These bylaws may be amended at any regular meeting of the Staff Council by a two-thirds (2/3) vote of a quorum. The amendment becomes effective upon publication of the meeting notes at which it was approved.