Staff Council

Constitution

Indiana University
School of Education Staff Organization
Constitution

Article I

Name

The name of this organization shall be the Indiana University School of Education-Bloomington Staff Organization. The Organization shall be represented by the School of Education-Bloomington Staff Council (Staff Council), an elected body selected by ballot by the membership of the Staff Organization

Article II

Mission

The Staff Council is dedicated to serving the needs of appointed staff through representation on related councils and committees in the School of Education-Bloomington. The Staff Council, through its elected officials, committees, operating rules, and guidelines will provide:

*Avenues of communications
*Advocacy and assistance
*Consultation and advice to policy making authority, and
*Promotion of good working relationships among, staff, faculty, members and students

The Staff Council will actively work to maintain and improve the morale and welfare of all individuals, groups, and departments in the School of Education-Bloomington, and to encourage excellence in staff performance.

Article III

Membership and Representation

Section 1. Membership in the Staff Organization shall be composed of all appointed (.50-or-above FTE) staff members of the Indiana University School of Education-Bloomington.

Section 2. Membership in the Staff Organization shall be terminated upon separation as an appointed staff member of the Indiana University School of Education-Bloomington.

Section 3. The Staff Council membership shall be composed of at-large representatives on a ratio of approximately one representative to ten staff members (1 to 10).

The ratio of exempt (professional) to non-exempt (support, service maintenance and technical staff) members shall reflect the ratio of exempt to non-exempt employees in the School of Education as a whole. With a +/- 20 percent change in the number of eligible staff members, the Staff Council will determine the necessity for changing the number of elected voting members. At no time shall there be an even number of voting Staff Council members.

Section 4. Alternate representatives shall be the individuals with the next highest numbers of votes from the ballot. The number of alternates shall match the number of exempt and non-exempt Staff Council members. Alternate Staff Council members will be elected to one-year terms 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 representing an absent regular member.

Section 5. Ex-officio members of the Staff Council shall be the Dean (or his/her appointed representative) and the School of Education Director of the Office of Human Resources. Ex-officio members are non-voting members of the Council.

Section 6. Staff Council members and alternates shall be responsible for bringing concerns relevant to all appointed staff and non-student hourly staff to the Staff Council. Any faculty member, staff member or student may bring concerns to the attention of the Staff Council.

Section 7. Each year one-half of the Staff Council body shall be elected. All terms will be two-year terms without limitations on the number of terms served. A term is defined as April 1 through March 31. Any portion of a term served shall be considered a full term.

Section 8. 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 absent Staff Council member to ensure that one of the individuals from the alternate list attends as his/her proxy.

Section 9. A vacancy shall exist on the Staff Council when a member is separated from the School of Education-Bloomington, changes classification status (i.e., exempt or non- exempt) or resigns from the Staff Council. The replacement Staff Council member shall be the alternate in the appropriate classification who received the most votes in the last election. The term of the replacement shall be the remainder of the exiting member?s normal term. The new alternate member shall be the top name in the appropriate category on the election results list.

Article IV

Officers and Their Roles

The responsibilities of each office are as follows:

President:
The responsibilities of the President are to provide leadership; preside over meetings as a non-voting member (except in the case of tie votes); be proactive in planning the agenda with the Executive Committee; be a facilitator of information; be a voice for the staff; appoint a chair for each standing committee; appoint, at his/her discretion, a Staff Council member to serve as a parliamentarian; and be responsible for the preparation of the year-end summary of accomplishments and activities of the Staff Council.

Vice President:
The responsibilities of the Vice President are to keep well-informed on all matters pertaining to Staff Council business; fill in for the President when he/she is unable to perform any of his/her functions; be a public relations person, which may include writing articles for newsletters and all other appropriate methods of communication; and submit a year-end summary of his/her activities.

Secretary:
The Secretary has the responsibility of being a note taker at Staff Council meetings, to distribute meeting notes to all staff members at least two weeks in advance of each meeting; reserve a meeting room and a tape recorder, and maintain the confidential list of results of the last election.

Treasurer:
The Treasurer shall manage all funds that may be received. He/she shall work with the Executive Committee and committee chairs to create the annual budget. The Treasurer will monitor the budget, pay bills and reimburse individuals for out-of-pocket expenses. He/she will provide monthly balance reports at Staff Council meetings and prepare a year-end budget

report.

Article V

Meetings

Section 1. The regular meetings of the Staff Council shall be held on the second Thursday of each month from April through March inclusive unless otherwise ordered by the Executive Committee.

Section 2. School of Education-Bloomington faculty, staff, and non-student hourly staff are welcome to attend the monthly meetings of the Staff Council.

Section 3. The regular meeting on the second Thursday in March shall be known as the annual meeting and shall be for the purpose of receiving annual reports of outgoing officers and committees, and for any other business that may arise.

Section 4. The first item on the agenda of the regular meeting on the second Thursday of April shall be the elections and installation of the new officers. The process of election shall be handled by a member of the outgoing Nominations and Elections Committee After the elections are complete, newly-elected officers shall assume their responsibilities immediately.
Section 5. Any meeting other than a regularly scheduled meeting may be called in one of three ways: by the President, the Executive Committee, or by the written request of a majority of Staff Council members to the President. The purpose of the meeting shall be stated in the call. At least three days notice shall be given.
Section 6. For regular or special meetings, a simple majority shall constitute a quorum. Any vote taken without a quorum may be appealed within forty-five days of the meeting.

Section 7. Robert?s Rules of Order will provide the basis for all procedures of the Staff Council meetings.

Article VI

Committees

Section 1. The Staff Council shall establish standing ad hoc committees to assist in the maintenance of the Organization. Committee members may be drawn from, or recommended by, any member of the Organization. Committee membership should be approved by the Staff Council. The President shall be an ex-officio member of all standing committees.

Section 2. The Standing Committees of the Staff Council are:

A. The Executive Committee (President, Vice President, Secretary, and Treasurer) whose duty shall be to manage the activities of the Staff Council, by establishing agendas and calling meetings as needed, presenting appointments to standing and operating committees to the Staff Council for confirmation, and generally overseeing the establishment and maintenance of rules for the operation of the Staff Council.

B. The Auditing Committee has the duty to audit all Staff Council funds and to report the result to the general membership at the end of the fiscal year. The Auditing Committee shall consist of two Staff Council members, excluding the Treasurer, and at least one member of the Organization.

C. The Nomination, Appointments and Election Committee shall conduct annual Staff Council membership elections and make recommendations to the Staff Council related to procedures for filling elected positions.

Section 3. Ad Hoc or operations committees shall be established as needed by the Staff Council to conduct business. The Ad Hoc committees will make recommendations to the Staff

Council for action as required.

Article VII

Parliamentary Authority

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 constitution.

Article VIII

Amendment Of Constitution

This constitution may be amended at any regular meeting of the Staff Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting. The amendment becomes effective upon publication of the notes of the meeting at which it was approved.

Revised and Approved: August 2002