

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

BYLAWS INDEX

NORTHERN KENTUCKY UNIVERSITY

STAFF CONGRESS

Article I - Representatives

- Section 1 - Responsibility
- Section 2 - Representation
- Section 3 - Election Process
- Section 4 - Term of Office
- Section 5 - Vacancies
- Section 6 - Duties

Article II - Director of Personnel Services

Article III Officers

- Section 1 - Officers
- Section 2 - Eligibility for Office
- Section 3 - Nominating Committee
- Section 4 - Election of Officers
- Section 5 - Duties of the President
- Section 6 - Duties of the **President-Elect**
- Section 7 - Duties of the Secretary/Treasurer
- Section 8 - Appointment and Duties of the Parliamentarian

Article IV - Meetings

- Section 1 - Time
- Section 2 - Place
- Section 3 - Notice of Meetings
- Section 4 - Length of Meetings
- Section 5 - Agenda
- Section 6 - Special Meetings
- Section 7 - Open Meetings
- Section 8 - Smoking Policy Amendment

Article V - Voting

- Section 1 - Voting
- Section 2 - Roll Call Votes
- Section 3 - Quorum
- Section 4 - Debate
- Section 5 - Tie Votes

Article VI - Standing Committees

- Section 1 - Function
- Section 2 - Appointment
- Section 3 - Standing Committees
 - a) Personnel Policies
 - b) Personnel Benefits
 - c) Credentials and Elections
 - d) Liaison
 - e) Constitution and Bylaws
- Section 4 - Chairpersons for Standing Committees

Article VII - Ad Hoc Committees

- Section 1 - Authority
- Section 2 - Limitation
- Section 3 - Appointments

Article VIII - University-Wide Committees

- Section 1 - Appointment
- Section 2 - Term
- Section 3 - Reports

Article IX - Amendments to the Bylaws

- Section 1 - Petition
- Section 2 - Process

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

BYLAWS NORTHERN KENTUCKY UNIVERSITY STAFF CONGRESS

Article I - Representatives

Section 1 - Responsibility. Staff Congress Representatives are bound to keep themselves informed and to represent the majority interests of their constituency.

Section 2 - Representation

- a) All staff employees who are eligible to vote and who have one or more years of continuous permanent service with Northern Kentucky University, as of the date of elections, are eligible to run for election to the Staff Congress.
- b) Eligible staff employees may nominate themselves or be nominated (with permission) by another staff employee. Employees may only be nominated in one constituency, and by established dates.
- c) Three Staff Congress Representatives shall be elected from each of the following five employment areas, as defined within the University Organization Chart.

Employment Area

General Administration
Academic Affairs
Student Affairs
Administrative Affairs
Physical Plant

- d) Two Staff Representatives will be elected from each of the following five employment categories, as defined in the Personnel Policy and Procedure Manual.

Category

Professional/Research Assistants
Technical/Scientific
Office Clerical
Service Maintenance
Skilled Crafts

- e) Ten at-large Staff Congress Representatives also will be elected. Additional at-large representatives will be elected if a vacancy exists (at the close of nominations) in any employment area or category. These at-large representatives will be elected for a full term.

- f. The total number of elected Staff Congress Representatives will be a maximum of thirty-five.

Section 3 - Elections Process

- a) Staff Congress elections shall be the responsibility of the Credentials and Elections Committee.
- b) Staff Congress elections should be conducted each year during the month of May.
- c) Staff-wide memos of information should be circulated prior to the month of May each year to explain and announce the election process.
- d) Nominations will be accepted for a period of two full weeks. Nominations must be in by 4:30 p.m. of the final day.
- e) One member of the Credentials and Elections Committee will be responsible for receiving all nominations in his or her office.
 - 1) A sealed envelope or a campus envelope will be required for use in submitting the nominations.
 - 2) The nomination must include the nominee's full name and constituency.
 - 3) A current list of all nominees and their constituency of nomination should be posted daily on a main floor bulletin board of the University Center.
- f) At the close of nominations a sample ballot listing all nominees and their constituency should be sent to each department for posting.
- g) Elections should be conducted two full weeks after the close of nominations.
- h) Voting will be done by mail or by establishing polling places or a combination of both at the discretion of the Credentials and Elections Committee.
- i) Eligible staff members who cannot vote during the designated times should be allowed to vote by absentee ballot. Absentee ballot procedures should be determined and announced by the Credentials and Elections Committee.
- j) All eligible voters should have a maximum of three votes from their employment area and two votes from their employment category. All eligible voters may vote for representatives-at-large.

Section 4 - Term of Office

Each Staff Congress Representative should serve a two-year term. Terms of office begin on July 1 of each year.

Section 5 - Vacancies

- a) Vacancies occur when an elected Staff Congress Representative terminates employment at Northern Kentucky University.
- b) Vacancies occur when an elected Staff Congress Representative submits a written resignation to the Staff Congress Executive Council.
- c) An automatic vacancy occurs when an elected Staff Congress representative fails to attend three consecutively scheduled meetings since effective representation cannot be attained.
- d) Replacements when a vacancy occurs will be chosen by recommendation by the Staff Congress Executive Council with approval by the Staff Congress and will serve until the next Staff Congress general election. Replacements may be chosen from the staff at-large without regard to employment area or category.
- e) Staff Congress members who no longer represent the original area to which they were elected, due to change in employment area or employment category, will serve until the next Staff Congress general election.

Section 6 - Duties

- a) Staff Congress Representatives are expected to attend all meetings and to serve on at least one standing committee.
- b) Staff Congress Representatives are expected to be familiar with the minutes of the previous meeting.

Article II - Director of Personnel Services

The Director of Personnel Services, by virtue of position, is the administrative liaison of Staff Congress.

Article III - Officers

Section 1 - Officers

The Staff Congress shall annually elect three officers from its own membership to serve for one year or until their respective successors have been elected and seated. These officers are the President, Vice-President, and Secretary/Treasurer of the Staff Congress. These officers shall also comprise the Executive Council.

Section 2 - Eligibility for Office - Who May Vote

All elected members of the Staff Congress are eligible to the offices stated in Section 1 of this Article. Only elected members of the Staff Congress may nominate or cast ballots in the election of any officer of the Staff Congress.

Section 3 - Nominating Committee

- a. The Nominating Committee will be comprised of the current President of Staff Congress, the Chair of the Credentials and Elections Committee, and the ex-officio member of the Executive Council. The ex-officio member of the Executive Council will serve as Chair of this committee.
- b)
 - 1) After the results of the general Staff Congress elections in May are posted, the Nominating Committee will prepare a slate of nominees for each office (President, Vice-President, and Secretary/Treasurer). This slate of nominees will be presented at the June meeting.
 - 2) All candidates will be expected to give a brief introduction of themselves at the June meeting.
- c)
 - 1) The Nominating Committee will send a slate of candidates for office to all Staff Congress Representatives prior to the July meeting.
 - 2) Nominations from the floor will be accepted at the July meeting with the nominee presenting a brief introduction at the time of nomination.

Section 4 - Elections of Officers

- a) Elections to the offices stated in Section 1 of this Article shall be conducted at the July meeting of the Staff Congress.
- b) The Parliamentarian of the Staff Congress shall be the presiding officer for that portion of the meeting devoted to such elections. The Parliamentarian shall appoint two members of the Staff Congress to serve as tellers in the counting of the votes cast in these elections. Any teller nominated for any office shall be ineligible to serve as a teller in the counting of the votes for the office to which he/she has been nominated, in which case the Parliamentarian shall appoint a temporary teller to serve.
- c) An election to fill a vacancy in the office of either Vice-President or Secretary/Treasurer of the Staff Congress shall be conducted at the next regular meeting after such vacancy occurs and such election shall be conducted as prescribed in Subsection b of Section 3 of this Article.

- d) Eligible staff members who cannot vote because of scheduled vacation during the election of officers should be allowed to vote by absentee ballot. Absentee ballot procedures should be determined and announced by the Credentials and Elections Committee.

Section 5 - Duties of the President.

The duties and functions of the President of Staff Congress shall be:

- a) To preside at all meetings of the Staff Congress.
- b) To determine, in consultation with the Secretary/Treasurer of the Staff Congress, the agenda for all meetings of the Staff Congress.
- c) To issue calls for both regular and special meetings of the Staff Congress through the Secretary/Treasurer and in accordance with Sections 3 and 5 of Article IV of these Bylaws.
- d) To receive all matters directed to the Staff Congress and to refer these to Staff Congress or to one of its committees, as appropriate.
- e) To represent the Staff Congress in the University community and in the community at large.
- f) To appoint all ad hoc committees of the Staff Congress as set forth in Article VII of the Bylaws and to appoint representatives to University wide committees.
- g) To enforce the Constitution and Bylaws of the Staff Congress.
- h) To exercise other duties and functions of a presiding officer as may be additionally specified by the Staff Congress.
- i) To serve as an ex-officio member of the Staff Congress Executive Council the year following his/her term of office.

Section 6 - Duties of the Vice-President

The duties of the Vice-President of the Staff Congress shall be:

- a) To preside at meetings of the Staff Congress in the absence of the President.
- b) To become President of the Staff Congress in the event a vacancy occurs in the office of President of the Staff Congress and to notify members of the Staff Congress that he/she has become President.
- c) To represent the Staff Congress when appointed to do so either by the President of the Staff Congress or by the Staff Congress.
- d) To perform other duties as may be deemed necessary by the President of the Staff Congress.

Section 7 - Duties of the Secretary/Treasurer

The duties and functions of the Secretary/Treasurer of the Staff Congress shall be:

- a) To keep accurate minutes of regular and special meetings of the Staff Congress.
- b) To distribute copies of the minutes of regular meetings to the membership of the Staff Congress preferably five working days prior to the next regular meeting of the Staff Congress.
- c) To distribute copies of the minutes of special meetings to the membership of the Staff Congress no later than three weeks following the special meeting of the Staff Congress.
- d) To keep a roll of the membership of the Staff Congress and an accurate record of each Representative's attendance at meetings of the Staff Congress.
- e) To assist the President in determining the agenda for meetings of the Staff Congress as set forth in Section 4 of Article IV of these Bylaws.
- f) To issue notices for all meetings of the Staff Congress as set forth in Section 3 of Article IV of these Bylaws.
- g) To preside at meetings of the Staff Congress in the absence of both the President and Vice-President and to appoint a Secretary Pro-tem to record the minutes of such meetings.
- h) To recommend to the Staff Congress, when necessary, a budget itemizing funds needed to sustain the operation of the Staff Congress.
- i) To perform other duties as may be deemed necessary by the President of the Staff Congress.

Section 8 - Appointment and Duties of the Parliamentarian. Within one week following the election of officers, the President of the Staff Congress shall appoint one member of the Staff Congress or a staff member at-large to serve as Parliamentarian of the Staff Congress. The duties of the Parliamentarian shall be:

- a) To assist the President in maintaining order and decorum at meetings of the Staff Congress.
- b) To interpret and apply Robert's Rules of Order (latest revision) when so requested by either the President of Staff Congress or by motion duly adopted by the Staff Congress.

- c) To serve as presiding officer of the Staff Congress only for that portion of the July meeting of Staff Congress during which officers of the Staff Congress are to be elected in accordance with Section 3 of this Article.
- d) To keep and maintain an accurate and up-to-date copy of the Constitution and Bylaws and all amendments made thereto and to transmit the same to his/her successor.
- e) To serve as Parliamentarian for a term of one year concurrent with the term of the President of the Staff Congress.

Article IV - Meetings

Section 1 - Time. The Staff Congress shall hold regular meetings as determined by the Executive Council.

Section 2 - Place. The Staff Congress shall hold its regular meetings in a location determined by the Executive Council.

Section 3 - Notice of Meetings. Written notice, stating the place, date, and hour of each meeting, shall be delivered to members of the Staff Congress not less than five working days before a regular meeting and not less than three working days before a special meeting.

Section 4 - Length of Regular Meetings. Staff Congress meetings shall not exceed two hours in length. The time shall be kept by the Vice-President.

Section 5 - Agenda. The President of the Staff Congress, in consultation with the Secretary/Treasurer, shall determine the agenda for each meeting.

- a) All committees of the Staff Congress and individual members of the Staff Congress may submit agenda items to the Secretary/Treasurer not less than ten working days before a regular meeting.
- b) The Secretary/Treasurer of the Staff Congress shall deliver a copy of the agenda to each member not less than five working days before a regular meeting and not less than three working days before a special meeting.
- c) The order of the agenda shall be in accordance with Robert's Rules of Order (latest revision). Any conflict between this source and the Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution and Bylaws of the Staff Congress.

Section 6 - Special Meetings. A special meeting of the Staff Congress may be called at the discretion of the President and shall be called within ten working days of a written petition submitted to the President by twenty-five percent of the members or by a majority vote of those present during a meeting of the Staff Congress.

Section 7 - Open Meetings. Meetings of the Staff Congress shall be open to non-members. Visitors shall be seated separately from the Representatives and will be recognized by the President only when prior arrangements have been made with the President.

Section 8 - There shall be no smoking during regular and special meetings.

Article V - Voting

Section 1 - Voting. Voting during each meeting of the Staff Congress shall be by a method determined by the President at the time of the vote. The total vote shall be determined by the President, who may appoint two Representatives to assist in totaling the number of votes.

Section 2 - Roll Call Votes. A roll call vote may be called at the discretion of the President and shall be called upon request of a Representative with concurrence of one-third of voting members present. A roll call vote shall be called automatically in case of a contested vote.

Section 3 - Quorum. Article VIII of the Constitution provides that a quorum shall be fifty-one percent of the current elected membership.

Section 4 - Debate. Debate or discussion shall be limited to twenty minutes per motion after said motion unless an extension of time is voted by two-thirds of voting members present. The time shall be kept by the Vice-President.

Section 5 - Tie Votes. The President or presiding officer shall vote only in case of a tie vote.

Article VI - Standing Committees of the Staff Congress

Section 1 - Function. It shall be the function of standing committees to provide the Staff Congress with working bodies that entail specific areas of responsibility to enable a planned and coordinated direction for the business of the Staff Congress.

Section 2 - Appointment.

- a) The Executive Council of Staff Congress shall annually appoint representatives to the Standing Committees.
- b) When vacancies occur on a Standing Committee, the Executive Council shall appoint a representative to serve the remainder of that year.
- c) A Representative may serve on more than one standing committee when the need requires.
- d) Standing committees shall be composed of a minimum of five members including a chairperson and a vice-chairperson. One member should have served on that committee the previous year.
- e) The Executive Council shall establish an appropriate month for each of the standing committees to present to the Staff Congress a report reflecting the progress made in the past year, and its recommendations for developing plans and goals for the year ahead.

Section 3 - Standing Committees. Current Standing Committees are:

- a) Personnel Policies Committee.
This committee shall function in an advisory and coordinating capacity to continuously make recommendations for adjustments, improvements, and refinements in all personnel policies. The committee shall also study other matters as may be referred by the Staff Congress.
- b) Personnel Benefits Committee.
This committee shall function in an advisory and coordinating capacity to continuously make recommendations for adjustments, improvements, and refinements in all personnel benefits. The committee shall also study other matters as may be referred by the Staff Congress.
- c) Credentials and Elections Committee.
The basic goal of the Credentials and Elections Committee shall be to conduct continuing studies of the structure of the University support staff in order to insure that the Staff Congress continues to represent all Staff employees fairly. In addition, the Credentials and Elections Committee shall be charged with the certifying of candidates for election, the conduct of elections of Representatives to the Staff Congress as set forth in Article I of these Bylaws, and such other matters as may be referred by the Staff Congress.

d) Liaison Committee

The Liaison Committee shall maintain continuing liaison with the Faculty Senate, Student Government, the administration, and other University governing bodies that may be pursuing similar or common goals to facilitate coordination and permit joint effort and cooperation on matters of mutual interest and direction.

e) Constitution and Bylaws Committee

This committee shall continuously make recommendations for adjustments, improvements, and refinements to the Constitution and Bylaws. The committee shall also study other matters as may be referred by the Staff Congress.

Section 4 - Chairpersons of Standing Committees

a) Following the Executive Council appointments, each committee shall elect, by a majority vote, a chairperson and vice-chairperson.

b) Duties of Standing Committee Chairpersons shall be:

- 1) To call for and preside at all meetings.
- 2) To determine the agenda for each committee meeting.
- 3) To insure that all matters as may be referred to the committee by the Staff Congress are followed through to conclusion.
- 4) Where necessary, to insure that committee conduct is governed by procedures contained in Robert's Rules of Order (latest revision) in the consideration of all matters so referred.

c) Duties of the vice-chairperson shall be to assume the duties of the chairperson in his/her absence.

Article VII - Ad Hoc Committees

Section 1 - Authority. The President of the Staff Congress, in consultation with the Executive Council, may appoint such ad hoc committees as may be necessary for accomplishment of certain specific projects and for special purposes. Composition of ad hoc committees shall be recommended by the Executive Council.

Section 2 - Limitation. An ad hoc committee that has responded and completed its assigned task or project is automatically discharged.

Section 3 - Appointments. Appointments made under the authority granted above shall be approved by a majority vote of the Staff Congress. These appointments shall expire with the term of the President of Staff Congress.

Article VIII - University-Wide Committees

Section 1 - Appointment. The President of the Staff Congress, in consultation with the Executive Council, may appoint Representatives to University-wide committees as necessary. Appointments made shall be temporary pending confirmation by the Staff Congress. The President of the Staff Congress shall report appointments so made at the next regular meeting of the Staff Congress. A majority vote of those present shall be required to confirm each appointee.

Section 2 - Term. Representatives appointed to University-wide committees shall serve for the term specified by the committee or for that portion of the committee term concurrent with their term of office in the Staff Congress. If no term is specified by the committee, the Representative shall serve concurrent with his/her term of office.

Section 3 - Reports. Appointees to University-wide committees shall report to the Staff Congress the proceedings of University-wide committee meetings at the meeting of the Staff Congress following said University-wide committee meeting.

Article IX - Amendments to the Bylaws

Section 1 - Petition. Any proposal to amend these Bylaws shall be submitted by a written petition signed by two Representatives of Staff Congress at any regular Staff Congress meeting.

Section 2 - Process. These Bylaws may be amended by a majority vote of those members present and voting at a meeting of the Staff Congress at which a quorum is present, provided that at a previous meeting the proposal to amend has been presented and discussed.

Revised March 1991

pg