

## Article 1 - Representatives

### Section 1 - Responsibility

Staff Congress Representatives are bound to keep themselves informed and to represent the majority interests of their division.

### Section 2-Representation (Amended 04/2007)

- 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 on 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 to represent their Division or at-large, and by the established dates.
- c) Staff Congress Representatives shall be elected to represent the divisions according to the most current NKU organizational chart as approved by the Board of Regents, and determined by the Credentials & Elections Committee.
- d) Four At-Large Staff Congress Representatives will also be elected. These at-large Representatives will be elected for a full term. To allow contract personnel to be represented on Staff Congress, one At-Large representative shall be designated as a contract position. This representative will be elected for a 1 year term. If, at the close of nominations, the number of At-Large positions increases due to a vacancy from other divisions, then these representatives will be elected to serve a one year term.
- e) Representation by division shall be re-evaluated every 3 years during the budget process (November - January) as to the number of employees in the division to ensure accuracy in representation, beginning with 2003, using the following formulas: Total number of NKU staff/non-faculty divided by 30 (number of divisional seats) = ratio of employees per Staff Congress representative. Total number of employees in a division divided by the ratio = number of Staff Congress seats per division. Total divisional seats will not exceed 30.
- f) The total number of elected Staff Congress representatives will be a maximum of thirty-five.

### Section 3 – Elections Process (Amended 3/2008)

- a) Staff Congress Elections shall be the responsibility of the Credentials and Elections Committee.
- b) Staff Congress Elections shall be conducted each year during the month of April.
- c) All Staff shall receive the announcement and explanation of the election process in March of each year.
- d) Nominations shall be accepted for a period of two full weeks. Nominations must be in by 4:30 p.m. of the final day.
- e) The Staff Congress Secretary and/or one member of the Credentials and Elections Committee shall be responsible for receiving all nominations in his or her office.
  1. Submission of nomination letter with signature is required and may be sent through campus mail or dropped off at the Staff Congress office.
  2. The nomination must include the nominee's full name and division on the official nomination form.
  3. A current list of all nominees and their division shall be posted on the Staff Congress Website.
- f) The Call for Nominations Letter, the Nomination Form, Voting Procedures and Category Openings Letter will be sent through Campus Mail to each qualified voter. This information will also be available on-line at the Staff Congress Elections Website or in the Staff Congress Office.
- g) Two full weeks after the close of nominations, the elections process will be held for a full two-week period.
- h) In the two-week period between the close of nominations and the elections, a sample ballot will be available by request through the Staff Congress Office.
- i) The Call for Nominations will be announced in Midweek and the Campus Digest.
- j) Voting may be done electronically via the Staff Congress Election Website (on-campus or off-campus). Absentee or paper ballot voting may be submitted to the Staff Congress Office or at another location at the discretion of the Credentials and Elections Committee.
- k) Eligible staff members who cannot vote during the designated times shall be allowed to vote by absentee ballot. Absentee ballot procedures will be included in the instruction packet mailed to each voter.
- l) All eligible staff members are permitted to vote on nominees from the entire ballot.

## **Section 4 - Term of Office**

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Each Staff Congress Representative should serve a two-year term with the following exception: when the president chooses to serve an additional year (with congress approval) and when a person serving the second year of term is elected as President-Elect, the term will be extended for at least one year. Terms of office begin on July 1 of each year.

## **Section 5 – Vacancies (Amended 6/2008)**

- 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) Attendance at Staff Congress meetings is important for effective representation of staff.

An automatic vacancy occurs when a Staff Congress representative fails to attend three consecutively scheduled meetings OR a total of five meetings. This policy would be relating to a term year of July-June.

The Staff Congress secretary will notify the member after three absences. A Staff Congress member may at that time appeal to Staff Congress President and Executive team.

Exceptions are permitted for three consecutive absences when all absences are due to an extended medical leave providing appropriate documentation is provided to the Staff Congress President and Secretary.

Missing meetings due to normal job duties are not considered an excused absence and should be considered by an individual prior to deciding to run for Staff Congress.

- 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 with regard to the Division.
- e) Staff Congress members who no longer represent the original area to which they were elected, due to change in employment area, 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 Human Resources, by virtue of position, is the administrative liaison of Staff Congress.

## **Article III – Officers**

### **Section 1 – Officers**

The Staff Congress shall annually elect a President-Elect and Secretary/Treasurer. The President-Elect will serve as President-Elect the first year, and as President the second year. The following condition would constitute an exception: after the President's first term, he/she has the option to continue as President for a second year, with the approval of Congress. If the President chooses to continue and the Staff Congress approves, the President-Elect has the option to continue his/her term for a second year. The President, President-Elect, Secretary/Treasurer and Parliamentarian will comprise the Executive Council.

## **Section 2 - Eligibility for Office - Who May Vote**

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All elected members of the Staff Congress are eligible to the offices of Secretary and Treasurer stated in Section 1 of this Article. The offices of President and President-elect shall require a minimum 2 years and 1 year of Staff Congress service respectively. 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 President-Elect. The President-Elect will serve as Chair of this committee.
  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-Elect and Secretary/Treasurer). Exception - See Article III, Section 1. 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.
- b)
  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 President Elect or Secretary/Treasurer of the Staff Congress shall be conducted at the next regular meeting after such vacancy occurs.
- 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.

## **Section 6 - Duties of the President-Elect**

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

- a) To preside at meetings of the Staff Congress in the absence of the president.
- b) To automatically become president when the presiding president's term of office expires. With exception as stated in Article III, Section 1.
- c) 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.
- d) To represent the Staff Congress when appointed to do so either by the President of the Staff Congress or by the Staff Congress.
- e) 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 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 president-elect and to appoint a secretary pro-term 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**

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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 President-elect.

## **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.

## **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

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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 president-elect.

## 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 – Authority

The President of the Staff Congress, in consultation with the Executive Council, may establish and/or dissolve standing committees as warranted.

### Section 2 - 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 3 - 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 recommendation for developing plans and goals for the year ahead.

### Section 4 - 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 them Staff Congress.

## **Section 5 - 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 and/or dissolve 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**

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**

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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**

Amended Bylaws will be presented at a Staff Congress meeting for first reading. Discussion will be given at this meeting. At second meeting the members may, by a majority vote of members (which a quorum is present), accept or reject amendments and/or changes to the Bylaws.

**Amended 06/2008**

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