



**Appendices**

Appendix A

Classified Staff Council Bylaws



## **CLASSIFIED STAFF COUNCIL (CSC) BYLAWS**

### **Article I: Name**

The name chosen for the representatives of all permanent full-time and permanent part-time employees defined as classified staff at Bowling Green State University (BGSU) shall be Classified Staff Council, hereinafter referred to as CSC.

### **Article II: Purpose**

The purpose of CSC shall be to provide for direct channels of communication between classified staff and the President's designee.

#### **CSC will:**

- Serve as a representative board for the discussion of policies, procedures, benefits and services affecting classified staff.
- Provide an avenue of input from classified staff to the President's designee involving matters of concern related to their employment at BGSU.
- Provide University officials with an effective method for soliciting and disseminating information about plans, policies and concerns affecting classified staff.
- Follow through on the charge of the CSC as a working group providing University officials with assistance in addressing matters of concern or of interest to classified staff.

### **Article III: Membership, Apportionment, Reciprocal Representatives**

#### **1. Membership**

CSC represents, to the greatest extent possible, a cross-section of classified staff at BGSU. All permanent full-time and permanent part-time employees defined as classified staff and employed at BGSU beyond the initial probationary period are eligible for election to membership on CSC. Membership on CSC shall be for three-year terms, with one-third of the membership being elected each year. Representatives shall be from each division of the University. Each division shall have a minimum of one representative position. The Executive Team of CSC will assess apportionment annually before vacancies are announced.

CSC representatives who are elected or appointed to serve on CSC (Art IV), its standing committees or University standing committees (Art VII), will be allowed time to perform the duties associated with these obligations.

All representatives shall have full and equal participatory rights on the CSC including, but not limited to, the right to vote on all matters presented to CSC.

## 2. Apportionment

The membership shall be determined through election and shall be composed of 2.5% or 1 representative for approximately every 40 employees. Each division shall have a minimum of one representative position. This chart is for illustrative purposes only and represents the number of classified staff as of March 18, 2009.

SUMMARY OF DIVISIONS FOR APPORTIONMENT WITH A MINIMUM OF ONE PER DIVISION	# EMPS	# REPS 2.5% or approximately 1 for 40
<b>PRESIDENT</b>	<b>30</b>	<b>1</b>
<b>FINANCE &amp; ADMINISTRATION</b>	<b>291</b>	<b>7</b>
<b>BGSU FIRELANDS (FULL-TIME &amp; PART-TIME)</b>	<b>40</b>	<b>1</b>
<b>PROVOST</b>	<b>268</b>	<b>6</b>
<b>UNIVERSITY ADVANCEMENT</b>	<b>15</b>	<b>1</b>
<b>STUDENT AFFAIRS</b>	<b>171</b>	<b>4</b>
<b>PART-TIME (MAIN CAMPUS)</b>	<b>79</b>	<b>2</b>
<b>TOTAL # EMPS &amp; # REPS</b>	<b>894</b>	<b>22</b>

The CSC Executive Team will assess apportionment when necessary. Any division that no longer meets the required number of staff to support the number of representative positions currently apportioned will not lose those representatives until a vacancy occurs by resignation or expiration of term.

## 3. Reciprocal Representatives

Reciprocal representatives from BGSU constituent groups such as Administrative Staff Council (ASC), if each group has established representation from CSC, will be granted. A CSC representative shall be appointed to serve as liaison for a term of one year and will attend all scheduled meetings of the constituent group represented.

Constituent group representatives shall be granted rights and privileges as deemed appropriate by CSC.

## **Article IV: Election, Vacancy, Attendance**

### **1. Election**

Election to CSC will be by self-nomination. Via BGSU publications, the Election Committee will announce vacancies in February, nominations in March and election results in April.

#### **a. Nomination**

At election time, self-nominations will be accepted according to the apportionment described in Article III # 2. A classified employee wishing to be considered for a representative position on CSC will submit in writing or via email to the Chair of the Election Committee their name, division, office/department of employment, phone number, email address and years of service.

A representative whose term of office is ending may submit their name for nomination.

The division in which an open representative position occurs will vote on all nominations received. When self-nominations are not received for any open representative position, CSC will have the authority to appoint a representative from the affected division to serve until the next scheduled election. At election time, an appointed representative may submit his/her name to the Election Committee for the purpose of filling a representative position.

When a tie occurs in the election, the Election Committee will use a lottery method to determine the representative.

Any representative who moves from one division to another shall remain on CSC as the representative of the original division until the next scheduled election.

#### **b. Term of Office**

The term of office for all representatives will be three years, unless a representative is elected to complete a vacated term. If there are two vacancies in the same division with one of the vacancies being for a longer term, then the person receiving the most votes will serve the longest term.

Term of office on CSC will begin July 1.

### **2. Vacancy**

If an open representative position occurs during term of service, CSC has the authority to appoint a representative from the affected division to fill the vacated term until the next scheduled election. The appointed representative may submit his/her name at election time for the purpose of filling the representative position.

### **3. Attendance**

Representatives who are unable to attend a regularly scheduled meeting must notify the secretary(s) of CSC at least two days before the meeting, except in circumstances of excused illness, conflict with work schedule, vacation, personal time or furlough.

A representative's membership on CSC will be automatically terminated after three (3) unexcused absences during the year from regularly scheduled CSC meetings.

## Article V: Officers, Duties of Officers, Executive Team and Vacancies in Office

### 1. Officers

The CSC officers shall consist of a Chair, Chair-elect, Secretary(s) and Treasurer.

CSC officers shall be elected at the June meeting, by vote of the next fiscal year CSC representatives.

The Chair, Secretary(s) and Treasurer serve a one-year term. The Chair-elect will serve one year as Chair-elect and the next year as Chair.

Officers will take office on July 1<sup>st</sup>.

Officers will be members of the Executive Team.

### 2. Duties of Officers

**Chair** - The Chair shall perform duties normally associated with that office including, but not limited to, conducting meetings of the CSC, representing the CSC whenever necessary or appropriate and forwarding the recommendations of the CSC to the President's designee.

The Chair and Chair-elect shall meet monthly with Human Resources and the President's designee. Standing committee members (Art VII) may be asked to attend when appropriate.

In the absence of the Treasurer, the Chair shall be allowed to authorize dispersal of funds from the Foundation and Business Offices.

**Chair-elect** - The Chair-elect shall automatically advance to Chair following the completion of the Chair's term. Should expiration of the representative position of the Chair-elect occur before he/she has served as Chair, the term would be extended one year.

The Chair-elect shall assist the Chair as necessary and conduct meetings in the Chair's absence.

The Chair-elect shall be responsible for the Committee on Committees. A representative or chair of a committee (Art VII) shall report the committee activities to the Chair-elect to be on record and distributed as necessary.

The Chair and Chair-elect shall meet monthly with Human Resources and the President's designee. Standing committee members (Art VII) may be asked to attend when appropriate.

**Secretary(s)** - The Secretary(s) shall be responsible for the recording and distribution of minutes of all CSC meetings, roll call and mailings as deemed necessary.

**Treasurer** - The Treasurer shall be responsible for maintaining all financial records pertaining to CSC and its activities. In the absence of the treasurer, the Chair shall be allowed to authorize dispersal of funds from the Foundation and Business Offices.

### **3. Executive Team**

The Executive Team shall consist of the officers, the immediate past Chair of CSC, and one representative from each division who has served on CSC for a minimum of one year.

Representatives from each division shall be chosen at the July meeting.

Duties of the Executive Team shall be to provide continuity for CSC leadership, validate agenda items for upcoming CSC meetings, suggest guests for future meetings and give attention to issues that were discussed and referred to the Executive Team during CSC meetings.

The Executive Team shall meet the Wednesday before regularly scheduled CSC meetings.

*(Amended Aug 20, 2008)*

### **4. Vacancies in Office**

When a vacancy occurs in office, the CSC shall take self-nominations for that position from current representatives. If more than one candidate, the result shall be a simple majority vote of at least 75% of CSC representatives in attendance.

## **Article VI: Meetings and Procedures**

### **1. Meetings**

CSC shall meet once a month. The date and time is established each year and announced via BGSU publications. The Chair and/or Executive Team may call special meetings as deemed necessary.

Meetings shall be open for all regularly scheduled meeting dates. Guests may be invited to address a specific topic.

Members shall always respect the suggestions, ideas, comments and concerns of other members in the duration of all meetings. We are the people's choice, representing all classified employees as a professional team.

### **2. Procedures**

Agenda items shall be submitted to the Chair of CSC two weeks prior to the regularly scheduled meeting.

A majority (except amendments to the Bylaws, see Article VIII), shall carry out matters requiring a vote. Voting by CSC membership will be show of hands unless the chair deems voting by ballot.

Ad hoc committees may be appointed as necessary to facilitate the business of the CSC. Members may be appointed with CSC approval. The chairs of ad hoc committees are required to attend regular monthly meetings of CSC until completion of task. Ad hoc committee members shall report to the whole CSC prior to taking any official action.

Standing committee members shall be appointed at the beginning of each academic year or as necessary by vote of the CSC to serve a three-year term.

Minutes and agendas will be sent each month to all CSC representatives. Approved minutes are sent to classified staff via BGSU resources (listproc, email or other appropriate resource) and are available for review on the CSC website.

Action taken by the CSC will be in the form of recommendations to the President's designee.

## **Article VII: Committees**

### **1. Standing Committees**

All classified staff are eligible to serve on CSC Standing Committees. CSC representatives shall be appointed to at least one standing committee. Standing committee members shall be appointed at the beginning of each academic year or as necessary by vote of the CSC to serve a three-year term.

All committees will report their activities to the Chair-elect to be on record and distributed as necessary.

**Bylaws Committee:** Update and review, on a yearly basis, the CSC Bylaws and Classified Staff Handbook.

**Campus/Community Committee:** Develop and manage all fundraising ventures and special events for the benefit of the classified staff and CSC.

**Committee on Committees:** Maintain and update all CSC standing and ad hoc committee memberships.

**Election Committee:** Supervise regular and/or special elections conducted by CSC to insure fair and accurate results.

**Merit Appeals Committee:** Review appeals from classified staff for the merit portion of their yearly salary increase.

**Outstanding Service Award Committee:** Develop criteria and methods for the selection of a classified staff person to be named recipient of this award and publicize those guidelines sufficiently. This award is to recognize and commend a classified employee whose efforts benefit students, academic units, and the University community and who encourages and promotes excellence within the workplace.

**Parking Appeals Committee:** Review appealed parking citations in which they grant or deny an appeal.

**Personnel Welfare Committee:** Gather and compile a report of related information to make recommendations for enhancement of the current benefit package for staff at BGSU.

**Professional Development Committee:** Develop criteria and methods to provide financial support to eligible classified staff who wish to seek professional and individual growth and development.

**Salary Compensation Committee:** Work with the Office of Human Resources in conducting wage surveys and gathering additional information available through other sources to insure all classified staff receive a fair market wage.

**Scholarship Committee:** Develop criteria and methods for selection of person(s) to be named recipient(s) of the scholarship award and publicize guidelines. Scholarships are awarded to deserving classified staff members, their spouses or dependents, who have a minimum of a 2.5 grade point average. The scholarships are used to pay any education related expenses.

**Spirit of BG Award Committee:** Develop criteria and methods for the selection of a classified staff person to be named recipient of this award and publicize guidelines. This award is to recognize on a monthly basis, BGSU staff who are caught showing “the spirit of BG”. Criteria for this award include specific contributions that the employee demonstrates to his/her department and to the campus community.

**Team Award Committee:** Develop criteria and methods for the selection of a group of employees within a classified staff area to be named recipient of this award and publicize guidelines. This award is to recognize persons within a classified staff area who work together on a daily basis as a team and whose collective efforts benefit students, units, department divisions and the university community.

**Website Committee:** Gather and update the CSC website with pertinent information for classified staff.

## **2. University Standing Committees**

All classified staff are eligible to serve on University Standing Committees.

The University has numerous standing committees which provide assistance to specific departments or the University in general. Membership on committees varies. In some cases, CSC elects classified staff to committees. University Standing Committees include but are not limited to: Dining Services Advisory Board; Equal Opportunity Compliance; Health, Wellness and Insurance; Information Technology; Insurance Appeals; Public Arts Committee; University Naming; University Parking; University Planning – 2-year position; University Union Advisory.

## **3. Ad Hoc Committees**

Ad hoc committees may be appointed as necessary to facilitate the business of the CSC. Members may be appointed with CSC approval. The chairs of ad hoc committees are required to attend regular monthly meetings of CSC until completion of task. Ad hoc committee members shall report to the whole CSC prior to taking any official action. After two years, a CSC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Bylaws Committee.

## **Article VIII: Quorum**

A quorum for holding a CSC meeting and conducting business shall be 50% plus one of the CSC representatives.

## **Article IX: Parliamentary Authority**

The principles contained in the current edition of *Robert’s Rules of Order, New Revised* shall guide the CSC in applicable cases, except in circumstances where the rules of order conflict with CSC Bylaws.

## **Article X: Amendments**

Amendments to the Bylaws of the CSC will be made only at a regular or special meeting of the CSC and with concurrence by three-fourths of the CSC representatives in attendance.