



Appendices

Appendix A

Classified Staff Council Bylaws



CLASSIFIED STAFF COUNCIL (CSC) BYLAWS

Article I: Name

The name chosen for the representative council 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 (*Amended June 19, 2019*).

Article II: Purpose

The purpose of CSC shall be to provide for direct channels of communication between classified staff and University administrators (*Amended June 19, 2019*).

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 University administrators involving matters of concern related to their employment at BGSU (*Amended June 19, 2019*).
- 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. An at-large representative position will be elected to represent those divisions with no divisional representation. (*Amended Mar 15, 2010*) 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 1 representative for approximately every 30 employees in each division and one at-large representative. *(Amended August 19, 2020)* Each division with over 30 people shall have a minimum of one representative position. The at-large committee member will represent the divisions with under 30 people. This chart is for illustrative purposes only and represents the number of classified staff as of *August 19, 2020*.

Summary of Divisions for Apportionment	# of Employees	# Approximately 1 for 30
VP University Advancement	6	
Diversity and Belonging	4	
Enrollment Management	41	1
Finance & Administration	237	8
Intercollegiate Athletics	3	
Office of the President	2	
Office of the Provost	155	5
University Advancement	6	
Firelands - Full & Part-Time	24	1
At-Large		

3. Reciprocal Representatives

CSC has established reciprocal representatives with Administrative Staff Council (ASC). A CSC representative, most often a Chair/Co-Chair or Chair elect/Co-Chair elect, shall be appointed to serve as liaison to ASC for a term of one year and will attend all scheduled meetings of that constituent group. Constituent group representatives to CSC shall be granted rights and privileges as deemed appropriate by CSC, without voting rights. *(Amended June 19, 2019)*



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 March, nominations in April and election results in May or June. *(Amended Mar 15, 2010)*

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. If more nominations are received for a division than open representative positions, a vote by classified staff employees in that division will be held. When self-nominations are not received for any open representative position, CSC will have the authority to appoint a representative choosing first from the affected division to serve until the next scheduled election. Should a representative not be identified who is from the affected division, one may be chosen from outside the affected division with the understanding that this representative has responsibility to represent the affected division. Any appointed representatives will serve until the next scheduled election. *(Amended June 19, 2013)*

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 choosing first from the affected division to fill the vacated position until the next scheduled election. Should a representative not be identified who is from the affected division, one may be chosen from outside the affected division with the understanding that this representative has responsibility to represent the affected division. Any appointed representatives will serve until the next scheduled election. *(Amended June 19, 2013)*



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

(Amended June 19, 2019)

Classified Staff Council leadership may consist of a Chair/Co-Chairs, Chair-elect/Co-Chairs-elect, treasurer, and secretary.

Historical note: In January 2018, CSC voted to modify its leadership model by allowing two CSC representatives to serve as Co-Chairs elect. These individuals agreed to serve as Co-Chairs for fiscal year 2018-19. The reason for this change is due to the increased demands in job responsibilities as well as CSC leadership participation in expanded university activities.

Classified Staff Council leadership will determine the model to follow at the beginning of each fiscal year with the following monetary compensation for their time and effort.

Since 2008, CSC officers have received monetary compensation as follows:

- Chair - \$750;
- Chair-elect - \$500;
- Treasurer - \$250;
- Secretary - \$250.

With the development of Co-Chairs and Co-Chairs-elect, the compensation will be as follows:

- Co-Chairs - \$500 each
- Co-Chairs-elect - \$350 each
- Treasurer and Secretary will remain as noted above.

1. Officers

The CSC officers shall consist of a Chair or Co-Chairs (referred to from this point forward as Chair(s), Chair-elect or Co-Chair-elect (referred to as Chair(s)-elect from this point forward), Secretary and Treasurer. CSC officers shall be elected at the June meeting, by vote of the next fiscal year CSC representatives. The Chair(s), Secretary and Treasurer serve one-year terms. The Chair(s)-elect will serve one year as Chair(s)-elect and the next year as Chair(s). Officers will take office on July 1st. Officers will be members of the Executive Team.

2. Duties of Officers

Chair/Co-Chairs referred to as Chair(s) - The Chair(s) 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 university administrators.



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

The Chair(s) and/or Chair(s)-elect shall meet at least once a semester with the President's Office or its designees. (*Amended September 15th, 2020*)

In the absence of the Treasurer, the Chair(s) shall be allowed to authorize dispersal of funds from the CSC Foundation and CSC University business accounts.

The additional responsibility of the Chair(s) is to mentor newly elected CSC representatives by holding informational meetings as needed to assist in better understanding of the issues, concerns, and accomplishments of CSC, and to better prepare Co-Chair(s) to assume leadership as Chair(s). (*Amended June 19, 2019*)

Chair-elect/Co-Chairs-elect referred to as Chair(s)-elect - The Chair(s)-elect shall automatically advance to Chair(s) following the completion of the Chair(s)' term. Should the term of the Chair(s)-elect expire before they begin their responsibilities as Chair(s), their term on CSC will be extended two years to allow them to complete their leadership responsibilities for one year as Chair(s) and one year in the Past Chair(s) position. (*Amended June 19, 2019*)

The Chair(s)-elect shall assist the Chair(s) as necessary and conduct meetings in the Chair's or Co-Chairs' absences.

The Chair(s)-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(s)-elect to be on record and distributed as necessary.

Secretary - 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(s) shall be allowed to authorize dispersal of funds from the CSC Foundation and CSC University business accounts.

3. **Executive Team**

The Executive Team shall consist of the officers and the immediate past Chair(s) of CSC. 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 week prior to the regularly scheduled CSC meetings as designated by the Executive Team. (*Amended September 15, 2020*)

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(s) 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. As a classified staff representative it is a priority to speak, act, and represent 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. (*Amended June 19, 2019*)

Article VII: Committees

1. CSC 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.

- a. **Bylaws Committee:** Update and review, on a yearly basis, the CSC Bylaws and Classified Staff Handbook. Review of the Classified Staff Handbook may be held in conjunction with the Classified Staff Personnel Welfare Committee.

- b. **Campus/Community Committee:** Develop and manage all fundraising ventures and special events for the benefit of the classified staff and CSC.
- c. **Committee on Committees:** Chair(s)-elect maintain and update all CSC standing, University standing, and ad hoc committee memberships.
- d. **Election Committee:** Supervise regular and/or special elections conducted by CSC to insure fair and accurate results.
- e. **Merit Appeals Committee: (Currently Inactive)** Review appeals from classified staff for the merit portion of their yearly salary increase.
- f. **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, faculty, staff, and communities within and outside the University and who encourages and promotes excellence within the workplace.
- g. **Parking Appeals Committee: (Currently Inactive)** Review appealed parking citations in which they grant or deny an appeal.
- h. **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. To work independently or in collaboration with other groups on solutions, policies, and procedures that affect classified staff and/or other constituent groups within the University community.
- i. **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.
- j. **Salary Compensation Committee:** Gather information from available resources and develop a proposal to insure all classified staff receive a fair market wage as well as other considerations that may affect other compensation issues.
- k. **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.
- l. **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.



- m. **Team Award Committee:** Develop criteria and methods for the selection of a group/groups 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.
- n. **Website Committee:** Gather, update, and keep current 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: Chief Information Officer (CIO) Advisory Board, Equal Opportunity Compliance; Information Technology Committee, President's Advisory Committee on Health, Wellness and Insurance; Professional Affairs Committee, Public Safety Advisory Committee, Service Awards Committee, and University Council. (See committee listing on CSC web page for classified staff committee member participants/restrictions).

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.

Revisions: March 15, 2010, June 19, 2013, June 19, 2019, and September 15, 2020.