

OHIO STAFF COUNCIL OF HIGHER EDUCATION

ARTICLE I: NAME

§ 1. Council Name

- a. The name of the Council shall be the Ohio Staff Council of Higher Education (OSCHE).

ARTICLE II: MISSION STATEMENT

§ 1. Mission

- a. To serve as a collaborative body that fosters positive staff relations between institutions of higher education and State and local administrations.

§ 2. Vision

- a. To partner with all state-assisted institutions of higher education in Ohio in an effort to promote and gather information and to inform our constituents of ideas and concerns regarding all staff councils.

ARTICLE III: MEMBERSHIP

§ 1. Membership

- a. Members shall be non-union employees from state assisted two or four year institutions of higher education.
- b. Each member institution shall have two voting representatives.
- c. Each member institution may have up to three alternate voting representatives.
- d. Both voting and alternate representatives shall be appointed to the Council in accordance with the member institution's bylaws.

§ 2. Funding

- a. Membership funds will be collected annually.

ARTICLE IV: OFFICERS

§ 1. Officers

- a. The Officers of the Council shall be a Chair, Vice-Chair, Secretary, Treasurer, and Parliamentarian.
- b. Officers must be a voting representative.
- c. The Executive Committee shall be comprised of the Officers of the Council.

§ 2. Officers' Terms

- a. All terms will begin July 1 of each year.
- b. All terms will last two years.
- c. The Chair, Secretary, and Parliamentarian shall be elected in odd-numbered years.
- d. The Vice-Chair and Treasurer shall be elected in even-numbered years.

§ 3. Elections

- a. Elections of officers will take place during the Summer Conference.

§ 4. Re-Election

- a. Officers may be re-elected to the same office.

§ 5. Resignation

- a. Upon the resignation of the Chair, the Vice-Chair will assume the Chair's duties for the balance of the term.
- b. Upon the resignation and/or vacancy of the Vice-Chair, Recorder, Treasurer, or Parliamentarian, the Chair will temporarily delegate this office to a Council member, and take nominations from the floor in preparation for an election to be held during the next regular meeting. The normal election procedure outlined in Article IV § 3 above will be followed.

§ 6. Officers' Duties

- a. Chair
 - i. The Chair shall preside at all meetings of the Ohio Staff Council of Higher Education and Executive Committee, in accordance with the principles of Roberts Rules of Order, Newly Revised unless otherwise indicated.
 - ii. The Chair will be the spokesperson for the Council in any official matters.
 - iii. The Chair will provide leadership to the Executive and full Committee.

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- iv. The Chair, in conjunction with the Treasurer is responsible for the creation of the Committee budget.
- b. Vice Chair
 - i. The Vice-Chair will act in place of the Chair when the Chair is absent.
 - ii. The Vice-Chair, in conjunction with the Chair, will oversee OSCHE schedule.
 - iii. The Vice-Chair will be responsible for any other tasks or duties as assigned.
- c. Secretary
 - i. The Secretary will record all official records of all quarterly, executive and summer conference meetings.
 - ii. The Secretary will send memos and reminders to all about upcoming meetings as well as send out agendas, minutes and corrections to all members when necessary.
 - iii. The Secretary will keep and up-to-date roster of all officers and members of OSCHE.
 - iv. The Secretary will assist the Chair & Vice Chair in any way necessary through secretarial duties to ensure the continuance of OSCHE.
- d. Treasurer
 - i. The Treasurer will be responsible for preparing the annual budget with the assistance of the Chair.
 - ii. The Treasurer will be responsible for submitting the annual budget to the Executive Board for review and the membership for approval.
 - iii. The Treasurer will be responsible for monitoring the status of the budget.
 - iv. The Treasurer will be responsible for providing a budget report at each meeting of the entire membership. The budget report shall be reviewed and approved by the Executive Committee.
 - v. The Treasurer will be responsible for submitting requests for expenditures to the Executive Committee for approval.
 - vi. The Treasurer will be responsible for any other fiduciary tasks or duties as assigned by the Chair.
- e. Parliamentarian
 - i. The Parliamentarian will be responsible for assuring all meetings are conducted according to Article VI.

ARTICLE V: MEETINGS

§ 1. Frequency

- a. There will be at least three meetings per academic year.
- b. One meeting will be during the Summer and held as a two-day conference.

§ 2. Quorum

- a. A quorum shall consist of the Chair or Vice Chair and a simple majority of the voting representatives.

ARTICLE VI: PARLIAMENTARY AUTHORITY

§ 1. Parliamentary Authority

- a. The principles contained in the current edition of Robert's Rules of Order, New Revised shall guide the Committee in all cases to which they are applicable, except in those cases where they would conflict with the Bylaws of the Council.

ARTICLE VII: AMENDMENT OF BYLAWS

§ 1. Bylaw Amendments

- a. These Bylaws may be amended at any regular meeting of the Council by a two-thirds majority vote of those present. Suggested amendments must be distributed to the full Council no later than three working days prior to the meeting where they will be voted on.
- b. Changes are effective immediately upon passage by Council.