

## **Staff Council Constitution & By Laws**

As a representative body of all staff members at Western Kentucky University, the Staff Council pledges to determine responsibility and to administer faithfully the policies and objectives which best fulfill the needs, concerns and interests of the staff at Western Kentucky University. Furthermore, we shall strive to enhance the productivity and employment experience of every Western Kentucky University staff member and to exert to the utmost our efforts to help the University achieve its educational goals.

### **Constitution**

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Article II: Purpose  
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### **By Laws**

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## **Article I - Name**

**This organization shall be known as the Western Kentucky University Staff Council (formerly Staff Advisory Council).**

**The Staff Council is a representative body of all staff members at WKU and includes employment from EEO Categories 1, 3,4,5,6, & 7 (excluding all members of the University's Administrative Council).**

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## **Article II: Purpose**

The purpose of the Staff Council is to solicit and express the opinions, suggestions, and recommendations of the staff on all matters of concern to the various staff constituencies and to the staff as a whole. The Staff Council shall identify issues and/or policies that need to be addressed and collectively seek resolution; for issues that need resolution from a higher level, the Staff Council will make recommendations concerning these matters to the appropriate individual(s). Likewise, the Staff Council shall seek representation in all aspects of WKU governance. A Council member shall be present at every University Senate meeting as a non-voting member.

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## **Article III: Voting Eligibility**

**All staff members, as defined by the Department of Human Resources, shall be eligible to vote in all Staff Council elections for a representative.**

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## **Article IV: Membership & Eligibility**

### **Section I**

The Staff Council shall consist of representatives elected from their respective constituencies by eligible staff members. The constituencies, the date of, and the manner of the elections shall all be determined in the Bylaws of the Staff Council.

## **Section II**

The number of representatives shall be prescribed as determined in the Bylaws of the Staff Council.

## **Section III**

All full-time staff members with a minimum of two years of continuous full-time University employment and at least one year of continuous full-time University employment in their respective category shall be considered eligible to seek election to the Staff Council. All part-time staff members with a minimum of one year of continuous part-time University employment shall be considered eligible to seek election to the Staff Council. (EEO category 2 is excluded from eligibility for Staff Council membership)

## **Section IV**

Representatives shall be elected for a two-year term and shall retain his/her Council seat until an election has been conducted to select a successor and the successor has been seated. A representative has the ability to serve two consecutive two-year terms and must wait one year before seeking election to the Staff Council.

## **Section V**

Each representative shall have one vote only.

## **Section VI**

Staff Regent Representative is an ex-officio member of the Staff Council with no voting privileges with exception of the occurrence of multiple vacancies (refer to Bylaws, Article I, Section V, Item D).

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# **Article V - Officers**

## **Section I: Duly Elected Officers**

The Staff Council shall elect three officers from its own membership: Chair, Secretary and Treasurer.

## **Section II: Eligibility**

All members duly elected to the Staff Council shall be eligible for election to the offices described in Section I of this Article, and only duly elected members of the Staff Council may nominate or cast ballots in the election of any officer.

## **Section III: Duties**

The officers described in Section I of this Article shall perform the duties determined in the Bylaws of the Staff Council and such other duties as are approved by the Staff Council.

## **Section IV: Term of Office**

Officers of the Staff Council shall be elected to serve in the manner determined in the Bylaws of the Staff Council. Officers shall remain in the office until an election to select their successors has been conducted and the successors have been seated. (If an Officer's term on the Staff Council has expired, he/she shall participate in the first regular Staff Council meeting following the election process and shall then transfer duties associated with the office upon the conclusion of the June meeting)

## **Section V: Limitation**

No representatives shall hold more than one office at any time. No officer may be elected to more than two successive terms in the same office.

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## **Article VI - Meetings**

The Staff Council shall meet at least once a month at a convenient time and day as determined in the Bylaws of the Staff Council.

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## **Article VII - Standing Committees**

Standing committees of the Staff Council shall be established as determined in the Bylaws of the Staff Council.

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## **Article VIII - Quorum**

A quorum for conducting all business of the meetings of the Staff Council within the scope of this Constitution shall be two-thirds of the current elected membership.

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## **Article IX - Amendments**

### **Section I**

Any proposal to amend this Constitution shall be submitted by a petition signed by five representatives of the Staff Council. Amendment proposals must be submitted to the Secretary of the Staff Council for placement on the agenda of the next regular meeting of the Staff Council one week prior to said meeting of the Staff Council.

### **Section II**

A proposal to amend the Constitution shall be voted on at a regular meeting of the Staff Council at which a quorum is present. Amendments to the Constitution shall be adopted upon an affirmative vote of two-thirds of the total Staff Council members voting.

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## **Article X - Ratification**

This Constitution shall be submitted for ratification by the Staff Council after the proposed Constitution has been received and affirmed, majority vote from those Staff Council representatives present in voting at a Staff Council meeting. This Constitution shall go into effect when an affirmative vote of two-thirds of the total Staff Council members voting.

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### **By Laws**

Article I: Representation

Article II: Officers

Article III: Meetings

Article IV: Voting

Article V: Ad Hoc Committees

Article VI: University Wide Committees

Article VII: Amendments to By Laws

# **Article I - Representatives**

## **Section I - Responsibility**

A) Staff Council representatives are bound to keep themselves informed and to represent the majority interests of their constituency.

B) The Staff Council shall vote on all WKU related activities and decisions that are proposed by Council members. Council members may differ in their personal opinion but once decisions have been made, members are expected to represent the Council as a united front, and support the decisions of Staff Council.

C) To maintain confidentiality of discussions during closed Staff Council meetings or requested to do so by a fellow Staff Council Member.

D) To make judgments always on the basis of what is best for the University as a whole and for the advancement of higher education rather than to serve individual interests.

E) To refrain from those actions and involvements that might prove embarrassing or inappropriate to the University and/or Staff Council.

F) Non-compliance with these responsibilities by a Council member may result in disciplinary action by the Staff Council up to and including recall from WKU Staff Council membership.

## **Section II - Representation**

A) All staff members with a minimum of two years of continuous full-time or part-time University employment and at least one year of continuous full-time or part-time University employment in their respective category shall be considered eligible to seek election to the Staff Council. (EEO category 2 is excluded from eligibility for Staff Council membership)

B) Employees may nominate themselves or eligible individuals employed for their respective EEO group/category. Employees may only be nominated for one category (either their specific EEO group or at-large category). Nomination forms shall be made available by the Staff Council prior to an election. Nomination forms must be signed and dated by both the nominator and the nominee (a nominee does not have to be nominated). All persons who are nominated and meet the criteria shall be placed on the ballot.

C) Staff Council representatives shall be elected from each of the following EEO Categories as indicated:

Title of Category	EEO Category	# of Representatives
Part-Time	1,3,4,5,6, and 7	1
Professional Non-Faculty	1 & 3	4
Secretary/Support Personnel	4	4
Technical/Skilled/Service/Maintenance	5,6, and 7	4
At-Large	1,3,4,5,6, and 7	2
Total Membership		15

### ***EEO Category Definitions***

**EEO 1 & EEO 3 (Professional Non-Faculty):** Persons employed for a primary purpose of performing academic support, student service, and institutional support activities and whose assignments would require either college education or experience of such kind and amount as to provide a comparable background (*i.e. accountants, assistant coaches, counselors, programmers, etc.*). \*Four representatives will serve from this category. Excluded are librarians and others with faculty rank.

**EEO 4 (Secretarial/Support):** Persons whose assignments typically are associated with clerical/administrative support activities (*i.e. secretaries, associates, coordinators, etc.*).

**EEO 5 (Technical/Paraprofessional):** Persons whose assignments require specialized skills which may be acquired through academic work such as offered in many two-year technical institutes, junior colleges or through equivalent on-the-job training and experience (*i.e. lab technicians, nurses, etc.*).

**EEO 6 (Skilled Crafts):** Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work. This would be acquired through on-the-job training and experience, through apprenticeships or other formal training programs (*i.e. carpenters, electricians, painters, etc.*).

**EEO 7 (Service/Maintenance):** Persons whose assignments contribute to the comfort and convenience of faculty, staff and students or contribute to the

upkeep and care of buildings, facilities or grounds (*i.e. building service attendants, groundskeepers, etc.*).

### ***At-Large Category Definition***

**At-Large Category:** Includes all EEO Categories, meaning any employee may be nominated if they meet all other criteria and fall under EEO Category 1, 3, 4, 5, 6, and 7.

### **Section III - Election Process**

- A) Staff Council elections shall be the responsibility of the Staff Council and/or Human Resources.
- B) Staff Council elections should be conducted each year before June retreat.
- C) Staff-wide electronic emails of information regarding nomination deadlines and election dates should be circulated within one week of the deadline for nominations.
- D) Nominations will be accepted until deadline date set by Staff Council. Nominations must be in by 4:30pm the final day.
- E) The Department of Human Resources will be responsible for receiving all nominations per the following guidelines:
  - a. Nominations must be submitted in writing
  - b. The nomination must include the nominee's full name and constituency
  - c. A current list of all nominees and their constituency of nomination will be available in the Dept of Human Resources
  - d. The Staff Council will be responsible for resolving any election disputes.
  - e. The results will be reported to the Chair of the Staff Council and the Director of Human Resources.
  - f. Each nominee will be sent an electronic copy of the guidelines for Staff Council election.
  - g. At the close of nominations, a listing of all nominees and their constituency along with voting information should be sent electronically to each staff member at least one week prior to election date, unless no nominees are listed for a category in which time will be permitted for Section III (F).
  - h. Elections should be conducted at least one week after close of nominations except when Section III (F) applies.

- i. Voting will be done via TopNet.
- j. All eligible voters are permitted to vote for a representative in each category. In the event of multiple openings voters can vote for more.
- k. The top candidate(s) for each category shall be the one receiving the most votes and therefore be selected as the representative(s). In the event of a tie, a run-off election shall supervene.

(F) In the event no qualified individuals are nominated for election to a vacancy in the categories listed below, the following provisions shall apply:

a. Part-time; Professional Non-Faculty; Secretary/Support Personnel; Technical/Skilled/Service/Maintenance Categories:

- Human Resources will notify the Chair of the Staff Council if any of the positions in the categories noted above for which there were no qualified nominees. (notification will come as email from Human Resources within 24 hours after nomination deadline)
- The Chair of Staff Council will, in turn, immediately notify the staff of this information.
- Staff will be permitted an additional five (5) regular business days from the date the Chair issues the notification above to submit nominations only for those positions for which no nominations were received.
- The nominees, if any, will be included in the regular election.
- If no nominees are received before the end of the extended deadline, then the position(s) will remain unfilled and the Staff Regent will become a voting member until the next regular election.

b. At-Large Category:

- Follow same set above except if no nominees are received before the end of the extended deadline, then the position(s) will be filled by special election as defined below.
- Special election shall be conducted no later than two calendar weeks following the regular election.
- The candidates for this special election shall be those individuals nominated but not elected in the first election that fall in the EEO Category of 1, 3, 4, 5, 6, and 7.
- Prior to the special election, the candidates who were nominated but not elected in the categories noted above

- will confirm to the Chair their willingness to serve if elected to an at-large position.
- New nominations shall not be accepted for at-large positions in the special election.

#### **Section IV: Term of Office**

Each Staff Council representative should serve a two-year term with the ability to serve a consecutive two year term. After serving two consecutive terms, an individual shall rotate off the Council for one term. Terms of office begin on July of each year following the June retreat. An exception to the term of office is only when Staff Council see the need to level the incoming member and standing members in a category.

#### **Section V: Vacancies**

A) Vacancies occur when an elected Staff Council representative terminates employment at Western Kentucky University.

B) Vacancies occur when an elected Staff Council representative submits a written resignation to the Staff Council.

C) An automatic vacancy occurs when an elected Staff Council representative fails to attend three consecutively scheduled regular meetings. Extenuating circumstances may qualify for an exception. A written warning will be issued to the Council member by the Chair after two consecutive absences. Written notification of dismissal will be submitted to the Council member by the Staff Council Chair after three consecutive absences.

D) Replacements when a vacancy occurs shall be filled by the runner up in the respective category of the most recent election. If not applicable, the seat shall be filled by the runner up from the at-large category in the most recent election. If not applicable, the Staff Regent will fill the position through the remainder of the year as a voting member. Staff Council also reserves the right to conduct another election if deemed necessary and reserves the right to pick the most appropriate measure in which to fill that vacancy (ies).

E) Staff council members who no longer represent the original area to which they were elected, due to change in employment area or employment category, will continue to serve term.

#### **Section VI - Duties**

A) Staff Council representatives are expected to attend all meetings.

**B) Staff Council representatives are expected to be familiar with the minutes of the previous meeting.**

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## **Article II - Officers**

### **Section I - Officers**

The Staff Council shall annually elect a Chair, Secretary, and Treasurer.

### **Section II - Eligibility for Office & Voting**

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

### **Section III - Election of Officers**

- A) Elections for the offices stated in Section I of this Article shall be conducted at the June Retreat of the Staff Council.
- B) A quorum for electing officers shall be two-thirds of the current elected membership, can be done by secret ballot.
- C) To be elected to an office of the Staff Council, the member must receive two-thirds of the votes of those present.
- D) An election to fill a vacancy in the office of Chair, Secretary, or Treasurer shall be conducted at the next regular meeting after such vacancy occurs.

### **Section IV - Duties of the Chair**

The duties and functions of the Chair of the Staff Council shall be:

- A) To preside over all meetings of the Staff Council
- B) To determine, in consultation with the Secretary, the agenda items in accordance with items submitted prior to meeting.
- C) To issue calls for both regular and special meetings of the Staff Council through the Secretary and Treasurer and in accordance with Section III & V of Article III of these By Laws.
- D) To represent the Staff Council in the University community and in the community at large.
- E) To enforce the Constitution and By Laws of the Staff Council

F) To exercise other duties and functions of a presiding officer as may be additionally specified by the Staff Council.

G) Once term has expired, chair shall conduct first regularly scheduled meeting until new chair is elected and seated.

### **Section V - Duties of the Secretary**

The duties of the Secretary of the Staff Council shall be:

A) To keep accurate minutes of regular and special meetings of the Staff Council.

B) To distribute electronically a draft of minutes of regular meetings to the membership of the Staff Council preferably five working days after conclusion of meeting for review.

C) To distribute electronic copies of the final minutes after approval by Staff Council to all staff.

D) To distribute copies of the minutes of special meetings to the membership of the Staff Council no later than three weeks following the special meeting of the Staff Council.

E) To keep a roll of the membership of the Staff Council and an accurate record of each representative in attendance at meetings of the Staff Council.

F) To assist the Chair in determining the agenda for meetings of the Staff Council as set forth in Section IV of Article III of these Bylaws.

G) To issue notices for all meetings of the Staff Council as set forth in Section III of Article III of these Bylaws.

H) To perform other duties as may be deemed necessary by the Chair.

### **Section VI - Duties of the Treasurer**

The duties for the Treasurer of the Staff Council shall be:

A) To preside at meetings of the Staff Council in the absence of the Chair.

B) To recommend to the Staff Council, when necessary, a budget itemizing funds needed to sustain the operation of the Staff Council.

C) To maintain financial reports and to provide information as requested to the Staff Council.

**D) To perform other duties as may be deemed necessary by the Chair.**

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## **Article III - Meetings**

### **Section I - Time**

The Staff Council shall hold regular meetings as determined by the Staff Council.

### **Section II - Place**

The Staff Council shall hold its regular meetings in a location determined by the Staff Council.

### **Section III - Notice of Meetings**

Electronic mail messages stating the place date, and hour of each meeting shall be delivered to members of the Staff Council prior to the meeting.

### **Section IV - Agenda**

A) The Staff Council shall determine the agenda for each meeting.

B) Staff Council members must submit agenda items to the Secretary no less than twenty-four hours before a regular meeting.

C) If additional agenda items are received less than twenty-four hours before a regular meeting, these items shall be added as other business and discussed if time permits. If time does not permit, these agenda items shall be added to the agenda of the next regular scheduled meeting.

### **Section V - Special Meetings**

A special meeting of the Staff Council may be called at the discretion of the Chair. Regular meeting rules are applicable during a special meeting.

### **Section VI - Open Meetings**

Meetings of the Staff Council shall be open to non-members. If granted approval by the Staff Council prior to the meeting and added to the agenda, visitors will be allowed to present items for input from the Staff Council. Closed sessions, in accordance with the Kentucky Open Meetings Law (KRS 61.810), may occur when matters requiring confidentiality are discussed.

### **Section VII - Retreat Meetings**

An annual all day Staff Council Retreat will be held. This retreat will replace the regularly scheduled meeting for June. The newly elected Council members will attend the June retreat meeting with the out-going and returning members. Official terms (with voting privileges) begin July 1; however, newly elected Council members will participate in the nomination and election of Council officers. Outgoing members will not participate in the nomination and election of Council officers.

### **Section VIII - Open Forum**

An open forum may be held at the discretion of the Staff Council during the Fall semester and the Spring semester to solicit ideas or concerns for all staff members at Western Kentucky University.

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## **Article IV - Voting**

### **Section I - Voting**

The total votes required for all Staff Council business is two-thirds of the duly elected members present.

### **Section II - Roll Call Votes**

A roll call vote may be called at the discretion of the Chair and shall be called upon request of a representative. A roll call vote shall be called automatically in case of a contested vote.

### **Section III - Quorum**

Article VIII of the Constitution provides that a quorum shall be two-thirds of the current elected membership.

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## **Article V - Ad Hoc Committees**

### **Section I - Authority**

The Chair of the Staff Council may appoint such ad-hoc committees as deemed necessary for accomplishment of certain specific projects and for

special purposes. Composition of ad-hoc committees shall be recommended by the Staff Council.

### **Section II - Limitation**

An ad-hoc committee that has responded and completed its assigned task or project is automatically disbanded.

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## **Article VI - University Wide Committees**

### **Section I - Appointment**

The Staff Council may appoint staff representatives to University-wide committees as necessary. A staff representative can be any eligible staff member or staff council member.

### **Section II - 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 Council. If no term is specified by the committee, a two year term will be in effect with no limit to consecutive terms. If the representative elects to continue after the two year term, Staff Council has the right to appoint them as representative for another term. If the representative is a Staff Council member and Staff Council deems it necessary for the representative to be a member then the representative shall serve concurrent with his/her term of office.

### **Section III - Reports**

Appointees to University-wide committees shall report to the Staff Council the proceedings of meetings at the meeting of the Staff Council following said University-wide committee meetings.

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## **Article VII - Amendments to the By Laws**

### **Section I - Petition**

Any proposal to amend these By Laws shall be submitted by a written petition signed by five representatives of Staff Council at any regular Staff Council meeting.

### **Section II - Process**

These By Laws may be amended by a majority voted of those members present and voting at a meeting of the Staff Council at which a quorum is present, provided that at a previous meeting the proposal to amend has been presented and discussed.

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