



IUPUI STAFF COUNCIL

Bylaws

Article I. Purpose

As members of the IUPUI Staff Council, our mission is to:

Section A.

Act as a voice of the staff in collaborating with the entire campus community by fostering accountability and best practices in supporting and carrying out the vision, mission, and goals of the university.

Section B.

Increase the sense of identity, recognition, and value experience of each staff member in his/her relationship to the university and to identify concerns and to seek their solutions.

Amended October 16, 2019

Article II. Definition of Staff

For the purpose of the Staff Council organization, the term staff shall mean all appointed, non-faculty and non-union employees of IUPUI.

Amended December 15, 2010, April 20, 2011

Article III. Membership and Election of Unit Representatives

The Staff Council shall establish the voting units for the following year to represent the many facets of the university's operations and the wide range of staff classifications. The number of representatives will be determined annually to represent the total staff.

Section A. Staff Council Year

The Staff Council year shall be from July 1 through June 30 of each year.

Section B. Eligibility for Voting

All appointed staff, as defined in Article II, on active duty on this campus on the date designated as opening date for nomination of candidates and who shall not have terminated employment prior to the date of elections may vote for unit representatives.

Amended April 20, 2011

Section C. Unit Representatives

The Staff Council Office shall provide a list in January of all eligible staff indicating unit affiliation. From this list, the Membership Committee of the Staff Council [see Article V, Section A.2] shall determine the number of representatives to the Council for each unit.

At the March meeting, the Executive Committee will establish the voting units for the following year to represent the many facets of the university's operations and the wide range of staff classifications and shall approve the number of representatives to the Council for each unit.

The classification representation on the Staff Council will be reviewed by the Executive Committee after each election.

Amended February 18, 2009

Section D. Election and Term of Unit Representatives

Election of representatives shall be held annually before the first Monday of May and names of those elected shall be sent to the Membership Committee of the Staff Council immediately thereafter. Term of office is defined as a maximum of two years or a minimum of one year and one day. Representatives may serve no more than three consecutive terms.

Amended February 18, 2009

1. Election Process

The Membership Committee shall send out a request for nomination e-mail no later than the second Friday of March through the Council Office. The deadline for nominations should be no earlier than two (2) weeks after the nomination e-mail has been sent. At the nominations deadline a verification of willingness to serve will be sent out by the Membership Committee through the Council office to all nominees. This verification will contain information about their duties as a Staff Council member and will also inform them that those nominees not elected will be placed on an alternate list for membership on the Council should a vacancy in their unit occur in the order of votes received, and will request a written acknowledgement of the nomination.

The election e-mail, which will include a hyperlink to the ballot, shall be sent out to eligible staff no later than the second Friday in April with a voting period of two (2) weeks. The ballots shall identify each nominee by name and department. Each eligible staff member may vote for as many unit representatives as there are positions to be filled within their unit. No candidate may receive more than one vote per ballot.

Amended April 20, 2011

2. Election Results

At the May meeting of the Staff Council, the members shall certify the election results. Those elected shall be notified by the Corresponding Secretary of the Staff Council.

3. Attendance

- i. A member who has four unexcused absences, without delegate representation by an Alternate, from regular scheduled meetings in any twelve-month period shall be removed from the Council.
- ii. Members may be excused by any member of the Executive Committee, but notices of absence must be sent to the Corresponding Secretary by the member. The Corresponding Secretary will inform the 2nd VP (Chair of Membership) of concerns by the 3rd unexcused absence.

- iii. At the time of written notification of removal by the Membership Committee, the member shall be provided with the opportunity to appeal this removal in writing to the Executive Committee.
- iv. The Executive Committee shall have the power of reinstatement.
- v. Alternates - A member of the Staff Council who must be absent from any meeting of the Council may be represented at that meeting by an alternate. This alternate shall be permitted voice and vote and the vote shall be the expression of the Council member whom the alternate represents. The alternate, who is not currently a member of the Staff Council, must be a voting member of the Staff (see Article III, Section B). The alternate may have only one vote and may not represent more than one member of the Council. The alternate shall sign the attendance sheet at each meeting attended with his/her name beside that of the Council member represented.

Amended October 16, 2019

4. Responsibilities of Unit Representatives

Unit representatives have the responsibility: to attend monthly IUPUI Staff Council meetings or to send an alternate. [see Article III, Section D.3v]; to actively participate on an IUPUI Staff Council committee [see Article V] including attending regularly scheduled committee meetings; to relay information to fellow staff members that is communicated at IUPUI Staff Council meetings; and to convey fellow staff members concerns and comments to IUPUI Staff Council.

Section E. Appointed Member(s)

A representative(s), not to exceed two (2), from the Senior Academy shall be selected within the Academy and recommended to the Staff Council for appointment to the Council with all rights and privileges of voting members except to hold office, chair a standing committee, or sit on the Executive Committee.

Section F. Ex-Officio Members

The following shall serve as ex-officio members of the Staff Council:

1. Chancellor, IUPUI (or one academic and one administrative designee).
2. Officers from the preceding Staff Council who were not re-elected as representatives shall maintain all rights and privileges of voting members.

Section G. Non-Voting Members of Staff Council, but with all other Rights and Privileges of Voting Members

1. Honorary Members

Honorary members may be elected from those who have, in the opinion of the Staff Council, made an extraordinary contribution to the Council over an extended period of time. Honorary members will be nominated by the

Membership Committee and shall be elected by secret ballot in an executive session of the Staff Council during any meeting of the Council. Honorary members shall be elected by two-thirds of the voting members present.

2. Emeritus Members

Honorary Staff Council members will automatically be nominated for Emeritus Member status upon retiring from the university. Election will follow the same procedure as that for Honorary Member status.

Section H. Vacancies

1. Creation of Vacancies

- a) An elected member who terminates employment at this campus shall automatically lose membership in the Council.
- b) A member who has four unexcused absences, without delegate representation by an alternate, from regularly scheduled meetings in any twelve-month period shall be removed from the Council.
Amended October 16, 2019
- c) Members may be excused by any member of the Executive Council, but notices of absence must be sent to the Corresponding Secretary by the member. The Corresponding Secretary will inform the 2nd Vice-President (Chair of Membership) of concerns by the 3rd unexcused absence.
Amended October 16, 2019

2. Filling of Vacancies

- a) Vacancies from resignations or dismissals: The Membership Committee shall be responsible for contacting the unit in which there is a vacancy, and shall provide suggested guidelines for the selection of the unit's representative to fill the unexpired term of office on the Staff Council.
- b) Unfilled vacancies from elections: If a vacancy is not filled by election in a unit, then a representative from that unit shall contact the Staff Council Coordinator. The Membership Committee shall be responsible for contacting the unit in which there is a vacancy, and shall provide suggested guidelines for the selection of the unit's representative to fill the vacancy of office on the Staff Council.

Article IV. Council Officers

Section A. Elections and Terms of Council Officers

A Second Vice President, Corresponding Secretary, and three At-Large Members of the Executive Committee shall be elected by a majority of the voting representatives present at the June meeting of each odd numbered year from a slate of candidates prepared by the Nominating Committee. This vote shall be taken by secret ballot.

Amended December 18, 2013.

A First Vice President and three At-Large Members of the Executive Committee shall be elected by a majority of the voting representatives present at the June meeting of each even numbered year from a slate of candidates prepared by the Nominating Committee. This vote shall be taken by secret ballot.

Amended December 18, 2013.

A President shall be elected by a majority of the voting representatives present at the June meeting of every third year from a slate of candidates prepared by the Nominating Committee. This vote shall be taken by secret ballot. A President-Elect shall be elected by a majority of the voting representatives present at the June meeting of the second year of the President's term. This vote shall be taken by secret ballot.

1. President

- a) The President shall preside over meetings of the Staff Council and the Executive Committee [see Article V, Section A.1]; shall be an ex-officio member of all committees [see Article V]; shall be responsible for the agenda and minutes of the proceedings and actions of the council and Executive Committee and for their distribution; shall be responsible for disposition of all recommendations of the Council; shall appoint operational committees as needed; and shall appoint a Parliamentarian. The president shall select members of the Nominating Committee, subject to the approval of the Executive Committee.
- b) The President shall represent the staff through the Staff Council and shall not be responsible for his/her unit only. If the person elected as President has been elected to serve as a unit representative on the upcoming Council, an additional Council member shall be elected from the President's unit to fulfill the duties of unit representative [see Article III, Section H.2].

2. President-Elect

The President-Elect shall, in the absence or disability of the President, perform the duties of the President [see Article IV, Section A.1], and shall perform such other duties as may be delegated to this office by the President.

In the event the President cannot complete the term of office, the President-Elect shall fill the unexpired term and then assume the office of president for the full term.

3. First Vice-President

The First Vice President shall preside over all meetings of the Council at

which the President and President-Elect are not present, shall act on behalf of the President upon request, shall be responsible for overseeing all standing committees [see Article V, Section A] and shall serve as an ex-officio member of such committees.

4. Second Vice-President

The Second Vice President shall preside over Council meetings in the absence of the President, President-Elect, and First Vice President, shall act on behalf of the President upon request, shall be responsible for monitoring the Staff Council Development Plan, shall oversee all operational committees and special programs, and shall serve as an ex-officio member of such committees and programs.

5. Corresponding Secretary

The Corresponding Secretary shall be responsible for the discharge of all Council correspondence; for the maintenance of accurate attendance records for Council and Executive Committee meetings; and for advising the Membership Committee of those members who have four absences from the regularly scheduled meetings per Article III, Section H.1.b.

6. Parliamentarian

The Parliamentarian shall be appointed by, and serve at the pleasure of, the President. The Parliamentarian shall serve as advisor on parliamentary procedure to the Presiding Officer; serve as a resource to committees at their request; and serve as an ex-officio member of the Bylaws Committee.

7. Eligibility for Office

Any member of the staff, as defined in Article II, who is eligible for Council membership, is eligible for office except that nominees for President must have completed one term as a member of the Staff Council and nominees for President-Elect and First Vice President must have completed one year as a member of the Staff Council.

8. Term of Office

The term of office shall be two years beginning with the first meeting following the election. No person shall serve more than two consecutive terms in the same office or as an elected member of the Executive Committee.

The President's term of office shall be three years beginning with the start of the Staff Council year as established in these bylaws (see Article III, Section A). This office shall be for one term only, with the President-Elect succeeding to the office the next year. A Past President could hold the office of President again by running for President-Elect in the second year of the current President's term.

9. Vacancies

A vacancy is created when the officer is no longer a member of the Council, requests to be relieved of duties, or is removed by a two-thirds vote of the Council. All vacancies shall be filled by election at the next meeting of the Council. The Executive Committee shall appoint an acting officer until such an election can take place.

Article V. IUPUI Staff Council Committees

Section A: Standing Committees

Members of the standing committees shall be appointed by the Executive Committee. Upon vacancy, the standing committee must revisit the Executive Committee for replacement of the vacancy.

The chairperson(s) of each standing committee shall be selected by the Executive Committee from members of the Staff Council no later than the September meeting. Standing Committee Chairpersons shall be invited to attend Executive Committee meetings. Each Standing Committee Chairperson(s) shall provide a year-end report that summarizes the work of the committee from the last Council year to the Executive Committee by the end of the current Council year.

Amended April 21, 2021

Standing Committees shall be:

- 1. Executive Committee:** The Council officers and six At-Large members from the IUPUI Staff Council shall comprise the Executive Committee. The Chancellor, IUPUI (or designee) shall serve as ex-officio members. This committee shall appoint all standing committee members [see Article V, Section A]; shall select the chairperson(s) of each standing committee by the September meeting [see Article V, Section A]; shall determine Staff Council meeting dates and agenda; shall select acting IUPUI Staff Council officers due to vacancy [see Article IV, Section A.9]; shall act as a liaison with administration; shall act as a Committee on/off Committees for the IUPUI Staff Council; and shall interpret these bylaws. Vacancies on the Executive Committee shall be filled by IUPUI Staff Council Presidential appointment with the approval of Executive Committee.

Amended December 18, 2013. Amended April 21, 2021

- 2. Membership Committee:** The Second Vice President shall serve as chair of the Membership Committee. This committee shall be responsible for the continuous development of membership through implementation of the IUPUI Staff Council Development Plan, as decided upon by the Staff Council Executive Committee. The chair of this committee shall be responsible for the administrative function related to the nomination, election, and announcement of new Staff Council members in conjunction with the Staff Council Coordinator in accordance with the guidelines of Article III of this document.

Amended April 21, 2021

- 3. Bylaws Committee:** The Bylaws Committee shall have the responsibility for

reviewing the bylaws to make recommendations to the Council for needed changes and/or additions. This committee shall meet as needed to review the current bylaws, make proposed changes and/or additions to the bylaws, and shall submit recommended updates to the Executive Committee for consideration. Once the Executive Committee has reviewed and approved the changes or additions to move forward in the process, these bylaws may be amended by a quorum, following the first reading of stated proposal(s) at any regular or special meeting of the IUPUI Staff Council.

Amended April 21, 2021

Section B: Operational Committees

The operational committees are intended to do the bulk of the work for the IUPUI Staff Council. These committees and their chairperson(s) are assigned membership by the Executive Committee based on the current needs and requests from the Staff Council members. Each Operational Committee Chairperson(s) shall provide a year-end report that summarizes the work of the committee from the last Council year to the Executive Committee by the end of the current Council year. These committees shall be listed as an addendum to the bylaws each year as a reference for all members. Non-members of the IUPUI Staff Council may serve on Staff Council Operational Committees.

Unless specified otherwise in these Bylaws, the chairperson(s) of each committee shall be selected by the Executive Committee from among the members of the Council no later than the September meeting.

Amended May 19, 2021

Section C. Communications

All Staff Council communications initiated through the standing or operational committees shall first be reviewed by the Staff Council Executive Committee and/or communications committee using their normal approval procedures prior to publicizing. This includes written and verbal communications within the realm of the University's standards as they concern external communities such as news media and the general public. This protocol shall exclude general and routine information disseminated by the president, staff council office coordinator, and staff council representatives to their constituents and other IUPUI employees.

Article VI. Meetings

A simple majority of total members shall constitute a quorum for conducting meetings. All meetings shall be open, except that a majority of Council members present may vote to go into Executive Session. Meetings shall be conducted under the latest edition of Robert's Rules of Order. Any conflict between those rules and these bylaws shall be resolved in favor of these bylaws.

Section A. Regularly Scheduled Meetings

The Council shall have regularly scheduled meetings as set by the Executive

Committee. These shall be held during daytime working hours each calendar month, with the exception of July and August. Meetings may be convened in July and/or August as deemed necessary by the Executive Council. Members shall be granted time off from their University job duties without loss of pay up to three hours in any month. Members shall discuss additional time off for committee meetings, the annual retreat or other Council special events with their supervisors to obtain permission in advance for time away from their jobs. Staff Council is recognized by the Chancellor's office as an important campus function and meets the qualifications of a campus event as outlined in the IUPUI Employee Handbook; therefore, permission to attend Staff Council Meetings, the annual retreat, or other Council special events will not be unnecessarily withheld. The meetings shall proceed according to the agenda.

Amended May 16, 2012.

Section B. Agenda

Any employee may present an item to be considered for the agenda of regularly scheduled meetings. These items shall be submitted to the Executive Committee of the Council.

Section C. Voting

Voting on all matters, other than election of officers and members of the Executive Committee, shall be by voice vote unless a secret ballot is requested.

Section D. Motions (revised 2-18-09)

Motions may be proposed at any time and require a majority vote of the membership present to pass. Motions shall follow the procedures of Robert's Rules of Order. Each Council member has the right to request that a motion be considered as a resolution [see Article VI, Section E.]

Section E. Resolutions

Resolutions shall be introduced at least one Council meeting prior to presentation for vote. Immediate action may be taken on items by suspending this requirement with the unanimous consent of those members present. A two-thirds vote of the total Council membership is required for the adoption of a resolution. Reports of resolutions adopted and action taken shall be communicated to the staff by the appropriate means including publication on the Staff Council website, in existing campus media and/or email notification.

Section F. Special Meetings

Special meetings may be called by the Executive Committee or at the request of 20 percent of the Council members. Each member shall be contacted by telephone/e-mail at least two days prior to the special meeting date and shall be informed of the time, place, and topic to be discussed.

Article VII. Amendment of Bylaws

These bylaws may be amended at any regularly scheduled meeting of the Council

by a two- thirds vote of the members present, or by mail/electronic ballot provided the amendment has been submitted in writing at a previous meeting. The President is authorized to make simple clerical modifications to the Bylaws – such as corrections to spelling or punctuation, insertion or removal of cross-references, or updating the Bylaws to reflect changes in the names of administrative offices or positions – provided that doing so in no way alters the intent of the text thus modified.

PARLIAMENTARY PROCEDURES

Robert's Rules of Order [Most Recent Edition] shall govern the conduct of the Staff Council meeting except where the Bylaws may otherwise provide.

Adopted January 31, 1979
Revised August, 1982
Revised April, 1983
Revised March 26, 1986
Revised July 29, 1986
Revised June 15, 1988
Revised October 19, 1988
Revised May 24, 1989
Revised October 17, 1990
Revised November 28, 1990
Revised June 21, 1995
Revised December 16, 1998
Revised December 15, 1999
Revised May 17, 2000
Revised June 21, 2000
Revised September 27, 2000
Revised January 17, 2001

Revised May 16, 2001
Revised January 21, 2004
Revised April 21, 2004
Revised May 19, 2004
Revised December 15, 2004
Revised April 20, 2005
Revised September 21, 2005
Revised November 16, 2005
Revised February 18, 2009
Revised December 15, 2010
Revised April 20, 2011
Revised May 16, 2012
Revised May 15, 2013
Revised December 18, 2013
Revised October 16, 2019
Revised April 21, 2021
Revised May 19, 2021



IUPUI STAFF COUNCIL

Addendum: Operational Committees

(Created on May 19, 2021)

These operational committees are intended to do the bulk of the work for the IUPUI Staff Council, (referred to “Staff Council” henceforth) as reference in the IUPUI Staff Council Bylaws (Article V, Section B).

This Addendum of Operational Committee may be updated by the Bylaws Committee at the direction and approval of the Executive Committee without needing a full Bylaws review and vote from the IUPUI Staff Council, given that the operational committees’ charges and committee structures change more frequently than the standing committees of the Staff Council.

1. **Communications Committee**

The Communications Committee shall have the responsibility of, but shall not be limited to, disseminating information regarding activities of the Staff Council and developing and promoting new channels of communication.

Amended May 19, 2021

2. **Diversity, Equity, and Inclusion Committee**

The Diversity, Equity, and Inclusion Committee shall have the responsibility for identifying formal and informal efforts supporting staff diversity, equity, and inclusion at IUPUI; contributing to relevant IUPUI policies, practices, and procedures; and making the resources of Staff Council available for this work. This includes providing access to staff, advocacy with administration, communication across campus, and opportunities for those creating a diverse, equitable, and inclusive campus to meet and work together.

Added May 15, 2013. Amended May 19, 2021

3. **Faculty-Staff Relations Committee**

The Faculty-Staff Relations Committee shall have the responsibility for identifying staff concerns with faculty, with Human Resources Administration, and with campus activities which impinge upon the quality of campus life. The committee shall also address issues of mutual concern to both faculty and staff and promote communication between them. In all activities, active collaboration with the Faculty Council and its relevant committee(s) shall be pursued and appropriate recommendations made.

Amended May 19, 2021

4. Rewards and Recognition Committee

The Rewards and Recognition Committee shall have the responsibility of coordinating, advertising, collecting, and evaluating the applications received for the current staff recognition programs implemented by the IUPUI Staff Council, as well as the design and implementation of further rewards and recognition programs of the campus.

Amended May 19, 2021

5. Special Events Committee

The Special Events Committee shall plan and/or coordinate special events that incorporate business and/or social activities relevant to Staff Council meetings, such as the annual IUPUI Staff Council Retreat.

Amended May 19, 2021

6. Staff Affairs Committee

The Staff Affairs Committee shall represent all non-union staff at IUPUI. This Committee shall be responsible for monitoring the concerns of all non-unionized staff members; for interacting with the Human Resources Administration; and for proposals and policy issues other than fringe benefits related to all staff members.

Amended May 19, 2021

7. Staff Development Committee

The Staff Development Committee shall focus on staff development programming. This committee also administers the IUPUI Staff Council's Professional Development Grant Program.

Added May 19, 2021

8. Sustainability Committee

The Sustainability Committee is dedicated to creating a culture of campus sustainability, to making IUPUI a place where faculty, students, and staff are engaged in research, teaching, and learning about urban sustainability and its best practices.

Added May 19, 2021