

THE CONSTITUTION OF THE STAFF COUNCIL OF JOHN CARROLL UNIVERSITY

PREAMBLE

Recognition and respect of all members of the John Carroll University [hereafter referred to as “University”] community are necessary and appropriate for the University to live up to its mission, vision, and core values. As one of the largest constituencies on the University campus (second only to students), the staff represents a highly diverse group of professionals whose contributions are critical to the quality, integrity, credibility and continued growth of the University. An informed, active, and engaged community, with the ability to participate and share its opinions and interests concerning the conduct of institutional affairs and life in the workplace, is critical to the mission of the University. As a result, we hereby establish the John Carroll University Staff Council.

CONSTITUTION

1. Name

- a. The name of this organization shall be “John Carroll University Staff Council” hereafter referred to as the “Staff Council.”

2. Authority

- a. The Staff Council is duly elected by the University-wide community of staff professionals. Established on November 17, 2014, the Staff Council derives its authority from the President of John Carroll University as delegated to the Executive Vice President. The Staff Council shall be a self-directed, consultative, and deliberative body that consults with University leadership on matters affecting life in the work place and has the authority to make recommendations on matters that have a significant bearing on the University. The Staff Council shall be administratively linked to (but its standing as an organization is not dependent on) the Office of the Executive Vice President. As a constituent organization, the Staff Council, equally along with the Faculty Council, operates as a recognized part of the University governance system to provide a forum for open communication and ongoing dialogue among staff and between staff and the Senior Leadership Team, faculty, students, and the University community. The opportunity to participate on the Staff Council is a right of all staff professionals. The right to participate and serve on the Staff Council is not subject to supervisor approval.

The Staff Council now assumes all rights and responsibilities of the Staff Administrator Council (STAD). The Staff/Administrator Council, and its governing documents are hereby null and void.

3. Purpose

- a. The purpose of the Staff Council is to provide a formal, University-recognized, duly elected body for staff professionals to consider issues and advocate on their behalf to University decision-makers and executives, including the President. The Staff Council's responsibilities shall include, but are not limited to:
 - i. Facilitating communication among the membership
 - ii. Liaising with other recognized University bodies, including the Board of Directors, Faculty Council and Student Union
 - iii. Meeting annually with the Senior Leadership Team
 - iv. Being available and willing to review and consider proposals, policies, procedures and other recommendations from individuals, members, groups and departments throughout the University community
 - v. Being a visible and proactive voice on issues having staff impact
 - vi. Ensuring adequate staff representation on university committees, in university planning, and in university decision-making that affects the institution as a whole
 - vii. Ensuring recognition of the value of staff contributions both individually and collectively
 - viii. Advancing professional growth opportunities

The Staff Council seeks to promote an environment in which all persons are treated fairly, with respect and dignity. The Staff Council is in no way a decision-making body with regard to grievances, labor disputes, benefits, wages, rates of pay, or hours of employment, although they may provide forums where certain aspects of these items may be discussed for the purpose of making appropriate recommendations.

4. Executive Committee and Officers

- a. The Executive Committee shall consist of the Chair, Chair-elect, Immediate Past Chair and Vice Chairs of all Staff Council Standing Committees.
 - i. The Executive Committee will be responsible for consideration of any proposals to the Staff Council and may make recommendations to the Staff Council for review or to be voted/acted upon.
 - ii. The Executive Committee has the ability to establish any ad hoc committees it deems necessary.
- b. *Duties of the Chair:*
 - i. Schedule all meetings of the Staff Council.
 - ii. Preside over all meetings.
 - iii. Serve as the point of contact for all matters brought in front of the Executive Committee for review, including but not limited to policy and constitutional changes.
 - iv. Ensure the fiduciary responsibility of Staff Council.
 - v. Meet/communicate frequently with other Staff Council Executive Committee members.

- vi. Represent the Staff Council on University Leadership Council (ULC).
- vii. Chair, in consultation with the Chair-Elect and Immediate Past-Chair will appoint a new Vice Chair if one vacates their position.
- viii. Create the agenda for the Executive Committee and Staff Council meetings.

c. *Duties of the Chair Elect:*

- i. Serve on the Membership, Finance and Governance Committee.
- ii. Oversee the elections process.
- iii. Responsible for creating a budget for the Staff Council.
- iv. Responsible for executing a year-end audit of the finances.
- v. Fulfill any unexpired term if vacated by the chair.
- vi. Represent the Staff Council at ULC if the Chair cannot attend.
- vii. Lead meetings in absence of the chair.

d. *Duties of the Immediate Past Chair (Ex Officio):*

- i. Support the new chair; answer questions; lend support as needed.
- ii. Verify election results and serve as consultant in the election procedure.
- iii. Ensure smooth officer transitions.
- iv. Mentor and advise chair.
- v. Does not have a vote on the Executive Committee or Staff Council, except in the event of a tie.
- vi. Verify year-end audit of the finances.

e. *Duties of the Vice Chair of Communication:*

- i. Manage all communication activities.
- ii. Develop, integrate and implement a broad range of public relations activities, including but not limited to website, social media, print media and e-mail.
- iii. Assist with the technological aspects of election and staff meeting process.
- iv. Take Executive Committee meeting minutes and post, once approved, to Staff Council Website.
- v. Collect committee minutes and disseminate to the Executive Committee.
- vi. Build and maintain the files regarding the Communication Committee.
- vii. Collect Year End Reports for each officer/committee.
- viii. Responsible for archiving minutes and other Staff Council related material.
- ix. Maintain the roster of Staff Council Members, with contact information.
- x. Submit Year End Report for Communication Committee.

f. *Duties of the Vice Chair of Staff Development:*

- i. Develop a syllabus of staff development programs for current and new staff.
- ii. Build and administer a mentoring program for new staff.
- iii. Identify and recommend educational/professional development

- opportunities.
- iv. Submit Year End Committee Report for the Staff Development Committee.
- g. *Duties of the Vice Chair of Staff Recognition and Community Building:*
 - i. Develop and implement staff recognition and community building programs and initiatives.
 - ii. Promote and recognize staff contributions in supporting and fulfilling JCU's values and successes in collaboration with Human Resources.
 - iii. Submit Year End Committee Report for the Staff Recognition and Community Building Committee.
- h. *Duties of the Vice Chair of Membership, Governance, and Finance:*
 - i. Ensure the Staff Council conducts business using Robert's Rules of Order.
 - ii. Oversee the orientation of new Staff Council members.
 - iii. Oversee and execute the election process.
 - iv. Communicate with Human Resources regarding incoming and outgoing staff members (monthly).
 - v. Oversee Staff Council budget and approve any and all expenses ahead of time.
 - vi. Conduct an annual review of the Staff Council Constitution.
 - vii. Submit the Year End Report for the Membership, Governance and Finance Committee.
- i. *Duties of the Vice Chair of Mission, Advocacy and Orientation:*
 - i. Develop and oversee the welcoming and orientation process of all new staff members.
 - ii. Inform and organize service opportunities for staff.
 - iii. Inform and organize spiritual opportunities for staff.
 - iv. Liaison with Human Resources regarding matters pertaining to the staff.
 - v. Seek solutions for areas of inequity that exist for staff.
 - vi. Submit the Year End Report for the Mission, Advocacy and Orientation committee.

5. Membership

- a. Membership of the Staff Council will be comprised of representation from fulltime and part-time non-faculty staff professionals (excluding those who have faculty voting rights) according to the Human Resources classifications. Members of the University Leadership Council (ULC) will not be eligible for election to Staff Council as the Staff Council will be making recommendations to this group and will have a representative on the ULC. Staff Council members must work an average of 30 hours a week or more. Elected Executive Committee members must be full-time employees who have completed at least two (2) continuous years of employment as of April 15th of the election year. The remaining

members of Staff Council must have completed the initial three-month Human Resources probationary period as of April 15th of the election year.

Elected representatives will serve a two-year term, with a minimum of fifty percent of the representatives elected each year.

- b. The Staff Council shall consist of the Chair, Chair-Elect, Past-Chair and four council members on each of the five standing committees, for a maximum of 23 members. There will be 5 alternates elected from the remaining top vote-getters.
- c. If for any reason a council member is unable to complete his/her term, the council seat will be filled by the alternate appointed by the Chair of Staff Council. That council member will fulfill the term of the vacated council seat.
- d. If an alternate vacancy occurs the alternate seat will be filled by the next individual who received the greatest number of votes in the preceding election.
- e. The Staff Council is a voluntary commitment for staff members. Elected Council members and alternates' attendance and involvement are integral to the success of the council. Council members are expected to serve on at least one standing committee for the duration of their term. Council members and alternates are expected to attend all Staff Council meetings. If a Council member cannot attend a meeting, he or she is expected to contact an alternate to serve as their designee and notify the Staff Council Chair. If a Council member misses more than two (2) Staff Council or Committee meetings over the course of their term, they will be contacted by the Chair and evaluated by the Executive Committee to determine their standing on the Staff Council.
- f. Staff members who are on a Performance Improvement Plan (PIP), are not eligible to run for a Staff Council position. If a Staff Council member is placed on a Performance Improvement Plan (PIP), they will be required to resign their position immediately. An alternate will be appointed by the Chair of Staff Council to fulfill the term of the vacated council seat.
- g. All meetings, except executive sessions, shall be open to all full-time and part-time non-faculty staff professionals of the University.
- h. Upon expiration of his/her term of office as the Chair of the Staff Council, in the event that he/she is not re-elected to the Staff Council, the former Chair shall remain a member of the Staff Council for one year as an ex-officio member, without voting rights, except in the event of a tie.
- i. Staff Council representatives will be appointed by the Executive Committee to University standing committees, including, but not limited to, University Leadership Council, University Strategic Planning Group, University Budget and select Board of Directors committees. As a general rule, if the Faculty Council has representation on a University Committee, the Staff Council will have/request representation on that committee as well. If a new University committee is created, Staff Council representation will be requested.
- j. Because meetings are held during normal office hours, those interested in becoming members of the Staff Council should discuss their interest with their supervisors before being nominated. The Executive Committee will provide any supervisor with information about Staff Council.

6. Meetings

- a. General staff, Staff Council, Staff Council Committee Meeting Guidelines:
 - i. Meetings of the Staff Council and its committees will be open to all university staff members.
 - ii. Meeting dates and times will be posted on the website and an email reminder will be sent announcing the meetings.
 - iii. Agendas will be posted on the website and sent via email one week prior to meetings.
 - iv. A portion of each meeting will be set aside for any member of the University staff to present and discuss issues.
 1. This portion will be the first order of business at each meeting and will usually be limited to fifteen minutes. Lengthening this time is at the discretion of the Council Chair or Vice Chair responsible for the flow of all Committee business.
 2. It is not necessary for a member of the University staff to have his/her idea registered or approved prior to a Staff Council Committee meeting.
 3. Each person will be limited to five minutes. If more time is necessary, the Committee can put the issue on the next meeting's agenda.
- b. Meetings of the *Staff* (all staff)
 - i. Shall take place at least three times a year in September, February and May, with additional meetings scheduled as needed by the Staff Council Executive Committee.
 - ii. Meetings shall be announced at least two weeks in advance.
 - iii. The proposed agenda will be provided at least one week in advance.
 - iv. In the event that a vote of the Staff is appropriate, the following process will be followed:
 1. Each staff member will have one vote.
 2. Online voting will be utilized.
 3. All matters requiring a staff vote will be distributed by the Vice Chair of Communication by 5 p.m. (EST) on the first business day following the Staff meeting.
 4. Online voting must be completed by 5 p.m. (EST) two business days following the posting.
 5. When a vote is put in front of the Staff, a quorum shall consist of a majority of the voting staff members (50% + 1).
 - v. When available, technology will be used to allow those who do not have the ability to attend a general staff meeting to participate.
- c. Meetings of the *Staff Council*
 - i. Meetings of the Staff Council will be attended by elected Staff Council members or their appointed replacement.
 - ii. Meetings will occur every other month. Staff Council meetings will occur at least one week before the general staff meetings where the agenda for

- the general staff meetings will be finalized.
- iii. Quorum for the Staff Council is 50% +1 of the total number of the elected Staff Council members including the Executive Committee.
 - iv. Each member shall be entitled to one (1) vote. Voting shall be by majority voice vote except when any member of the Staff Council requests vote by hand, by roll-call or by private ballot.
 - v. The Staff Council Chair will preside over the meetings.
- d. Meetings of the *Staff Council Executive Committee*
- i. The Staff Council Chair, Past Chair and Chair Elect, along with the Vice Chair or appointed designee of a committee of each of the five standing Committees, will attend meetings of the Staff Council Executive Committee.
 - ii. Meetings will occur every month. The Executive Committee will meet at least two weeks before the general staff meetings.
 - iii. Quorum for the Staff Council Executive Committee is four (4) of the seven (7) elected officers.
 - iv. Each member shall be entitled to one (1) vote. Voting shall be by majority voice vote except when any member of the Staff Council Executive Committee requests vote by hand, by roll-call or by private ballot.
 - v. The Staff Council Chair will preside over the meetings.
 - vi. The Executive Committee approves previous Executive Committee meeting minutes.
 - vii. The Executive Committee may call a special Staff Council meeting if deemed necessary.
- e. Meetings of the *Staff Council Committees*
- i. The Staff Council Committee meetings will be attended by the Vice Chair and appointed committee members. The Vice Chair of each committee will preside over the respective committee meetings.
 - ii. Each committee will meet once a month. The committee meetings will be held at least three weeks before the Staff Council meetings.
 - iii. A quorum for the Staff Council Committee meetings will be 3/4 of its members.
 - iv. Meeting dates and times will be posted on the website and an email reminder will be sent announcing the meetings.
 - v. Agendas will be posted on the website and sent via email one week prior to meetings.

7. Standing Committees of the Staff Council

- a. The Staff Council has the authority to create standing committees of the Staff Council that are deemed necessary to facilitate the exercise of the Staff's participation in University governance and decision-making processes. Because standing committees may be changed by the Staff Council, they are listed in an appendix rather than in the constitution itself.

8. Removal of Staff Council Members

- a. The Executive Committee may remove any non-Executive Committee member of

- the Staff Council by a 2/3 vote.
- b. The Staff Council may remove any Executive Committee Member, excluding the Chair, by a 2/3 vote.
- c. The Staff Council may remove the Chair of the Staff Council by a 3/4 vote.

9. Review of the Constitution

- a. The Staff Council Constitution will be reviewed annually at the September meeting by the Vice-Chair of the Membership, Governance and Finance, and Committee.
- b. The Constitution may be amended by a two-thirds vote of the Staff Council Executive Committee. Approved amendments will be sent for review to the Executive Vice-President, and shared with the President, before disseminating such changes to the JCU Staff.

APPENDIX A:

1. Election of Staff Council Members

- a. The Membership, Governance and Finance Committee will conduct the election of Staff Council Members in a fair and equitable manner through secure online elections.
- b. All fulltime and part-time non-faculty staff professionals (excluding those who have faculty voting rights) according to the Human Resources classifications shall be eligible to vote in the elections for their representatives to the Staff Council.
- c. Any eligible member may nominate him/herself or be nominated by his/her peers to be placed on the ballot for the position of Chair, Chair-Elect, Vice Chair or a Council Member at large. Anyone nominated for Staff Council will be contacted by the Membership, Governance and Finance Committee to verify their willingness to be placed on the voting ballot, and to serve if elected.
- d. Regular elections will be held during the spring semester following the timeline below:

Second week of March	Request for nominations
Fourth week of March	Nomination deadline
Second week of April	Candidate Meet and Greet
April 15 (on or about)	Online Election
April 16 (on or about)	Results announced
- e. The term length for a Staff Council Member will be two years. With the exception of the term for the Chair, Chair-Elect and Immediate Past Chair. These three positions rotate from Chair-Elect to Chair to Immediate Past Chair with each position lasting 1 year, making up one three year term.
- f. Vice Chairmen terms are limited to two consecutive two years terms in the same position.
- g. General election ties will be broken by selecting the candidate who has the longer/longest continuous time of service at the University.
- h. Newly elected Staff Council Members shall be invited to the regularly scheduled May Staff Council meeting. Terms for newly elected Staff Council Members will begin on June 1.

- i. The Executive Committee will identify and appoint elected council members at large to each of the standing committees.
- j. The Executive Committee will identify and appoint a staff member to fill a vacant Staff Council seat in the event there is a lack of candidates for an election. The appointed Staff Council Member will fill the vacancy until the next regularly scheduled election.

APPENDIX B: THE STANDING COMMITTEES

- a. The Staff Council will have five permanent, or standing committees, not including the Executive Committee.
 - i. Communication – will identify and use appropriate forms of communication to ensure the equitable distribution of information for all staff members. The committee will set up and maintain the Staff Council’s webpage and produce a quarterly electronic newsletter. The committee will coordinate focus groups as needed for the Staff Council or other Staff Council committees.
 - ii. Membership, Governance & Finance – will coordinate and supervise the election of staff representatives, and recommend staff representatives to University committees. The committee will report monthly on the financial status of the Staff Council and will draft an itemized budget for review and approval.
 - iii. Community Building and Staff Recognition – will work to develop an equitable recognition and award system. The committee will serve as a resource to the University community in the recognition of staff. The committee will plan and implement activities for the staff that will foster social interaction; develop opportunities for staff to build community; advocate for all staff; and work with other committees to provide open forums for staff.
 - iv. Staff Development – will work to ensure the awareness and availability of opportunities for staff that will assist in their personal and professional development. The committee will organize seminars that center around Staff career life at John Carroll University.
 - v. Mission, Advocacy and Orientation – will identify new employees and provide them with the resources needed to implement a smooth transition into their work at the University. The committee will work closely with Human Resources to enhance the orientation program for new staff members that will include, but not be limited to, campus tours and a free lunch ticket. The committee will make available all pertinent information regarding the University’s Catholic Identity and Mission. The committee will work closely with the Mission and Identity Department and be represented on the Mission and Identity Ad Hoc committee. Our mission would include service opportunities that would qualify for mission leave.

ADDENDUM A:

1. Election of Inaugural Officers and Staff Council Members

- a. The election of the **inaugural** group of officers and Staff Council members will follow the regular procedure but will have a modified timeline. The new timeline will be as follows:
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| i. Monday, November 17, 2014 | Email to all fulltime and part-time non-faculty staff requesting nominations, explaining procedures and qualifications, and directing staff to the website for further details. |
| ii. Monday, November 24, 2014 | Nomination deadline |
| iii. Thursday, December 11, 2014 | Candidate Meet-and-Greet |
| iv. Monday, December 15, 2014 | Online Election |
| v. Tuesday, December 16, 2014 | Results Announced |
- b. The initial group of the Staff Council Executive Committee will serve a staggered term. The terms are as follows:
- i. 1 ½ Year Terms – Chair, Chair Elect, Vice Chair of Communication and Vice Chair of Staff Recognition and Community Building
 - ii. 2 ½ Year Terms – Vice Chair of Staff Development, Vice Chair of Mission, Advocacy and Orientation and Vice Chair of Membership, Governance and Finance
- c. The initial group of Staff Council Members-at-Large will be split so that ½ of the group has a term of 1 ½ years (7 members) and the other half has a 2 ½ years (8 members).