

# THE BYLAWS OF THE STAFF COUNCIL OF JOHN CARROLL UNIVERSITY

## PREAMBLE

Recognition and respect of all members of the John Carroll University [hereafter referred to as “the 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. In the effort to fulfill the Constitution of The John Carroll University Staff Council, the Staff Council adheres to the following Bylaws.

## BYLAWS

- I. BYLAW I: Duties of the Officers
  - A. Duties of the Chair:
    1. Schedule all meetings of the Staff Council.
    2. Preside over all meetings.
    3. 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.
    4. Ensure responsible fiscal practices.
    5. Meet/communicate frequently with other Staff Council Executive Committee members.
    6. Represent the Staff Council on the University Committee on Collaborative Governance and other designated university committees.
    7. In consultation with the Executive Committee, appoint a new Vice Chair, if one vacates their position.
    8. Create the agenda for the Executive Committee and Staff Council meetings.
  - B. Duties of the Chair Elect:
    1. Fulfill any unexpired term if vacated by the Chair.
    2. Represent the Staff Council on the University Committee on Collaborative Governance and other designated university committees.
    3. Lead meetings in absence of the chair.
    4. Coordinate focus groups and electronic assessment instruments as needed for the Staff Council
    5. Compile Staff Council reports for all Staff Council appointed representatives for university
    6. Build and maintain the files regarding assessment.
    7. Collect Year-End Reports for each Staff Council officer/committee.
  - C. Duties of the Immediate Past Chair (Ex Officio):
    1. Support the new chair; answer questions; lend support as needed.
    2. Verify election results and serve as consultant in the election procedure.
    3. Ensure smooth officer transitions.
    4. Mentor and advise chair.
    5. Does not have a vote on the Executive Committee or Staff Council, except in the event of a tie.
    6. Verify year-end audit of the finances.
  - D. Duties of the Vice Chair of Communication:
    1. Manage all communication activities.
    2. Develop, integrate and implement a broad range of public relations activities, including but not limited to website, social media, print media, email, and a

- regular staff newsletter.
- 3. Take or collect all meeting minutes and post, once approved, to Staff Council website in a timely manner.
- 4. Provide Staff Council with update regarding incoming and outgoing staff members, based upon information provided by Human Resources
- 5. Build and maintain the files regarding the Communications Committee.
- 6. Submit Year-End Committee Report.
- E. Duties of the Vice Chair of Recognition:
  - 1. Promote and recognize staff contributions in supporting and fulfilling JCU's values and successes in collaboration with Human Resources.
  - 2. Serve as a resource to the University community in the recognition of staff.
  - 3. Build and maintain the files regarding the Recognition Committee.
  - 4. Submit Year-End Committee Report.
- F. Duties of the Vice Chair of Community Building and Networking:
  - 1. Develop and implement community building and networking programs and initiatives.
  - 2. Build and maintain the files regarding the Community Building and Networking Committee.
  - 3. Submit Year-End Committee Report.
- G. Duties of the Vice Chair of Membership, Governance, and Finance:
  - 1. Ensure the Staff Council conducts business using Robert's Rules of Order, unless it is suspended by the Chair.
  - 2. Oversee the orientation of new Staff Council members.
  - 3. Oversee and execute the election process.
  - 4. Oversee Staff Council budget and approve any and all expenses ahead of time.
  - 5. Conduct an annual review of the Staff Council Constitution and bylaws.
  - 6. Build and maintain the files regarding the Membership, Governance, and Finance Committee.
  - 7. Submit Year-End Committee Report.
- H. Duties of the Vice Chair of Mission and Advocacy:
  - 1. Promote Mission Leave opportunities for staff.
  - 2. Promote spiritual development opportunities for staff.
  - 3. Liaise with Human Resources regarding matters pertaining to the staff.
  - 4. Build and maintain the files regarding the Mission and Advocacy Committee.
  - 5. Submit Year-End Committee Report.
- I. Duties of the Vice Chair of Diversity, Equity, and Inclusion:
  - 1. The vice chair of diversity, equity and inclusion (DEI) serves as an advocate for staff whose identities have been historically minoritized on campus. This individual will serve as a Staff Council representative at the institutional DEI Committee, and will oversee all current and future employee resource groups (ERG). This individual will be responsible for keeping in contact and having regular meetings with the co-leaders of each ERG.
  - 2. Serve as a point of contact for all current and future employee resource groups.
  - 3. Represent Staff Council in diversity, equity, and inclusion opportunities that directly impact staff.
  - 4. Build and maintain the files regarding the Committee.
  - 5. Submit Year End Committee Report.
- II. BYLAW II: Membership
  - A. Elected representatives, with the exception of the Chair, will serve a two-year term,

with a minimum of fifty percent of the representatives elected or re-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 (inclusive of Vice Chairs), and the Vice Chair for Diversity, Equity, and Inclusion, for a maximum of 24 members. There will be 5 alternates elected from the remaining top vote-getters from the elections for members-at-large.
- C. If for any reason a Council member is unable to complete their term, the Council seat will be filled by the alternate appointed by the Chair of Staff Council. That appointed alternate 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 for members-at-large.
- 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, with the exception of the Chair, Chair Elect, Past Chair, and Vice Chair for Diversity, Equity, and Inclusion, are expected to serve on at least one standing committee for the duration of their term. Council members are required, and alternates are encouraged, to attend all Staff Council meetings. If a Council member cannot attend a meeting, they are 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) or Corrective Action Plan (CAP), are not eligible to run for a Staff Council position. If a Staff Council member is placed on a PIP or CAP, 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. Upon expiration of a term of the Chair of the Staff Council, in the event the individual is not re-elected to the Staff Council, the Chair shall be designated as the Immediate Past Chair and 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 among Staff Council members.
- H. Staff Council representatives will be appointed by the Executive Committee to University standing committees and select Board of Directors committees through the applicable process. 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.
- I. 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 accepting nomination. Upon request, the Executive Committee will provide any supervisor with information about Staff Council. The right to participate and serve on the Staff Council is not subject to supervisor approval.

### III. BYLAW III: Removal of Staff Council Members

- A. The Executive Committee may remove any non-Executive Committee member of the Staff Council by a 2/3 majority vote of the total voting members of the Executive Committee.
- B. The Staff Council may remove any Executive Committee Member, excluding the Chair, by a 2/3 majority vote of the total voting members of the Staff Council.

- C. The Staff Council may remove the Chair of the Staff Council by a 3/4 majority vote of total voting members of the Staff Council.
- IV. BYLAW IV: Review of the Constitution and Bylaws
  - A. The Staff Council Constitution and Bylaws will be reviewed annually at the fall meeting by the Vice Chair of the Membership, Governance and Finance Committee.
- V. BYLAW V: Voting by Staff
  - A. In the event that a vote of the Staff is appropriate, the following process will be observed:
    1. Each staff member will have one vote.
    2. Online voting may be utilized.
    3. All matters requiring a staff vote will be distributed by the Vice Chair of Communication and Assessment 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).
- VI. BYLAW VI: Meetings
  - A. All meetings, except executive sessions, shall be open to all full-time and part-time non-faculty staff professionals of the University.
  - B. All Staff Meetings
    1. Meetings of the Staff (all staff) shall be announced at least two weeks in advance via direct email to the whole staff and on the Staff Council website.
    2. The proposed agenda shall be provided at least one week in advance via direct email to the whole staff.
    3. If feasible, 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
    1. Meetings of the Staff Council will be attended by elected Staff Council members.
    2. Meetings should 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.
    3. Quorum for the Staff Council meetings is the majority of the total number of Staff Council voting members including the Executive Committee.
    4. Each Staff Council member shall be entitled to one (1) vote at Staff Council meetings. 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.
    5. The Staff Council Chair will preside over the meetings.
    6. The Communications and Assessment Committee will assign designees to record and prepare minutes for Staff Council meetings and will determine between them who will record each meeting.
    7. Meeting dates and times of the Staff Council will be posted on the website at the beginning of each semester.
    8. Minutes from the meetings of Staff Council, once approved, will be posted on the website.
  - D. Meetings of the Staff Council Executive Committee
    1. The Staff Council Chair, Past Chair, Chair Elect, Vice Chair (or appointed designee of a committee) of each of the five standing Committees, and the Vice Chair for Diversity, Equity, and Inclusion will attend meetings of the Staff Council Executive Committee.

2. Meetings will occur every month.
3. Quorum for the Staff Council Executive Committee is the majority of the elected officers, not including the immediate past chair.
4. 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.
5. The Staff Council Chair will preside over the meetings.
6. The Executive Committee approves previous Executive Committee meeting minutes.
7. The Executive Committee may call a special Staff Council meeting if deemed necessary.
8. The Executive Committee meetings may include an Executive Session at the end of the meeting agenda that shall be reserved for Executive Committee members only due to the sharing of sensitive or confidential information.
9. The Vice Chair of Communication will record minutes each meeting, which shall be shared with Executive Committee members.

E. Meetings of the Staff Council Committees

1. 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.
2. Contact information of committee Vice Chairs will be provided on the website. Staff members may contact Vice Chairs for information about the next committee meeting and are welcome to attend.
3. Each committee will meet as often as deemed necessary by the Vice Chair for the work of the committee, at a minimum of once per semester, so long as a quorum for the Staff Council Committee is available. Quorum for these meetings will be a majority of its members.
4. Each Vice Chair will be responsible for recording (or assigning a committee member to record) and preparing minutes for committee meetings and sending the minutes to the Vice Chair for Communication.

VII. BYLAW VII: 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 full-time 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. An eligible member may nominate themselves or be nominated by their peers to be placed on the ballot for the position of Chair, Chair Elect, Vice Chair of each of the standing committees 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 and comprised of:
  1. Request for nominations, open for at least a two week window
  2. Human Resources review of candidates
  3. Candidate Meet and Greet, held one to two weeks prior to the election date
  4. Online Elections
  5. Results announcement
  6. Regular elections are being suspended until further notice in response to the fluid and changing COVID-19 University Response. Current elected

representatives (At Large Members and Executive Committee Members) will retain their positions and duties until a further designated time by the Staff Council. Should a Council Member wish to change their active status in their role, they must contact the Chair to discuss this process via email.  
(approved 03-28-2020)

7. The 2020 Spring elections are hereby cancelled as a result of the COVID19 pandemic crisis and impact on the in-person abilities of the Staff Council to conduct this process. Current serving members of the Staff Council will extend their roles for one (1) academic year and return to the traditional elections process for the 2021-2022 Staff Council Structure in the spring of 2021. Should a Council Member wish to change their active status in their role, they must contact the Chair to discuss this process via email.  
Subsequent Resolution: As a result of this bylaw change, the position of Chair-Elect will be a one-year appointed position to support the work of the Chair and the assessment work of Staff Council. This appointment will not participate in the full three-year Chair cycle. (approved 9/11/2020)

- E. The term 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 one year, making up one three-year term.
- F. Vice Chair terms are limited to two consecutive elected two-year 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 Staff Council members at large to each of the standing committees
- J. In the rare circumstances that Chair and Chair Elect are unable to fulfill their duties, the line of succession shall be as follows:
  1. Vice Chair for Membership, Governance, and Finance
  2. Vice Chair for Communications
  3. Vice Chair for Mission and Advocacy
  4. Vice Chair for Community Building and Networking
  5. Vice Chair for Recognition
  6. Immediate Past Chair (Ex Officio)
- K. 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 through the balance of the term.

#### VIII. BYLAW VIII: The Standing Committees

- A. The Staff Council will have five permanent, or standing committees, not including the Executive Committee.
  1. 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 regular electronic newsletter. The committee will author and send all direct emails to all staff as needed by the Council or other committees, and will

- assist with the creation of Inside JCU submissions as needed.
- 2. 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.
- 3. Community Building and Networking – will plan and implement activities for the staff that will foster social interaction and develop opportunities for staff to build community. The committee will coordinate events including but not limited to social gatherings, sporting event tickets, New Hire Breakfasts, and Morning Socials.
- 4. Recognition – will work to develop and coordinate an equitable recognition and award system, including milestone anniversaries and Staff Awards. The committee will serve as a resource to the University community in the recognition of staff.
- 5. Mission and Advocacy – will coordinate with Human Resources such programs and initiatives which aid new and existing employees in connecting with each other and University life. The committee will coordinate Staff Council advocacy regarding matters affecting life in the workplace. The committee will work closely with the Office of Mission and Identity and will promote pertinent information regarding the University's Catholic Identity and Mission. Our mission would include promoting service opportunities that would qualify for mission leave.

IX. BYLAW IX: Employee Resource Groups (ERGs)

A. Mission Statement

- 1. Through a collaborative spirit, ERGs at JCU will support and build community through opportunities for networking and professional development offered to staff across campus. ERGS will provide a space where staff from historically underrepresented populations and generational groups can find community and support. All groups are aligned with the Catholic Jesuit mission and vision of the University.

B. Vision Statement

- 1. Staff Council envisions a university community that is supportive to all staff in their journey of self, professional, and socio-cultural identity development.

C. Expectations

- 1. All current and future ERGs are subject to the approval of the Staff Council Executive Board.
- 2. The Staff Council will review the standing of all ERGs on an annual basis.
- 3. All current and future ERGs:
  - a) Must have a mission and vision statement aligned with the University Strategic Plan.
  - b) Must have two co-facilitators (leaders) of the ERG.
  - c) Must have at least two organizational meetings per academic year.
  - d) Must host at least two events per academic year.
  - e) Must submit a brief year-end report indicating:
    - (1) Dates of meetings/events
    - (2) Description of meeting/events
    - (3) Meeting attendee numbers
    - (4) Areas of improvement
    - (5) Recommendations for the following year
  - f) Are not required to maintain a roster of members.

- g) Must be open to all staff members in the University.
  - 4. Demographic or personal information regarding members of any ERG is to be obtained only by voluntary disclosure by members and used only for purposes of ERG meetings and events, and for no other purpose within or outside the University.
- D. Standing ERGs
  - a) Q@JCU (LGBTQ+)
  - b) Staff of Color
  - c) Working Parents and Guardians
  - d) Millennials
  - e) Generation X
  - f) Boomers
  - g) Women of Color
- X. BYLAW X: Amendments to Bylaws
  - A. Bylaws may be amended or created by a simple majority of the voting members of the full Staff Council. Approved Bylaws will be shared with the Senior Leadership Liaison to Staff Council and the President, before disseminating such changes to the JCU Staff.
- XI. BYLAW XI: Communication and Publications:
  - A. The rules contained in the then-current edition of Robert's Rules of Order shall govern the Staff Council in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws.
  - B. The rules of order of the Staff Council shall not be suspended at any time except by the Chair.
  - C. The Executive Committee may, at any time, by a 2/3 vote, go into executive session, during which all other persons may be excluded.
- XII. BYLAW XII: Dissolution
  - A. In the event of the dissolution of the Staff Council, any remaining funds and other assets in Staff Council's accounts will be transitioned to general University use.
- XIII. BYLAW XIII: Document Revision
  - A. These Bylaws shall supersede all previous documents and shall become effective upon approval of Staff Council.

Endorsed by Membership, Governance, and Finance Committee, November 22, 2019

Approved by Staff Council, December 12, 2019

Amended by Staff Council March 28, 2020

Amended by Staff Council September 10, 2020

Endorsed by Membership, Governance, and Finance Committee, October 23, 2020

Approved by Staff Council November 12, 2020