

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 “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 Employees of the University represent 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, the John Carroll University Staff Council is established as a body for staff professionals and its structure is outlined in this Constitution.

CONSTITUTION

- I. Name
 - A. The name of this organization shall be “John Carroll University Staff Council” hereafter referred to as the “Staff Council.”
- II. 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 Vice President of Finance and Administration. The Staff Council shall be a self-directed, consultative, and deliberative body that consults with University leadership on matters affecting life in the workplace 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 Vice President for Finance and Administration. As a constituent organization, the Staff Council operates as a recognized part of the University governance to provide a forum for open communication and ongoing dialogue among staff. The opportunity to participate on the Staff Council is a right of all staff professionals as long as they meet the eligibility as defined in Staff Council Constitution V. Membership. For employees who meet the eligibility requirements for Staff Council, the right to participate and serve as a member of Staff Council or as an appointed representative to University committees is not subject to supervisor approval. Staff Council representatives must coordinate with their supervisor the scheduling of work in relation to Staff Council and related committee participation. The ability to participate in Staff Council programming is strongly encouraged for all staff members and should be supported by supervisors whenever possible. The Staff Council assumed all rights and responsibilities of the Staff/Administrator Council (STAD). The Staff/Administrator Council and its governing documents are hereby null and void.
- III. 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 officers, including the President. The Staff Council’s responsibilities shall include, but are not limited to:
 1. Facilitating communication among the membership;
 2. Liaising with other recognized University bodies, including the Board of Directors, Faculty Council and Student Government;

3. Meeting with members of the Senior Leadership Team individuals and/or as a group;
 4. Being available and willing to review and consider proposals, policies, procedures and other recommendations from individuals, members, groups and departments throughout the University community;
 5. Being a visible and proactive voice on issues having staff impact;
 6. Ensuring adequate staff representation, as appropriate, and requested consistent with the applicable process or policy, on university committees, in university planning, and in university decision-making that affects the institution as a whole via the Chair of Staff Council who will coordinate requests for appropriate staff representatives.
 7. Ensuring recognition of the value of staff contributions both individually and collectively;
 8. Advancing professional growth opportunities.
- B. 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 informing staff members, providing input and/or making appropriate recommendations.
- IV. Executive Committee and Officers
- A. The Executive Committee shall consist of the Chair, Chair Elect, Immediate Past Chair, Vice Chairs of all Staff Council Standing Committees, and Vice Chair for Diversity, Equity, and Inclusion.
 - B. 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 and/or acted upon.
 - C. The Executive Committee has the ability to establish any ad hoc committees it deems necessary.
- V. Membership
- A. Membership of the Staff Council will be comprised of representation from full-time and part-time non-faculty staff professionals according to John Carroll University Human Resources classifications.
 1. Staff Council membership excludes staff who have faculty voting rights.
 2. Staff Council membership excludes members of the Senior Leadership Team (SLT) as the Staff Council makes recommendations to this group.
 3. Staff Council members must have completed the initial three-month probationary period as of April 15th of the election year.
 - B. Executive Committee members must be full-time employees [scheduled to work on average at least thirty-seven and one-half (37.5) hours per week of 9-12 months of the year] and should have preferably completed at least two (2) continuous years of employment as of April 15th of the election year.
- VI. Meetings
- A. General staff, Staff Council, Staff Council Committee Meeting Guidelines:
 1. Meetings of the Staff Council and its committees will be open to all university staff members, with the exception of Executive sessions that may follow Staff Council meetings, which will be closed due to the sharing of sensitive or confidential information. At least one general staff meeting, one Staff Council meeting, and one committee meeting shall take place each semester, with additional meetings scheduled as needed by the

Staff Council Executive Committee. One or more of the meetings could be held in conjunction with another University function.

- VII. Voting
 - A. The Staff Council shall have the authority to call for a vote of the full university staff, following processes described in the Bylaws of the Staff Council.
- VIII. 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 the Bylaws of the Staff Council.
- IX. Publication
 - A. The Staff Council shall have the authority to publish a journal or newsletter. It shall be made available to staff members. The Staff Council shall have access to university directories and mailing lists as needed.
- X. Logo and Marketing
 - A. The Staff Council shall have the authority to establish a logo and other branded marketing materials. The Staff Council shall follow university Identity Standards.
- XI. Signing Officials
 - A. The only Staff Council members authorized to use their signature for council business are members of the Executive Committee or their designees.
- XII. Amendment of Constitution
 - A. The Constitution may be amended by a simple majority of the voting members of the full Staff Council through the following process:
 - 1. The Staff Council Membership Governance and Finance Committee and Executive Committee will draft the amendment.
 - 2. The amendment will be shared with University General Counsel and the Senior Leadership Liaison to Staff Council for input and review.
 - 3. Staff Council will debate and vote on the amendment.
 - 4. Approved amendments will be shared with University General Counsel, the Senior Leadership Liaison to Staff Council, and the President before dissemination.
 - 5. Staff will be notified at the next scheduled All Staff meeting.
- XIII. Dissolution
 - A. Dissolution of Staff Council may occur consistent with either of these procedures:
 - 1. Dissolution of Staff Council may be brought through normal order in executive session and then put to a vote of the entire John Carroll University active staff membership with a majority vote at the first available All-Staff Meeting.

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

Approved by Staff Council, December 12, 2019

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

Approved by Staff Council, December 12, 2020