

# Clarke University Staff Assembly Bylaws

## ARTICLE I: Name and Mission

### Section 1: Name

The name of the organization shall be Clarke University Staff Assembly. The Staff Assembly shall provide informal representation on behalf of the general membership (see Article II Section 1).

### Section 2: Mission

Guided by the Clarke University Mission, the Staff Assembly shall serve as an advisory group representing Clarke University staff in regards to interests, issues and concerns that affect them.

## ARTICLE II: Organization

### Section 1: Structure

Beginning June 1, 2007, the Staff Assembly shall consist of an executive board, standing committees to be identified and named by the executive board, and the general membership. The executive board shall consist of thirteen voting members, including two elected representatives from each of the vice presidential areas (academic affairs, institutional advancement, student life, enrollment management financial aid and admissions, business & finance, and marketing & the president's office) and one at-large representative elected from the general membership. A cabinet-level member or representative, and the director of human resources shall serve on sub-committees in an advisory role as needed. The general membership shall consist of all full- and part-time staff whose primary responsibility is in a non-faculty position. Cabinet-level staff shall be exempt from serving on the executive board, except as the cabinet level representative.

### Section 2: Officers

Officers of the executive board shall include chair, vice chair, and secretary. The chair and vice chair positions shall consist of second or third year members and will be elected annually by a vote of executive board members in May (see Article II Section 4).

### Section 3: Executive Board Responsibilities

The chair shall preside over all meetings conducted by the executive board. In the absence of the chair, the vice chair shall assume this responsibility. The secretary shall maintain records of meeting minutes and copies of official communications to and from the executive board. All executive board members shall serve as co-chairs for one of the standing committees and are responsible for reporting committee activities back to the executive board. The executive board officers shall serve as ex-officio members of each of the standing committees as needed.

Executive board duties include: coordination of the efforts of all committees, general oversight for the membership, the formation of ad hoc committees as needed, response to any issues or recommendations brought before it by the committees or membership, and representation of membership on a committee.

#### **Section 4: Meetings**

The executive board shall meet at least monthly during the academic year (September through May). An organizational meeting shall be held during the month of May to provide orientation to newly elected members and to elect officers. Minutes of each meeting shall be archived by the executive board secretary and made available to the general membership. The executive board shall meet quarterly with the general membership in September, November, February and April.

#### **Section 5: Special Meetings**

Special meetings of the executive board may be called by or at the request of the chair, vice chair or by at least three members of the executive board.

#### **Section 6: Notice of Meetings**

Notice of the regular meetings of the executive board shall be given to each member of that committee at least ten days prior thereto and notice of a special meeting of the executive board shall be given to each member at least three days prior thereto. Any such notice shall be in writing and delivered personally, mailed or electronically transmitted to each member of the executive board at his or her business address. "Electronically transmitted" means any process of communication not directly involving the physical transfer of paper that is suitable for the retention, retrieval and reproduction of information by the recipient. The attendance of a member of the executive board at any meeting shall constitute a waiver of notice of such meeting. Neither the business to be transacted at nor the purpose of any regular meeting of the executive board need be specified in the notice of such meeting. Notice of a special meeting, however, should state the purpose or purposes of such meeting.

#### **Section 7: Quorum**

Seven members of the executive board shall constitute a quorum for the transaction of business.

#### **Section 8: Manner of Acting**

An act of the majority of the members of the executive board present at a meeting at which a quorum is present shall be the act of the executive board.

#### **Section 9: Removal of Officers**

Any officer of the executive board may be removed by an affirmative vote of seven members of that board whenever in the judgment of the board the best interest of the university will be served thereby.

### **ARTICLE III: Elections**

#### **Section I: Eligible Voters**

A list of eligible voters shall be maintained by the Clarke University Human Resources Office and provided to the executive board when requested. Ballots shall be distributed electronically to all qualified individuals with paper ballots made available by request for those without electronic access. The number of open seats on the executive board shall be determined by the number of members whose terms are expiring.

#### **Section II: Voting Procedures**

Officers of the executive board shall distribute nomination forms to all individuals eligible to vote each year.

Nominations will close at 5:00 p.m. on the 7th calendar day immediately following distribution. Staff shall nominate representatives from the general membership. At-large nominations will consist of a compilation of all nominations submitted. Eligible members may self-nominate. Results of the nomination forms shall determine the slate of candidates.

Executive board election ballots will be created with the slate of candidates. Each candidate shall be listed on the ballot under their vice presidential area and again in the list of at-large candidates. Voting members will vote for a maximum of two candidates in their vice presidential area and for one candidate in the at-large list. As the votes are tallied, the two candidates with the most votes from each vice presidential area shall be elected to the executive board and removed from the at-large list. Upon completion of the area selections, the remaining at-large candidate receiving the most votes shall become the at-large representative. Voting ballots shall be distributed to all individuals eligible to vote in April each year. Voting will close at 5:00 p.m. on the seventh calendar day immediately following ballot distribution.

The newly elected executive board members shall take office on June 1 each year.

### **Section III: Terms of Service**

Each member of the Executive Board shall serve a three-year term.

### **Section IV: Filling Vacant Terms**

In the event a member of the executive board does not complete his/her term of office, the board shall seek nominations from staff in the vice presidential area represented by the vacancy. A special election shall be conducted in the affected area to fill the vacancy, under the supervision of the officers of the executive board. Vacancies shall be filled within 30 calendar days. The newly elected representative shall finish the year the vacancy occurred and serve two additional years.

In the event that the at-large member of the executive board does not complete a term of office, the same procedures shall apply with the exception that nominations and voting shall be among the general membership.

## **ARTICLE IV: Committees**

### **Section 1: Standing Committees**

Creation of all standing committees shall be the responsibility of the executive board. With the exception of the officers, the initial standing committee structure and associated duties and responsibilities shall be created by the newly elected executive board immediately following the elections and shall be added to Article IV of the Staff Assembly Rules.

Standing committees shall have an ongoing direction and purpose directly tied to the Staff Assembly mission and goals. The executive board will determine the appropriate number and representation of members on standing committees. Standing committees shall be co-chaired by representatives of the executive board and shall conduct regularly scheduled meetings.

### **Section 2: Ad Hoc Committees**

Ad hoc committees may be formed at the discretion of the board as appropriate. These committees shall serve until their purpose expires. Member selection shall be the responsibility of the Executive Board. Ad hoc committees shall be chaired by an executive board member or designee.

### **Section 3: Standing Committee Duties of the officers**

The committee finalizes the structure of the Staff Assembly by developing a set of rules. This committee conducts annual elections and attends to any rules changes, recommendations, or policies proposed.

## **ARTICLE V: Rule Amendments**

Any member of the general membership may submit proposed rule changes to the officers of the executive board. Submissions must be in writing and include contact information of the submitter, for the purpose of gathering additional needed information. The officers then presents the submission to the executive board for discussion, evaluation, and action.