

# **The Constitution of the Staff Council of National-Louis University**

## **Article I. Name**

Section 1. The name of the organization is Staff Council of National-Louis University, hereafter referred to as the Staff Council.

## **Article II. Mission**

Section 1. The mission of the Staff Council is to represent and promote the interests of the staff and serve as an active advisory group to the University Administration in areas that pertain to the welfare of the staff and matters that may benefit the University as a whole.

## **Article III. Purpose**

The Purpose of the Staff Council is to

1. Work collaboratively with University Administration and Faculty to enhance the student and employee environment of National-Louis University.
2. Encourage a spirit of staff unity, interaction, and awareness of University issues across all campuses.
3. Provide input within the parameters of University guidelines and advise administration on policy matters that affect the staff and the University Community as a whole.
4. Participate in committees that address the concerns of the staff such as training, development, and employee benefits and retention.
5. Serve as a communication link to the administration regarding information that is of interest to the staff and provide an opportunity for the open discussion of ideas and concerns.
6. Assist individual staff members, while adhering to University policies and those of the office of Human Resources, with the satisfactory resolution of unresolved issues involving a supervisor or fellow employee.

**Article IV. Membership**

Section 1. Any full or part-time staff employee classified in a position up to but not above department director is considered a member of the Staff Council. Any question regarding membership eligibility is subject to review by the Staff Council Leadership Board. Individuals will not be denied membership or full participation in the Staff Council for reasons of age, race, gender, nationality, political affiliation, religion, sexual preference, or disability. Staff members are not required to participate in the Staff Council and the opinions of the Staff Council Chair do not reflect the opinions of the entire staff.

**Article V. Staff Council Leadership Board**

Section 1. The Staff Council Leadership Board, as elected by the staff, consists of the Chair, Vice-Chair, Secretary, Treasurer and one campus representative for each NLU campus if so elected.

**Section 2. Duties**

1. The Chair will schedule and preside over Staff Council meetings, prepare an agenda for each meeting, call special meetings of the Leadership Board, represent the staff in meetings of shared governance, recommend staff members to serve on University Search Committees, initiate the formation of new staff committees, and maintain consistent communication with the staff, President of the University and other administrative officials on matters pertaining to the staff and the University community.
2. The Vice-Chair will represent the staff in meetings of shared governance, chair the Staff Connection Planning Committee, assume the duties of the Chair in his/her absence or departure of office, and propose the formation of new staff committees.
3. The Secretary will be responsible for the accurate and thorough documentation of all Staff Council meeting minutes, distribution of minutes to appropriate individuals to ensure all staff will have access to minutes and attend meetings of shared governance at the request of the Chair.
4. The Treasurer shall oversee the finances of the Staff Council and explore an avenue for funding through a designated university unit as well as a means for Staff Council fundraising.
5. Campus representatives will participate in monthly Staff Council meetings and present the comments, concerns, and suggestions relative to their particular campuses or those regarding the University as a whole. Campus representatives will be asked to attend meetings of shared governance at the request of the Chair and will confer with the Chair and Vice-Chair on the creation of Staff Council committees and recommend Staff Council fundraising activities.

### Section 3. Elections and Terms of Office

1. All Staff Council members as defined in Article IV, Section 1 are eligible for election to the Staff Council Leadership Committee and may nominate themselves for office or receive nominations from fellow Staff Council members. Faculty and administrators are not eligible to nominate staff for the Staff Council Leadership Board. Elections will be conducted through an electronic format with the winner being determined by the highest number of votes received. Assistance will be provided for any Staff Council members who may not have access to the electronic voting format to ensure that every individual has been given the opportunity to vote.
2. Staff Council Elections will take place on the second Tuesday in July and elected individuals will assume office on September 1 of the same year. All Staff Council Leadership Board members will serve a two-year term and are eligible for re-election for one additional two-year term. Elections for the offices of Chair, Vice-Chair, Secretary, and Treasurer will be staggered to ensure continuity within the Leadership Board. The offices of the Chair and Secretary will be eligible for election in odd-numbered years and the offices of the Vice-Chair and Treasurer in even-numbered years. All Campus representatives will be elected in odd-numbered years and serves a two-year term. Campuses without a representative will remain aware of all Staff Council activities and staff members may bring their comments or concerns to the Leadership Board at any time. A special election will be held to fill an open vacancy or one created by the departure of a Staff Council Officer prior to the completion of his or her term of office.

## **Article VI. Scheduled Meetings and Guidelines**

### Section 1. Staff Council Meetings

1. The Staff Council Leadership Board will meet with all Staff on the second Thursday of every month at 2PM Central Time. The Staff Council Chair will provide a schedule in September for meetings to be held at a different NLU campus each month through August of the following year. Additional meetings will be held as deemed necessary by the Staff Council or Staff Council Leadership Board.

### Section 2. Non-Staff Council Member Participation

1. Individuals who are not members of the Staff Council may attend or be asked to attend a meeting at the discretion or request of the Staff Council or Staff Council Leadership Board.

Section 3. Professional Decorum

1. The Staff Council Leadership Board and Staff Council Members will respect the opinions expressed by fellow staff and are expected to act in a professional and courteous manner in Staff Council meetings.

**Article VII. Committees**

Section 1. Staff Connection Planning Committee

1. The Staff Council Vice-Chair will develop the agenda for the annual Staff Connection and chair a Staff Connection Planning Committee comprised of a group of staff volunteers. The Staff Council Chair and other members of the Leadership Committee will provide assistance at the request of the Vice-Chair and planning committee.

Section 2. Staff Council Communication Committee

1. The Staff Council Communication Committee will develop and maintain an information site on the NLU Internet Home Page. The Chair and other members of the committee will be determined through consultation with the Staff Council Leadership Board.

**Article VIII. Amendments**

Section 1. Amendments

1. The Staff Council Leadership Committee will review amendments to the Constitution and an addendum to the Constitution will be made after a 2/3-majority vote of the Staff Council.

Ratified September, 2004