

# Knox College

## Staff Council By-Laws

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## **Article I. NAME**

### **Section 1. Name of Organization**

The name of this organization shall be the Knox College Staff Council, hereinafter referred to as Staff Council. The people represented are eligible staff as defined in Article III, Section 1. Eligibility, hereinafter referred to as staff.

## **Article II. MISSION STATEMENT**

### **Section 1. Mission Statement for Staff Council**

The Knox College Staff Council exists as a positive collective voice to foster a spirit of unity by encouraging the exchange of ideas among college staff in keeping with the mission of Knox College. The Staff Council shall serve as an advisory body which conveys information and makes recommendations to the President regarding interests and concerns of the college staff. The Staff Council promotes recognition of staff contributions to the mission of Knox College, and recommends individuals to serve on committees where policies and procedures affecting staff will be discussed. The Staff Council will keep all staff informed and in turn keep the President advised of needs and interests of the staff on College issues and activities. The Staff Council will always seek to promote a positive and collaborative work environment that is committed to assessing, prioritizing, and communicating staff needs.

## **Article III. MEMBERSHIP**

### **Section 1. Eligibility to serve on the Council**

All 10-to-12 month benefited non-faculty employees, who have been employed for at least one (1) year are eligible. Voting faculty members, the President, and members of the Senior Staff shall not be eligible for membership and/or representation by this Staff Council.

## Section 2. Staff Council Representation

1. The Staff of each representative group at Knox College shall be allowed to nominate members within their constituency to run for election. Eligible staff may vote to elect representatives who will serve on Staff Council.

The following scale shall determine Staff Council representation for each representative group in the College. The constituent groups and populations will be reviewed every three (3) years based on the most current listing available from Human Resources.

2. Classifications for Representation are based on the following Groupings (numbers up to date as of May 2015)

<i>Admission, Advancement, &amp; Communication</i> -----	(51 constituents, 2 representatives)
<i>Athletics</i> -----	(29 constituents, 1 representative)
<i>Business, IT, Mail, IR, Sustainability, Pres+Tres Asst</i> -----	(30 constituents, 1 representative)
<i>Dining, Grounds, Maintenance, &amp; Custodial</i> -----	(90 constituents, 3 representatives; minimum 2 reps from bargaining unit)
<i>Library, Academic Support &amp; HR</i> -----	(58 constituents, 2 representatives)
<i>Student Life &amp; Campus Safety</i> -----	(29 constituents, 1 representative)

## Section 3. Representative Group Review

On March 1 of each third year beginning in 2015 (i.e., 2018, 2021, 2024), a listing from Human Resources will be analyzed to determine if changes need to be made to the representative group structure. All ineligible employees, as defined in Article III, Section 1, will be removed from the list prior to making the determination. It is the responsibility of the Nominations and Election Committee to complete this process prior to annual elections. Should a representative group's number of representatives decline as a result of this process, the next position to expire will not be refilled. However, no position with time remaining on the term will be immediately removed.

## Section 4. Terms begin September 1

1. Representatives shall serve a three (3) year term to begin the first day of September and to end on the last day of August.
2. A member may serve no more than two (2) consecutive terms, but may be re-elected after a one (1) year interval.
3. An elected representative whose job classification changes during his/her term of office will serve the constituency that elected this representative until the next election.
4. See Section 6 for terms of "Alternates."

## Section 5. Representatives' Duties and Time Allowances

1. Representatives shall attend all meetings of the Staff Council.
2. Representatives shall serve on committees as members, may be elected as chair of a committee, and may be elected as an officer of the Staff Council.
3. Representatives shall be available to their constituents, indicating how they can be contacted. They shall be willing to hear concerns, to receive information and suggestions,

and to communicate these effectively to the Staff Council. In turn, representatives will keep their constituents informed of the work of the Staff Council and matters that the administration communicates to the Staff Council.

4. Representatives must be allowed the necessary time to devote to Staff Council meetings and Staff Council work as part of their normal, paid working duties.

#### **Section 6. "Alternate" defined as: the individual who receives the next highest vote count in a representative group**

1. If a member of the Staff Council resigns or is unable to serve for any reason, the unexpired term will be filled from among those nominated but not elected at the last election in the order of the highest number of votes received. Said "alternate" will serve the remainder of the term and be designated as a "member."

2. "Alternates" may be elected to two (2) additional terms.

3. If said "alternate" elect not to serve on the Staff Council, the Staff Council has the authority to appoint another individual from the staff to serve out the remainder of the term from that unit. The position must be filled with another staff member from that unit, for example--salaried, hourly, or bargaining unit. (amended 3/10/16)

#### **Section 7. Provision of Removal from Office**

1. Any member/representative whose absence causes a represented category to be underrepresented for (3) three regular and/or special called meetings of the Staff Council during the year shall be considered for removal by a vote of the Staff Council. If removed, a new representative will be elected within 30 days and will take office immediately.

2. A representative's term of office may be terminated and a new representative elected at any time by a majority vote of all eligible category members. A vote to terminate a current representative and elect a new representative may be initiated by a written petition signed by at least fifty percent (50%) of the eligible Staff in a represented category.

## **Article IV. OFFICERS**

### **Section 1. Officers**

Officers of Staff Council shall be elected by Staff Council. Officers will make up the Executive Board of the Staff Council. The Officers of the Staff Council shall be the Chair, Co-Chair, Secretary, and Treasurer.

### **Section 2. Duties of the Officers**

1. The Chair shall: (1) preside at all meetings with full authority to discuss matters before the Staff Council; (2) serve as chief spokesperson for the Staff Council; (3) ensure that projects undertaken by Staff Council are developed, organized, and implemented in an orderly and timely manner; (4) cast the deciding vote in the event of a tie.

2. The Co-Chair shall: (1) preside at Staff Council meetings in the absence of the Chair; (2) assist the Chair with duties as needed; (3) become Acting-Chair during extended, but not permanent, absence(s) (i.e. vacation, illness, etc.) of the Chair; (4) assume the role of Chair when the office of Chair is next vacated.

3. The Secretary shall: (1) give notice of all meetings; (2) ensure that accurate minutes of meetings are taken, approved, archived and distributed to Staff Council members in advance of the next meeting; (3) manage the general correspondence of the Staff Council except for such correspondence assigned to others; (4) ensure that official Staff Council records, including historical archives, minutes, actions, election proceedings and membership rosters, etc. are maintained and made available when required by authorized persons; (5) conduct Staff Council meetings during the absence of the Chair and Co-Chair.

4. The Treasurer shall: (1) be responsible for all financial aspects of Staff Council functions, including making any deposits to Staff Council accounts, processing purchase requisitions and purchase orders according to College policy and regulations; (2) maintain an accurate account of all receipts and expenditures; (3) verify accounting summary/detail reports from College Business Office records for Staff Council accounts; (4) reconcile such account records at least monthly; (5) report on these activities at each Staff Council meeting

### **Section 3: Election of Executive Board Members**

At the September meeting after annual elections, the Staff Council shall elect, from among its members, as necessary, a Chair, Co-Chair, Secretary, and a Treasurer to comprise the Executive Board.

1. All nominees must acknowledge their willingness to serve as an Executive Board member.
2. Election of Executive Board members shall become effective immediately.
3. Election winners will be decided by determining the candidates receiving the highest number of votes of Staff Council members, using written ballots and counted by the current Chair.
4. Ties will be decided by run-off elections. In the event of more than two (2) runoff elections, the Past Chair will cast the deciding vote.

### **Section 4. Terms of Office**

1. The term of office for all officer positions will be one (1) year.
2. No member may hold more than one (1) office at a time, and no member shall be eligible to serve more than three (3) consecutive years in the same office.
3. Any member may be re-elected to an office which he/she held for three (3) years after being vacant from that position for one (1) full year.

### **Section 5. Executive Board Vacancies**

1. Any Officer vacancy occurring in the Executive Board shall be filled only from the remaining Staff Council members.
2. The process will be by nomination and vote of the remaining members of Staff Council.
3. A member of Staff Council elected to fill a vacancy shall serve for the remaining term of the vacancy.

## **Article V. CAMPUSWIDE STAFF COUNCIL ELECTIONS**

### **Section 1. Election Term**

1. Each Staff Council member position will be elected by open ballot for a 3-year term.
2. Once elected, each Staff Council member will represent all eligible Staff and shall be available to their constituents as outlined in Article III, Section 5, number 3.
3. In May elections for new Staff Council members will be held to fill vacated positions due to term limits. Those newly elected members will take office September 1<sup>st</sup>.

### **Section 2. Nominations and Election Committee**

The Staff Council shall select a Chairperson of the Nominations and Election Committee. During the year of service, the Chairperson cannot be a candidate for re-election to Staff Council. This Committee can request changes to the operating procedures. Changes must be approved by Staff Council.

### **Section 3. Nominations**

Nominations of candidates for Staff Council may be made by any of Knox College's eligible staff within representative groups. The nominee is notified by the Nominations and Election Committee and must agree to the nomination. The Committee is responsible for verifying eligibility as noted in Article III Section 2 of nominees and for assuring that a minimum number of candidates are nominated for each representative group. If the minimum number is not reached through the nomination process, the Committee will solicit the respective representative group(s) to meet the minimum number.

### **Section 4. Procedures for Elections**

1. Nominations: Nomination forms will be distributed within representative groups, and the nominees will be verified by the Nominations and Election Committee. The Committee will ensure that nomination forms are available to all eligible staff.

The Committee shall verify in writing the eligibility and willingness of nominees to serve. Nominees will be informed of meeting times, attendance requirements, and the time commitment required.

2. Ballots: The Nominations and Election Committee shall prepare and distribute ballots in the same manner as the nomination forms. The top 2 (two) nominees per area shall appear on the ballot. In case of a tie, the top 3 (three) nominees shall appear on the ballot.

The Nominations and Election Committee will ensure that ballots are available to all eligible staff. The Committee has authority to designate the manner in which nominations and ballots are distributed.

3. Voting: The Nominations and Election Committee shall determine from year to year, the

manner and form of voting which maximizes voting rights for all members of the Knox College staff.

4. Counting Ballots: The Nominations and Election Committee shall count the ballots and present preliminary results to Staff Council for certification. At least three committee members shall count the ballots.

In the event of a tie vote, Staff Council will be the determining vote

5. Announcement of Election Results: The Chairperson of the Nominations and Election Committee will notify new Staff Council members and invite them to attend the next meeting as guests.

Election results will be given to the Secretary for publication.

6. Election Records: All ballots will be held securely until no longer valid. Lists of the vote tabulation shall be secured and maintained by Staff Council Secretary for three years from the date of the election.

7. Election Disputes: The Chair of the Staff Council shall accept and investigate all election disputes and determine what, if any, irregularities occurred during the election process.

The Chair shall take whatever remedial action necessary to settle the dispute. In the case that the dispute concerns the person in the role of Chair, the Council shall designate a representative to conduct the investigation as described above.

## **Section 5. Vacancies**

Staff Council positions that become vacant between annual elections shall be filled by alternates as defined in Article III. MEMBERSHIP.

## Article VI. MEETINGS

### Section 1. Types of Meetings

There will be four types of meetings:

1. Staff Council General Meetings: This meeting shall be inclusive of all Staff Council Members and will be open to all Knox College staff persons.
2. Staff Council Committee Meetings: Committee meetings shall be open to committee members only, and shall be called by the Committee Chair.
3. Executive Board Meetings: The Executive Board shall hold closed sessions and shall be called by the Staff Council Chair.
4. Special Meetings/Emergency Meetings: Special meetings may be called by the Staff Council Chair, or at the request of a quorum of the Staff Council members. The President may instruct the Staff Council Chair to call emergency meetings at any time without prior notice. Only the business specified in the call of the special meetings shall be conducted at such meetings.

### Section 2. Schedule of Meetings

1. Staff Council shall hold 3 (three) general meetings per term from September through May. There should be no fewer than 9 (nine) meetings per academic year.
2. Meeting time during the academic period shall be established by the Executive Board at the first general meeting. Meetings should be held Monday through Friday, during the normal working hours regardless of the type of meeting.
3. Meeting Agenda shall be posted at least 2 (two) working days prior to the scheduled meeting date and time. Advance notice should be given for each meeting.
4. When there are no new agenda items, proposals, or unfinished business, the Executive Board reserves the right to hold no meeting. However, prior notice shall be given to Council Members.

### Section 3. Forum

The Executive Board Members shall hold an open forum for all Staff of Knox College once per academic year. The guest speaker(s) could be the Chair, one of the Executive Board officials, or the President's or their designee. The purpose of the forum shall be to share common interests and concerns, to pose questions, and to provide the President an opportunity to share information with Staff.

### Section 4. Quorum

A quorum shall be formed by a simple majority (50% + 1) of all Staff Council members present. The Executive Board, Staff Council, or a Committee shall not conduct business without a quorum. In the absence of a quorum:

1. The Executive Board may convene and vote on time-sensitive issues that require immediate action and report the results to the Staff Council during the next scheduled meeting. This includes emergency meetings which may be called by the President of the College.
2. Any other business transacted shall be null and void.
3. Only announcements of informative nature may be made by the Chair. These announcements shall be sent by email to all Staff Council members.

### **Section 5. Voting**

Elected Staff Council members (only) may vote:

1. A quorum (50% + 1) of the members of the Staff Council is required for a vote to be taken.
2. Voting on motions and issues brought before the Staff Council shall be by voice or show of hands, unless a roll call vote or vote by secret ballot is requested by a voting member. Roll call votes are recorded in the minutes.
3. Members must be present to vote. No proxy votes will be permitted.

### **Section 6. Floor Privileges**

Proposals, measures and resolutions shall be introduced on the floor by Staff Council members only. Persons who are not members of the Staff Council may be granted the right to speak, however, voting rights will not be granted on matters before the Staff Council.

### **Section 7. Agenda**

The Executive Board shall set the agenda for meetings. New items may be added to the agenda by Council members or non-members at the meeting if approved by majority (50% + 1) of Staff Council members who are present. Staff Council meetings shall have an agenda which includes the time and place of the meetings, copies of minutes from previous meeting, copies of substantive proposals if any, and the order of business. Agenda should be posted on the website, through the Staff listserv, and widely posted on campus in order to be available to all staff persons.

The Executive Board shall:

1. Collect agenda information through the use of request forms. Agenda Request Forms shall include the requirements for information to be submitted with a proposal;
  - a. It shall contain the date, name and contact information of the Staff member submitting/presenting the proposal;
  - b. Reason for submitting the proposal, (i.e. issues to solve, goals and objectives, etc.);
  - c. Name of proposal or a one line caption describing the proposal;
2. Receive proposals or other presentations for Staff Council action from committees, members, Knox College Staff persons, the College President or the President's designee. A detailed proposal must be submitted including supporting documents, if available (i.e. petitions, letters, articles, surveys and backup documentation or materials if appropriate);
3. Set an agenda that allows for business to be addressed in a reasonable duration of

time during the meetings;

4. Refer all substantive proposals needing Staff Council action to appropriate committees for review before placing them on the agenda, unless the Executive Board is prepared to address an issue and present it to the Staff Council;

5. Include on the agenda of a general meeting as soon as practical, all items presented from various sources;

6. Advise the Staff Council of the need for a special meeting; and

7. Respond to submitted proposals, within a reasonable amount of time, based on the circumstances of the proposal.

### **Section 8. Minutes**

The minutes of all meetings shall be made available to the Staff Council prior to a subsequent meeting. When approved, they shall be posted on the Staff Council website within (5) five working days after the meeting. In the absence of the Secretary, the Chair shall appoint someone in the interim for that particular meeting. Minutes shall be approved at the next meeting after modification and amendment, and shall be maintained as permanent record. Minutes should include at minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed and reports presented;
- text of motions presented and description of their disposition;

### **Section 9. Order of Business**

The order of business for meetings shall be as set forth in the agenda. However, this may be altered by the Chair. (1) Call to order and establish quorum; (2) approval of the previous meeting's minutes; (3) committee reports; (4) unfinished business; (5) new matters/issues arising; (6) open floor for comments, announcements, tributes, or comments from visitors. (7) Adjournment.

### **Section 10. Parliamentary Authority**

The rules contained in the most recent edition of [Robert's Rules of Order](http://www.rulesonline.com) (www.rulesonline.com) shall govern the Knox College Staff Council and its committees in all cases to which they are applicable and in which they are not inconsistent with these guidelines or with any special rules of order the Staff Council may adopt.

## **Article VII. BUDGET AND FINANCE**

### **Section 1. Source of Funds**

The College shall establish and fund an operating budget sufficient to meet reasonable operating expenses of the Staff Council.

## **Section 2. Account Management**

The account chairperson shall be the Vice President for Finance/Chief Financial Officer of the College; the Staff Council Treasurer shall be established as the account head with alternate signature authority assigned to the Staff Council Chair.

Example:

Flow of funds are as follows:

1. Treasurer – Shall request funds.
2. Staff Council Chair – Will approve the expenditure of funds.
3. Vice President for Finance/CFO – Must approve any expenditures exceeding \$5,000.
4. Staff Council Chair – Shall present a monthly expense/revenue report upon request of the President of the College, prepared by the Treasurer of the Staff Council.

## **Section 3. Account Review**

At all times details of revenues and expenditures made on behalf of the Staff Council shall be available for review and audit. The Staff Council Treasurer shall maintain transaction records for not less than three (3) years.

# **Article VIII. COMMITTEES**

## **Section 1. Membership**

With the exception of Executive Board members, all Staff Council representatives shall serve on at least one standing committee or established subcommittee within a standing committee.

1. Each committee shall be comprised of at least three (3) members, including Council members and members of College Staff. At least one member of each Committee must be a member of the Staff Council. (amended 3/10/16)
2. Staff Council members may volunteer to serve on additional standing committees and/or subcommittees.
3. The Staff Council shall determine the standing committee representation, first considering volunteers. Each committee will elect a chairperson.

## **Section 2. Removal and Reappointment**

1. A committee member missing three (3) consecutive committee meetings may be replaced at the discretion of the committee.
2. The committee chairperson will notify the Staff Council Chair of the vacancy, and the committee chairperson has the authority to fill the vacancy.

### **Section 3. Meetings**

1. Each committee, with the exception of the Nominations and Election Committee, should meet at least three times during the period September through May. Additional meetings may be called by the Chairperson, or upon request of at least two (2) members of the committee.
2. Meetings shall be conducted following the guidelines set forth in Article VI of the Bylaws.

### **Section 4. Duties**

The standing committees of the Staff Council shall accept business items assigned to the committee by the Executive Board, and address the item(s) in a responsible and timely manner, and establish subcommittees to study specific issues, make recommendations and refer items as necessary.

Standing committees have the authority to request of the Executive Board the appointment of an ad hoc committee for special business under their jurisdiction. Under no circumstances shall information be disseminated from a committee which has not been authorized by a majority of the Executive Board or adopted by majority vote of the Staff Council.

The committee Chairperson will make a report to the Staff Council at each meeting; and will provide the Staff Council with an annual report concerning the work of the committee to by the last meeting of the year.

### **Section 5. Standing Committees**

The standing committees of the Staff Council will be the Public Relations/Communications Committee, Staff Development Committee, Administrative Issues Committee, and the Nominations and Election Committee. All committee activities and recommendations are subject to approval by the Executive Board. The removal and/or addition of committees can be determined by the Executive Board.

1. Public Relations/Communications Committee: This committee shall work to foster staff pride and publicize Staff Council activities to the Knox College community.
  - A. The committee will plan and coordinate activities for Staff to meet their Staff Council representatives and learn about Staff Council activities and service opportunities. Additionally, the committee shall assist other committee and officers with visibility and publicity (i.e. flyers, announcements, newsletters, and other promotional activities).
  - B. The committee shall develop and recommend internal and external communication strategies for the Staff Council; be responsible for keeping the Staff Council Website's information current and accurate; and determine methods for communications including types, length, and frequency.
2. Staff Development Committee: This committee shall review and recommend ways for Staff to benefit from orientation and training programs that address such issues as career and professional development, college course enrollment, continuing education, diversity training, basic skills development, and other programs as deemed appropriate.

3. Administrative Issues Committee: This committee shall address issues assigned by the College President, Staff Council Executive Board, and/or the Staff Council regarding administrative policy and procedures, staff evaluations, staff recognition and awards, and any other topic deemed appropriate.

A. The committee shall evaluate and make recommendations and periodic reports to the Staff Council and/or Executive Board.

B. The committee will prepare written reports of committee recommendations for adoption by the Staff Council.

4. Nominations and Election Committee: The committee shall handle all nomination and election procedures as set forth in Article V of this charge, coordinate and validate all elections to the Staff Council. No Staff Council member who is a candidate for a Staff Council position may be a member of the Nominations and Election Committee.

### **Section 6. Ad Hoc Committees**

The ad hoc committees of the Staff Council shall be appointed by the Executive Board as needs arise, or as requested by a standing committee for special business under their jurisdiction, to review and address specific issues.

1. Each ad hoc committee will have at least three (3) members.

2. Ad hoc committees will elect a chairperson who will present the issue and report the committee's findings to the Staff Council.

3. The life of the committee will be determined by the matter under consideration and the committee shall be disbanded when the task has been completed.

4. Ad hoc committees shall accept the issues assigned to the committee by the Executive Board; address the item(s) in a responsible and timely manner; and make progress reports on the committee activities to the Staff Council, as well as a final report and inclusive of recommendations.

## **Article IX. AMENDMENTS TO THE CHARGE of STAFF COUNCIL**

### **Section 1. Proposals to Amend**

A proposal to amend the Charge of the Staff Council shall be made by either:

1. A two-thirds vote of the Staff Council; or

2. A petition signed by not less than one-third (1/3) of the staff employees referred to in Article III, Section 1, represented by the Staff Council; or

3. The President of the College following his or her determination that some portion(s) of the Charge are at variance with State law or the adopted rules and policies of Knox College.

### **Section 2. Approval**

Amendments proposed pursuant to Article IX, Section 1, of this Charge shall require approval of a majority of current Staff Council members casting ballots and by the College President.

**Section 3. Publication**

Proposals for amendments to the charge of Staff Council must be made available to the Staff Council for approval and passed by a quorum.