

KENT STATE UNIVERSITY STAFF COUNCIL (KSU-SC)

Bylaws for the Kent State University Staff Council

Article I- Name

The name of this organization is the Kent State University Staff Council or KSU-SC.

Article II- Mission

The Kent State University Staff Council (KSU-SC) provides a formal framework for classified and unclassified staff to share ideas, information, and communicate on issues and topics that affect staff and the broader University community. KSU-SC will serve as an advisory body to the President of Kent State University and the President's Cabinet.

Article III- Purpose

The Kent State University Staff Council accepts the responsibility and challenge of taking its place alongside faculty, administrators and students in working toward a better University community. Through collaboration, the Kent State University Staff Council will enable the administration to establish better channels of communication and to draw upon the best ideas of Kent State staff and provide staff with leadership experience. To that end, the purposes of the Kent State University Staff Council are as follows:

- A. To serve as the advisory group for all classified unclassified staff, regardless of race, gender, and age
- B. To act in an advisory capacity to the University administration on existing and emerging policies, *not related to wages, benefits, and/or terms and conditions of employment*, that affect staff and the broader university community
- C. To appoint and/or recommend staff representation to other University committees, as appropriate
- D. Promote communication and engagement among staff, University administration, Faculty Senate and Student Government
- E. To provide a forum for the exchange of information between staff and other University groups
- F. To foster a spirit of respect, dignity, unity, and cooperation for staff among the KSU Community
- G. Provide staff with an effective way and safe space to ask questions, express concerns, and provide suggestions to the university administration

- H. To provide referrals for individual concerns and problems to appropriate University resources
- I. To share the responsibility with the administration, students and the University community in attaining the goals in Kent State Strategic Roadmap

Article IV- Organizational Structure

A. Membership

1. The specific criteria for membership eligibility are as follows:
 - All full and continuing part-time classified and unclassified staff from all campuses
 - Has at least two years of service
 - Has received at least "meets expectations" on their most recent performance evaluation
 - Has received supervisor approval at time of application
 - Classified (unrepresented & represented) and unclassified staff in supervisory roles are limited to a managerial level of 6 or lower. When possible, manager/supervisors should not serve on the Council at the same time as their direct reports.
2. The Kent State University Staff Council shall consist of the following members:
 - Thirty (30) members from across the university system, with the goal of having representation from each division and Regional Campus (Article X) when possible. Divisional representation shall be proportionate to the number of eligible staff within each division. Regional Campus representation shall reflect the number of full-time equivalency employees for each Regional Campus. Assignment of membership between the various University divisions and campuses shall be re-evaluated every two years. The Executive Board shall determine the proportions and present to the full body of KSU-SC for approval. No more than 5 of the 30 members shall be made up of continuing part-time staff.

- When a member leaves the Staff Council, the Membership Committee will provide a list of applicants from the applicant pool. See item V.B. for election process.
 - The Council will include liaisons appointed by the President's Office. The liaisons—one from the Division of Finance and Administration and one from the Division of Diversity, Equity, and Inclusion, will serve in an administrative designee role. The President liaisons shall not have the right to vote.
 - Ad Hoc Council Members (prior Officers/Executive Committee of the Kent State University Staff Council) - Members of the Council can appoint Ad Hoc members in instances when their continued membership is deemed beneficial to the work of the Council. Ad Hoc members shall not have the right to vote and shall serve in a short-term capacity.
3. A call for new members shall be conducted annually at the end of the outgoing term and prior to the election of the Executive Board and on an as needed basis. The Vice President and Deans lacking representation on the current Staff Council will be formally notified of such by the Council Chair. This allows the opportunity to encourage candidates from those areas to run for election. The Membership Committee is responsible for maintaining this data and will supply to the Council Chair on an ongoing, as needed basis.

B. Officers/Executive Board

1. Executive Board represents and acts on behalf of the KSU-SC by preparing meeting agendas, appointing members to serve on university committees, or creating ad hoc committees.
2. The board shall not have more than one representative from each division and/or Regional Campus (Article X).
3. Elected officers of the Kent State University Staff Council shall consist of:
 - Chair-The chair provides leadership to the committee, sets the committee's agenda, and makes sure that all relevant matters are discussed.

- Vice Chair-The vice chair assists in carrying out the functions of the committee. The vice chair works in conjunction with other members of the Executive Board to ensure the committee functions efficiently.
 - Secretary-The Secretary will ensure that meetings are effectively organized and keep an electronic record of minutes, as well as maintain effective records and administration of the committee and attendance.
 - Two (2) At-Large Members-The at-large members serve as liaisons to the general membership.
4. Officers shall be elected biannually by the Kent State University Staff Council. A call for nominations will be sent to members in November. Officers will be installed at the first regular meeting in January.
 5. Supervisors are expected to reasonably cooperate in scheduling elected officers with time to attend pre-scheduled staff council meetings. Elected officers attending pre-scheduled council meetings will be considered performing university business.
 6. Officers shall be eligible for re-election but may not serve more than two consecutive terms in the same office.
- C. The Kent State University Staff Council may remove, with cause, any officer by two-thirds vote of the Kent State University Staff Council membership.
- D. In the event the Chair is unable to complete their unexpired term of office, the Vice Chair/Chair-Elect shall complete the term.
1. Any vacancy on the Executive Board created by this process shall be filled in the following manner:
 - The new acting Chair will appoint another member of the Executive Board as a replacement for the Vice Chair vacancy for the remainder of the unexpired term.
 - The Membership Committee shall call for nominations from the full body of KSU-SC for a replacement for any other officer position for the remainder of the unexpired term. The full body of KSU-SC will elect a replacement from those nominees brought forth.

Article V - Term of Office

A. Members shall serve for a two-year term.

1. In the first year of Council,

- terms shall begin January 2022.
- half of the membership will serve a (2)-year term and the other half a (3)-year term.
 - (2)-year term to end December 2023
 - (3)-year term to end December 2024

2. Thereafter, terms shall begin January 1st and end December 31st of each calendar year.

3. The term for members appointed during a mid-term vacancy shall be for the remainder of the outgoing member's term.

B. Interested parties are required to complete an online application that is accessible to chairs of both the Membership and Elections Committees. As vacancies occur, the chairs shall then utilize the online application platform information to proceed with the following formal election process:

Members shall be elected by simple majority vote of Council members. The election of Council members shall be made using an electronic ballot (i.e. remotely). Should there be more applicants applying for membership than open seats in Council for the following year, the applicant(s) with the greatest number of votes will become a Member. In the event of a tie, a random selection tool will be used.

C. A Member may be appointed to serve no more than two consecutive terms and shall have full voting privileges.

D. If a Member vacancy should occur during an unexpired term, the outgoing member's replacement shall fill the vacant seat for the remainder of the member's term.

1. A transfer or change of position or duties within the University shall not affect an unexpired term on the Staff Council.

- E. An Ad Hoc Member may be appointed and is eligible for reappointment without restrictions and shall not have voting rights. This should be a short-term, not to exceed one additional year.
- F. The outgoing Chair of the Kent State University Staff Council shall serve as an advisor to, and as a non-voting member of, the Executive Board for a one-year term.
- G. In the event that a Member cannot continue to fulfill the Member's duties, the Member may resign in writing to the Council Chair. In the event of a resignation, the vacancy shall be filled in accordance with the membership replacement process of Article V-D.
- H. In the event that a Member is absent for three (3) consecutive meetings and does not notify the Council of their absences, the Member will be notified and replaced by the membership replacement process of Article V-D.
 - 1. If for any reason a Council member is unable to attend, they are required to contact the Secretary of the Executive Board.

Article VI- Appointments and Elections

- A. Supervisors, Vice Presidents, and Deans of the University will be notified of the members elected as indicated in Article IV (Membership). Notification of election to Council will provide general guidelines such as meeting times, committee structure, and other relevant information to indicate employee commitment. Employees attending pre-scheduled Council meeting will be considered performing university business.
- B. Elections of officers within the Kent State University Staff Council shall be conducted in accordance with the Kent State University Staff Council Bylaws.
- C. Appointment of Standing Committee chairs shall be conducted in accordance with the KSU Staff Council Bylaws.

Article VII- Committees

All members of Staff Council are required to serve on at least one established committee of Council. Each respective committee must also be comprised of at least one representative from the Executive Board.

A. Advocacy Committee

1. To educate and direct the professional staff as to the proper procedures to express concerns.
2. Review concerns of staff that have not been resolved using normal departmental procedures.
3. Work with Human Resources and in accordance with the University Policy Register in reference to problem resolution.
4. Review and monitor the application of University policies as they relate to Staff Council (i.e. Telecommuting Policy, parking, etc.).
5. Regional Campus Advocacy.

B. Communications Committee

1. Maintain the Staff Council web page.
2. Provide communication on behalf of Staff Council.
3. Create a communications archive in conjunction with the Staff Council Secretary.
4. Communicate election results to Staff Council.
5. Communicate recruitment/application information to staff.

C. Elections & Bylaws Review Committee

1. Annually initiate, conduct, and tabulate results of nominations and elections for Staff Council.
2. Provide election results to Executive Committee and Communication Committee.
3. Maintain election eligibility and voting records.
4. Supervise regular and/or special elections conducted by Staff Council to ensure fair and accurate results.
5. Annually review and update the Staff Council Bylaws.

D. Membership Committee

1. The committee shall have at least one representative from a Regional Campus.
2. Reviews application process annually and proposes changes as necessary.
3. Collaborates with Communication Committee to distribute information as needed.
4. Provides information to the Executive Board via the Executive Board Representative for areas lacking representation.
5. Maintains primary list of Staff Council members and committee assignments.
6. Organizes social events and volunteer opportunities for all members of Staff Council.

E. Professional Development Committee

1. Works in conjunction with members of KEEP (Kent Engaged and Emerging Professionals).
2. Shares professional development and networking opportunities.

F. Chairs/Co-Chairs Committee

1. Provides communication between Chairs/Co-Chairs of committees.
2. Collaborates with Chairs/Co-Chairs of committees.
3. Plans and conducts meetings with Chairs/Co-Chairs of committees at least once a month.
4. Submits request to Executive Committee for creation of sub-committees when developing ideas.

Article VIII- Amendments

Any revision or amendments to the Bylaws must be adopted by a two- thirds majority vote of members provided a quorum exists.

Article IX- Adoption of Bylaws

The Bylaws shall be ratified by a two-thirds majority vote of the quorum.

Article X- Definitions

1. University - all campuses, colleges, schools, divisions and departments of Kent State University.
2. Staff – part-time and full-time classified and unclassified continuing staff employed by Kent State University.
3. Quorum - the minimum number of members who must be present at the meetings as a deliberative assembly for business to be legally transacted; a majority of the entire membership.
4. Chair - the Kent State University Staff Council Chairperson.
5. University President- the Kent State University President.
6. Bylaws- procedures and guidelines for carrying out the day-to-day operations of the Kent State University Staff Council.
7. Majority Vote - is one more than one-half of the total eligible Kent State University Staff Council membership present and voting.
8. Two-Thirds Vote - the expressed approval of at least two-thirds of those present and voting.
9. Membership Directory- A list of current Staff Council members which includes their title, contact information, term, and committee membership(s).
10. Applicant Pool- An online repository of current Staff Council applications.
11. Division-the organizational structure as represented in the chart of Administrative Leadership (<https://www.kent.edu/leadership/organizational-charts>):
 - President
 - Finance and Administration
 - University Communications and Marketing
 - Philanthropy and Alumni Engagement
 - Regional Campuses and College of Applied Technical Studies
 - Senior Vice President and Provost
 - Information Technology
 - Student Affairs

- Diversity, Equity, and Inclusion
- Research and Sponsored Programs
- Enrollment Management

12. Regional Campuses-all other campuses of the Kent State University system, excluding Kent Campus, for which the Regional Campus System is comprised:

- Ashtabula
- East Liverpool
- Geauga & Twinsburg Academic Center
- Salem
- Stark
- Trumbull
- Tuscarawas