

# University of Missouri-Kansas City Staff Council Bylaws

*Adopted June 1991. Revised 2 Jul 2008*

## **ARTICLE I: Name**

The name of the organization will be the University of Missouri-Kansas City Staff Council.

## **ARTICLE II: Purpose**

The purpose of Staff Council is to provide a forum for the advocacy of UMKC staff and represent staff needs to the UMKC community and its leadership. Staff Council will provide opportunities for recognition, appreciation, and development of staff members

## **ARTICLE III: Membership**

### Section 1: Eligibility

- A. Membership in Staff Council is extended to those University employees (hereafter, "staff") who hold non-academic positions by primary appointment as defined by the Human Resources Policy Manual and are not protected by tenure, whether they are classified as exempt or non-exempt personnel by the Federal Government Fair Labor Standards Act.
- B. Persons who do not fit into the above definition, but feel they should be represented as staff members may file a written request with the Staff Council Governing Board to be considered members of the staff. Upon review and majority approval of the petition, they will be considered exempt or non-exempt staff members as long as they continue in their positions at UMKC.

### Section 2: Classes of Membership

- A. **Non-elected.** Any staff member may participate in Staff Council committees, activities, or open governing board meetings.
  1. Non-elected members are not eligible to participate in the voting process.
  2. During Governing Board meetings, non-elected members may address the assembly or submit motions for consideration upon special recognition by the Staff Council president.
  3. Non-elected members bear no attendance requirement.
- B. **Governing Board Members.** Staff may be elected to the Staff Council Governing Board during annual elections. Rights, duties, and expectations for Governing Board members are delineated in Article IV.
- C. **Officers.** Staff Council Governing Board will elect a president, vice president/president-elect, secretary, and treasurer. Officer rights, duties, and expectations are delineated in Article V.

## **ARTICLE IV: Governing Board**

### Section 1: Composition

- A. Governing Board will be composed of 25 members.
- B. Twenty-four members will serve elected terms to the Governing Board. The president will be the twenty-fifth member.
- C. Of the elected members, half (12) will be exempt staff and half (12) will be non-exempt staff.
- D. Each year, one-third of the Governing Board member positions (8) will be vacated. Half of these will be exempt and half non-exempt.
- E. Governing Board membership is not transferable except through election as described in Article IV, Section 4.

## Section 2: Duties and Privileges

- A. Governing Board members must attend Staff Council Governing Board meetings.
  - 1. Governing Board members are allowed three (3) absences from regular Governing Board meetings throughout one year beginning on May 1 and ending April 30.
  - 2. If the need arises for a fourth absence:
    - a. A detailed request for additional absences shall be made in writing to the Nominations and Elections Committee in advance of the fourth meeting to be missed. Approval, if granted, shall be in writing from the Committee.
    - b. If the absence is the result of an emergency situation, a detailed request shall be made in writing to the Nominations and Elections Committee no later than two (2) weeks after the missed meeting, and shall include a request to remain on the governing board.
- B. Governing Board members may voice opinions and vote on all business issues relating to Staff Council. Votes may be conducted officially at Governing Board meetings or, at the discretion of the president, informally by e-mail or other tally outside of meetings. Electronic or other voting methods shall meet quorum requirements as defined in Article VI, Section 4.
- C. Governing Board members may submit items to the business agenda for consideration by the Governing Board.
- D. Governing Board members must serve as an active member on at least **one** committee.

## Section 3: Term of Office

- A. Governing Board members serve a three-year term and may be reelected without limit.
- B. Terms shall begin on May 1 and end April 30.

## Section 4: Nominations and Elections

- A. Nominations.
  - 1. The nominations and elections committee will send an announcement to all staff in January. Staff may nominate as many people as they wish, and may self-nominate.
  - 2. In the event that less than four individuals accept the nomination from either classification of employment, those four or fewer are automatically accepted to the Governing Board and the vote proceeds to fill the remaining seats from the other classification. Vacant seats in either classification will be filled following the election in accordance with Article IV, Section 4.D.
  - 3. Reference Staff Council Procedures for additional details.
- B. Elections.
  - 1. Ballots - shall be electronic or paper, per recommendation of the nominations and elections committee and approval by Staff Council Governing Board.
  - 2. Voting – shall be available three (3) weeks.
  - 3. Selection – shall be elected by plurality to the four (4) nominees with the highest number of votes, who will assume membership in the Staff Council Governing Board. The nominations and elections committee shall maintain a record of remaining nominees who will be designated as alternates.
  - 4. Reference Staff Council Procedures for additional details.
- C. Termination and Removal. The term of a member ends on death, permanent incapacity, termination of service with the University, receipt by the president of written resignation or after three unexcused absences from regular Governing Board meetings in one year.
  - 1. The chair of the Nominations & Elections Committee will notify in writing any board member who has missed three (3) meetings in a year. The President shall be included in this communication.
  - 2. For any of the following circumstances, the board member will be removed from the active list and placed at the bottom of the alternate list, unless a resignation is submitted in writing to the president. The first alternate will be promoted to active status as a governing board member.

- a. The request for excusal from the fourth absence is not approved by the Nominations & Elections Committee.
    - b. No request for excusal is received for the fourth absence.
    - c. Absence from a fifth board meeting in a one year period.
    - d. The member may file a written appeal to the Governing Board, which must pass at a regular meeting by two-thirds vote.
  - 3. Any Governing Board member may call for a vote of no confidence against another Governing Board member. Reasons and discussion are required, and the accused must be afforded the right to speak on their own behalf. The Governing Board will vote by secret ballot and the motion must carry by two-thirds vote. Vote of no confidence against a Governing Board member will constitute removal from the Governing Board.
  - 4. Changes in a Governing Board member's job classification (i.e. from exempt to non-exempt) will not necessitate termination.
- D. Vacancies
- 1. In the event of vacancy, the open position will be filled by the highest ranking staff member from the alternate list corresponding to the vacated staff category. The nominations and elections committee will oversee this process, and will keep moving through the list until the vacant position is filled.
  - 2. If there is no alternate to fill the vacancy, and more than six (6) months remain in the vacated term, then
    - a. The president shall announce the vacancy, along with category and length of term remaining. The nominations and elections chair(s) shall send out a call for nominations which will be submitted to the governing board.
    - b. If there are no nominations or all nominees declined, the nominations and elections chair(s) shall notify the president. The president shall submit a name for appointment to the governing board.
    - c. Nominations and appointments to fill vacancies must be approved by a Governing Board majority vote within two (2) months of the announcement of the vacant position.
    - d. Staff members assuming vacant positions will serve out the remainder of the term for the vacated seat.
    - e. Reference Staff Council Procedures for additional details.
  - 3. If there is no alternate to fill the vacancy and there are six (6) months or less remaining in the term, the vacancy shall be filled during the next election according to Article IV, Section 4.A.

## ARTICLE V: Officers

### Section 1: Officers.

The officers of the Staff Council Governing Board will be president, vice president/president-elect, secretary, and treasurer. No member may hold more than one office at a time.

### Section 2: Duties.

- A. **President.** The president will schedule rooms for each meeting, preside at all meetings of the Staff Council, manage the business of the Staff Council, and carry into effect all resolutions of the Staff Council Governing Board. The president will also serve as a representative to Intercampus Staff Council (whose term of office is 1 Jan – 31 Dec) and appoint representatives to other relevant campus committees. The president may only vote to break a tie. The president's position constitutes the twenty-fifth member of the Staff Council Governing Board.
- B. **Vice President/President-Elect.** The vice president/president-elect will, in the president's absence, disability, refusal or inability to act, perform the duties of the president, and will perform such other duties as the Staff Council Governing Board may prescribe. The position will serve as a representative to the Intercampus Staff Council (whose term of office is 1 Jan – 31 Dec) and oversee all Staff Council committee work. The vice president/president-elect will become president at the conclusion of the term.
- C. **Secretary.** The secretary will attend all Staff Council Governing Board meetings and act as clerk thereof. The secretary will provide Staff Council members with meeting announcements and

reports of Staff Council activities on a monthly basis. The secretary will distribute the minutes of Governing Board meetings to all Governing Board members, to the Chancellor and Intercampus Staff Council president, and make them available to all staff via the Staff Council Website.

- D. **Treasurer.** The treasurer will develop, monitor, and reconcile the budget of the Staff Council. The treasurer will distribute accurate and relevant financial information at each meeting and make recommendations regarding fiscal matters as appropriate.

### Section 3: Terms of Office.

- A. All officers serve one-year terms.
- B. The president, and vice president/president-elect will hold one-year, non-successive terms, and will hold their offices until successors are elected.
- C. The secretary and treasurer may be re-elected an unlimited number of times.

### Section 4: Nominations and Elections.

- A. Only current Staff Council Governing Board members are eligible to serve as officers.
- B. Only Governing Board members may nominate members to serve as officers, but may do so at the request or recommendation of a non-elected member.
- C. Only Governing Board members may vote in officer elections.
- D. All officers will be elected at the Staff Council annual meeting.
- E. Vacancies may be filled at any time through majority election at a Governing Board meeting.

## **ARTICLE VI: Fiscal Operations**

In order to be fiscally responsible throughout annual changes in the executive committee, certain fiscal operations will be completed outside the Governing Board of Staff Council. Fiscal Operations will be performed by Chancellor's Office staff and will include:

- Creation and approval of non-PO vouchers
- Creation and approval of requisitions (to create purchase orders)
- Entry of receivers on purchase orders
- Deposits to operating and scholarship accounts
- Maintenance of Fiscal records
- Reconciliation of operating account

## **ARTICLE VII: Meetings**

### Section 1: Regular Meetings.

Staff Council Governing Board will meet once a month, not less than 10 times per calendar year. The meeting schedule will be published at the annual meeting and on the Staff Council Website. The secretary will communicate any changes.

### Section 2: Annual Meetings.

The May meeting will be the Staff Council Annual Meeting. All staff should be expressly invited. The outgoing president will present the "*State of the Staff*" report. Officers and committee chairs should present updates.

### Section 3: Special Meetings.

Special meetings may be called at any time by the president, by petition of a majority of Governing Board members, or by petition of 25 or more non-elected members.

### Section 4: Quorum.

Quorum is 60% attendance of the total governing board membership.

## **ARTICLE VIII: Committees**

Committees (Non-standing and standing) may be appointed and terminated by the president at any time, subject to approval of the Governing Board.

### Section 1: Committee Operations

- A. Committee chairs will be nominated and elected by the Staff Council Governing Board by majority vote.
- B. Committee chairs will take responsibility for committees at the annual meeting. The only exception will be the chair of the picnic committee, who will serve until one month after the picnic.
- C. Committee size ideally will be five to seven members. Membership is open to any member of Staff Council. The committee chair is responsible for forming the committee, subject to approval of the Governing Board.
- D. Committee chairs need to be prepared with written monthly updates of committee activity. Committee Report Forms shall be submitted to the President by 5 pm five (5) days prior to the scheduled Governing Board Meeting.
- E. Each committee will maintain records of meetings and activities and will present them to the secretary of Staff Council when the committee chair leaves the position.
- F. Committee vacancies will be filled by appointment by the Staff Council president as needed.

### Section 2: Committee Details

- A. Standing committees are as follows:
  1. **Fundraising Committee:**
    - a. Will work to raise funds to support the Staff Council Scholarship fund and other Staff Council programs.
  2. **Staff Appreciation Committee:**
    - a. Will work on staff appreciation projects and events.
    - b. Will review all areas of staff benefits, report on changes, and suggest new benefit areas to be explored.
    - c. Will oversee, advertise, and receive nominations for Staff Awards, determine and contact awardees, and organize Awards ceremony.
    - d. Will oversee the endowed Staff Scholarship by reviewing application, advertising, and determining and notifying recipients.
  3. **Nominations and Elections Committee:**
    - a. Will solicit nominations for Staff Council Governing Board membership and prepare a ballot of names.
    - b. Will conduct the elections each year.
    - c. Will count the ballots and publicize the results.
    - d. Will track attendance and notify members as per established procedures.
    - e. Will track attendance and participation of Governing Board members with their chosen committee(s).
    - f. Will fill vacancies in accordance with Article IV, Section 4.D.
    - g. Will update the by-laws as needed.
  4. **Service Projects Committee:**
    - a. Will be a vehicle for the staff, faculty and students to use for service and community work by representing the University of Missouri-Kansas City Staff Council.
    - b. Will meet on a regular basis to review current projects and to consider suggestions for new projects.
    - c. Will encourage-all staff, faculty, students and their families to participate in events sponsored by the committee.

**5. Communications Committee:**

- a. Will work to ensure that the staff of the campus is informed of the activities of Staff Council by updating the website.
- b. Will continue to develop avenues for additional ways to communicate with staff and other constituencies.

**6. Picnic Committee:**

- a. Will determine the date and coordinate activities for the annual staff picnic.
- b. Will develop a menu, in accordance with University policy, with a catering company that has been selected based on affordability, quality of food and service, and a wide variety of menu choices; will arrange for use of University grounds and equipment with the appropriate departments; and will develop a budget and advertising for the picnic.
- c. Will solicit prizes from University departments and other sources to be given to staff.
- d. Will encourage staff members to display or sell craft items or other items of interest and to participate in games, contests, and performances.

**7. Campus Issues Committee:**

- a. Will investigate and discuss issues brought to the attention of the Staff Council and/or Campus Issues Committee.
- b. Will ensure that any issue presented is discussed with Staff Council, a proposal or solution suggested, and presentation of same (proposal or solution) to the next governing group that has power to approve or deny.

- B. Additional non-permanent committees may be formed to address needs that fall outside the operations of standing committees.

Section 3: External Committees

A. Standing External Committees

1. Committees existing outside the framework of Staff Council that are long-term or permanent in nature.
2. As external committee positions become available, due to expiration of terms or early vacancy for any reason, the President shall present information regarding the committee during a Governing Board meeting.
3. The President shall ask for nominations to fill the position. Self-nomination is permitted.
4. Nominees shall be approved by majority vote of the Governing Board

B. Ad Hoc External Committees

1. Committees existing outside the framework of Staff Council that are short-term or temporary in nature.
2. If sufficient time is allowed by the established committee deadline, the President shall email all board members, or present at an upcoming meeting, the information on the Ad Hoc External Committee and request nominations. Self-nomination is permitted. Nominees shall be approved by majority vote of the Governing Board.
3. If insufficient time is allowed by the established committee deadline, the President may appoint a Staff Council member to the position or serve him/herself.

C. Reporting Requirements

1. External committee members will be required to report committee activities at Governing Board meetings, so long as the committee is not classified as confidential.
2. Committee Report Forms shall be submitted to the President by 5 pm five (5) days prior to the scheduled Governing Board Meeting. If an external committee meets within the five (5) days prior to the Governing Board Meeting, a Committee Report Form shall be submitted to the Secretary no later than two (2) days after the Governing Board meeting. Non-Governing Board members who serve on external committees may also report in person during the scheduled meeting.

**ARTICLE IX: Parliamentary Authority**

Robert's Rules of Order shall be used as the basis for conducting business and protecting the rights of members.

**ARTICLE X: Amendment of the Bylaws**

Staff Council bylaws or practices may be amended at any time by two-thirds vote of the Governing Board.