

CONSTITUTION

&

BYLAWS

For:

THE STAFF ADVISORY COUNCIL

AT:

THE UNIVERSITY OF ILLINOIS A CHICAGO

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(Revised 7/04;wyh)

ARTICLE 1

NAME

Section 1: The name of this organization shall be the Staff Advisory Council of the University of Illinois at Chicago.

Section 2: This organization shall be construed to act as the support staff's advisory council for the University of Illinois at Chicago, carrying out the responsibilities of said Council and enjoying the privileges accorded its members under *Policies and Rules – for Civil Service Staff* and other University and Campus rules, policies, and procedures.

ARTICLE 2

PURPOSE

Section 1: The purposes of the organization shall be:

- a. to represent the civil service employees to campus administration and to advise the Chancellor of the University of Illinois at Chicago in the formation and implementation of policies and procedures relating to civil service employees;
- b. to serve as the link between Campus Administration and the staff by providing a channel of communication between the Chancellor and other officers of University administration and the civil service employees of the campus;
- c. to study and make recommendations regarding campus conditions of employment, problems, and

needs, either at the request of campus officers, at the request of civil service employees, or upon its own initiative;

- d. to study and make recommendations regarding pertinent topics, upon request or upon its own initiative, to the campus Assistant Vice President for Human Resources, the Associate Vice President for Human Resources, the University Civil Service Advisory Committee to the Merit Board, to the Advisory Committee to the State Universities Retirement System, to appropriate campus and university executives and officers, and to the duly elected representatives of the University Civil Service Advisory Committee to the Merit Board and the Advisory Committee to the State Universities Retirement System;
- e. to enhance campus life by sponsoring and organizing welfare and social activities, i.e. the Janice Watkins Award for Distinguished Civil Service raising funds for the Eugertha Bates Scholarship Award, promoting increased cooperation and communication between the members of the university community, and encouraging staff to participate in the unique benefits of employment at the University of Illinois at Chicago;

f. to receive, conserve, and expend funds under its jurisdiction to most effectively actualize the foregoing purposes.

ARTICLE 3

ELECTIONS OF MEMBERS

Section 1: The members, in cooperation with the Human Resources Office, shall determine the procedures of the Staff Advisory Council election. The actual Election Day activities shall be under the direction of the Human Resources Office. Staff Advisory Council representatives, who are not running for reelection, shall be asked to assist at the polling places.

Section 2: Elections shall be held in even-numbered years on the last Thursday of April.

ARTICLE 4

REPRESENTATIONS OF EMPLOYEES

Section 1: Representation of civil service staff will be by district. Districts shall be composed of a building, or group of closely clustered buildings, in which a minimum of 100 status civil service staff is employed. The Colleges of Medicine in Rockford and in Peoria shall each be designated as individual districts, provided that non-academic employment at the site is greater than Twenty-five.

Section 2: Each district shall be entitled to one representative for each 100 status civil service staff, except for the Colleges

of Medicine in Rockford and in Peoria, who shall be entitled to one representative each for any number of non-academic employees from 26 to 100.

Section 3: Representatives within each district shall be elected through an election process open to all status civil service staff in that district.

Section 4: In the event that there is more than one representative in any given district, they will stand for election in alternate election years; with the intention that approximately one-half shall be elected each time.

Section 5: In districts with evening and/or night shifts, at least one representative from such district shall be designated by the Council President to represent each shift.

ARTICLE 5

MEMBERSHIP AND QUALIFICATIONS

Section 1: Any permanent, full-time (100% appointment) status employee of the University of Illinois at Chicago Hospital and of the University of Illinois Administration housed in Chicago shall be eligible for election to represent his/her district in the Staff Advisory Council.

Section 2: Representatives shall be elected for a term of four years and are eligible for re-election without limit, except that any representative elected at mid-term to replace a vacancy caused by resignation, termination, removal, or inability to serve shall be elected only for the remaining term of that vacant position. The election is not

impaired. Elections will be held in April of even-numbered years.

Section 3: A representative shall be required to immediately vacate his/her position upon discharge, resignation, termination, retirement, disability beyond 180 days, upon unexcused absence from three regular meetings of the Council, or violation of the Council constitution.

Section 4: The President of the Staff Advisory Council, with the concurrence of two-thirds of the members at a regular meeting of the Council, upon determining a violation of Section 3 of this article, shall be empowered to vacate the position and to fill such position as outlined in Section 5 below.

Section 5: If the remaining term of the vacated position is less than two years, the first runner-up (if any) in the election in the district represented by the vacated position shall be named to fill the position, provided that said individual is still employed in the district and is willing to serve. In the event that there was no runner-up or, if the runner-up is unwilling to serve, the Council President, with the concurrence of two-thirds of the members at a regular meeting, may either elect to allow the position to remain vacant or may appoint an individual from the district to fill the post. If the remaining term of the vacated position is more than two years, this same procedure shall be followed except that the replacement representative shall only be named to serve until the next

regular election, at which time the position will be filled by a representative elected for a two year term as described in Section 2 above.

Section 6: Any representative who has been duly elected to represent a district may continue to do so, even if he/she transfers or is transferred out of that district, to the end of the term to which he/she was elected.

Section 7: University of Illinois at Chicago representatives to the State Universities Civil Service Advisory Committee to the Merit Board and to the Advisory Committee to the State Universities Retirement System shall serve as non-voting ex-officio members of the Staff Advisory Council. The campus Associate Vice President for Human Resources (or designee) shall be invited to serve as consultant to the Staff Advisory Council.

Section 8: On becoming a member of the Staff Advisory Council, a representative agrees to be part of a council representing only the district from which he/she has been elected. Should a member be elected to the Executive Committee, he/she also represents only the area of the campus for which he/she is elected. No individual member is authorized to speak on behalf of the Council or represent that he/she is speaking on behalf of the Council without the approval of the Executive Committee.

Section 9: A quorum shall be a simple majority of total Council members.

Section 10: A newly elected representative becomes a voting member at the May meeting following the election. All members attending the May meeting will have voting privileges.

ARTICLE 6

OFFICERS

Section 1: Officers of the Staff Advisory Council will consist of a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2: The term of office of the officers of the Staff Advisory Council shall be two years, beginning at the meeting immediately following their election and ending with the meeting at which their successors are elected. No officer may serve more than two consecutive terms.

Section 3: Council members shall submit names of officer nominees for the January officer's election to the Corresponding Secretary during the month of October each even-numbered year. The Corresponding Secretary shall determine the willingness of each nominee to run for office. The slate of nominees shall be presented to the Council at its November meeting, during which nominations may be made from the floor. Candidates will be afforded the opportunity to present their qualifications during this meeting. Elections will be held by secret ballot at the beginning of the January meeting.

Section 4: Officers must receive a simple majority of votes of those attending the election meeting. In the event no candidate

receives a majority, the candidate receiving the fewest number of votes shall be eliminated and the vote retaken until one candidate attains the majority.

Section 5: During their term of office, Officers must meet all qualifications for membership on the Council. In the event of disqualification, the position shall be vacated and the Council shall elect a replacement from its own membership to complete the remaining term of office.

Section 6: Candidates for office must serve on the Staff Advisory Council for one year as a member, unless waived by the Executive Committee.

ARTICLE 7

DUTIES OF OFFICERS

Section 1: The President shall:

- a. Preside at all regular and special meetings and enforce all rules, regulations, and policies related to the administration of the Council;
- b. Call special meetings of the Council when he/she deems it necessary or when requested to do so by at least one-fourth of the membership;
- c. Appoint committee chairpersons;
- d. Transmit all formal recommendations on behalf of the Council to the intended recipients, with copies to the Chancellor, and the Assistant Vice President of Human Resources;

- e. Represent the Staff Advisory Council in the University Employees' Advisory Committee and to University Administration;
- f. Abstain from voting except in the case of a tie.

Section 2:

The Vice President shall:

Assume the duties of the President in the event of the President's absence, inability, disability, disqualification, or resignation until his/her return or the election of a replacement.

Section 3:

The Recording Secretary shall:

- a. Keep minutes of all transactions of the Council at regular and special meetings, and transmit a copy to The Corresponding Secretary for distribution with the agenda for the next regular meetings;
- b. Maintain the attendance records of the Council;
- c. Archive the minutes, attendance records, committee reports, financial records, and other documents of the Council for transmission to succeeding administrations;
- d. Receive nominations for candidates for the election of officers;
- e. Certify the results of the election of officers and of the election of representatives to the Council;
- f. In consultation with the President, draft the agendas of regular special meetings;
- g. In the absence of the President and the Vice-President, oversee meetings of the Council.

Section 4:

The Corresponding Secretary shall:

- a. Prepare and e-mail agendas and minutes for regular and special meetings to Council Members prior to meetings;
- b. Make room and catering reservations for regular and special meetings;
- c. Type official Council correspondence;
- d. Distribute handouts to Council members during meetings;
- e. Notify the Chancellor of the University of Illinois at Chicago and the campus Assistant Vice President of Human Resources of actions taken by the Council.

Section 5:

The Treasurer shall:

- a. Receive, record, and disburse all monies of the Council in accordance with University Policies, Procedures, and Regulations, subject to the Council's decision;
- b. Report the transactions of the Council treasury, at each regular meeting;
- c. Prepare and submit a proposed Council budget request each June for the following fiscal year for review by the Council;
- d. Submit the financial records of the Council for audit by a select committee to be appointed in May by the President; membership of this committee need not be limited to members of the Council

ARTICLE 8

WORKING COMMITTEE STRUCTURE

Section 1: Working Committees shall be the vehicles for studying issues, problems, concerns, and requests brought to the Staff Advisory Council. It is appropriate that new items be first brought to the committee(s) concerned before being presented to the Council, or that business brought before the Council be referred to the committee(s) further study and recommendations.

Section 2: Working Committees are encouraged to invite experts from outside the Council to work with them on specific issues where such experts would be valuable.

Section 3: The President of the Council shall appoint the Chairpersons of the Working Committees.

Section 4: The Chairpersons shall be responsible for recruitment of members for their committees, with wide geographic representation of districts in the membership of each committee. The membership of each committee is subject to the approval of the full Council by simple majority vote.

Section 5: The Standing Committees of the Council will include:

- a. Publicity and Publications
- b. Benefits and Welfare
- c. Legislative Affairs

- d. Social Activities
- e. Recognition and Awards
- f. Constitution

Section 6: Ad Hoc Working Committees may be appointed by the President of the Council to fit emergent needs.

ARTICLE 9 **EXECUTIVE COMMITTEE**

Section 1: The Executive Committee shall be comprised of all elected officers of the Staff Advisory Council and eight additional members elected at the February meeting each year. These additional members will serve one-year terms and are eligible for re-election without limit. Three of these shall be elected from the representatives of the districts east of Ashland Avenue; one shall be elected from the representatives of the districts in the University of Illinois Hospital; and two shall be elected from the representatives of districts west of Racine Avenue exclusive of University of Illinois Hospital, one from the Physical Plant, and the nearest past president or one district west member.

Section 2: The Executive Committee shall consult with the Chairpersons and/or members of the standing and special committees of the Council; coordinate the work of the Council in the period between the regular meetings of the Council; and act to ensure that the decisions and wishes of the Council are carried out.

ARTICLE 10

RULES OF PROCEDURE

Section 1: This Constitution and its Bylaws may be amended at any meeting of the Council, which occurs two or more weeks after the full text of the proposed amendment has been submitted to the members of the Council in writing.

Section 2: A motion to amend requires one more than half the membership of the Council to pass; regardless of the number of members actually present at the meeting at which that votes is taken.

Section 3: The rules of procedure contained in the current edition of Roberts' Rules of order shall govern the Council in all applicable instances, except where specifically at variance with the Bylaws, Constitution, or special rules of order of the Council.

Section 4: The rules of procedure may be suspended during any meeting by a two-thirds vote of all members present.