

ORGANIZATIONAL BY-LAWS OF THE BI-WEEKLY STAFF COUNCIL

INDIANA UNIVERSITY SOUTH BEND

I. PURPOSE

The Bi-Weekly Council provides a medium for communication among administration, faculty and staff employees at Indiana University South Bend.

The Council also represents bi-weekly and hourly employees who have problems, solutions to problems, or recommendations for change. The Council acts as a liaison between the employee and the appropriate campus department (s).

II. DEFINITION OF BI-WEEKLY STAFF

Bi-Weekly Staff include full-time and part-time appointed clerical (CL), technical (TE) and maintenance (SM) staff employees. Bi-Weekly Staff also includes staff housed on this campus, but paid by another Indiana University campus. It includes hourly employees, but not students working part-time.

Hourly employees may present suggestions to their representatives or the Council, but are not eligible to vote.

III. ELECTION OF REPRESENTATIVES TO THE BI-WEEKLY STAFF COUNCIL

A. Election of Council Representatives and Terms of Office:

1. Representatives to the Bi-Weekly Staff Council shall be elected by campus-wide balloting in June of each year.
2. Any bi-weekly employee is eligible for nomination to the Bi-Weekly Staff Council.
3. The Bi-Weekly Staff Council will be made up of a minimum of ten (10), but no more than fifteen (15) representatives.
4. The Student Government Association can name one (1) student to serve on the Bi-Weekly Staff Council, as a non-voting member.
5. During the month of May, the Election Committee shall announce the upcoming elections to members of the Bi-Weekly staff. All who are interested in serving as a Representative to the Bi-Weekly Staff Council will be asked to submit their name to the Election Committee by the last Friday of May.

6. Ballots (or a link to an electronic ballot) to elect Representatives will be provided to all Bi-Weekly Staff members on the second Monday of June. Voting will be open through the 3rd Monday of June. Any ballots/votes received after the 3rd Monday of June will not be counted.

7. The Election Committee will tabulate the ballots. All persons receiving votes shall be listed in numerical order beginning with the person receiving the greatest number of votes.

8. The Election Committee will contact all winners and then publish the names of the newly elected council members.

9. The tally and published list, together with all ballots and related election paraphernalia, shall be delivered to the Staff Council secretary at its June meeting.

10. If a staff member of the Council has his/her status changed to Professional, he/she will resign from the Council and will be replaced by an alternate.

11. There are currently no term limits set for Representatives or Officers.

12. If a council member must resign from his/her position on the council, or leaves the university, the election committee will refer to the election ballots and contact the person with the next highest votes.

B. Annual Organization of the Staff Council:

The first order of business at the July meeting of the Staff Council shall be the election of the new officers, chaired by the outgoing president. The first business meeting of the new Council will be held on a date decided by the new members.

IV. OFFICERS OF THE COUNCIL

A. A president (or co-presidents), vice-president, recording secretary and treasurer shall be elected by the council at the first meeting in July each year.

B. The President shall preside over all meetings of the Bi-Weekly Staff Council. She/he shall be responsible for preparing and distributing the agenda and for announcing meeting dates.

C. The Vice-President shall preside over all meetings when the president is absent. She/he shall also act as correspondence secretary for the council, and as recording secretary in that officer's absence.

D. The Recording Secretary shall be responsible for recording all minutes and confirm that they are posted on the website.

E. The Treasurer shall be responsible for the recording and depositing of all monies disbursed for the Staff Council and gives a report at each meeting.

F. In the event that the Staff Council would be without an officer, the following procedures shall be used:

1. In the event that the President resigns his/her position, the Vice-president shall assume the presidency, and a new vice-president shall be nominated and elected by the members of the Council.

2. In the event that the Vice-President, Recording Secretary, or Treasurer resigns his/her position, the Council members shall nominate and elect a new officer.

3. In the event that all officers resign their positions simultaneously, the Council members shall nominate and elect new officers.

4. In the event that all officers resign their positions and resign from the Council, the remaining Council members shall first replace them according to Article III and then nominate and elect officers.

V. STANDING COMMITTEES

A. An Election Committee of four members of the Council shall be selected by the Council at its first meeting. The purpose of this committee shall be to prepare the ballots and oversee the operations of the annual election.

B. A Fund Raising Committee shall be selected by the Council at its first meeting. The purpose of this committee shall be to arrange various fund raising activities in support of Council projects.

C. The Holiday Festivities will be the responsibility of all Council members. Sub-committees may be formed as needed.

VI. MEETING OF THE COUNCIL

A. The Council shall meet monthly on a date and time decided by the Council.

B. A quorum of 2/3 of the total membership of the Council shall be necessary to take decisive action. Results of such decisive action shall be reported to the Bi-Weekly staff or to other appropriate campus personnel/departments/organizations.

C. The general agenda for meetings will be drafted by the president with suggestions from council members. Agendas will be distributed at least four days prior to meetings.

VII. ABSENCES

Membership in the Staff Council shall be automatically terminated with three unexcused absences. An unexcused absence shall be defined as failure to inform the Staff Council President, at least 24 hours in advance of the anticipated absence. Members so terminated may appeal to the council for reinstatement.

VIII. ADDING AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended or revised within the following guidelines:

A. Written amendments, signed by the initiator, must be in the hands of the Staff Council for discussion not less than ten (10) days before the council meeting.

B. Printed notice of the amendments proposed by the Staff Council shall be circulated to biweekly staff members for comment.

C. A vote taken in the Council for the adoption of a proposed amendment will require a 2/3 consent of the entire Council.

Updated by BWSC vote on Friday, January 30, 2009