

Classified Staff Advisory Council Bylaws
Dec 8th, 2009

ARTICLE I: MISSION STATEMENT

The UW-La Crosse Classified Staff Advisory Council endeavors to promote ongoing education, professional development activities and communication between all classified employees and the broader University community. The Council will promote a positive professional environment for all classified staff employees (represented, non-represented, limited term, and project appointment) based on equality, respect and a spirit of collegiality between members of the University community, including faculty, staff, and students. The Council members will serve as advisors to the Chancellor and other University administrators.

ARTICLE II: NAME

The name of the organization is the Classified Staff Advisory Council, also known as CSAC.

ARTICLE III: ROLES AND RESPONSIBILITIES

CSAC maintains the following roles and responsibilities: (1) To participate in the development of future plans for the University while also promoting and sustaining a positive professional environment for all classified staff employees (represented, non-represented, limited term and project appointment); (2) To promote programs and services that support professional development activities for classified staff employees; (3) To encourage informed communication among classified staff and with the broader University community, including the recognized governance groups; (4) To serve as advisors to the Chancellor and other University administrators; (5) To solicit nominees and make recommendations for University Search and Screen Committees and other committees requested by the Chancellor; and (6) To perform such other duties and functions as befits a voluntary organization committed to creating and sustaining an affirming and supportive operational environment that promotes and encourages excellence in teaching, working, leading, and serving the community that is the University of Wisconsin-La Crosse.

ARTICLE IV: MEMBERSHIP AND ELECTIONS

All permanent members of the classified staff are eligible, and encouraged, to seek election to the CSAC. The CSAC will consist of 11 members, each serving a three-year term with a maximum of two consecutive terms. CSAC members are elected by vote of all participating and interested members of the classified staff at the University of Wisconsin-La Crosse. Representation of Council members will be based on the percentage of members in each bargaining unit. Membership allocations will be reviewed and adjusted as needed annually by the bylaws committee.

Any permanent member of the classified staff may be nominated by their colleagues or may self-nominate to serve on CSAC. If nominated by another, the current CSAC Chair will verify their willingness to participate. If there are no nominees for a specific unit, members from that unit will go unrepresented during that term. All nominees will be listed on the election ballot. All classified staff will receive a mailing announcing the upcoming elections. All voting will occur online. All classified staff are eligible to vote with elections taking place in April/May each year. Terms for membership will be based on the fiscal year, starting July 1 through June 30.

ARTICLE V: EX OFFICIO MEMBERS

A. ADMINISTRATIVE LIAISON

The Chancellor will appoint an individual to serve as the Administrative Liaison to CSAC who will serve as an advisor and resource for the Council. In making this selection, the Chancellor shall identify an individual with the background, training, experience, commitment, and current work responsibilities, which will provide knowledge and understanding of the broad array of issues impacting the University. The Liaison is expected to have regular and recurring access to the Chancellor and to the University's administrative leadership. The Liaison is expected to be familiar with the University's system of shared governance and have understandings and sensitivities that will ensure that the work of CSAC operates in an orderly, efficient and harmonious manner with these other formally-recognized governance structures and processes. The Liaison will be a non-voting member of CSAC and also will serve on the Executive Committee of the CSAC.

B. CLASSIFIED STAFF HUMAN RESOURCES MANAGER

The Human Resource Classified Staff Manager will serve as an ex officio member on the CSAC. This representative will act as a resource regarding contractual language. The Liaison will serve as a mediator between classified staff members and their supervisor if a disagreement regarding participation in the Council arises. The Classified Staff Human Resources Manager will be a non-voting member of CSAC and also will serve on the Executive Committee of the CSAC.

ARTICLE VI: TERMS OF SERVICE

Terms of service on CSAC are staggered so that three to four seats are open each year. Individuals can nominate themselves or other members of the classified staff for election to serve on CSAC. Nominations to fill vacant seat(s), and the subsequent voting for all members is done in May, with those chosen to serve beginning their term in July. If an elected member leaves before the term is completed, the Chair will appoint a new member to complete the remainder of the term from the list of nominees. During the initial election, positions will be staggered based on the number of votes received. The person with the lowest number of votes in each bargaining unit representation would have a one-year term and those with the highest number of votes would have a two or three year term. All subsequent elections will be for three year terms. For rotation purposes, the three employment categories with the least amount of representation on campus (WPEC, Non-represented, and Miscellaneous) will be combined. The person in these three employment categories who receives the lowest votes would have a one-year term; second lowest votes would have a two-year term and so forth.

ARTICLE VII: OFFICERS

CSAC shall have the following officers who serve single-year terms: (1) Chair; (2) Vice-Chair (who serves as Chair-Elect); (3) Past-Chair; and (4) Secretary. CSAC officers constitute the Executive Committee, and they shall be joined by the Administrative Liaison and the Classified Staff Human Resources Manager who shall serve as an ex officio and non-voting members of CSAC and the Executive Committee.

ARTICLE VIII: ELECTION OF OFFICERS

The eleven CSAC members who have been elected or appointed to serve shall elect a Vice-Chair and Secretary at the May meeting from among the eleven CSAC members who have been elected or appointed to serve. Outgoing members cannot nominate candidates for the position and will not vote in this process. A newly elected member must be present during this process, in order to be nominated for an office. In the event that the Vice-Chair cannot serve as Chair, CSAC will elect a new Chair from among the remaining CSAC members. The duties and responsibilities of each officer are set forth below:

Chair: Calls meetings of CSAC and presides over the meetings, coordinates activities, and attends monthly meetings with the Chancellor.

Vice-Chair: Serves as Acting Chair (and performs all of requisite duties) when the Chair is absent or unable to perform the duties of the position. Attends monthly meetings with the Chancellor. Becomes Chair after completing one-year service as Vice-Chair.

Secretary: Prepares and distributes agenda for all CSAC meetings. Takes minutes of CSAC meetings and posts approved minutes to the CSAC webpage. Retains a copy of the minutes within the CSAC files on the shared directory. Attends meetings of the Executive Committee and accompanies the Chair and Vice-Chair to monthly meetings with the Chancellor.

Past-Chair: The Past Chair does not have to be a member of the Council. The Past-Chair provides continuity to the work of the CSAC through consultation with the executive committee.

ARTICLE IX: MEETINGS

Scheduling: Regular meetings of CSAC shall be held on the second Tuesday of each month, with the understanding that the July meeting will not be held unless there is some pressing business that requires a change in the meeting schedule. CSAC meetings are open to all University employees and are held during normal business hours, typically between 7:45 a.m. and 4:30 p.m. Members of CSAC will be allowed to attend meetings in paid status. Any employee serving as an elected member of CSAC who is assigned to work the second or third shift will be allowed to use flex work hours to attend these meetings. Arrangement to flex work schedule should be discussed with the appropriate supervisor, and the Human Resources Liaison shall actively help to resolve any issues or problems that may arise relating to these scheduling and workload conditions. If a special unscheduled meeting is needed, an e-mail notification will be sent out 24 hours prior to the meeting to all classified staff.

Quorum: A quorum for any meeting of CSAC shall be six (6) members.

Attendance: CSAC members must attend at least 75% of the regularly scheduled meetings, unless excused, in a given calendar year to retain their seat. The Chair will appoint the next highest vote getter from the most recent election in the appropriate employment category to fill the remainder of the term. If no one is able to serve who had been on the ballot, the Chair may appoint any eligible classified staff member in the appropriate category.

Leave of Absence: If a CSAC member knows he or she will not be able to attend meetings for a period of time, he or she may request a leave of absence from these assigned responsibilities. A leave of absence may be requested for up to one calendar year. The Chair will appoint an eligible classified staff member from the appropriate category to serve on CSAC during the leave of absence. Replacement members will be chosen from the list of nominees and will have full voting rights and privileges. CSAC members requesting a leave longer than one year are encouraged to resign from CSAC.

ARTICLE X: PERMANANT STANDING COMMITTEES

All classified staff are eligible to serve on a committee and may self-nominate. CSAC committees may be established by a majority vote of CSAC. One of the CSAC members on each standing committee will serve as a liaison to CSAC. All committees select their own chair from among their members. Committee meetings may be held during paid work hours. Any employee serving as an elected member of the Council and working second or third shift will be allowed to work flex hours to attend Committee meetings. Arrangement to flex work schedule should be discussed with the appropriate supervisor, and the Administrative Liaison shall provide support and assistance toward this end, if needed. Standing committees are reviewed annually and those that are no longer necessary will be eliminated by majority vote of CSAC. A representative from each standing committee will attend the monthly CSAC meetings for updates on the activities of the committee. Terms for committee chairs are limited to two consecutive years with another term of service allowed after a one-year break. There are no term limits for membership on standing committees, however, committee members must be in permanent employment status.

Bylaws Committee: Annually reviews CSAC bylaws, including membership allocation, and proposes changes to CSAC as necessary. The Bylaws Committee shall consist of up to five members.

Classified Staff Grant Fundraising Committee: The mission of this committee is to raise funds. These fundraising efforts will support the grant program and other events for classified staff through the endowment program. The Classified Staff Grant Fundraising Committee shall consist of up to five members.

Classified Staff Grant Program Committee: Provides professional development opportunities to classified staff members by offering grants for participation in non-credit conferences, seminars, and workshops. The Classified Staff Grant Program Committee shall consist of up to five members.

Committee on Committees: The Committee on Committees will solicit nominees for openings on CSAC and joint university committees. All nominees will be approved by the Committee on Committees members. The appointments will then be reviewed by the CSAC for approval by the Council. The Committee on Committees shall consist of up to five members.

Elections Committee: This committee is charged with overseeing the election process by the Council Chair each February, and is composed of three classified staff members: One past CSAC chair, one past Elections Committee member and one current CSAC member not seeking re-election. CSAC Chair will name Chair of Election Committee. This person will be the convener of the Election Committee. They will report directly to the CSAC Chair. The Chair of this committee will submit election results at the May CSAC meeting. The Council will approve the election results at the May meeting. New members will be invited to attend the May meeting before their term begins in July.

ARTICLE XI: AMENDING THE BYLAWS

CSAC bylaws may be changed by an affirmative vote of two-thirds of CSAC membership. This vote will be done at a CSAC meeting. Before such a vote will take place, members of the Council must be given notice regarding the intent to vote on proposed changes to the bylaws. All proposals must be discussed during at least one Council meeting prior to a vote on the proposed changes. At a minimum, the bylaws shall be revisited annually by the Bylaws Committee of the CSAC.